



SAN DIEGO STATE
UNIVERSITY

SDSU ADAPTIVE USER GUIDE

Budget & Finance
April 2023

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1 LOGIN

1.1 SDSU SINGLE SIGN ON (OFFICE 365)

1.1.1 SDSU ADAPTIVE URL

Navigate to <http://l.sdsu.edu/adaptive>.

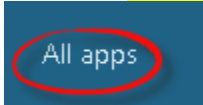
1.1.2 SDSU OFFICE 365

Navigate to Office 365 via portal.office.com.

Click on the **MENU** box located in the top left



Click on **ALL APPS** at the bottom of the menu items.



Click on **ADAPTIVE SUITE** from the menu items.



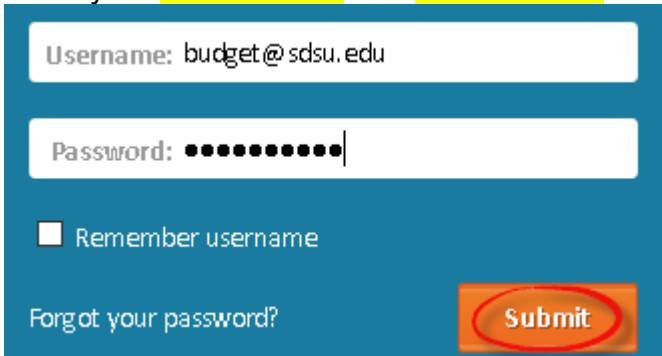
1.2 ADAPTIVE INSIGHTS WEBPAGE

Navigate to www.adaptiveinsights.com.

Click on the **LOGIN** icon on the top right of the menu.

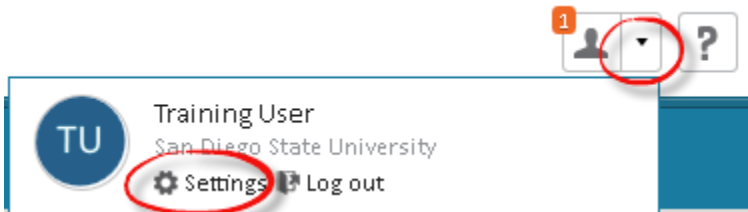
LOGIN

Enter your **USERNAME** and **PASSWORD** and click **SUBMIT**.

A screenshot of the login form. It has a blue background. At the top, it says "Username: budget@sdsu.edu" in a white input field. Below that is a white input field for the password, with the text "Password: " and a series of dots. Underneath the password field is a checkbox labeled "Remember username". At the bottom left, there is a link that says "Forgot your password?". At the bottom right, there is a red "Submit" button with a white outline and a red circle around it.

1.3 CHANGE PASSWORD

Users can change their password by clicking on the drop-down menu for the user profile icon and then clicking on **SETTINGS**.



Users can then enter their **OLD PASSWORD**, **NEW PASSWORD** and **NEW PASSWORD** (again) for verification. Then scroll to the bottom of the settings page and click **SAVE**.

Password

Old password:

New password:

Verify new password:

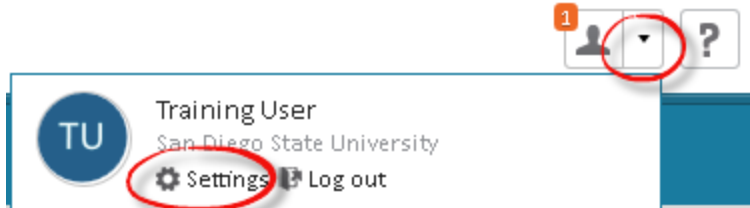
The password length must be greater than or equal to 10.
The password must contain at least 2 alphabetic characters.
The password must contain at least 1 numeric characters.
The password must contain mixed case characters.
The password cannot contain more than 2 consecutive identical characters.
The password must contain at least 1 non-alphanumeric character.



2 HOME PAGE

The HOME PAGE is the first page that users see after they log in.

Users can specify which HOME PAGE is displayed after log in by clicking on the drop-down menu for the user profile icon and then clicking on **SETTINGS**.



Users can then select one of the HOME PAGE choices from the drop-down menu. Users are encouraged to select **ANNOUNCEMENTS PAGE** as this is where SDSU communication will be posted.

My Profile

Name: Training User

Position:

Username: budget@sdsu.edu

Email: Use username as email

Home page: Announcement Page

Time zone: (GMT-08:00) Pacific Time (US & Canada)

Country:

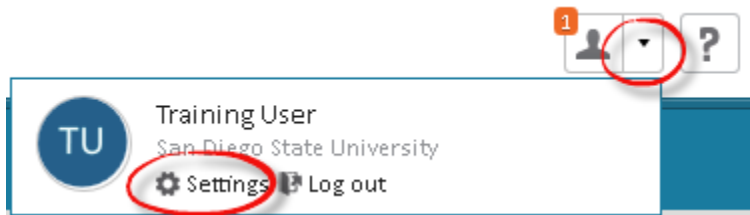
State:

Scroll to the bottom of the settings page and click **SAVE**.

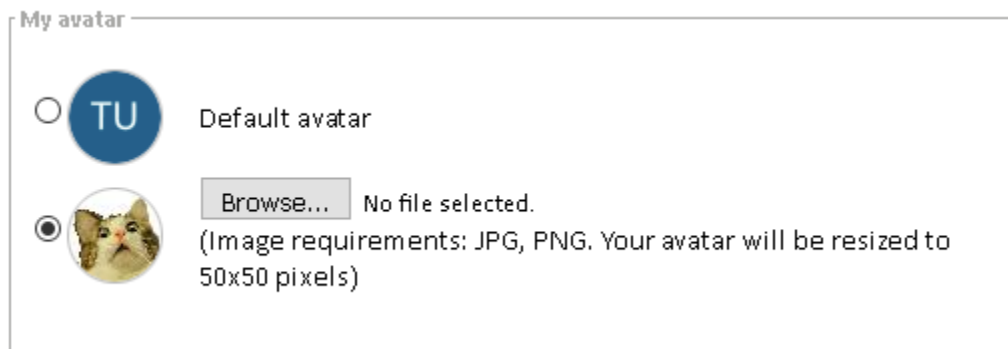


3 PROFILE AVATAR

Users may select an image to display as their avatar in their profile. Click on the drop-down menu for the user profile icon and then clicking on **SETTINGS**.



Either **SELECT** the default avatar or browse your computer to **UPLOAD AN IMAGE**.



Scroll to the bottom of the settings page and click **SAVE**.



4 VERSIONS

A **VERSION** is a collection of data that represents a particular financial scenario.

There are two types of versions: **ACTUAL** versions and **PLANNING** versions.

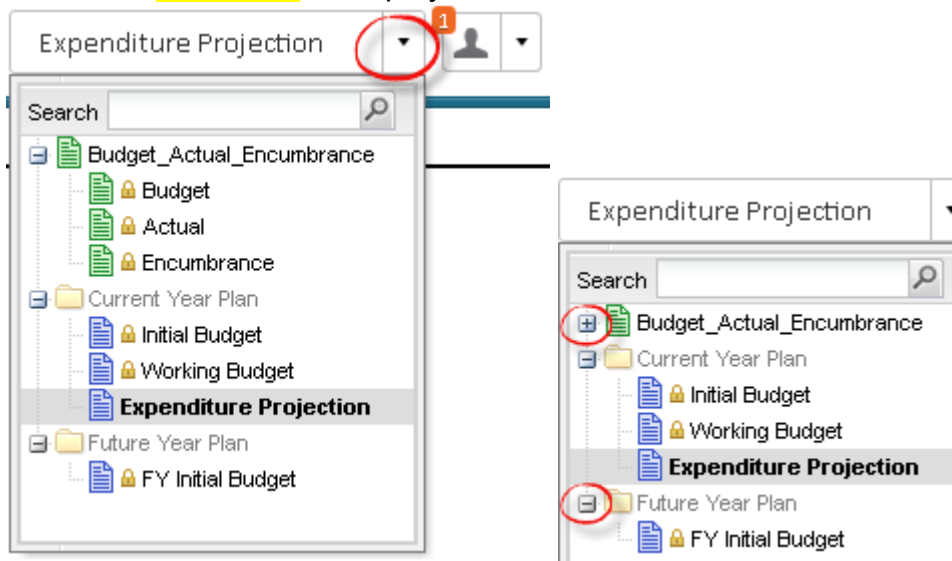
Actual versions contain data from Oracle Financials refreshed as of Oracle Production the day prior. Actual versions are records of what has happened. Actual versions include (1) Budget, (2) Actual and (3) Encumbrance data as posted in Oracle Financials.

Planning versions are about financial data in the future. SDSU uses planning versions to develop budgets and to forecast expenditures. Planning versions include (1) Initial Budget, (2) Working Budget, (3) Expenditure Projection, and (4) FY Initial Budget.

The structure of your sheets, accounts, organization, dimensions, and other hierarchies stays the same between versions, but the data is different.

You select which version to view using the version selector in the upper right of many screens.

Click on the **VERSION SELECTOR DROP-DOWN** menu to see version options. Use the **+** icon and **-** icon to expand or contract the version folders. Click on a **VERSION** to display that version.

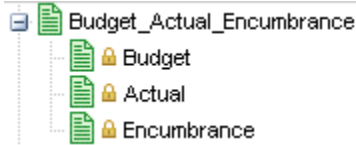


Note: The **EXPENDITURE PROJECTION** version is in bold as it is the default version.

4.1 ACTUAL VERSIONS

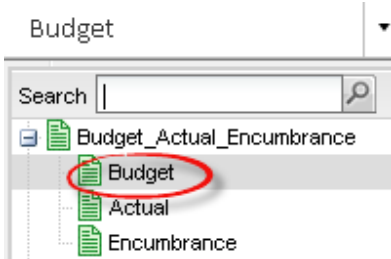
Actual versions contain data from Oracle Financials refreshed as of Oracle Production the day prior. Actual versions are records of what has happened. Actual versions are in the folder **BUDGET_ACTUAL_ENCUMBRANCE** and include (1) Budget, (2) Actual and (3) Encumbrance data as posted in Oracle Financials. Actual versions are **LOCKED** versions meaning that users can view the data but cannot edit the data.

Actual versions are accessed within **REPORTS ONLY**.



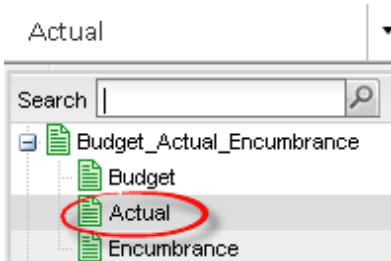
4.1.1 BUDGET

The actual version for **BUDGET** contains budget data from Oracle Financials refreshed as of Oracle Production the day prior.



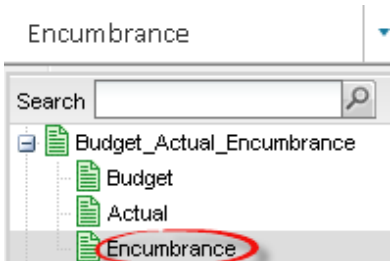
4.1.2 ACTUAL

The actual version for **ACTUAL** contains actual data from Oracle Financials refreshed as of Oracle Production the day prior.



4.1.3 ENCUMBRANCE

The actual version for **ENCUMBRANCE** contains encumbrance data from Oracle Financials refreshed as of Oracle Production the day prior.

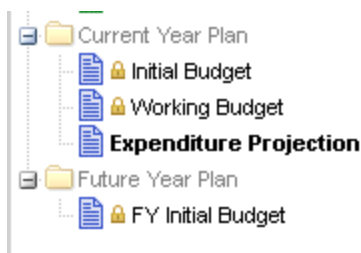


4.2 PLANNING VERSIONS

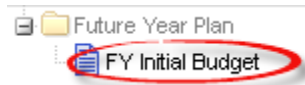
Planning versions are about financial data in the future and contain data input by Adaptive users and/or Budget & Finance. SDSU uses planning versions to develop budgets and to forecast expenditures. Planning versions include (1) FY Initial Budget, (2) Initial Budget, (3) Working Budget, and (4) Expenditure Projection.

Planning versions reside in two folders: **FUTURE YEAR PLAN** and **CURRENT YEAR PLAN**. The FUTURE YEAR PLAN folder includes (1) **FY INITIAL BUDGET**. The CURRENT YEAR PLAN folder includes (1) **INITIAL BUDGET**, (2) **WORKING BUDGET**, and (3) **EXPENDITURE PROJECTION**.

Planning versions may be **LOCKED** versions meaning that users can view the data but cannot edit the data. The (1) Initial Budget and (2) Working Budget versions will always be locked versions.

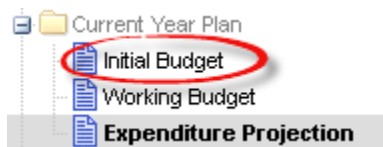


4.2.1 FY INITIAL BUDGET



The FUTURE YEAR PLAN folder includes the **FY INITIAL BUDGET** version. This planning version is where the initial (July) budget is developed. This version will be **UNLOCKED** for data entry during the period when the initial budget is in development. Once the FY INITIAL BUDGET version is finalized, it will be **LOCKED**. When the new FY opens in July, the FY INITIAL BUDGET version budget data will be uploaded to Oracle and the **FY INITIAL BUDGET** version will replace the **INITIAL BUDGET** version in the CURRENT YEAR PLAN folder.

4.2.2 INITIAL BUDGET



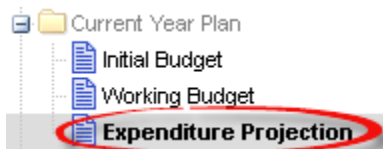
The CURRENT YEAR PLAN folder includes the **INITIAL BUDGET** version. This planning version is the initial (July) budget. The initial (July) budget is developed in the FY INITIAL BUDGET version and is then copied to the INITIAL BUDGET version in July. The INITIAL BUDGET version is always **LOCKED**.

4.2.3 WORKING BUDGET



The CURRENT YEAR PLAN folder includes the **WORKING BUDGET** version. This planning version is the INITIAL BUDGET version adjusted to include processed BUDGET TRANSFERS to provide the working budget (or current budget) for the fiscal year. The WORKING BUDGET version is always **LOCKED**.

4.2.4 EXPENDITURE PROJECTION

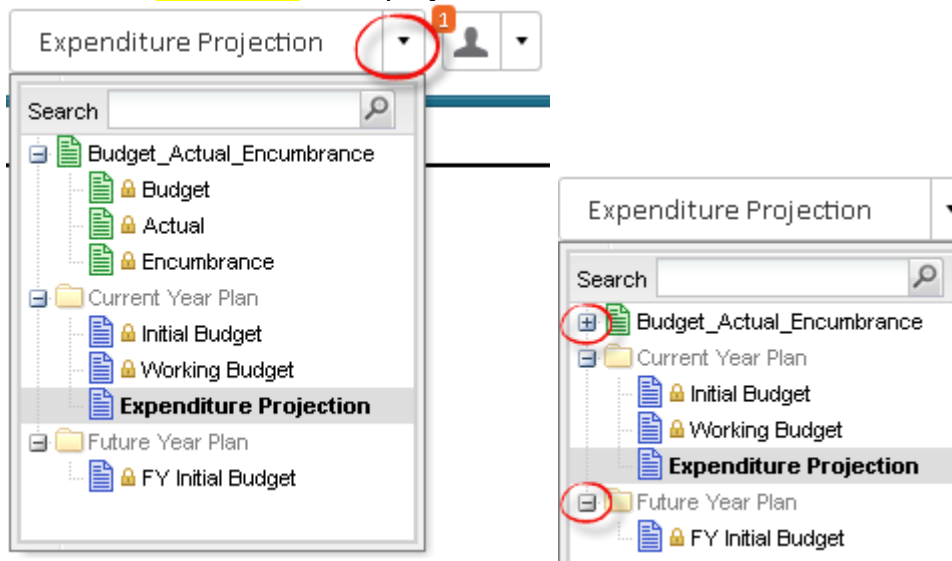


The CURRENT YEAR PLAN folder include the **EXPENDITURE PROJECTION** version. This planning version is where users can enter data for planned expenditures or commitment of funds for open accounting periods. This version allows users to capture financial data that is not reflected in Oracle as an ACTUAL or ENCUMBRANCE so it can be displayed in reports to reflect a more accurate funds available. The EXPENDITURE PROJECTION version is always **UNLOCKED**.

