Adaptive Planning Parish User Guide

Budgeting and Forecasting Software Tool

Version: 5.0 revised 3.30.21

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Getting Started

Adaptive Planning is the software solution provided to Archdiocesan parishes, schools, and cemeteries to assist with budgeting and forecasting. Its feature set includes the following:

- Access to the software from anywhere with an Internet connection
- Automatic updating of assumptions for employee benefits, insurances, etc.
- Carrying forward personnel related information from year-to-year
- Allocating employee costs and other expenses between collaborative parishes/schools/cemeteries
- Interface with QuickBooks in order to display historic actuals
- Advanced reporting and forecasting capabilities, such as the ability to run a budget vs. actual report for a collaborative as a whole as well as for individual entities

Adaptive Planning is intended to be one component of an overall budget process that should include consideration of the local pastoral plan, consultations with parish/collaborative staff, and discussions with the finance council and other stakeholders. Please consult the Parish Finance and Administration Manual for additional information. Budgets for the upcoming fiscal year are to be completed by May 31st.

In order to fully manifest the love of Jesus Christ in our communities, our parishes need to be strong, stable, intentional, and effective centers of the New Evangelization. To that end, Parish Financial Services is committed to providing resources and support related to fiscal management and controls. If you have questions on budgeting in general or Adaptive Planning specifically, please do not hesitate to contact your regional consultant.

Logging In

Adaptive Planning requires Java in order to operate effectively. If you do not have Java installed on your computer or are unsure if you have it, please visit www.java.com/download

It is recommended that you only use Chrome for your internet browser. Other browsers may not work effectively with Adaptive.

If you do not yet have your username and password, please contact your Parish Services consultant. Once you have this information, visit login.adaptiveinsights.com and bookmark the page for future use. Enter your username and password and then click on "Submit."

Once you are logged in you will be brought to the Welcome screen which may feature announcements from RCAB or other information from the software provider.

Navigation

The main navigation menu within Adaptive Planning is accessed via the bars on the top left of the screen. This drop-down will offer access to the various budget planning sheets as well as the reports:
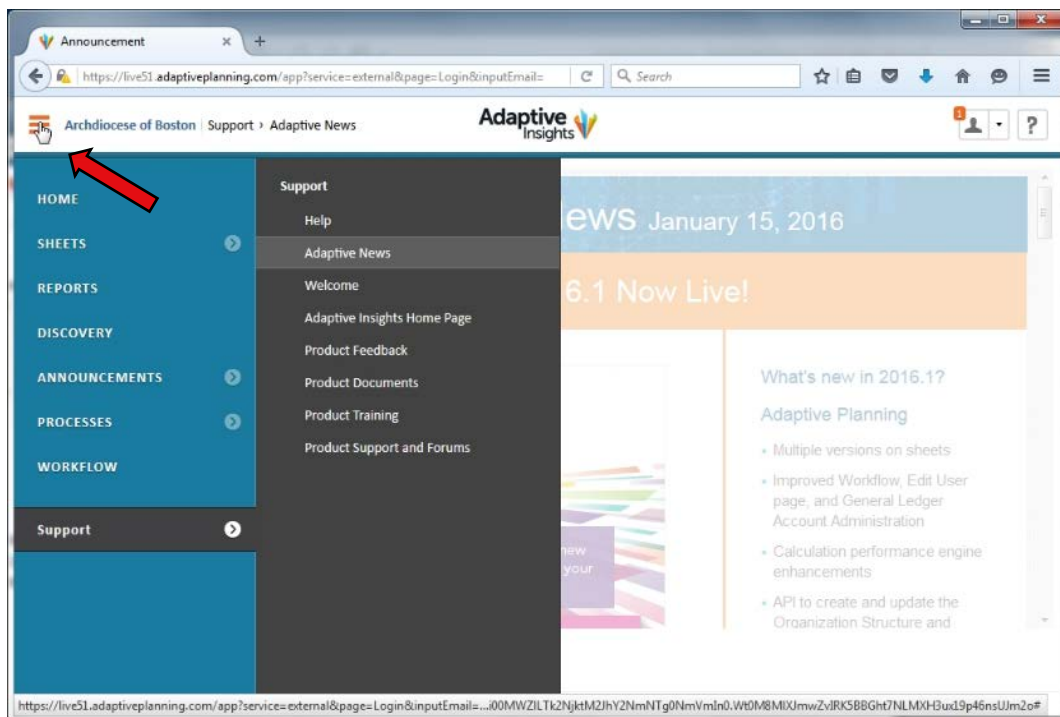