4.3 VERSION NAVIGATION

To display and/or enter data in Adaptive, it is important to ensure you have selected the appropriate version. The version selection menu is located on the top right of the screen to the left of the user profile.

Click on the **VERSION SELECTOR DROP-DOWN** menu to see version options. Use the **+** icon and **-** icon to expand or contract the version folders. Click on a **VERSION** to display that version.

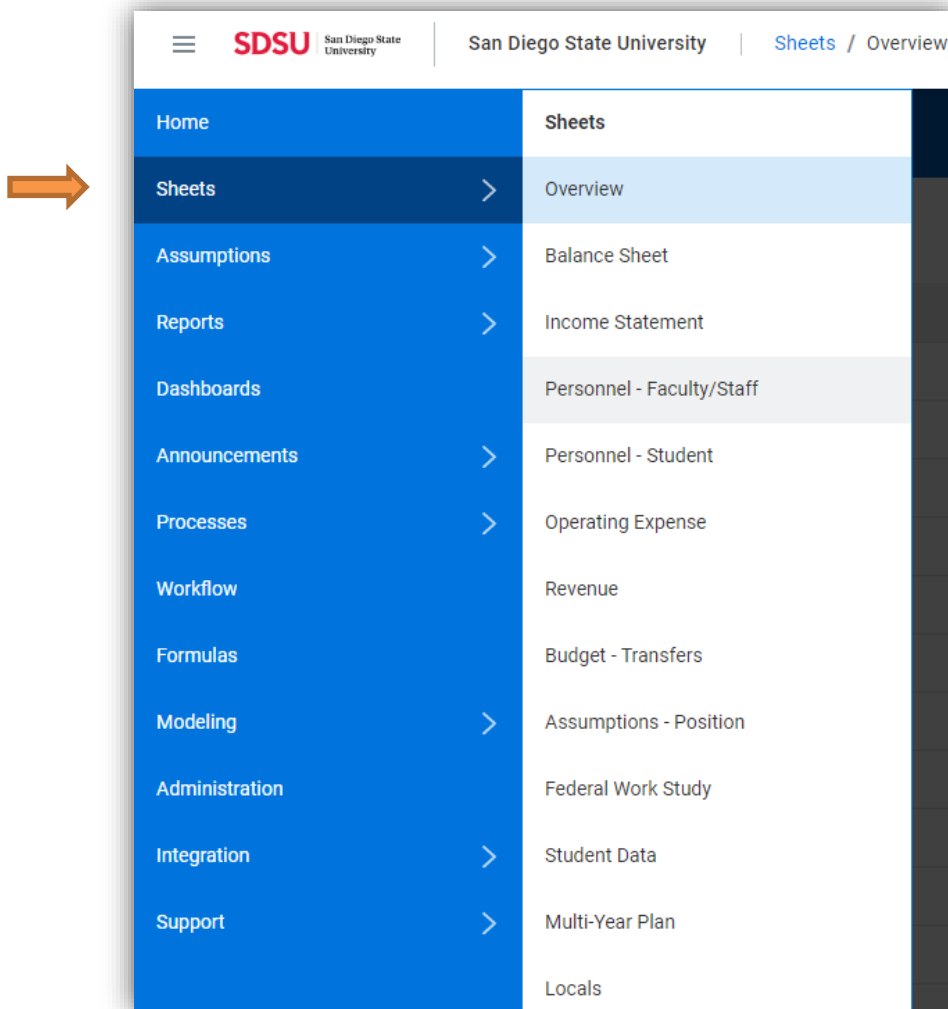


5 SHEETS

A SHEET is where users view, enter, and update financial data. SDSU has developed multiple sheets to capture the various types of personnel and financial data used in budget and reporting processes. Sheets are used for budget development and expenditure planning.

5.1 SHEET NAVIGATION

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu.



Click any **SHEET** to view it.

SDSU San Diego State University | San Diego State University | Sheets / Overview

Sheets

Add New | Search

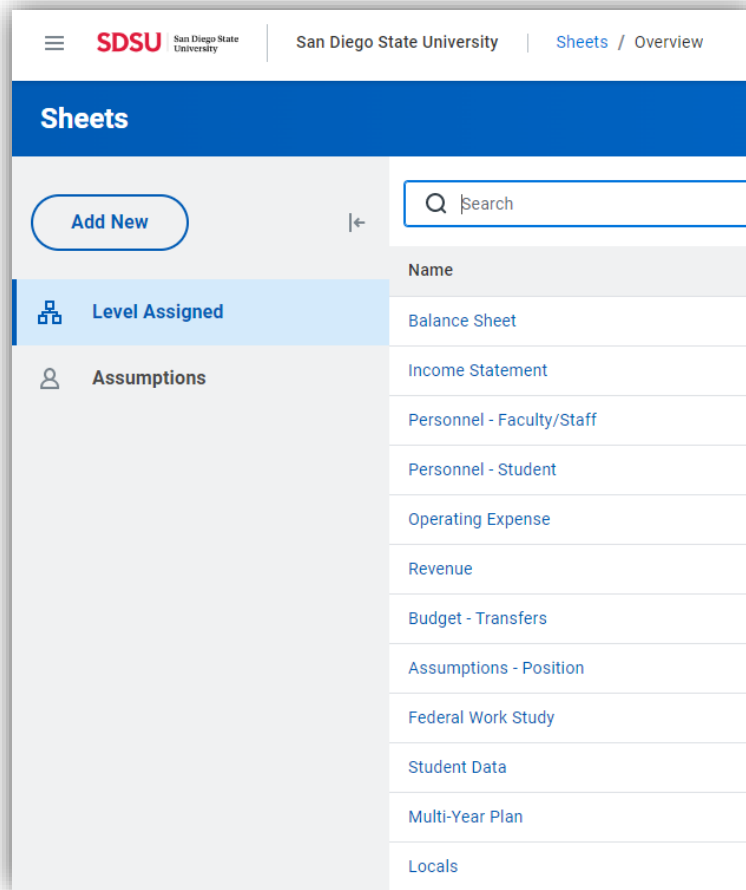
	Name
Level Assigned	Balance Sheet
Assumptions	Income Statement
	Personnel - Faculty/Staff
	Personnel - Student
	Operating Expense
	Revenue
	Budget - Transfers
	Assumptions - Position
	Federal Work Study
	Student Data
	Multi-Year Plan
	Locals

Or, click **OVERVIEW** to go to the sheets overview page.

SDSU San Diego State University | San Diego State University | Sheets / Overview

Home	Sheets
Sheets >	Overview
Assumptions >	Balance Sheet
Reports >	Income Statement
Dashboards	Personnel - Faculty/Staff
Announcements >	Personnel - Student
Processes >	Operating Expense
Workflow	Revenue
Formulas	Budget - Transfers
Modeling >	Assumptions - Position
Administration	Federal Work Study
Integration >	Student Data
Support >	Multi-Year Plan
	Locals







Click any **SHEET** to view it.








5.2 SHEET TOOLBAR



The following functions are available from the sheets toolbar:

- **Expand/Collapse Formula Bar**  – shows/hides formula bar.
- **Formula Assistant**  – opens the formula assistant.
- **Save**  – commits all changes to the database.
- **Download/ Printable View**  – generates a printable view of the data on the sheet by exporting to Microsoft Excel.
- **Add Split or Add Row**  – adds a new row onto the sheet. If more than one cell is currently selected, or new rows cannot be added, this button is inactive.
- **Delete Split or Delete Row**  – deletes the row with the currently-selected cell from the sheet. If more than one cell is currently selected, this button is inactive.

- **Copy Formula/Value Mode**  – toggles between Copying the Value of Selected Cells or Copying the Formulas (shown). Works in combination with Ctrl-C when copying data within a cell.
- **Reset to Default View**  – allows users to reset the screen to the view prior to any changes (if this is selected and changes are not saved, changes will be lost).
- **Display Options (Filter)**  – allows users to select from the viewable time range, column display options (i.e. months, quarters, years) and suppress rows if zeros or blanks options.
- **Refresh Sheet**  – discards all unsaved changes on the sheet and reloads the sheet from the database. If other users have saved changes, the refresh will reflect those updates.
- **Filter**  – allows users to filter the view base on specific, cell, row or column data.

5.2.1 SHEET DISPLAY OPTIONS (FILTER)

Click **DISPLAY OPTIONS** from the sheet toolbar.



Select the **COLUMN DISPLAY OPTIONS** you would like to display on the sheet. Click on **APPLY**.

Display Options ✕

Time | Filter Rows | Hide Columns

Select calendar and time range to display

Calendar

Start

End

	Month	Quarter	Year
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2022/23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2023/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set as default for all users

OK Cancel

Select the **FILTERS** tab and select a **COLUMN** along with the criteria.

Click on **APPLY**.

Display Options

Time Filter Rows Hide Columns

Select calendar and time range to display

Calendar
DefaultTimeHierarchy

Start: Start of Version End: End of Version

	Month	Quarter	Year
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2022/23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2023/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set as default for all users

OK Cancel

5.3 SHEET RIGHT-CLICK MENU OPTIONS

Several of the toolbar options can also be accessed from the right-click menu.

- **Clear:** Erase the current contents of the cells by setting their values to zero.
- **Copy Forward:** Not available for rollups. A submenu with two choices:
 - **Copy Forward To End:** Copies the value or formula of the currently-selected cell into every cell on the current row of the version, from the currently-selected cell to the end of the row.
 - **Advanced:** Allows you to specify how far to copy the value forward, and how to change the value in each cell, if desired (e.g. increase it by 10% each month).
- **Formula Assistant:** Begin editing the contents of the cell using the Formula Assistant.
- **Adjust:** Used to adjust the values of all cells in the selected range. Adjustments can raise or lower the values in the cells by a percentage or by a fixed amount. If you adjust cells that contain formulas, those formulas are replaced with numeric values.
- **Add Note:** Add a note to the cell.
- **Edit Note:** Edit a note attached to the cell.
- **Remove Note:** Remove the note attached to the cell.
- **Add Split:** Adds a new split to the account whose cell is selected. You cannot add splits in a cumulative plan-by-delta account.
- **Rename Split:** Renames the current split of the account.
- **Delete Split:** Deletes the current split of the account.
- **Add Row:** Modeled sheets only. Adds one or more new rows to the sheet. Choose the number of rows to add from the context menu.
- **Copy Row:** Copies the selected row or rows to the end of the sheet.
- **Delete Row:** Deletes the selected row or rows from the sheet.
- **Row Details:** Displays the values for all Modeled Accounts associated with the current sheet for the selected row.
- **Explore Cell:** Opens the Cell Explorer on the selected cell. This button is active only if the cell contains value for formula.

5.3.1 SHEET COPY FORWARD

Enter an amount in the timespan and **RIGHT-CLICK** on the cell. Click **COPY TO END**.

Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
	880.00					880.00
	880.00					880.00

Amount is copied into each future period up to the last period.

Note: Data entered and not saved will be **blue** font.

Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
	880.00	880.00	880.00	880.00	880.00	4,400.00
	880.00	880.00	880.00	880.00	880.00	4,400.00

Click on the **SAVE** icon from the toolbar to save.



Note: Data entered changes from **blue** to **black** font upon save.

Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
	880.00	880.00	880.00	880.00	880.00	4,400.00
	880.00	880.00	880.00	880.00	880.00	4,400.00

5.3.2 SHEET ADD SPLIT

Only the OPERATING EXPENSE and REVENUE sheets allow split rows.

RIGHT-CLICK on a row and click on **SPLIT ROW**.

San Diego State University | Sheets > Operating Expense

Level	Org-Activity	Natural Account	Account Description
99999 ...	99999-000	60410	TEL LONG DISTAI
99999 ...	99999-000	60605	TRAVEL IN STATE
99999 ...	99999-000	61615	
99999 ...	99999-000	66030	
99999 ...	99999-000	66405	
99999 ...	99999-000	66415	
99999 ...	99999-000	66420	
Total			

You can add multiple splits. Enter **AMOUNT** in the timespan for each split.
 Note: Data entered and not saved will be **blue** font.

2	99999 ...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		
+	99...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		
+	99...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		0.00

Click on the **SAVE** icon from the toolbar to save.



Note: Data entered changes from **blue** to **black** font upon save.

2	99999 ...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		800.00
3	9...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		300.00
4	99...	99999-000	60605	TRAVEL IN STATE	0000	1006	3301		500.00

5.3.3 SHEET ROW DETAILS

RIGHT-CLICK on a row and click on **ROW DETAILS**.

San Diego State University | Sheets | Personnel - Faculty/Staff

Adaptive Insights

#	Org-Activity	Natural Account	Account...	Ende...	Fund	Function	Start Date	End Date	PositionNumb...	Pos Per
1	99999-000	60135	SUPPORT	0000	1006	3301			10000515	Perm
2	99999-000	60135	SUPPORT	3201	5430	3301			10002618	Perm
3	99999-000	60135	SUPPORT	3201	5430	3301			100004	
4	99999-000	60192	MANAGER	0000	1006	3301			100017	
5	Total									

- Clear
- Explore Cell
- Add Row
- Copy Row
- Delete Row
- Row Details**

A new window (pop-up) will open and display the row details.

The row details items is most applicable to personnel data as it provides the benefits and risk pool amounts and rates that are not included in the row display.

Use the **SCROLL BAR** to display data to the left and right.

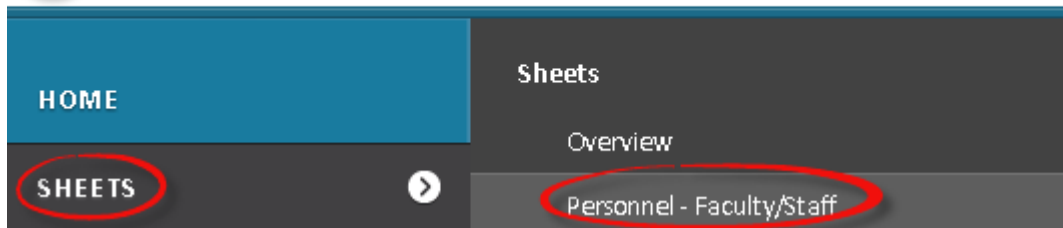
Level: 99999 - TRAINING
 Org-Activity: 99999-000
 Natural Account: 60135
 Account Description: SUPPORT STAFF SALARIES
 Endeavor: 3201
 Fund: 5430

Account	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Timespan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 Monthly Salary	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
02 Comp Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
03 Adjusted Salary	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
04 Initial Salary Budget	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
05 Bud TRF Base	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 Bud TRF 1x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 Total Salary Budget	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
08 Benefits	0.00	0.00	0.00	0.00	3,406.00	3,406.00	3,406.00	3,406.00	3,406.00
09 Benefit Rate	0.00%	0.00%	0.00%	0.00%	65.00%	65.00%	65.00%	65.00%	65.00%
10 Risk Pool	0.00	0.00	0.00	0.00	94.00	94.00	94.00	94.00	94.00
11 Risk Pool Rate	0.00%	0.00%	0.00%	0.00%	1.80%	1.80%	1.80%	1.80%	1.80%
12 Total Budget Plan	5,240.00	5,240.00	5,240.00	5,240.00	8,740.00	8,740.00	8,740.00	8,740.00	8,740.00
13 Adjusted FTE	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Monthly Fraction	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CY vs PY Variance	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00

5.4 PERSONNEL – FACULTY/STAFF

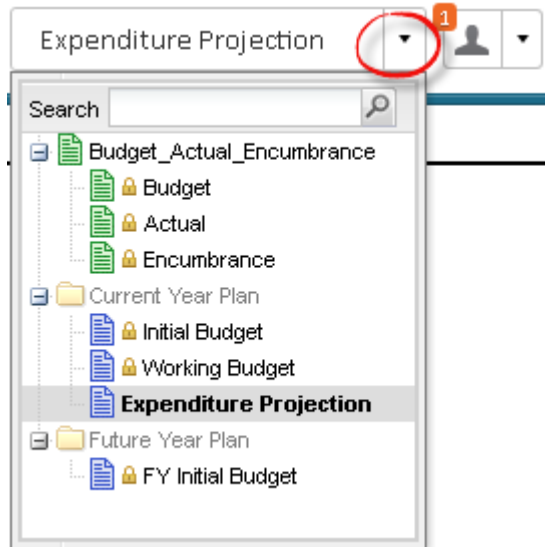
The PERSONNEL – FACULTY/STAFF sheet is where users view, enter, and update information for faculty/staff (including management) accounts.