Hover over the arrow next to "Sheets" in order to expand this section; you will see a list of the available sheets
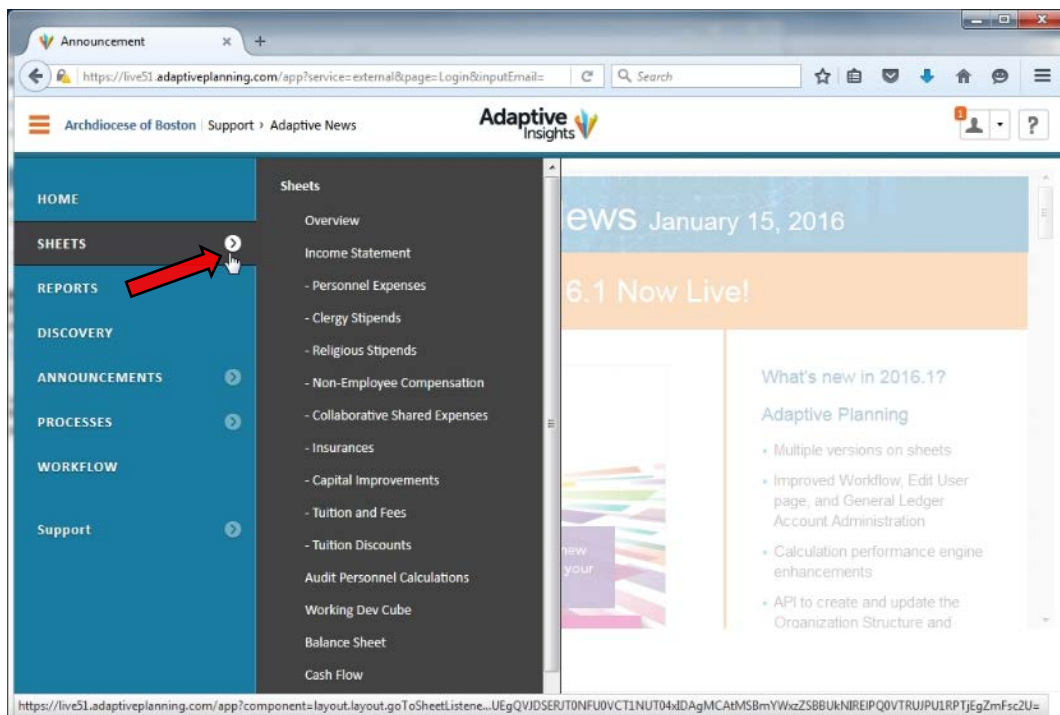
Once you are within a particular sheet, there are two other drop-down menus to be aware of. The first controls what version you are viewing. This will normally default to the current budget version you are working on. Once the new fiscal year begins, the Administrator will also create an active forecast version which will display year-to-date actuals.
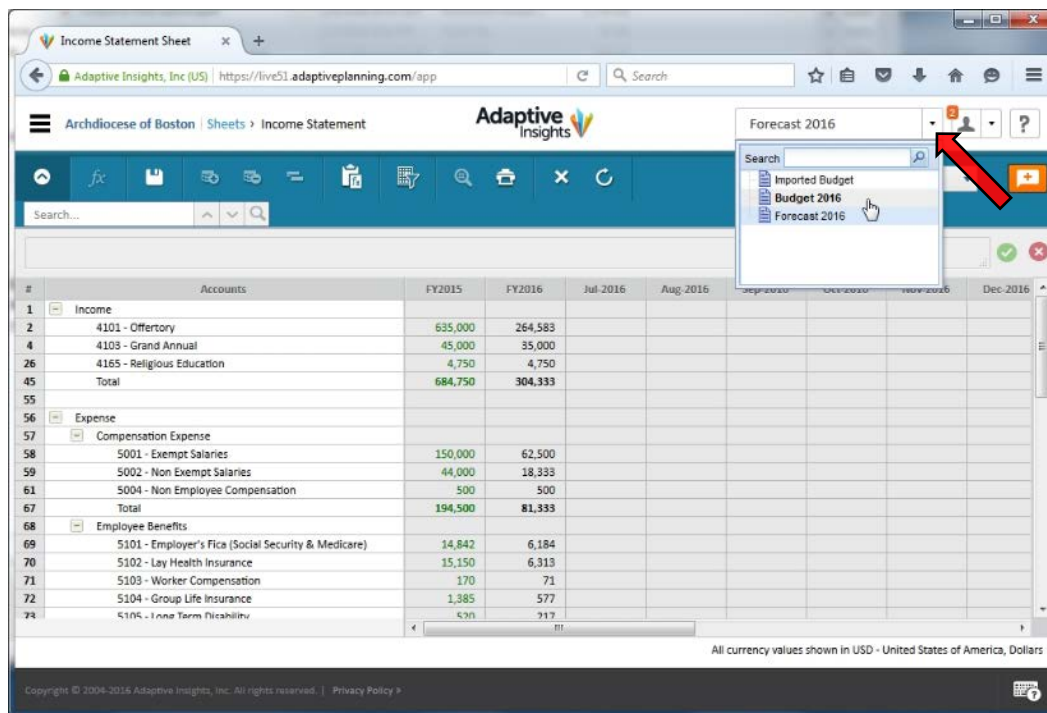
The other drop-down displays your organization tree. Below is the structure for the "Demo01" collaborative. As you can see, this is a two parish collaborative. The second parish also has a school. The levels that end in "(Only)" are used specifically for allocating expenses and are discussed in other sections.
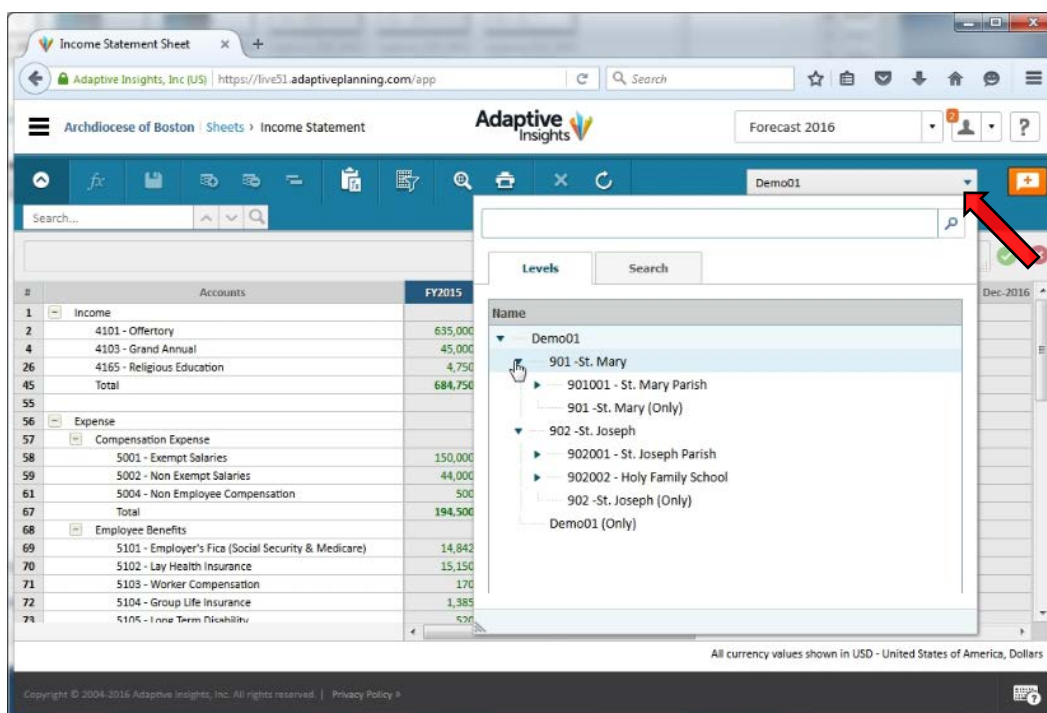
Your planning should always be done at the lowest possible level (i.e. the specific cost center / class). You'll find that cells will be locked (appear in gray) if you try to enter information at a consolidated level. That being said, you are able to view rolled up information at any level in your organization. The cost centers reflect the class codes that are recommended for use in QuickBooks.
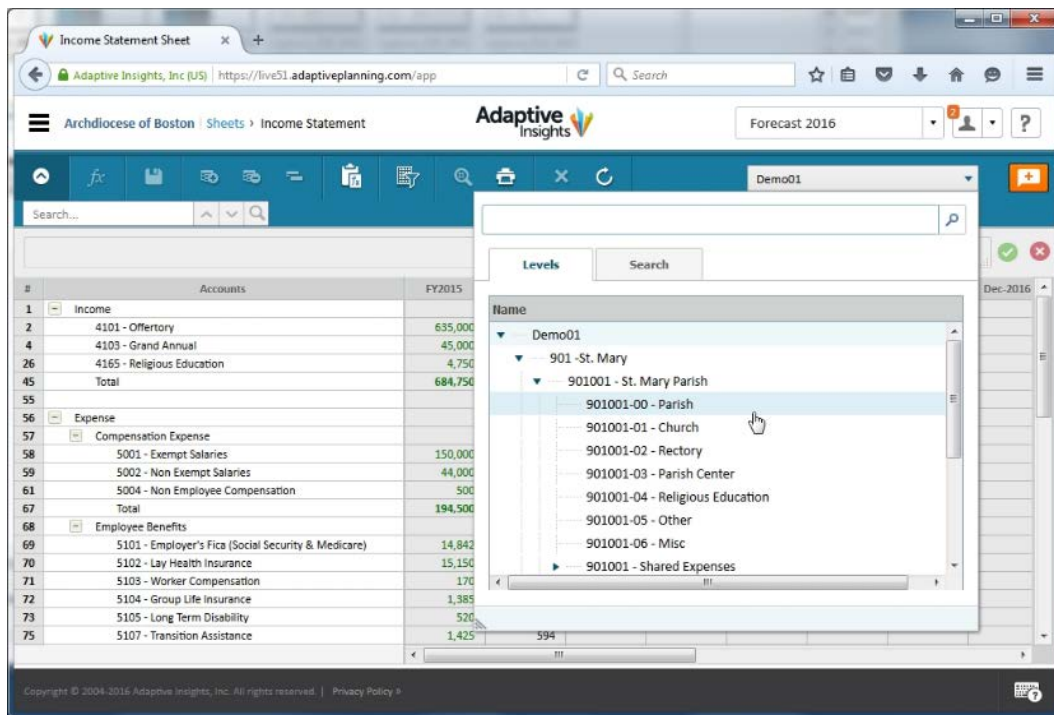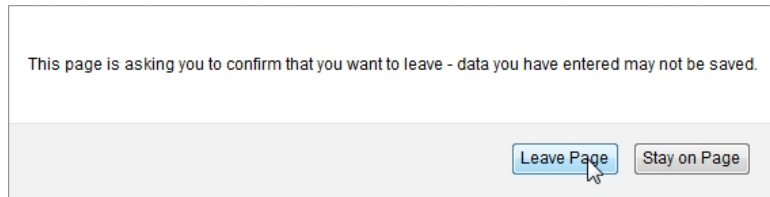