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **PERSONNEL – FACULTY/STAFF** to view sheet.

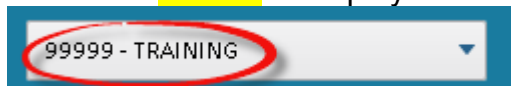


5.4.1 DATA ENTRY – EXPENDITURE PROJECTION

Click on **EXPENDITURE PROJECTION** to display version.



Select the **LEVEL** to display from the level drop-down menu.



Budget & Finance will pre-populate the PERSONNEL – FACULTY/STAFF sheet for the EXPENDITURE PROJECTION version as a copy of the data in the INITIAL BUDGET version. And may project monthly salary based on July actual upon divisional/college/department request.

The columns in the PERSONNEL – FACULTY/STAFF sheet allow users flexibility to plan their expenditures based on divisional/college/department business process.

Level	Org-Activity	Natural Account *	Account Description	Endea...	Fund	Function
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- Level – required (will only display if you select a parent level)
- Org-Activity – required (format ORGXX-ACT)
- Natural Account – required
- Account Description – **view only** (attribute of NATURAL ACCOUNT)
- Endeavor – required
- Fund – required
- Function – required

Start Date	End Date	PositionNumber	Pos Perm/Temp	Pos HeadCount	JobCode	Job Code Title
------------	----------	----------------	---------------	---------------	---------	----------------

- Start Date – optional (*required for Lump Sum*)
- End Date – optional
- Position Number – optional, select from drop-down list
- Pos Perm/Temp – optional, select from drop-down list
- Pos HeadCount – optional
- JobCode – optional, select from drop-down list
- Job Code Title – **view only** (attribute of JOB CODE)

Working Title	UnionCode	Union Code	Empl ID	EmplName	Empl Status
---------------	-----------	------------	---------	----------	-------------

- Working Title – optional
- Union Code – optional, select from drop-down list
- Union Code – **view only** (attribute of JOB CODE)
- Empl ID – optional, select from drop-down list (updated monthly after payroll posts)
- Empl Name – **view only** (attribute of EMPL ID)
- Empl Status – optional

Comp Rate	Frequency	FTE	Distribution %	Projection	Bud TRF Base	Bud TRF 1x	Total Projection
-----------	-----------	-----	----------------	------------	--------------	------------	------------------

- Comp Rate – amount that applies to Frequency (i.e. monthly salary)
- Frequency – select from drop-down list
 - Annual: amount for fiscal year (Frequency = 1)
 - Monthly: amount for single month (Frequency = 12)
 - Lump Sum: lump amount will apply to month entered in Start Date
- FTE – Full Time Equivalent of position (*does not apply to Lump Sum*)
- Distribution % - portion of FTE funded from this line (*does not apply to Lump Sum*)
- Projection – view only (calculated as Comp Rate * Frequency * FTE * Distribution % * remaining months/open periods) (*does not apply to Lump Sum*)
- Bud TRF Base – view only (*does not apply to EXPENDITURE PROJECTION version*)
- Bud TRF 1x - view only (*does not apply to EXPENDITURE PROJECTION version*)
- Total Projection – view only (same as Projection)

PY Initial Budget	Notes	Emp Group
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- PY Initial Budget – optional (may be pre-populated)
- Notes – optional
- Emp Group – optional

Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
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- Period(s) – displays period(s) based on display options selected

Users have the option to (1) use the Comp Rate calculation (Comp Rate * Frequency * FTE * Distribution %) or

Comp Rate	Frequency	FTE	Distribution %	Projection
6,536.00	Monthly	1.00	100.00%	32,680.00
5,240.00	Monthly	1.00	100.00%	26,200.00
4,500.00	Monthly	1.00	100.00%	22,500.00
10,702.00	Monthly	1.00	100.00%	53,510.00
				134,890.00

(2) enter the monthly amounts in the timespan
(TIMESPAN will always OVERRIDE the COMP RATE calculation)

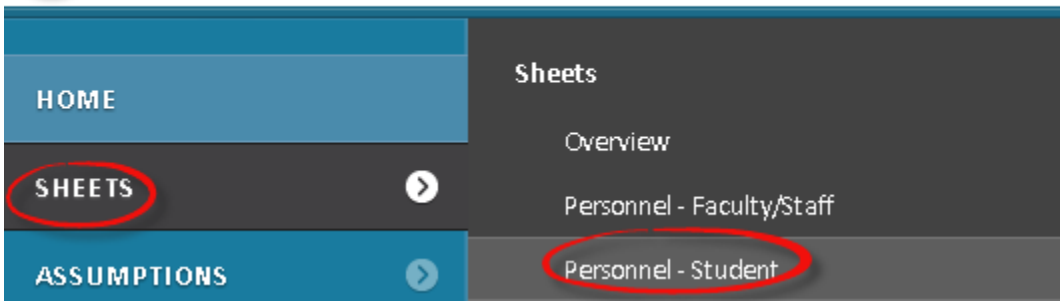
Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
	6,536.00	6,536.00	6,536.00	6,536.00	6,536.00	32,680.00
	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	26,200.00
	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	22,500.00
	10,702.00	10,702.00	10,702.00	10,702.00	10,702.00	53,510.00
	26,978.00	26,978.00	26,978.00	26,978.00	26,978.00	134,890.00

NOTE: Only data from the EXPENDITURE PROJECTION version for OPEN periods will display in reports. ACTUAL data will display in reports for CLOSED periods.

5.5 PERSONNEL – STUDENT

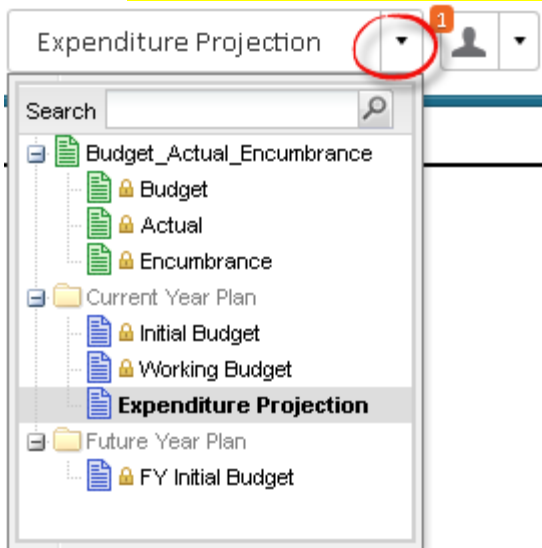
The PERSONNEL – STUDENT sheet is where users view, enter, and update information for student accounts.

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **PERSONNEL – STUDENT** to view sheet.

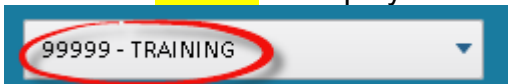


5.5.1 DATA ENTRY – EXPENDITURE PROJECTION

Click on **EXPENDITURE PROJECTION** to display version.



Select the **LEVEL** to display from the level drop-down menu.



Budget & Finance will pre-populate the PERSONNEL – STUDENT sheet for the EXPENDITURE PROJECTION version as a copy of the data in the INITIAL BUDGET version.

The columns in the PERSONNEL – STUDENT sheet allow users flexibility to plan their expenditures based on divisional/college/department business process.

Level	Org-Activity	Natural Account *	Account Description	Endea...	Fund	Function
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- Level – required (will only display if you select a parent level)
- Org-Activity – required (format ORGXX-ACT)
- Natural Account – required
- Account Description – **view only** (attribute of NATURAL ACCOUNT)
- Endeavor – required
- Fund – required
- Function – required

StartDate	EndDate	PositionNumber	Head Count	Job Code	Title	UnionCode	Empl ID	EmplName
-----------	---------	----------------	------------	----------	-------	-----------	---------	----------

- Start Date – optional (*required for Lump Sum*)
- End Date – optional
- Position Number – optional, select from drop-down list
- HeadCount – optional
- JobCode – optional, select from drop-down list
- Title – optional
- Union Code – optional, select from drop-down list
- Empl ID – optional, select from drop-down list (updated monthly after payroll posts)
- Empl Name – **view only** (attribute of EMPL ID)

Comp Rate	Frequency	FTE	Distribution %	Projection	Bud TRF Base	Bud TRF 1x	Total Projection
-----------	-----------	-----	----------------	------------	--------------	------------	------------------

- Comp Rate – amount that applies to Frequency (i.e. hourly salary)
- Frequency – select from drop-down list
 - Annual: amount for fiscal year (Frequency = 1)
 - Hourly: amount for single month (Frequency = 12)
 - Lump Sum: lump amount will apply to month entered in Start Date
- Hours – required for Hourly Frequency
- Projection – view only (calculated as Comp Rate * Frequency * hours (if applicable) * remaining months/open periods) (*does not apply to Lump Sum*)
- Bud TRF Base – view only (*does not apply to EXPENDITURE PROJECTION version*)
- Bud TRF 1x - view only (*does not apply to EXPENDITURE PROJECTION version*)
- Total Projection – view only (same as Projection)

PY Initial Budget	Notes	Emp Group
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- PY Initial Budget – optional (may be pre-populated)
- Notes – optional
- Emp Group – optional

Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	--------

- Period(s) – displays period(s) based on display options selected

Users have the option to (1) use the Comp Rate calculation (Comp Rate * Frequency * FTE * Distribution %) or

Comp Rate	Frequency	Hours	Projection
11.00	Hourly	80.00	4,400.00
11.00		80.00	4,400.00

(2) enter the monthly amounts in the timespan

(TIMESPAN will always OVERRIDE the COMP RATE calculation)

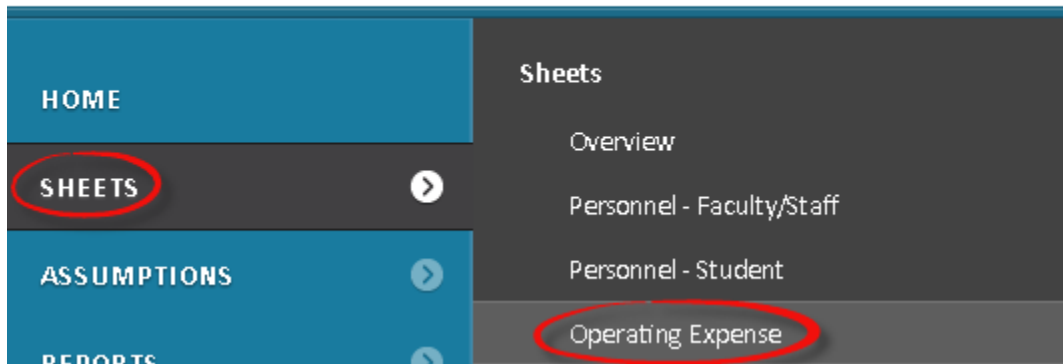
Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
	880.00	880.00	880.00	880.00	880.00	4,400.00
	880.00	880.00	880.00	880.00	880.00	4,400.00

NOTE: Only data from the EXPENDITURE PROJECTION version for OPEN periods will display in reports. ACTUAL data will display in reports for CLOSED periods.

5.6 OPERATING EXPENSE

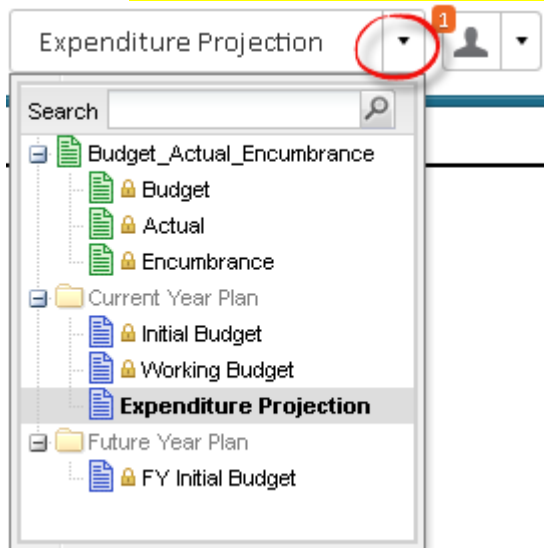
The OPERATING EXPENSE sheet is where users view, enter, and update information for operating accounts.

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **OPERATING EXPENSE** to view sheet.

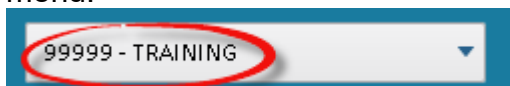


5.6.1 DATA ENTRY – EXPENDITURE PROJECTION

Click on **EXPENDITURE PROJECTION** to display version.



Select the **LEVEL** (Department/Organization) to display from the level drop-down menu.



Budget & Finance will pre-populate the OPERATING EXPENSE sheet for the EXPENDITURE PROJECTION version as a copy of the data in the INITIAL BUDGET version.

The columns in the OPERATING EXPENSE sheet allow users flexibility to plan their expenditures based on divisional/college/department business process.

Level	Org-Activity	Natural Acco...	Account Description	Endeavor	Fund	Functi...	Description
-------	--------------	-----------------	---------------------	----------	------	-----------	-------------

- Level – required (will only display if you select a parent level)
- Org-Activity – required (format ORGXX-ACT)
- Natural Account – required
- Account Description – **view only** (attribute of NATURAL ACCOUNT)
- Endeavor – required
- Fund – required
- Function – required
- Description – optional

Projection	Bud TRF Base	Bud TRF 1x	Total Projection
------------	--------------	------------	------------------

- Projection – view only (summation of amounts in timespan)
- Bud TRF Base – view only (*does not apply to EXPENDITURE PROJECTION version*)
- Bud TRF 1x - view only (*does not apply to EXPENDITURE PROJECTION version*)
- Total Projection – view only (same as Projection)

PY Initial Budget	Notes
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- PY Initial Budget – optional (may be pre-populated)
- Notes – optional

Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	--------

- Period(s) – displays period(s) based on display options selected

Users enter/edit the monthly amounts in the timespan for open periods.