Display Options

The Display Options Icon allows you to customize the periods that you are viewing within a given sheet. By clicking on this icon, a window appears in which you can choose to view or hide monthly, quarterly, or annual numbers for given years. You can also select the checkbox at the bottom to hide accounts that have no information. This is recommended unless you need to plan in an account that you have not used in the past.
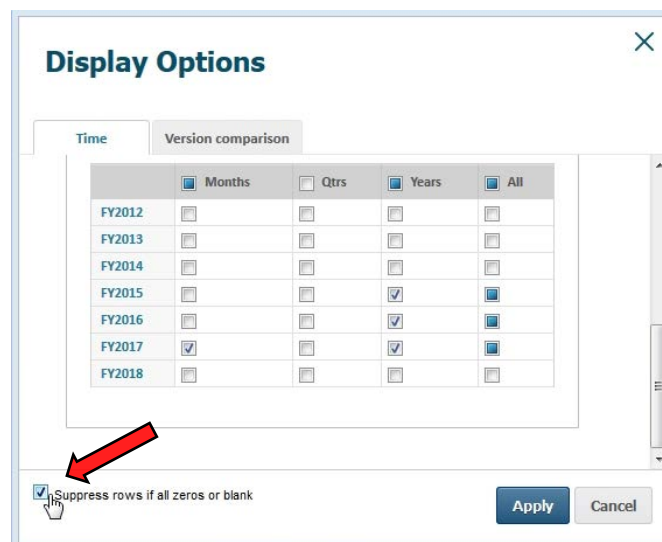
Saving Your Work

You are encouraged to regularly save your work by utilizing the Save icon 💾. As this is a web-based tool, you will not see the typical prompts to save your work as you would see in Microsoft Office. When navigating away from a page or when changing display settings, you may encounter the following popup:

> This page is asking you to confirm that you want to leave - data you have entered may not be saved.
>
> [Leave Page] [Stay on Page]

THIS IS YOUR WARNING THAT YOU HAVE UNSAVED WORK. If you want to keep you work, click "Stay on Page" and then click the save icon. Unsaved work always appears in **bold blue font**. Once it is saved it will default to black. Note that any formulas you enter will not be calculated until you save the sheet. Formulas will appear as "**f(x)?**" until saved.

If you alter the display settings of a sheet but do not save the sheet, the next time you open the sheet it will default back to the original display.

Additional Tips

- You can **open multiple sheets at once** by using different tabs within your Internet application. Simply hover over an additional sheet you want to open, right click, and choose "Open Link in New Tab." This allows you to toggle between various sheets at once, similar to Excel. To update information in a tab that may be pulling from a separate sheet, click on the refresh icon 🔄

- While Adaptive can accommodate advanced formulas, most users will only need to perform simple calculations. You may **enter basic math formulas** directly into a cell by using an equal sign before the operation. For example: =25*100 and =100+25. Note that the cell will then display "**f(x)?**" until saved.