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
TEL LONG DISTA...		16.00	16.00	16.00	16.00	16.00	80.00
TRAVEL IN STATE		800.00					800.00
TRAVEL IN STATE		300.00					300.00
TRAVEL IN STATE		500.00					500.00
IT HARDWARE-I...		1,200.00					1,200.00
SUPPLIES (CONS...		150.00			150.00		300.00
COPY MACHINE - ...		250.00	250.00	250.00	250.00	250.00	1,250.00
REPROGRAPHICS							
TELECOM RECUR...		65.00	65.00	65.00	65.00	65.00	325.00
		2,481.00	331.00	331.00	481.00	331.00	3,955.00

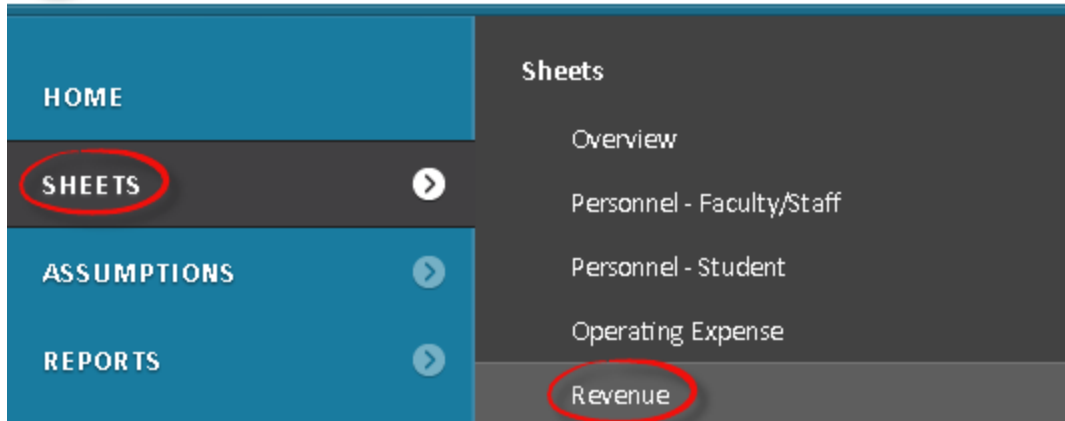
Amounts flow to the Projection and Total Projection columns.

Account Description	Description	Projection	Bud TRF Base	Bud TRF 1x	Total Projection
TEL LONG DISTA...		80.00	0.00	0.00	80.00
TRAVEL IN STATE	(multiple)	800.00	0.00	0.00	800.00
TRAVEL IN STATE	trip 1	300.00	0.00	0.00	300.00
TRAVEL IN STATE	trip 2	500.00	0.00	0.00	500.00
IT HARDWARE-I...		1,200.00	0.00	0.00	1,200.00
SUPPLIES (CONS...		300.00	0.00	0.00	300.00
COPY MACHINE - ...		1,250.00	0.00	0.00	1,250.00
REPROGRAPHICS			0.00	0.00	0.00
TELECOM RECUR...		325.00	0.00	0.00	325.00
		3,955.00	0.00	0.00	3,955.00

NOTE: Only data from the EXPENDITURE PROJECTION version for OPEN periods will display in reports. ACTUAL data will display in reports for CLOSED periods.

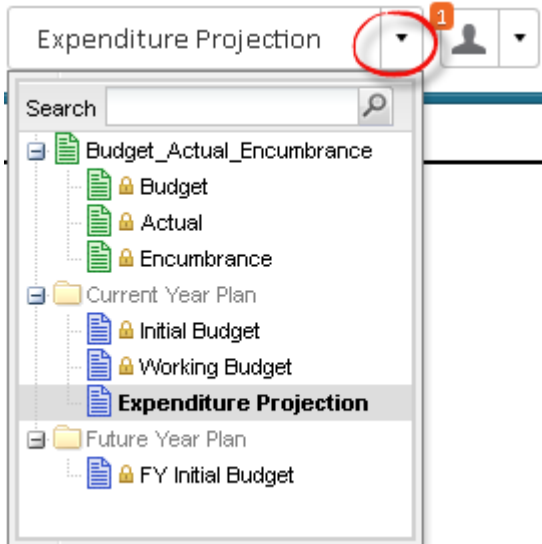
5.7 REVENUE

The REVENUE sheet is where users view, enter, and update information for revenue accounts.

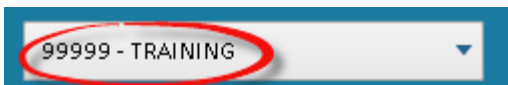


5.7.1 DATA ENTRY – EXPENDITURE PROJECTION

Click on **EXPENDITURE PROJECTION** to display version.



Select the **LEVEL** (Department/Organization) to display from the level drop-down menu.



Budget & Finance will pre-populate the REVENUE sheet for the EXPENDITURE PROJECTION version as a copy of the data in the INITIAL BUDGET version.

The columns in the REVENUE sheet allow users flexibility to plan their expenditures based on divisional/college/department business process.

Level	Org-Activity	Natural Acco...	Account Description	Endeavor	Fund	Funct...	Source	▲	Description
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- Level – required (will only display if you select a parent level)
- Org-Activity – required (format ORGXX-ACT)
- Natural Account – required
- Account Description – **view only** (attribute of NATURAL ACCOUNT)
- Endeavor – required
- Fund – required
- Function – required
- Source – optional, select from drop-down list
- Description – optional

Projection	Bud TRF Base	Bud TRF 1x	Total Projection
------------	--------------	------------	------------------

- Projection – view only (summation of amounts in timespan)
- Bud TRF Base – view only (*does not apply to EXPENDITURE PROJECTION version*)
- Bud TRF 1x - view only (*does not apply to EXPENDITURE PROJECTION version*)
- Total Projection – view only (same as Projection)

PY Initial Budget	Notes
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- PY Initial Budget – optional (may be pre-populated)
- Notes – optional

Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	--------

- Period(s) – displays period(s) based on display options selected

Users enter the monthly amounts in the timespan

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	FY2017
NON-OPERATING REVE...				-10,000.00			-10,000.00
				-10,000.00			-10,000.00

Amounts flow to the Projection and Total Projection columns.

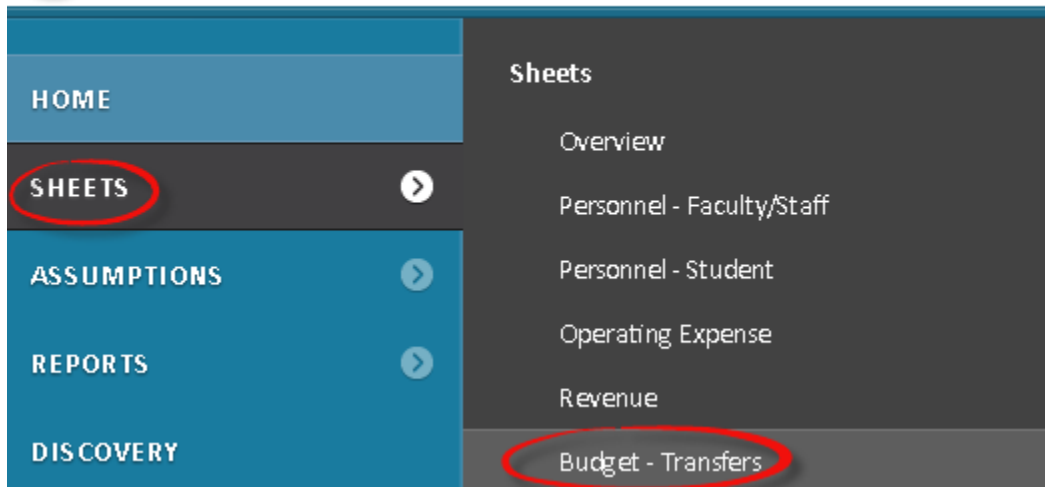
Account Description	Projection	Bud TRF Base	Bud TRF 1x	Total Projection
NON-OPERATING REVE...	-10,000.00	0.00	0.00	-10,000.00
	-10,000.00	0.00	0.00	-10,000.00

NOTE: Only data from the EXPENDITURE PROJECTION version for OPEN periods will display in reports. ACTUAL data will display in reports for CLOSED periods.

5.8 BUDGET – TRANSFERS

The BUDGET – TRANSFERS sheet is used ONLY in the WORKING BUDGET version.

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **BUDGET - TRANSFERS** to view sheet.



The existing budget transfer process whereby a department submits a budget transfer form to Budget & Finance for processing in Oracle is unchanged with the exception of a couple new required fields (1) Budget Category and (2) Position.

BUDGET CATEGORY	EFF DATE (Format MMM-YYYY)	ORG (9)	ACT (9)	NACCT (9)	ENDV (9)	FUND (9)	FUNC (9)	RFU (9)	TO (DEBIT)	FROM (CREDIT)	POSITION (Only for 8010K NACCTs)
Budget TR 1x								0000			

These two new fields assist the flow of the budget transfer data within Adaptive. The budget transfer data is imported into the BUDGET – TRANSFERS sheet.

Org-Activity	Natural Account...	Endeavor	Fund	Function	Date	PositionNumber	Budget Transfer	Budget Category	Comments
99999-000	60135	0000	1006	3301	12/1/2017	10000515	1,572.00	Budget TR Base	TRF0437; 2017/18 PERM R02 R05 R07 R09 COMP
99999-000	60192	0000	1006	3301	12/1/2017	10001766	4,500.00	Budget TR Base	TRF0436; 2017/18 PERM M80/C99 COMP

The data from the BUDGET – TRANSFERS sheet then flows to the (1) PERSONNEL – FACULTY STAFF sheet, (2) PERSONNEL – STUDENT sheet, (3) OPERATING EXPENSE sheet, and (4) REVENUE sheet based on the combination of GL account segments, position number (if applicable) and budget category. An example of the PERSONNEL – FACULTY STAFF sheet showing

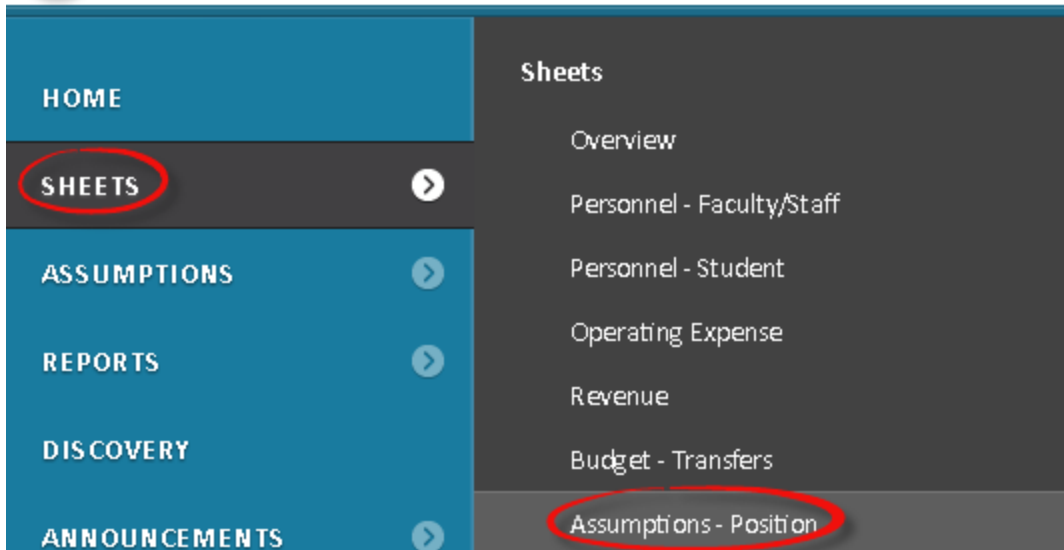
PositionNumber	Projection	Bud TRF Base	Bud TRF 1x	Total Projection
10000515	60,000.00	1,572.00	0.00	61,572.00
10002618	60,000.00			60,000.00
10000412	60,000.00			60,000.00
10001766	120,000.00	4,500.00	0.00	124,500.00
	300,000.00	6,072.00	0.00	306,072.00

5.9 ASSUMPTIONS – POSITION

The ASSUMPTIONS - POSITION sheet is where users may view, enter, and update the benefit rate assumption for self-supporting positions. Users have the option to assign a specific benefit rate by position in the ASSUMPTIONS – POSITION sheet otherwise the default benefit rate as published by Budget & Finance will apply to benefit calculations within the PERSONNEL sheets.

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **ASSUMPTIONS - POSITION** to view sheet.

 San Diego State University | [Sheets](#) > Assumptions - Position



HOME

SHEETS >

ASSUMPTIONS >

REPORTS >

DISCOVERY

ANNOUNCEMENTS >

Sheets


- Overview
- Personnel - Faculty/Staff
- Personnel - Student
- Operating Expense
- Revenue
- Budget - Transfers
- Assumptions - Position**


5.9.1 DATA ENTRY – FY INITIAL BUDGET

PENDING

5.9.2 DATA ENTRY – EXPENDITURE PROJECTION

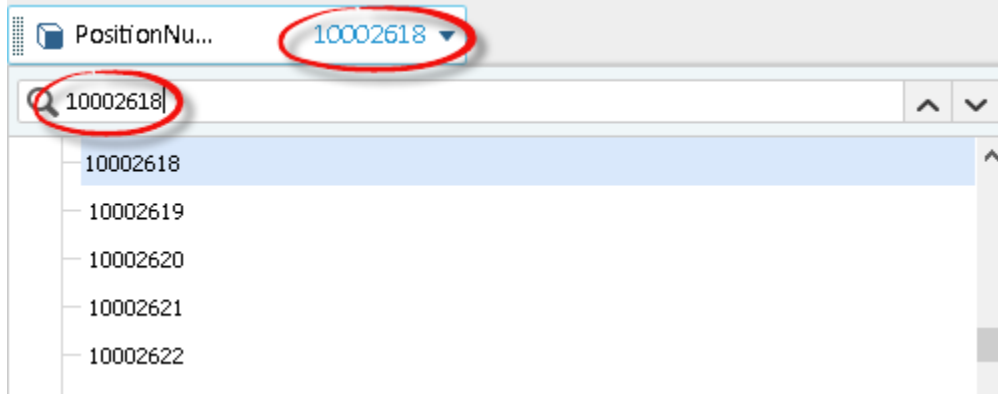
Click on the LEVELS drop-down menu and select a **LEVEL**.

 Levels: 99999 - TRAINI... ▾

 PositionNu... 10000412 ▾

#	Accounts by Time	Jul-2017	Aug-2017	Sep-2017	Oct-2017
1	Benefit Rate	50.0000%	50.0000%	50.0000%	50.0000%

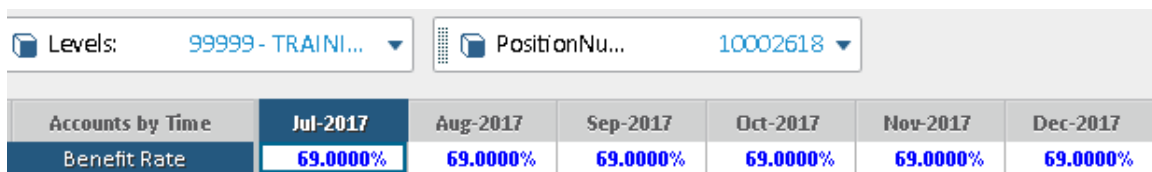
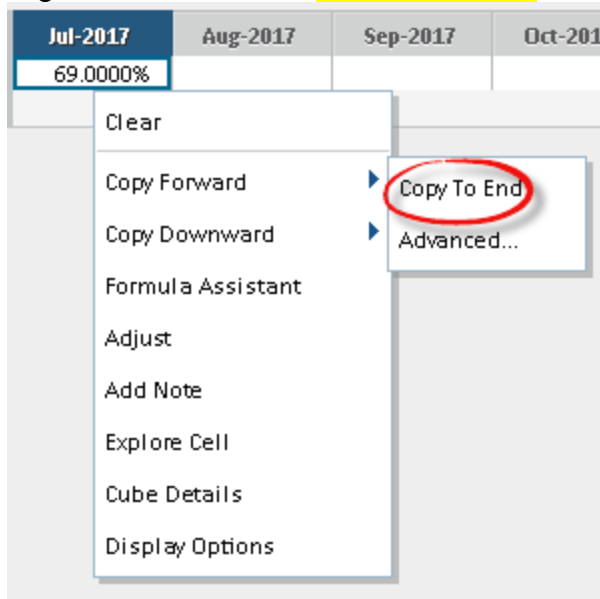
Click on the POSITION NUMBER drop-down menu and select a **POSITION**.