- **QuickBooks actuals** are imported each month by the 20th of the month. Given the standard Chart of Accounts and Cost Centers, any non-standard accounts or cost center classes will be automatically mapped to "catch-all" accounts. For example, revenue booked to an account such as 4777 would be mapped to 4999 – Non-Standard Revenue; expenses booked to cost center -89 would be booked to cost center -06 – Misc.

- Clicking on the printer icon 🖨 does not automatically print your data but rather allows you to **view, print, or save the current sheet directly in Excel**. This may be useful for reviewing or presenting the information.

- Information can only be entered into white cells. **Gray cells are locked**, either because they contain a specific formula (e.g. employee benefits calculations) or because you are not at a level in which you can enter information (e.g. you are viewing the collaborative as a whole and not a specific cost center of a parish)

- If you are unsure about a **specific icon**, hover over it to find out its function.

- When entering numbers into cells, **use the Tab button** on your keyboard to move to the next cell on the right or the up/down arrows on your keyboard to move up or down a cell.
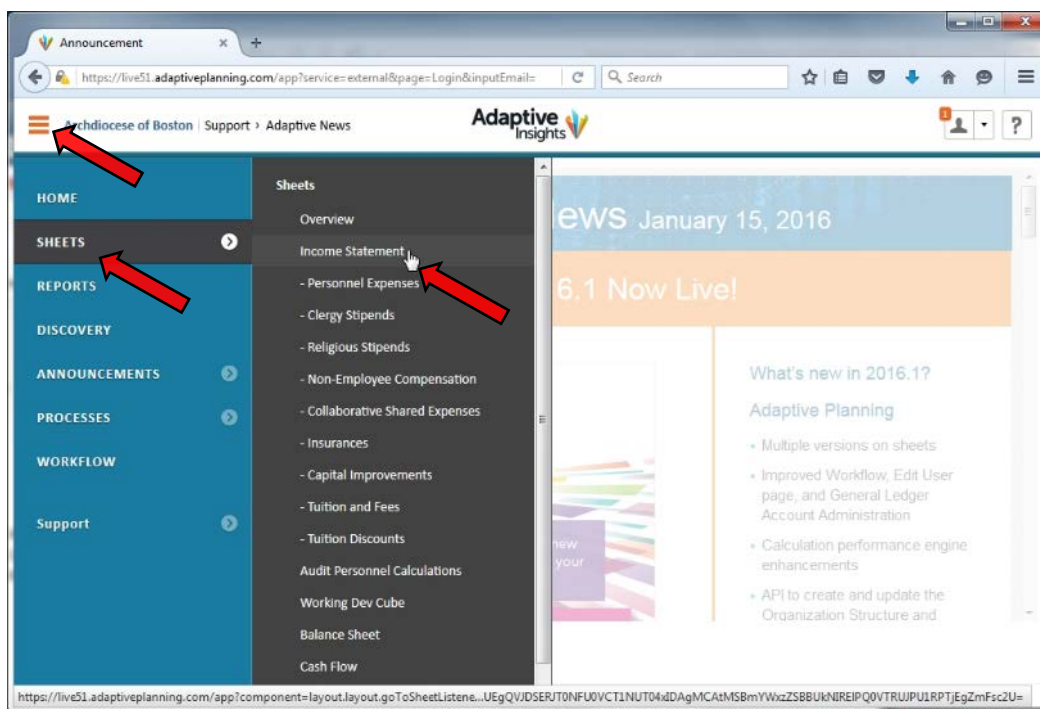
Sheets

The various planning sheets in Adaptive are designed to simplify the input of information and most of them are similar to those used in earlier Excel budget templates.

Income Statement

The income statement is the main sheet which displays the consolidated profit and loss statement for your organization. Many of the functions discussed in this section will apply to the other sheets as well, so it is recommended that you first get comfortable with this sheet before moving forward.


You can view the income statement and other sheets at any level of your organization by selecting a specific cost center, parish/school/cemetery, or collaborative within the drop down window at the top right of your screen (referred to in the Navigation section above). You will plan for many of your revenue items and expenses directly within the income statement sheet by choosing the applicable cost center and entering the necessary information.

Enter information into white cells. Gray cells are locked and may have formulas pulling from other sheets. See the Display Options section above for tips on quickly adjusting the organization of a sheet. Remember to always save your work.

When you enter information into a white cell, you can then copy it forward or downward by right-clicking and choosing the appropriate option.
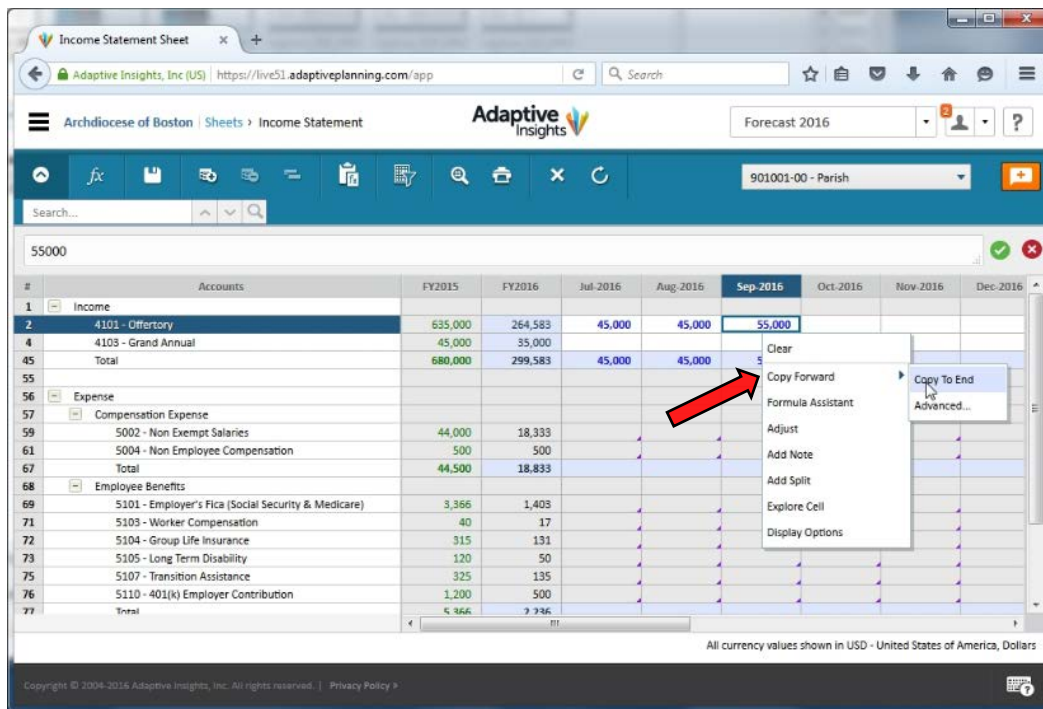
Alternatively, if you enter an amount in the Total column for a given year or quarter, you will be prompted to select how you would like to break it back into the months. The "Assumption" option allows you to break back evenly over either nine or ten months (September through May or June), which may be useful for schools or religious education programs.
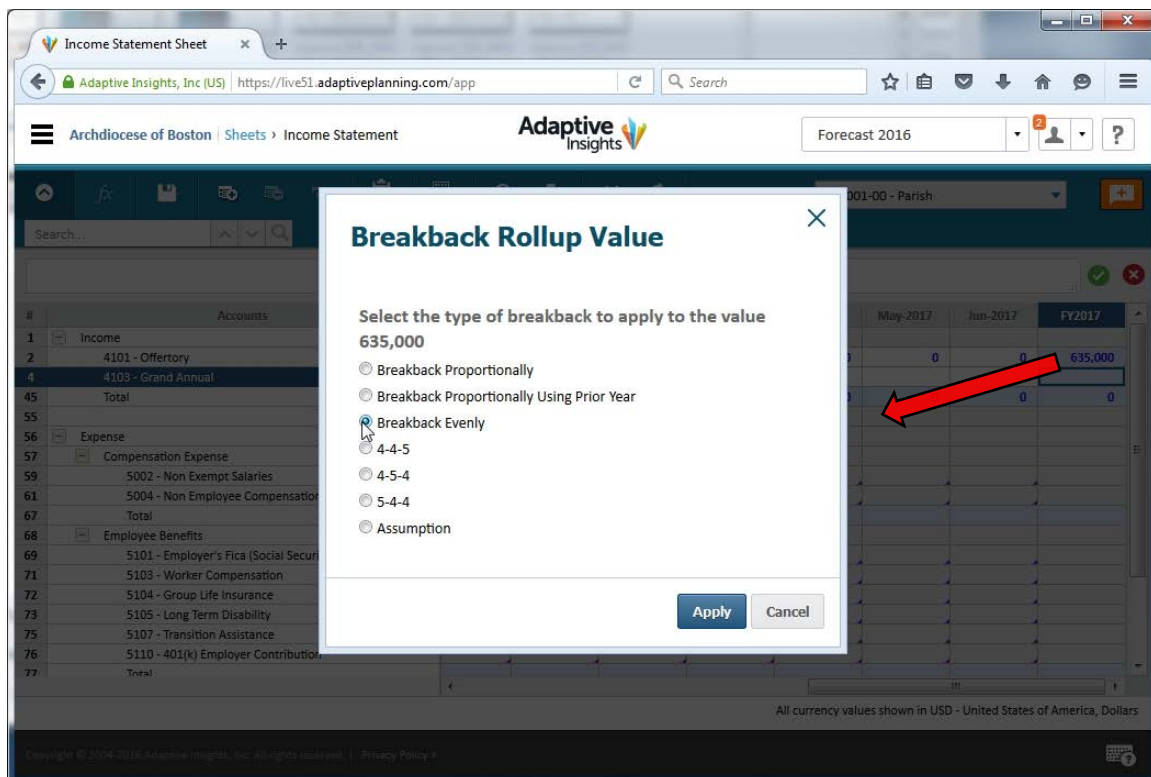
These options allow you to quickly perform monthly budgeting even if you've only been accustomed to annual planning in the past.

If you would like to budget for several initiatives or programs within an account, you can utilize "splits" by simply right-clicking on a cell and choosing "Add Split." You can name the split appropriately and add any others that are necessary. Adaptive will automatically subtotal the information.
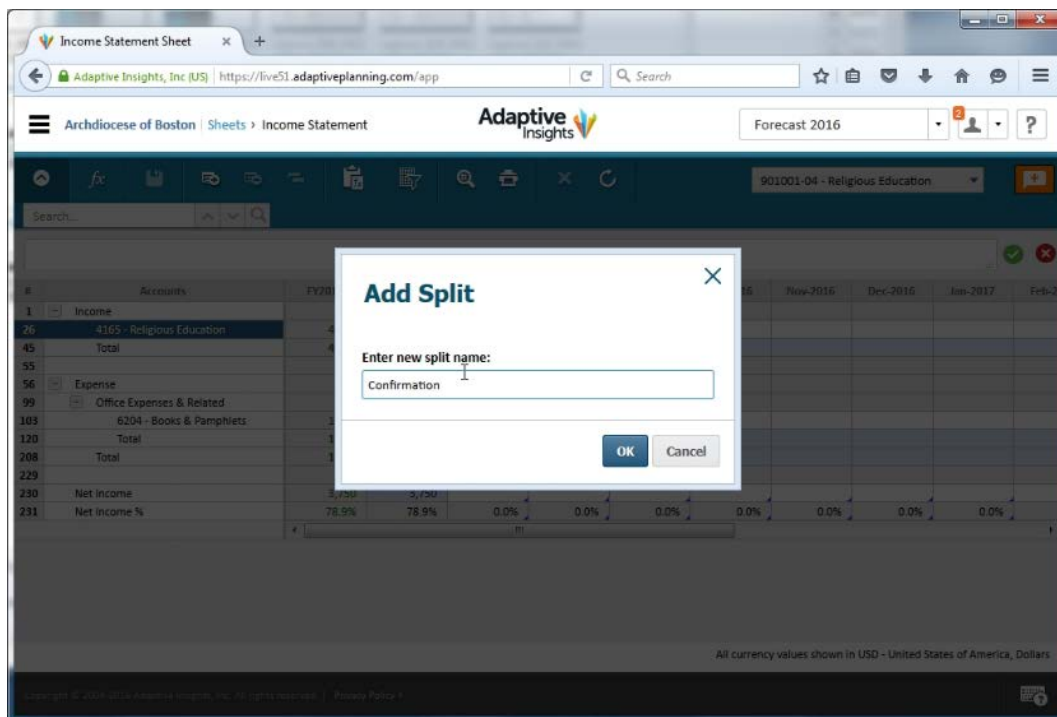
In this example we added two splits under Religious Education Income, one for Confirmation and one for Grades 1-8.