Enter a **BENEFIT RATE** in the desired period.



Right click and select **COPY TO END** to apply rate to future periods.



Click on the **SAVE** icon from the toolbar to save.



Levels:	99999 - TRAINI...	PositionNu...	10002618
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Accounts by Time	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017
Benefit Rate	69.0000%	69.0000%	69.0000%	69.0000%	69.0000%	69.0000%

Follow the same steps to edit future periods.

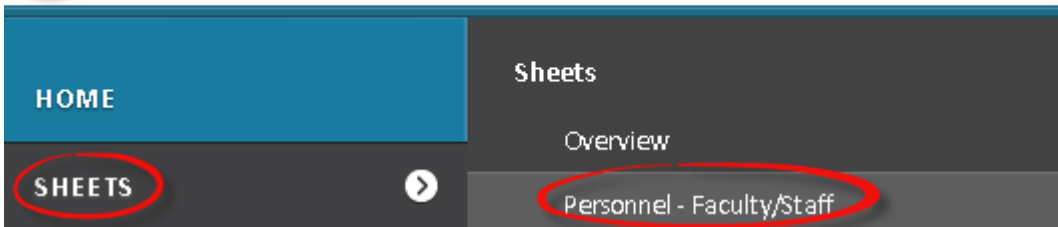
Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
69.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%

Click on the **SAVE** icon from the toolbar to save.

Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
69.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%	65.0000%

Review how the data in the **ASSUMPTIONS – POSITION** sheet is used in the benefits calculation in the **PERSONNEL – FACULTY/STAFF** sheet:

Click **SHEETS** from the navigation menu to see your sheets listed in the submenu. Click **PERSONNEL – FACULTY/STAFF** to view sheet.



Right click on a **POSITIONNUMBER** and click on **ROW DETAILS**.

San Diego State University | Sheets > Personnel - Faculty/Staff

Adaptive Insights

#	Org-Activity	Natural Account ^	Accoun...	Ende...	Fund	Function	Start Date	End Date	PositionNumb...	Pos Per
1	99999-000	60135	SUPPORT	0000	1006	3301			10000515	Perm
2	99999-000	60135	SUPPORT	3201	5430	3301			10002618	Perm
3	99999-000	60135	SUPPORT	3201	5430	3301			100004	
4	99999-000	60192	MANAGE	0000	1006	3301			100017	
5	Total									

- Clear
- Explore Cell
- Add Row
- Copy Row
- Delete Row
- Row Details

A new window (pop-up) will open and display the benefits amount and rate for the position selected. Use the **SCROLL BAR** to display data to the left and right.

Level: 99999 - TRAINING
 Org-Activity: 99999-000
 Natural Account: 60135
 Account Description: SUPPORT STAFF SALARIES
 Endeavor: 3201
 Fund: 5430

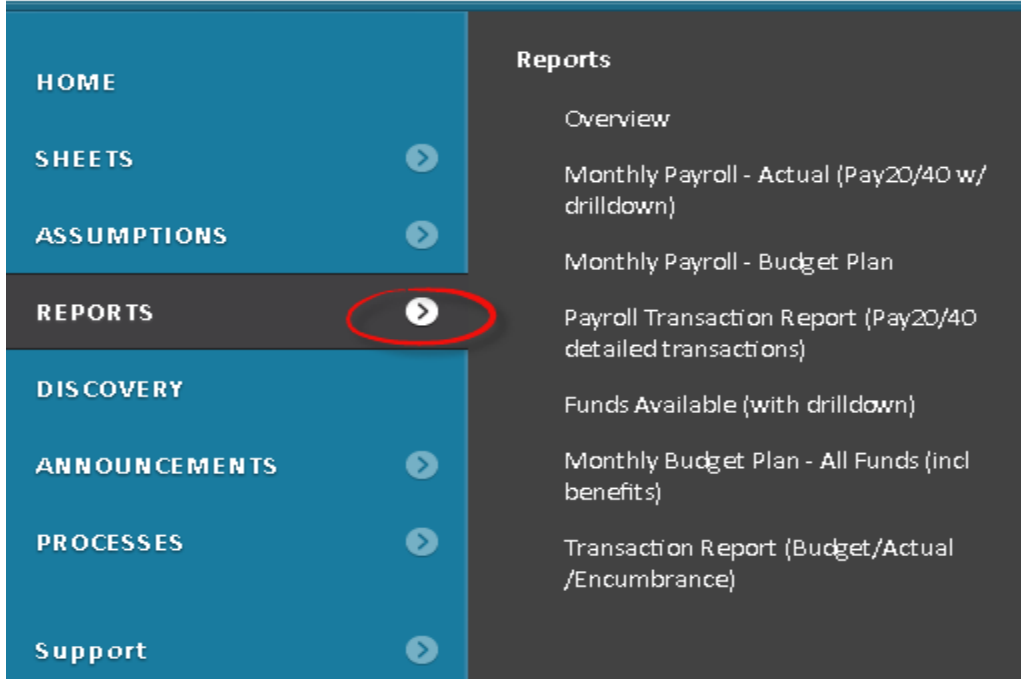
Account	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Timespan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 Monthly Salary	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
02 Comp Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
03 Adjusted Salary	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
04 Initial Salary Budget	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
05 Bud TRF Base	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 Bud TRF 1x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 Total Salary Budget	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
08 Benefits	0.00	0.00	0.00	0.00	3,406.00	3,406.00	3,406.00	3,406.00	3,406.00
09 Benefit Rate	0.00%	0.00%	0.00%	0.00%	65.00%	65.00%	65.00%	65.00%	65.00%
10 Risk Pool	0.00	0.00	0.00	0.00	94.00	94.00	94.00	94.00	94.00
11 Risk Pool Rate	0.00%	0.00%	0.00%	0.00%	1.80%	1.80%	1.80%	1.80%	1.80%
12 Total Budget Plan	5,240.00	5,240.00	5,240.00	5,240.00	8,740.00	8,740.00	8,740.00	8,740.00	8,740.00
13 Adjusted FTE	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Monthly Fraction	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CY vs PY Variance	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00

6 REPORTS

6.1 NAVIGATION

Click **REPORTS** from the navigation menu to see your favorite reports listed in the submenu. Click any report to view it.

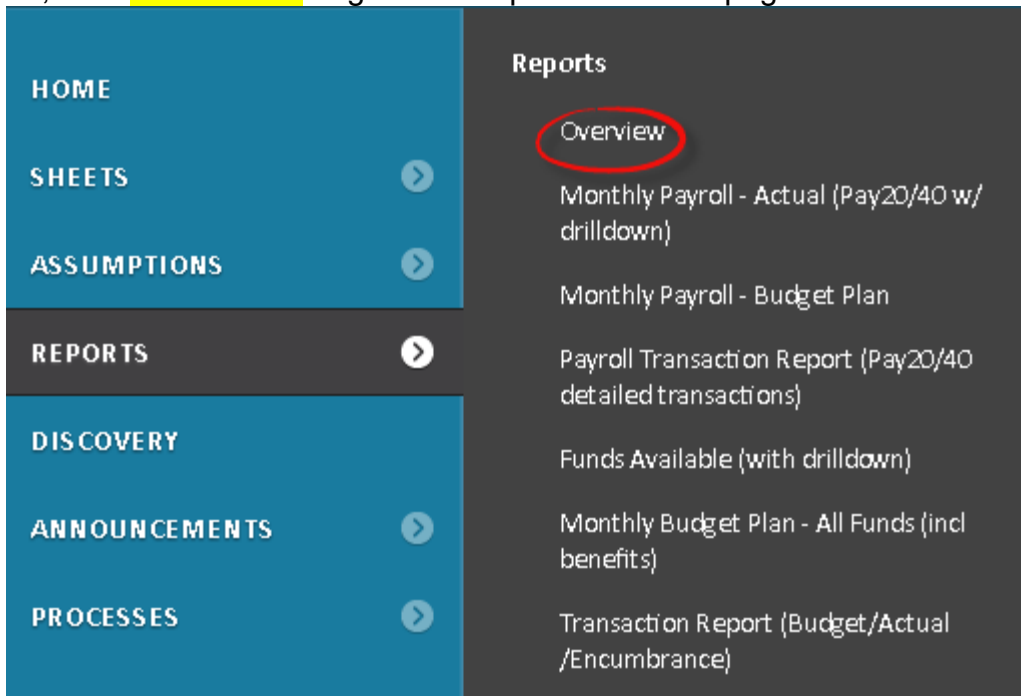
 San Diego State University | [Announcements](#) > Status.Training.htm



The screenshot shows a navigation menu on the left and a reports submenu on the right. The 'REPORTS' item in the navigation menu is highlighted with a red circle. The submenu lists the following reports:

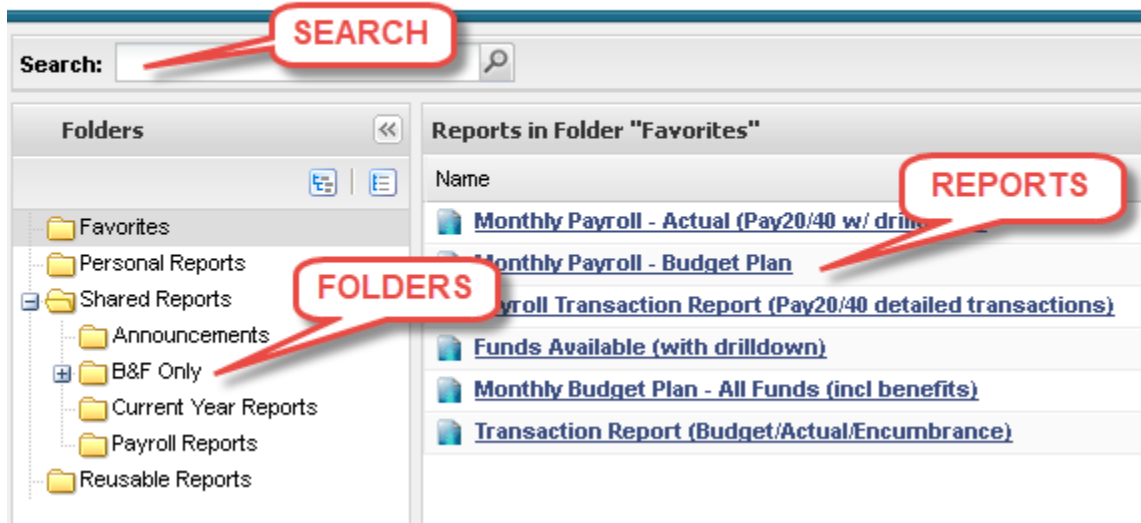
- Overview
- Monthly Payroll - Actual (Pay20/40 w/ drilldown)
- Monthly Payroll - Budget Plan
- Payroll Transaction Report (Pay20/40 detailed transactions)
- Funds Available (with drilldown)
- Monthly Budget Plan - All Funds (incl benefits)
- Transaction Report (Budget/Actual /Encumbrance)

Or, click **OVERVIEW** to go to the reports overview page.



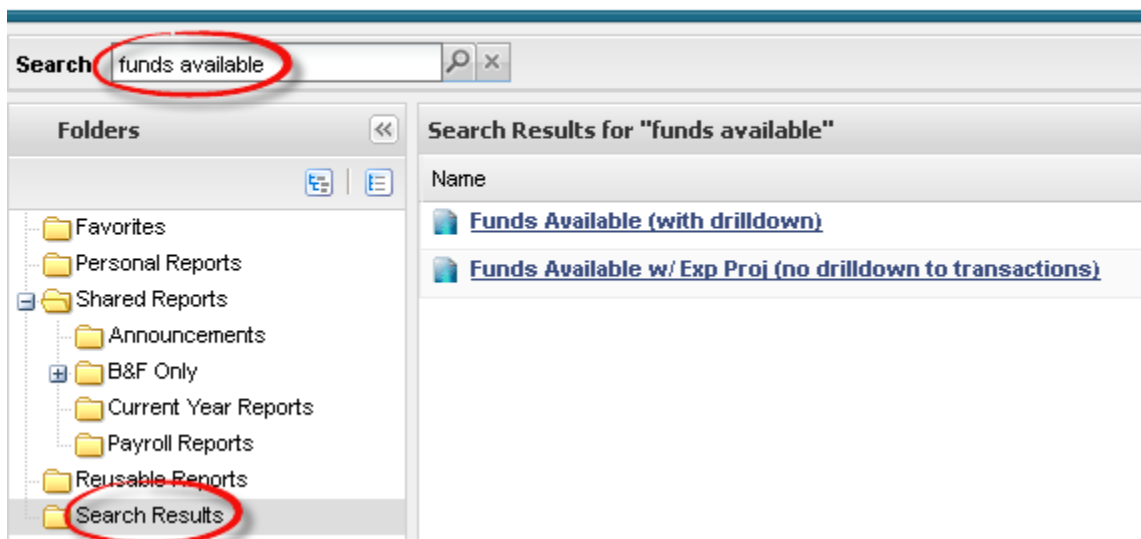
The screenshot shows the same navigation menu and reports submenu as above. In this view, the 'Overview' item in the reports submenu is highlighted with a red circle.

6.2 REPORTS OVERVIEW PAGE



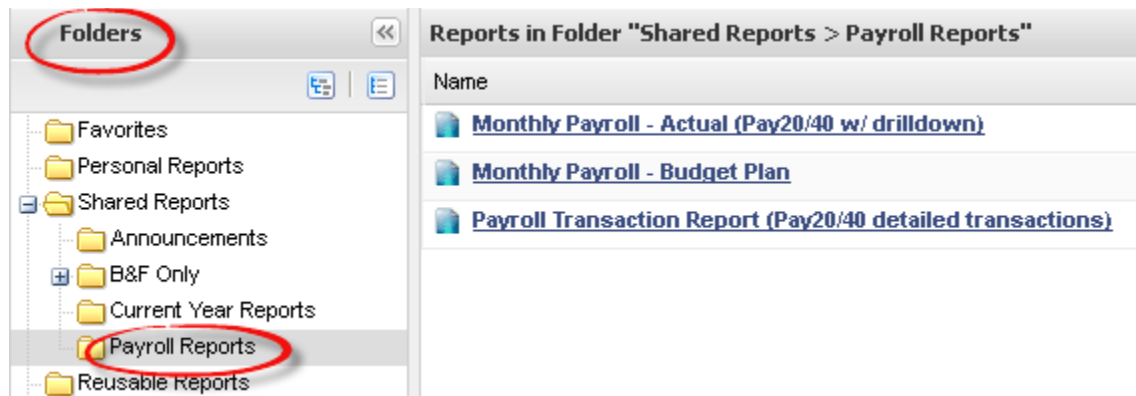
6.2.1 SEARCH

Enter **KEYWORDS (search criteria)** in the search and press **ENTER**. A Search Results folder appears as the last folder in the left folder pane and all reports with titles that match your search keywords are listed in the right pane. These remain in the Search Results folder until you conduct another search.



6.2.2 FOLDERS PANE

Expand and collapse folders to find reports. Click on a **FOLDER** and the reports saved there are listed in the reports list.