If you prefer to budget in one general ledger account across all cost centers at once, you can change the format of the income statement. Right-click on the account you would like to budget for and select "View By Level."

The Navigation at the top right has now changed so that you can select which account you're budgeting. You can now budget at any cost center in your organization within the account you have selected.

To return to the original view, simply right-click on the level you want to see and select "View by Account."
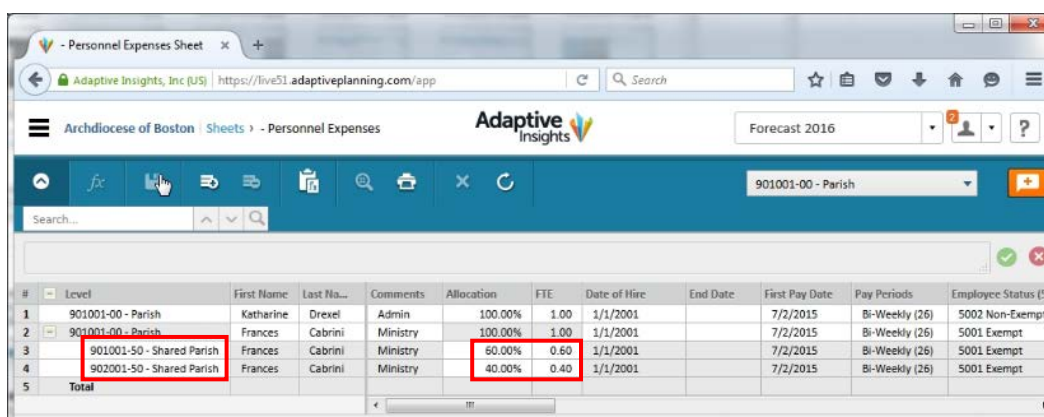
Personnel Expenses

The Personnel Expenses sheet summarizes all of the lay staff and related benefits for your organization. If you scroll to the right you will see the various fields in which to enter relevant details. After that, the personnel information will remain in Adaptive and you can update it each year as necessary.

In order to enter new information into many of the sheets, you will need to click on the add row icon . You can then begin populating the row. Be sure to select the specific cost center (level) in which the staff member works and enter all other necessary information (health plan election, percent covered by the parish, etc.). If you accrue teacher salaries for the summer months, select "Yes" for the teacher adjustment. **Employees that work in only one cost center will need to show 100% for their allocation.** If an employee will be leaving during the year, you can enter an end date. Adaptive will utilize the hire date to determine some benefits eligibility. You can also enter any impending raises and either a 401k percentage or dollar amount. The total employee cost on the far right will be calculated when you save the sheet.

For employees that work in multiple cost centers or that split time between multiple parishes, right click on the row and select "Split Row." You will need to create a split for each level they work within (e.g. create two splits if they work in two parishes). You do not need to re-enter any of the benefits information, you simply need to choose the relevant levels that they are split between and then enter the appropriate allocation percentages in the allocation column.

Once saved, the salary and benefits information will automatically flow into the income statement. Parish Financial Services updates benefits and other assumptions each year in advance of publishing the new templates.

Employees with start dates after 7/1/XXXX and how to enter them

If you put in $8,000 into the "Current Annual Rate" cell for someone who starts on 9/1/21 and first pay check is 9/14/21, this is what the cost calculates out as:

#	ACCOUNTS	FY2022
57		
58	▼ Expense	
59	▼ Compensation Expense	
60	5001 - Exempt Salaries	6,769
69	Total	6,769
70	▼ Employee Benefits	
71	5101 - Employer's Fica (Social Security & Medicare)	518
73	5103 - Worker Compensation	4
74	5104 - Group Life Insurance	29
75	5105 - Long Term Disability	13
77	5107 - Transition Assistance	21
80	Total	585
25	Total	7,354
50		

This is not correct!

This is not correct as the salary is only calculating as $6,769.   To enter an employee that starts after July 1, XXXX you need to put in the annualized salary for the individual. For example, using the numbers above, if you want to pay someone $8,000 for ten months of work, then you would enter their annualized rate as $9,600. This is how it would then calculate for your Income Statement:

#	ACCOUNTS	FY2022
57		
58	▼ Expense	
59	▼ Compensation Expense	
60	5001 - Exempt Salaries	8,123
69	Total	8,123
70	▼ Employee Benefits	
71	5101 - Employer's Fica (Social Security & Medicare)	621
73	5103 - Worker Compensation	5
74	5104 - Group Life Insurance	35
75	5105 - Long Term Disability	16
77	5107 - Transition Assistance	25
80	Total	702
225	Total	8,825

This is correct!

Clergy / Religious Stipends

The Clergy Stipends and Religious Stipends sheets are similar in function to the Personnel Expenses sheet. Simply add the necessary rows, enter the appropriate information, and split any shared clergy or religious as necessary. **Ensure that the Relevant Percentage and Allocation Percentage are 100% or whatever is appropriate.** The Relevant Percentage indicates the percent that the priest is assigned to the organization. The standard stipend will be adjusted accordingly. The Allocation Percentage is used for allocation between units *within* your organization, the same way it is used for lay employees in the Personnel Expenses sheet. For clergy you can also enter an additional stipend amount if they receive other compensation. For religious you can choose whether they are paid according to the standard schedule (most cases) or if the order is paid some other approved amount.

As always, remember to save your information.

To budget for multiple unassigned priests who cover Masses throughout the year, the entries would be:
- Name – Part-time priests
- Clergy Status - Unassigned
- Project – no entry is made
- Ordination Year – **no entry is made**
- Relevance – 100%
- Allocation – 100%
- Social Security – yes
- Start date – Enter a year or two before the budget year
- First Pay date – Enter a couple of weeks after the start date
- Frequency – Bi-weekly
- Annual Stipend – The amount you want to budget

Non-Employee Compensation

This sheet allows you to budget for any contract work that may be performed during the year. Add as many rows as necessary and enter the budgeted amounts in the respective months.
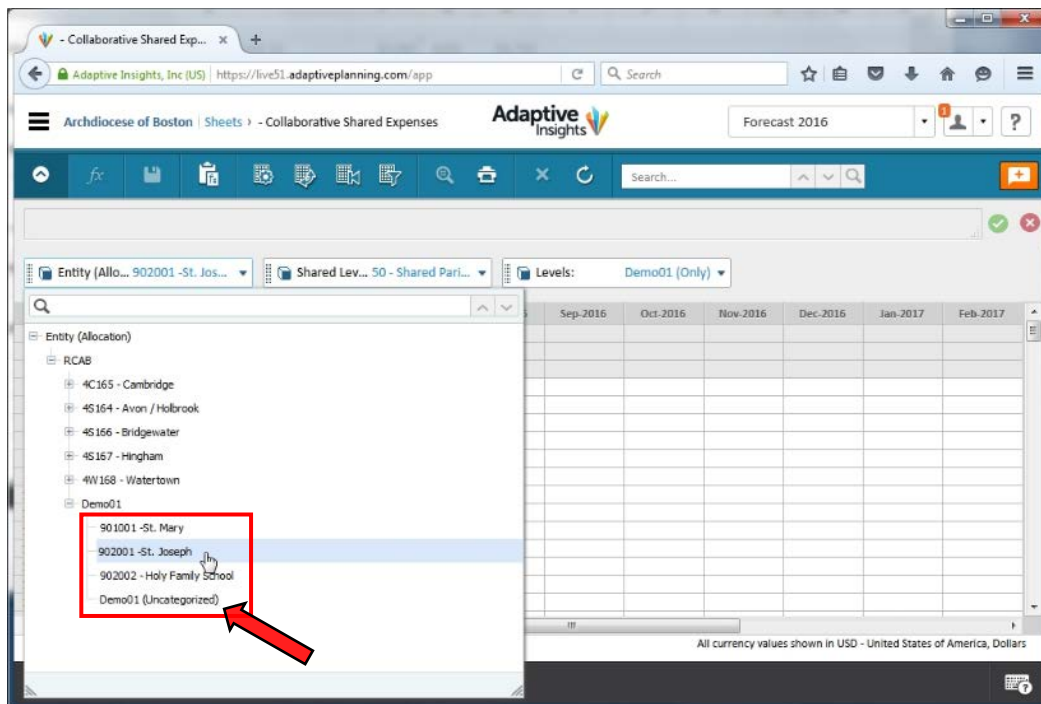
Collaborative Shared Expenses

The Collaborative Shared Expenses sheet allows collaboratives to budget for shared expenses (e.g., office supplies, utilities, books, etc.) and then allocate the costs between levels of the organization. If you are in a collaborative but do not see the Collaborative Shared Expenses Sheet in your list of sheets, ensure that you are currently viewing the top level of your organization (top right drop-down) in whatever sheet you're viewing. For this sheet it is important to understand the three additional drop-downs that appear at the top.
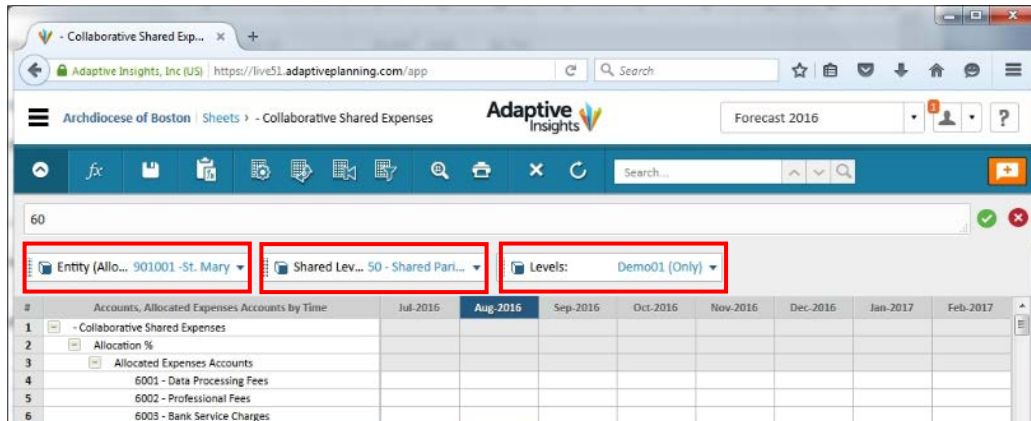
The first drop-down determines what entity (parish/school/cemetery) you are allocating costs to. When you select the "Uncategorized" collaborative name, you are able to enter the total amount of the expense that will be split between the entities. You may want to start here.

If you next select a specific entity in the first drop-down list, you are then able to enter the relevant percentages that apply for each account.

You can right-click on a cell and use the copy forward or copy downward options to quickly populate percentages or dollar amounts in the various accounts.