The default folders can't be deleted or renamed, but you can create subfolders within Personal reports. Default folders include:

- Favorites: To add reports to your favorites, right-click on any report and click **ADD TO FAVORITES**.
- Personal Reports: Any report you create saves to Personal Folders by default. You can copy any report to this folder by **SAVING AS** when the report is open or by selecting **COPY TO PERSONAL FOLDER** from the context menu (right-click on report).
- Shared Reports: Contains reports created by others that were shared with you.
- Reusable Reports: Contains reports that you or others have saved as reusable.

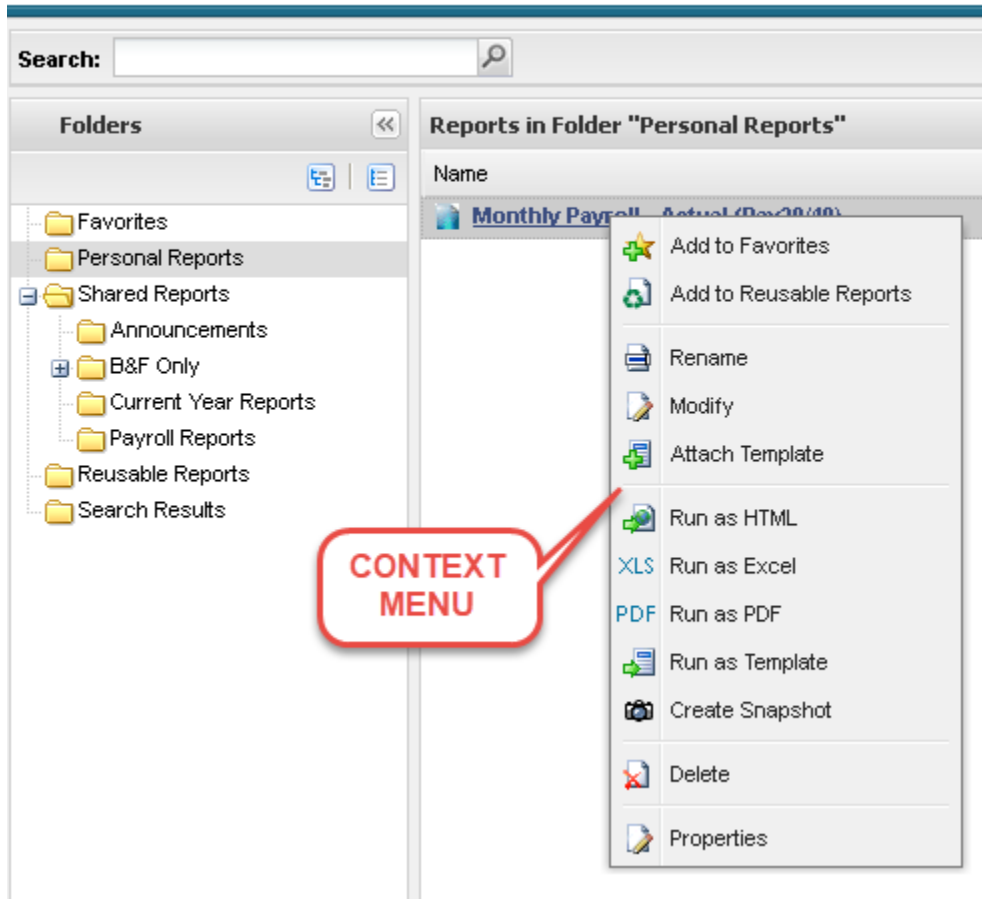
Use the **EXPAND** or **COLLAPSE** icon next to Personal or Shared folders to navigate any subfolders and browse for reports.

To create a new folder: right-click on **PERSONAL REPORTS** and click **ADD NEW FOLDER**. Enter a **NAME** for the new subfolder and press **ENTER**.

6.2.3 REPORTS LIST

View a list of reports within a selected folder. Click the **REPORT** to run it. Depending on the report, you may be asked to select report parameters.

Or **RIGHT-CLICK** to select actions from the context menu.



- **Add to Favorites**
The favorites folder is displayed first when you initially visit the reports tab during a session. You can add the reports you run most frequently to your Favorites to make them easily accessible.
- **Add to Reusable Reports**
Selecting this option creates a copy of the report in the Reusable Reports Folder. Once a report is copied to another location using this option, the new report and the base report are completely independent.
- **Copy to Personal Folder**
Selecting this option creates a copy of the report in the Personal Folder. Once a report is copied to another location using this option, the new report and the base report are completely independent.
- **Email Report**
Selecting this option brings up the Email Report dialog where you can specify users, groups, and/or levels to which you want to email the report.
- **Rename**
Users can rename any of the reports they own using this option.
- **Modify**
When you select this option, you are taken to the report builder and you have the option to modify any element that was established when the report was created. All users can modify a report that they own. Save as to your Personal Report folder to modify a report that you do not own.
- **Attach Template**
Templates can be attached to any report to customize formatting on the report. Many clients use templates to create ready-to-go reports with the company logo and custom formatting.
- **Run as HTML**
This option makes it easy for a user to run a report with a preferred output format other than HTML as HTML.
- **Run as ExcelTM**
This option makes it easy for a user to run a report with a preferred output format other than ExcelTM as ExcelTM.
- **Run as PDF**
This option makes it easy for a user to run a report with a preferred output format other than PDF as PDF.
- **Run as Template**
This option makes it easy for a user to run a report with a preferred output format other than ExcelTM Template with a template. This option only appears if a template has been attached to the report.
- **Create Snapshot**
Selecting this option allows you to create a snap-shot of a report or a copy of the report at a certain point in time.
- **Delete**
Users can delete any of the reports they own using this option.
- **Properties**
Selecting this option brings up the Report Properties dialog. In this dialog, you can change the report name and description, you can find the URL to the report, the location in which the report is saved, the report creator and the date and time the report was last viewed.

6.3 RUN A REPORT

Click on a **REPORT** from the reports list to run the report.

You may be asked to select report parameters. Select **PARAMETERS** and click **RUN REPORT**. Report parameters will vary by report.

Year FY2017 ▼
Level Total SDSU ▼
Org-Activity Org-Activity ▼
Endeavor Endeavor ▼
Fund Fund ▼
Function Function ▼

6.4 REPORT DRILLDOWN TO TRANSACTION

Click on an **AMOUNT** in the report display.

FY2017				
Initial Budget	Working Budget	Actuals	Encumbrances	Balance Available
2,095,068.00	2,198,920.00	1,247,374.36	0.00	951,545.64
167,101.00	422,603.00	0.00	0.00	422,603.00
0.00	0.00	115.85	0.00	(115.85)
70,000.00	147,800.00	111,914.12	0.00	35,885.88
0.00	0.00	1,706.25	0.00	(1,706.25)

A new window (pop-up) will open. Click on **DRILL INTO TRANSACTIONS** in the top right of the window. A transaction report will display including the transaction detail that makes up the total selected on the report.

Drill Into Transactions

	Transaction Date ▲	Transaction Amount
	Jul 28, 2017	115.85 USD
Total		115.85 USD

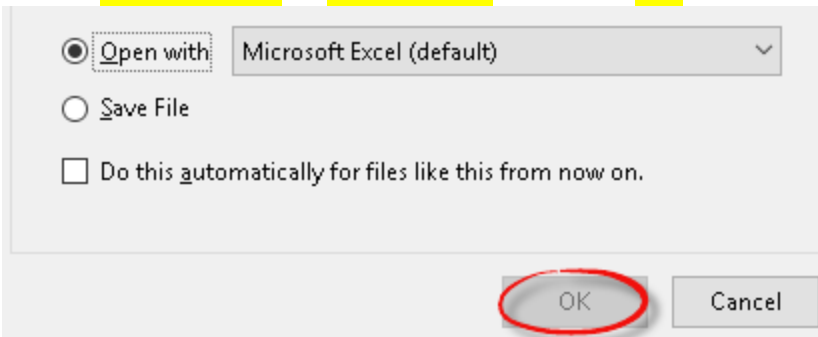
6.5 PRINT A REPORT

6.5.1 PRINTABLE VIEW

Click on the **PRINTABLE VIEW** icon.



Select **OPEN WITH** or **SAVE FILE** and click **OK**.

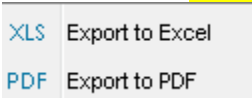


6.5.2 EXPORT REPORT

Click on the **EXPORT REPORT** icon.



Select either **EXPORT TO EXCEL** or **EXPORT TO PDF**.



6.6 ADAPTIVE REPORT TRANSLATION

Oracle Report:	Adaptive Report:
Current Year	Funds Available (with drilldown)
Account Analysis	Transaction Report (Budget/Actual/Encumbrance)
SDSU Actuals Inquiry Report	Transaction Report (Budget/ Actual /Encumbrance)
SDSU All Encumbrance with GL Balance Detail	Transaction Report (Budget/ Actual/Encumbrance)
Pay20/40	Monthly Payroll – Actual (Pay20/40 w/ drilldown)
Pay20/40	Payroll Transaction Report (Pay20/40 detailed transactions)
Pay30	Monthly Payroll – Budget Plan (Pay30 w/ drilldown)

6.7 MATRIX REPORTS

The most commonly-used type of report as they have the most functionality. You can place various elements like accounts, levels, and so on in rows and columns. Matrix reports also let you use parameters, a way to change what the report displays from drop-down menus on the report itself.

Click on a matrix **REPORT** from the reports list to run the report.

6.7.1 Monthly Payroll – Actual (Pay20/40 w/ drilldown)

The Monthly Payroll – Actual (Pay20/40 w/ drilldown) report is a **summarized** version of the Pay20/40 reports and allows drilldown to transaction detail. It can be run to exclude benefits (Pay20) or include benefits (Pay40). *It includes Labor Distribution Adjustments.*

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, (6) Function, (7) Position Number, (8) Employee Name and (9) Employee ID.

This report provides ACTUAL PAYROLL EXPENSE data by month and in total for the fiscal year. Only months where payroll has posted will display data.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Note: ACCOUNT 60100 Salary will include only salary accounts.

ACCOUNT 60099 Salary & Benefits will include salary and benefit accounts.

Period Jul-2017 to Jun-2018

Account 60100 Salary

Level Total SDSU

Org-Activity Org-Activity

Endeavor Endeavor

Fund Fund

Function Function

Run Report Cancel

60100 Salary

Search:

- 60099 Salary & Benefits
- 60100 Salary

6.7.2 Monthly Payroll – Budget Plan (Pay30 w/ drilldown)

The Monthly Payroll – Budget Plan (Pay30 w/ drilldown) report is a **summarized** version of the Pay30 report and allows drilldown to transaction detail. It can be run to exclude benefits or include benefits. This report also includes expenditure projections (previously managed in “shadow” systems) if the department is inputting projections into the Expenditure Projection version providing a more complete view of funds available. *It includes Labor Distribution Adjustments.*

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, (6) Function, (7) Position Number, (8) Employee Name and (9) Employee ID.

This report provides ACTUAL PAYROLL EXPENSE data and PROJECTED PAYROLL EXPENSE data by month and in total for the fiscal year. It also includes the (1) Initial Budget and (2) Working Budget and provides a budget balance for the fiscal year.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Note: ACCOUNT 60100 Salary will include only salary accounts.

ACCOUNT 60099 Salary & Benefits will include salary and benefit accounts.

Period Jul-2017 to Jun-2018

Account 60100 Salary

Level Total SDSU

Org-Activity Org-Activity

Endeavor Endeavor

Fund Fund

Function Function

Run Report Cancel

60100 Salary

Search:

- 60099 Salary & Benefits
- 60100 Salary

Report will display ACTUAL expenditures for closed periods and PROJECTED expenditures for open periods.

6.7.3 Funds Available (with drilldown)

The Funds Available (with drilldown) report is a summarized funds available report, similar to the Oracle funds inquiry, and allows drilldown to transaction detail.

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, and (6) Function.

This report provides the (1) Initial Budget, (2) Working Budget, (3) Actuals, (4) Encumbrance, and (5) Balance Available.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Year

Level

Org-Activity

Endeavor

Fund

Function

6.7.4 Funds Available w/ Exp Proj (no drilldown)

The Funds Available w/ Exp Proj (no drilldown) report is a summarized funds available report, similar to the Oracle funds inquiry, and allows drilldown to transaction detail. This report also includes expenditure projections (previously managed in “shadow” systems) if the department is inputting projections into the Expenditure Projection version providing a more complete view of funds available.

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, and (6) Function.

This report provides the (1) Initial Budget, (2) Working Budget, (3) Actuals, (4) Encumbrance, (5) YTD Balance Available, and (6) YTD % Expended and also adds (7) Expenditure Projection, (8) Projected Balance Available, and (9) Projected % Expended.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Users should select the most recent CLOSED period as the TIME parameter to ensure that the report displays ACTUAL expenditures for closed periods and PROJECTED expenditures for open periods.

Time Jul-2017

Level Total SDSU

Org-Activity Org-Activity

Endeavor Endeavor

Fund Fund

Function Function

Run Report Cancel

6.7.5 Monthly Budget Plan – All Funds (incl benefits)

The Monthly Budget Plan- All Funds (incl benefits) report is a summarized funds available report, similar to the Oracle funds inquiry, and allows drilldown to transaction detail. This report also includes expenditure projections (previously managed in “shadow” systems) if the department is inputting projections into the Expenditure Projection version providing a more complete view of funds available. *This report includes benefits.*

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, and (6) Function.

This report provides the (1) Initial Budget, (2) Working Budget, (3) YTD Encumbrance, (4) YTD Actual/Expense Projection, (5) Balance Available, and (6) Actual/Expense Projections by month and in total for the fiscal year.

When this report is run, users can define the parameters to limit the display of data in the report.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Period Jul-2017 to Jun-2018

Fund Type Fund Type

Level Total SDSU

Org-Activity Org-Activity

Endeavor Endeavor

Fund Fund

Function Function

Run Report Cancel

Fund Type

Search:

- Fund Type
 - Operating Fund
 - Revenue-Based (UOF)
 - Lottery Fund
 - CERF Fund
 - Special Projects Trust Fund
 - Instructionally Related Activities Fund
 - Parking Fund
 - Capital Projects
 - Cost Recovery Fund (CSU 542/544)

Report will display ACTUAL expenditures for closed periods and PROJECTED expenditures for open periods.

6.7.6 Monthly Budget Plan – UOF/RB Only (excl benefits)

The Monthly Budget Plan- UOF/RB Only (excl benefits) report is a summarized funds available report, similar to the Oracle funds inquiry, and allows drilldown to transaction detail. This report also includes expenditure projections (previously managed in “shadow” systems) if the department is inputting projections into the Expenditure Projection version providing a more complete view of funds available. *This report includes on University Operating and Revenue-Based funds and excludes benefits.*

This report includes the following columns: (1) Level, (2) Org-Activity, (3) Accounts, (4) Endeavor, (5) Fund, and (6) Function.

This report provides the (1) Initial Budget, (2) Working Budget, (3) YTD Encumb, (4) YTD Actual/Expense Projection, (5) Balance Available, and (6) Actual/Expense Projections by month and in total for the fiscal year.

When this report is run, users can define the parameters to limit the display of data in the report.

When this report is run, users can define the parameters to limit the display of data in the report. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Period Jul-2017 to Jun-2018

Level Total SDSU

Org-Activity Org-Activity

Endeavor Endeavor

Fund Fund

Function Function

Run Report Cancel

Report will display ACTUAL expenditures for closed periods and PROJECTED expenditures for open periods.

6.8 MODEL REPORTS

Row or list-based reports, like personnel. Only displays data from modeled sheets.

Modeled reports are used during the initial budget development process.

6.9 TRANSACTION REPORTS

Row or list-based reports. Only display data from the transaction module.

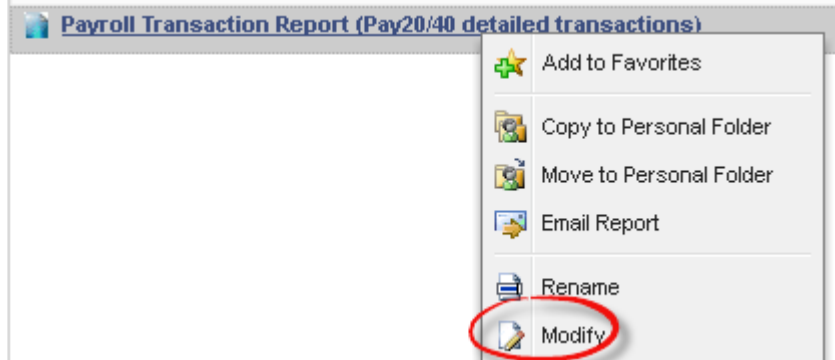
6.9.1 Payroll Transaction Report (Pay20/40 detailed transactions)

This Payroll Transaction Report (Pay20/40 detailed transactions) is a **detailed** version of the Pay20/Pay40 reports. It can be run to exclude benefits or include benefits. *It includes Labor Distribution Adjustments.*

This report includes the following columns: (1) Transaction Type, (2) Organization, (3) Org-Activity, (4) Accounts, (5) Endeavor, (6) Fund, (7) Function, (8) Pool ID, (9) Source/Type/Ledger, (10) Description, (11) Transaction Amount, (12) Transaction Date, (13) Pay Period, (14) Pay Check #, (15) Name, (16) REDID, (17) Employee ID, (18) Employee Record No., (19) FTE, (20) Rate, (21) Position Number, (22) Job Code and (23) Union Code.

This report provides **detailed** ACTUAL PAYROLL EXPENSE data.

RIGHT-CLICK on the report and select **MODIFY** from the context menu.



Click on the **FILTERS** icon.



Change the **TRANSACTION DATES** to reflect the month(s) of data you wish to display in your report filters.

Note: If you would NOT like benefits to display in your report, you may change the ACCOUNT less than filter from 604 to 603 and the report will exclude benefits.

Manage Filter

	Transaction Type	equal to	Actual	+	×
and	Transaction Date	greater than or equal to	1/1/2018	+	×
and	Transaction Date	less than or equal to	1/31/2018	+	×
and	Account	greater than	601	+	×
and	Account	less than	604	+	×

[Clear All](#)

[Add Group](#)

[Apply](#) [Cancel](#)

Click on APPLY



Click on the **RUN** icon.



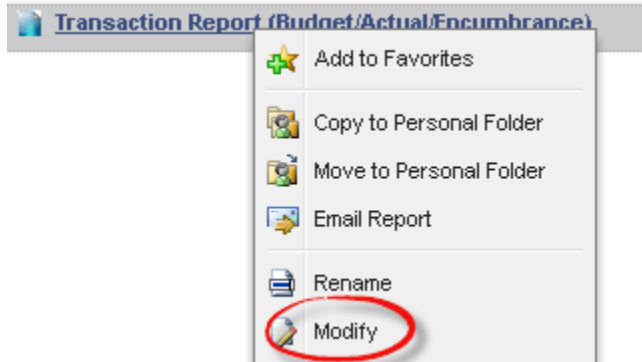
6.9.2 Transaction Report – Budget/Actual/Encumbrance

This Transaction Report is a **detailed** transaction report, similar to the Oracle SDSU Actuals Inquiry report. However, it can be run to include (1) Budget transactions, (2) Actual transactions, (3) Encumbrance transactions, or (4) all transactions.

This report includes the following columns: (1) Transaction Type, (2) Transaction Date, (3) Transaction Amount (4) Organization, (5) Org-Activity, (6) Accounts, (7) Endeavor, (8) Fund, (9) Function, (10) Description, (11) Reference, (12) Transaction ID, (13) Source/Type/Ledger, (14) Vendor, (15) Transaction Type, (16) Name, (17) REDID, (18) Employee ID, (19) Employee Record No., (20) FTE, (21) Rate, (22) Position Number, (23) Job Code, (24) Union Code, (25) Pool ID, (26) Pay Period, and (27) Pay Check #.

This report provides **detailed** transaction data.

RIGHT-CLICK on a report and select **MODIFY** from the context menu.



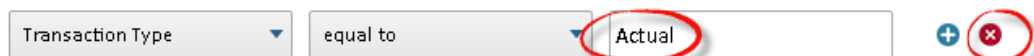
Click on the **FILTERS** icon.



Modify the **TRANSACTION TYPE** filter to either **BUDGET**, **ACTUAL** or **ENCUMBRANCE**.

Or delete filter for transaction type if you want ALL transaction types.

Manage Filter



Modify the **TRANSACTION DATES** filter to reflect the month(s) of data you wish to display in your report.

Click **APPLY**.

Manage Filter

	Transaction Type	equal to	Actual	+	×
and	Transaction Date	greater than or equal to	7/1/2017	+	×
and	Transaction Date	less than or equal to	7/31/2017	+	×

Clear All

Add Group

Apply Cancel

Click on **RUN REPORT** to see changes in report display.



Click on **SAVE REPORT** to save these changes to the report.

Note: You can only save modifications to reports in your Personal Reports folder. You can select **SAVE AS** to save the report in your Personal Reports folder.



6.10 REPORT FILTERS

6.10.1 MATRIX REPORT PARAMETERS

User can define the parameters to limit the display of data in the report. Parameter options will vary by report and are only available for matrix reports. *Currently, ACCOUNT is not a parameter (Adaptive support ticket in process to resolve).*

Select **PARAMETERS** and click **RUN REPORT**.

Year

Level

Org-Activity

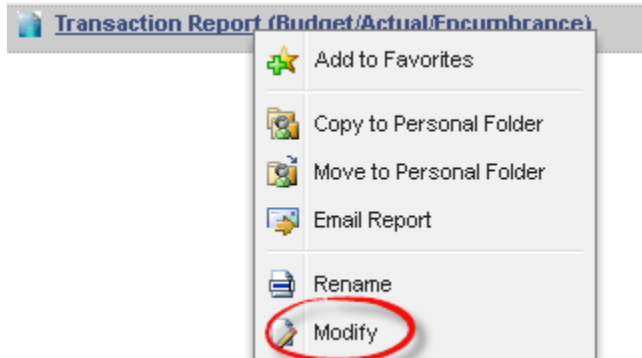
Endeavor

Fund

Function

6.10.2 TRANSACTION REPORT FILTERS

RIGHT-CLICK on a report and select **MODIFY** from the context menu.



Click on the **FILTERS** icon.



Modify the **TRANSACTION TYPE** filter to either **BUDGET**, **ACTUAL** or **ENCUMBRANCE**.

Or delete filter for transaction type if you want ALL transaction types.

Manage Filter

Transaction Type equal to Actual + ×

Modify the **TRANSACTION DATES** filter to reflect the month(s) of data you wish to display in your report.

Click **APPLY**.

Manage Filter

Transaction Type equal to Actual + ×

and Transaction Date greater than or equal to 7/1/2017 + ×

and Transaction Date less than or equal to 7/31/2017 + ×

[Clear All](#)

Add Group

Apply Cancel

Click on **RUN REPORT** to see changes in report display.



Click on **SAVE REPORT** to save these changes to the report.

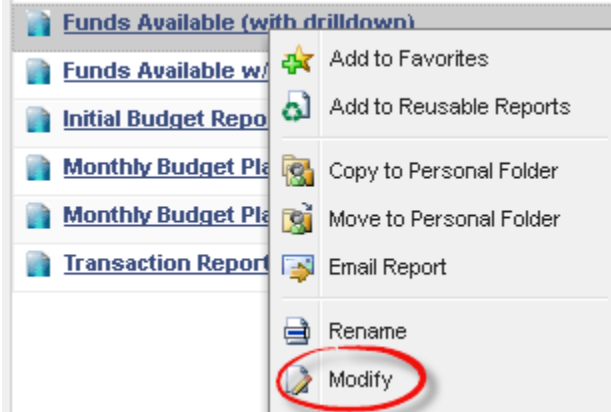
Note: You can only save modifications to reports in your Personal Reports folder. You can select **SAVE AS** to save the report in your Personal Reports folder.



6.11 REPORT DESIGN ELEMENTS

6.11.1 MATRIX REPORT

Users can modify the design elements for reports in their Personal Reports folder. **RIGHT-CLICK** on a report and select **MODIFY** from the context menu.



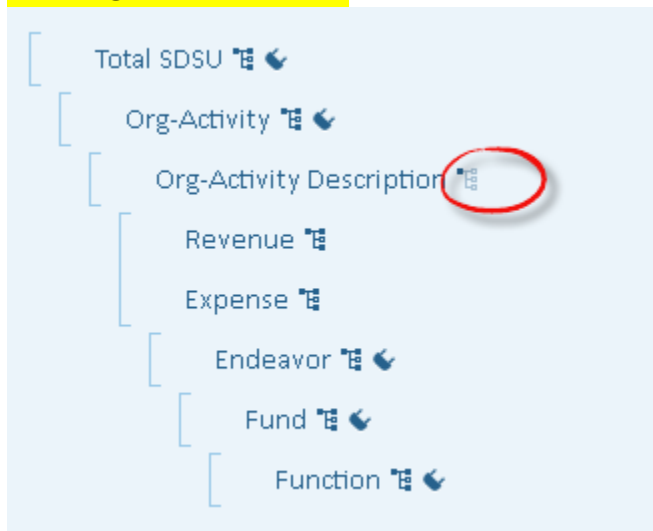
Click on the **DIMENSION ATTRIBUTES** element.

Elements	Search
Accounts	>
Time	>
Levels	>
Versions	>
Display As	>
Account Attributes	>
Level Attributes	>
Dimension Attributes	>
Dimensions	>
Calculations	>
Reusable Reports	>

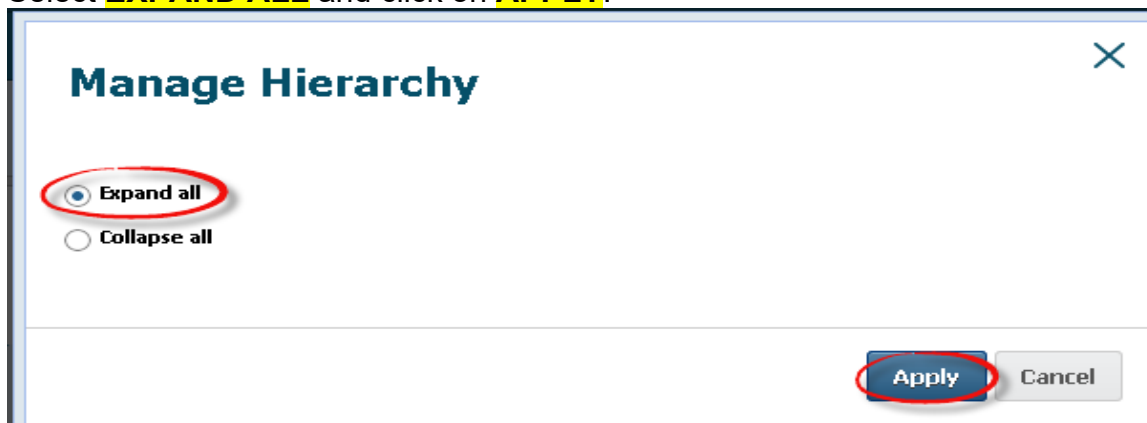
Click on the **ORG-ACTIVITY DESCRIPTION** element (or select another attribute value) and drag and drop into your report.

- Attribute Values**
- ▶ Account Description
 - ▶ Endv Description
 - ▶ Function Description
 - ▶ **Org-Activity Description**
 - ▶ Fund Description
 - ▶ Fund Period
 - ▶ Fund Type
 - ▶ Bud Cat Description
 - ▶ Empl Group
 - ▶ Union Code
 - ▶ Job Code Title
 - ▶ EmplName

RIGHT-CLICK on Org-Activity Description (or attribute value) and click on **MANAGE HIERARCHY**.



Select **EXPAND ALL** and click on **APPLY**.



Click on **RUN REPORT** to see changes in report display.



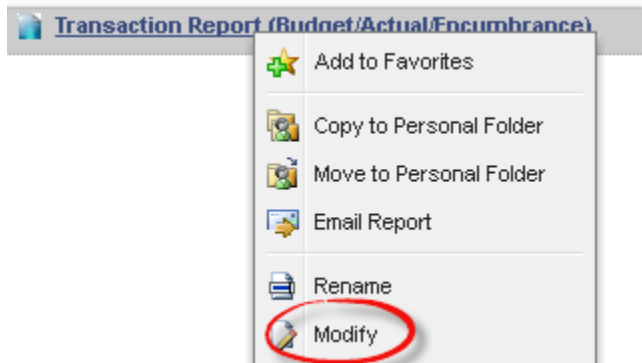
Click on **SAVE REPORT** to save these changes to the report.

Note: You can only save modifications to reports in your Personal Reports folder. You can select **SAVE AS** to save the report in your Personal Reports folder.



6.11.2 TRANSACTION REPORT

Transaction Reports are Row or list-based reports so design options are limited. **RIGHT-CLICK** on a report and select **MODIFY** from the context menu.



RIGHT-CLICK on a column and select an **OPTION** from the menu.

RENAME – modify the column label

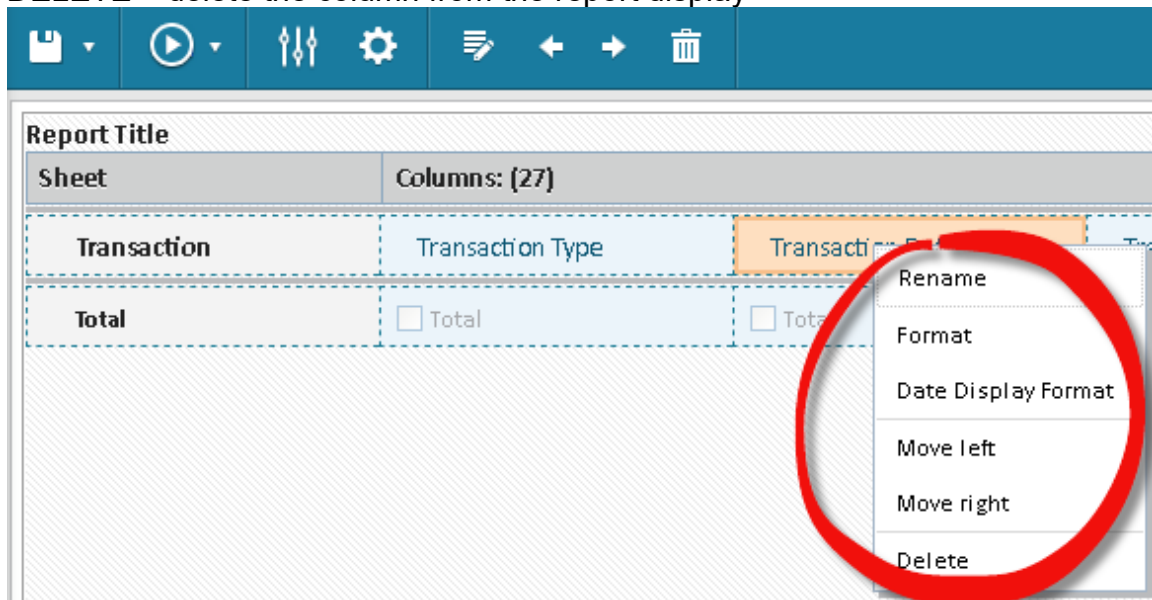
FORMAT – modify the display (i.e. font size and style)

DATE DISPLAY FORMAT – modify the date display

MOVE LEFT – move the column to the left

MOVE RIGHT – move the column to the right

DELETE – delete the column from the report display



Click on **RUN REPORT** to see changes in report display.



Click on **SAVE REPORT** to save these changes to the report.

Note: You can only save modifications to reports in your Personal Reports folder.

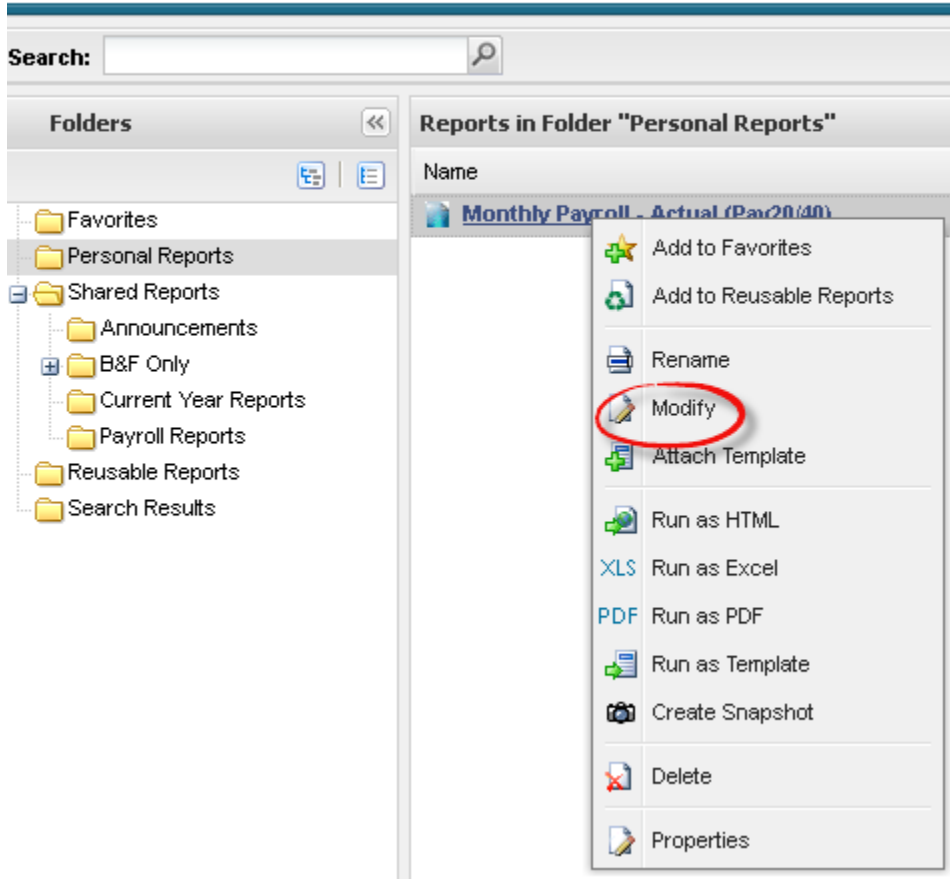
You can select **SAVE AS** to save the report in your Personal Reports folder.



6.12 MODIFY REPORT PROPERTIES

Users can modify the report properties for reports in their Personal Reports folder. **RIGHT-CLICK** on a report and select **MODIFY** from the context menu.

 San Diego State University | Reports



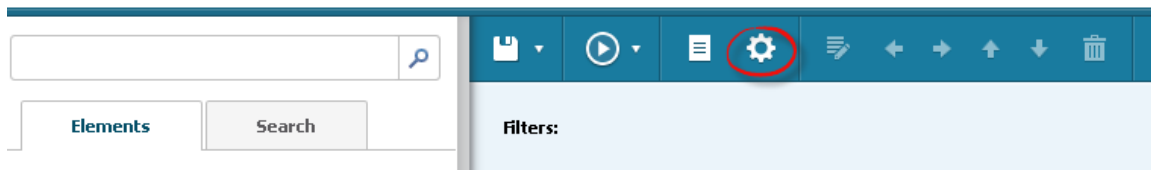
Or if you are viewing a report you can click on the **MODIFY REPORT** icon.



You are now in report design mode. Click on **REPORT PROPERTIES** icon.

 San Diego State University | Reports > Monthly Payroll - Actual (Pay20/40)

Adaptive
Insight



Update report properties as desired and click on **APPLY**.

Default display settings for a MATRIX report are provided below:

Report Properties

Display | Style | Conditional Formatting | Numbers | Print Parameters | Charts

Title
[Empty text box]

Default output
HTML report

Totals and headers

- Show total rows at bottom
- Show dimension column headers
- Repeat row labels in Excel

Formatting

- Show report information
- Show account codes
- Show vertical lines
- Show logo

Notes
Show in column

- Show cell notes

Data visibility

- Suppress rows if all zeros or blank
- Suppress rollups

HTML report usage

- Freeze headers
- Allow drill down
- Allow rows to be expanded

Apply Cancel

Default display settings for a MODULED or TRANSACTION report are provided below:

Report Properties

Display | Print Parameters

Title
Payroll Detail Report

Default output
HTML Report

- Show vertical lines
- Show report information
- Show total numbers of rows

- Suppress empty columns
- Freeze row and column headers (HTML only)
- Show row numbers

Apply Cancel

Click on **RUN REPORT** to see changes in report display.



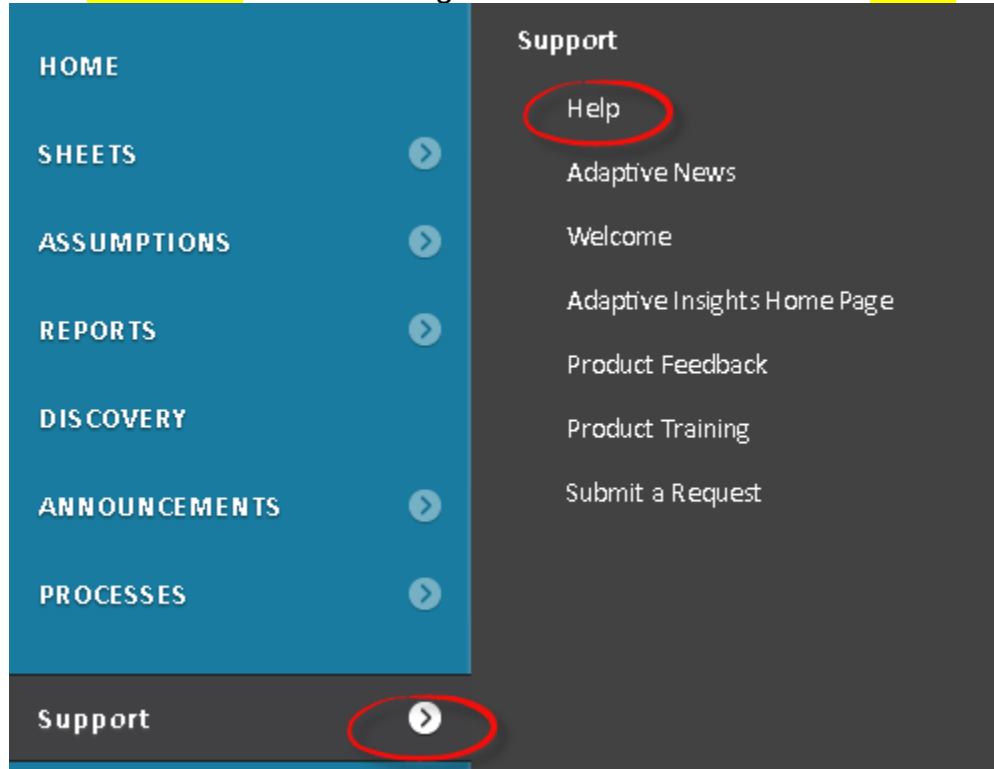
Click on **SAVE REPORT** to save these changes to the report.

Note: You can only save modifications to reports in your Personal Reports folder. You can select **SAVE AS** to save the report in your Personal Reports folder.



7 SUPPORT (HELP)

Click **SUPPORT** from the navigation menu and then click on **HELP**.

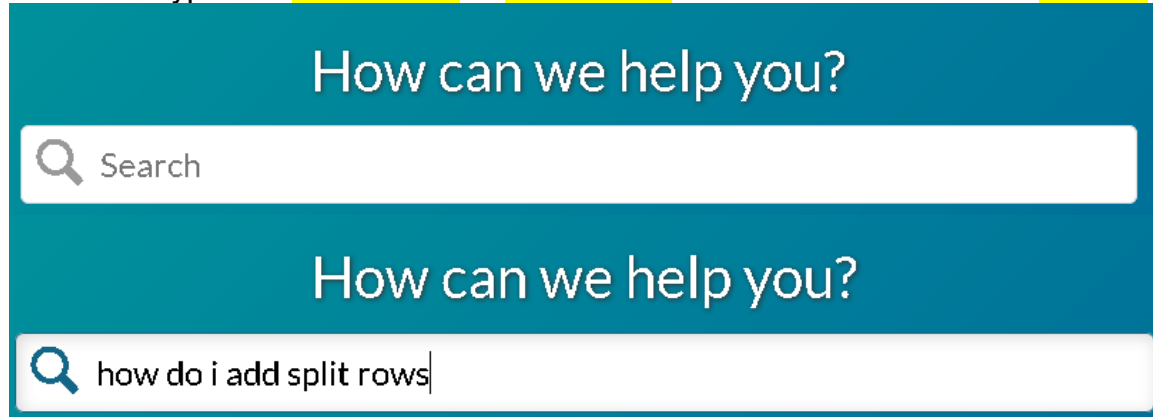


Or click on the **QUESTIONMARK** icon from the top right navigation.



7.1 SEARCH OPTIONS

Users can type in a **QUESTION** or **KEYWORD** in the search box and hit **ENTER**.



Click on a **LINK** in the search results for FAQ or HOW-TO documentation.

Add Splits and Rows

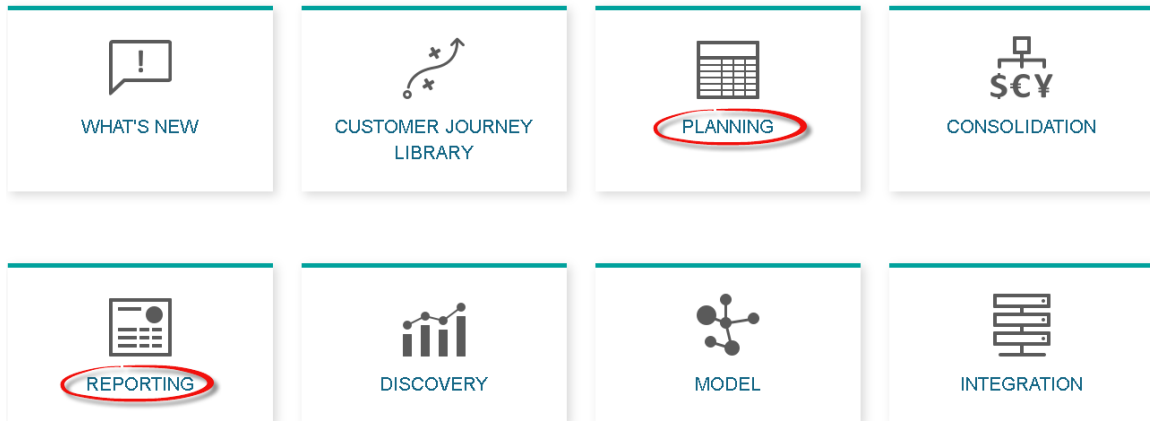
https://knowledge.adaptiveplanning.com/Planning/Using_Excel_Interface_for_Planning/0002_Find_and_Enter_Data_in_Sheets/Add_Splits_and_Rows

Explains how to add, edit and delete cell splits to standard sheets and rows to modeled sheets in Excel Interface for Planning.

7.2 PRODUCT DOCUMENTATION






Users can select **PLANNING** or **REPORTING** from the product menu to view FAQ and HOW-TO documentation for these modules.

Getting Started | Product Downloads | Glossary



Using Sheets

Product documentation for Planning sheets.

-  [Sheets Overview](#)
-  [Add or Edit Cell Notes](#)
-  [Cell Explorer Overview](#)
-  [Edit Data in Cells](#)
-  [Sheets Reference Articles](#)

...

Web Reporting

Self-service reporting where you can create reports using report builders and view reports using the report viewer

-  [Reporting FAQs and How-to's](#)
-  [Viewing and Building Reports](#)

8 APPENDIX

8.1 BASIC TERMINOLOGY

The following terms relate to the structural elements in Adaptive Planning

8.2 KEYBOARD SHORTCUTS

Users can access a list of shortcuts by clicking the keyboard icon at the lower right of the page.



Selections are grouped into the following options:

- Working with data
- Sheet navigation
- Extending selections in sheets

8.2.1 WORKING WITH DATA

Keyboard Shortcuts

[Working With Data](#) | [Sheet Navigation](#) | [Extending Selections in Sheets](#)

WORKING WITH DATA

Ctrl + Alt + F	Search
Ctrl + Alt + S	Save Sheet Changes
Ctrl + Alt + Z	Clear All Edits
Ctrl + Alt + R	Refresh Sheet
Ctrl + Alt + P	Printable View
Ctrl + Alt + E	Cell Explorer
Ctrl + Alt + D	Display Options
Ctrl + Alt + =	Formula Assistant
Alt + F1	After selecting a range, opens charts panel
Ctrl + Alt + M	Toggle Copy Mode
Ctrl + Alt + I	Change Dimensions
Ctrl + Alt + W	Swap Axes
ESC	Cancels current input and selection
Backspace/DEL	Clears selected cell values
Enter/Return	Apply edit and/or move down one cell
Ctrl + X	Cut selection
Ctrl + C	Copy selection
Ctrl + V	Paste into selection

8.2.2 SHEET NAVIGATION

Keyboard Shortcuts

Working With Data | Sheet Navigation | Extending Selections in Sheets

SHEET NAVIGATION

↑	Move one cell up
↓	Move one cell down
←	Move one cell left
→	Move one cell right
Ctrl + ←	Move one page left
Ctrl + →	Move one page right
Tab	Enter and move right
Shift + Tab	Enter and move left
Home	Move to first cell in row
End	Move to last cell in row
Page Up	Up one page
Page Down	Down one page
Ctrl + Home	Move to first cell in sheet
Ctrl + End	Move to last cell in sheet
Ctrl + Alt + Home	Move to first row in column
Ctrl + Alt + End	Move to last row in column
Ctrl +]	Go to the next sheet
Ctrl + [Go to the previous sheet

8.2.3 EXTENDING SELECTIONS IN SHEETS

Keyboard Shortcuts

Working With Data | Sheet Navigation | Extending Selections in Sheets

EXTENDING SELECTIONS IN SHEETS

Shift + ↑	Extend selection up one cell
Shift + ↓	Extend selection down one cell
Shift + ←	Extend selection left one cell
Shift + →	Extend selection right one cell
Shift + Ctrl + →	Extend selection one page to the right
Shift + Ctrl + ←	Extend selection one page to the left
Shift + Home	Extend selection to first column of current row
Shift + End	Extend selection to last column of current row
Shift + Page Up	Extend selection up one page
Shift + Page Down	Extend selection down one page
Shift + Ctrl + Home	Extend selection to first cell in sheet
Shift + Ctrl + Alt + Home	Extend selection to first row and column
Shift + Ctrl + End	Extend selection to last cell in sheet
Shift + Ctrl + Alt + End	Extend selection to last row and column