The second drop down controls what cost center the expenses apply to. Select the appropriate cost center for the expenses which you are budgeting. As recommended, shared expenses utilize the -5x cost centers.
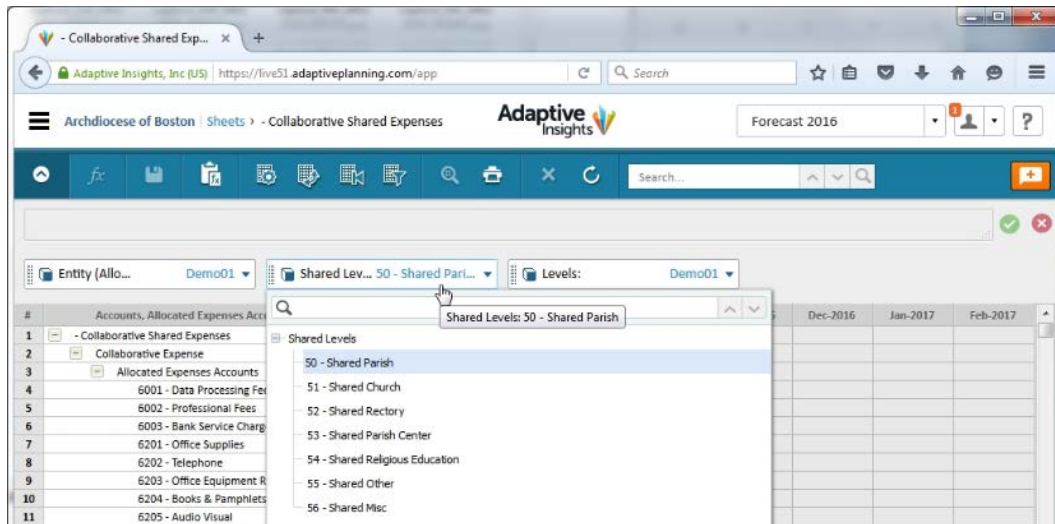
The third drop-down should always show the collaborative "(Only)" name. If you are unable to enter information into the table, ensure that the collaborative name followed by "(Only)" is selected.
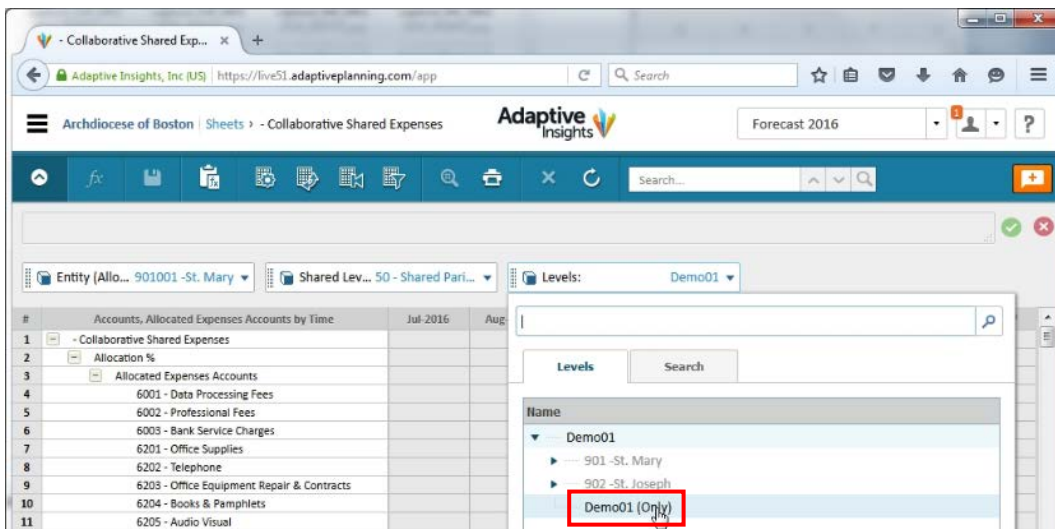
Insurances

The Insurances sheet will use your current insurance rates to estimate the rates for the coming year. Add a row and select the appropriate cost center level for the insurance item that you're budgeting. Use the drop-down to select the type of insurance in the second column. Enter 100% into the allocation field and then enter the current amount that you are paying for insurance. If the cost is being shared, split the rows as you did in the personnel sheet and enter the relevant percentages.

When you save the sheet the estimate for the new rates will be calculated.

Capital Improvements

In this sheet, add a row and enter the relevant information for any capital projects or purchases that you plan to make in the new budget year. There is a drop-down that will help you to select which type of asset it is. Note that the Project Amount field is for your own reference. It does not impact the income statement but may be used if you're working on projects that span multiple years. Only amounts entered into the month columns will be factored into the budget.
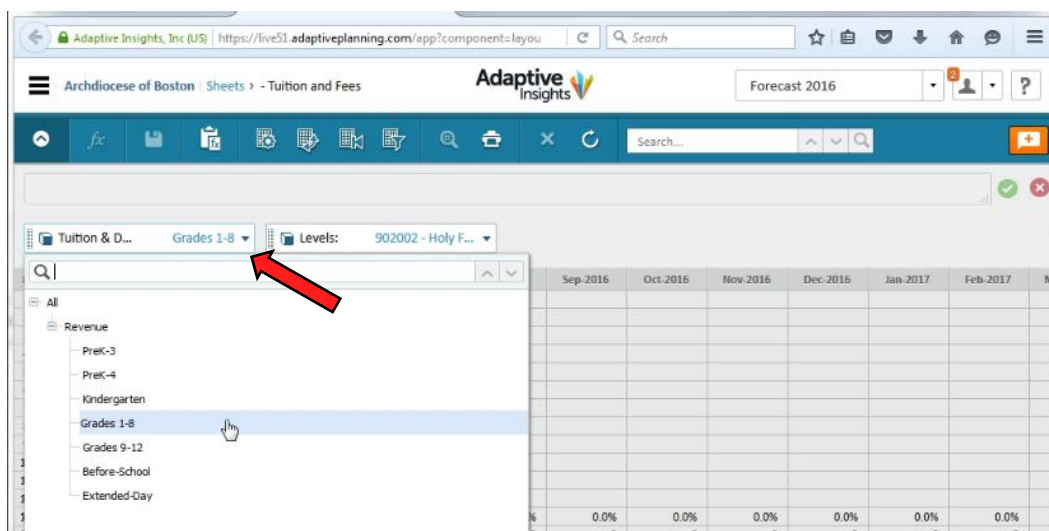
Tuition and Fees

We have developed sheets to help schools budget both gross tuition income as well as related tuition discounts. This ensures that schools accurately set tuition rates based on anticipated discounts that will be offered. The Tuition and Fees sheet allows you to enter the number of students expected for the year as well as gross tuition and fees, budgeted either with a per student cost or in total. First, ensure that the "(Only)" entity for the school is selected in the "Levels" drop-down list.
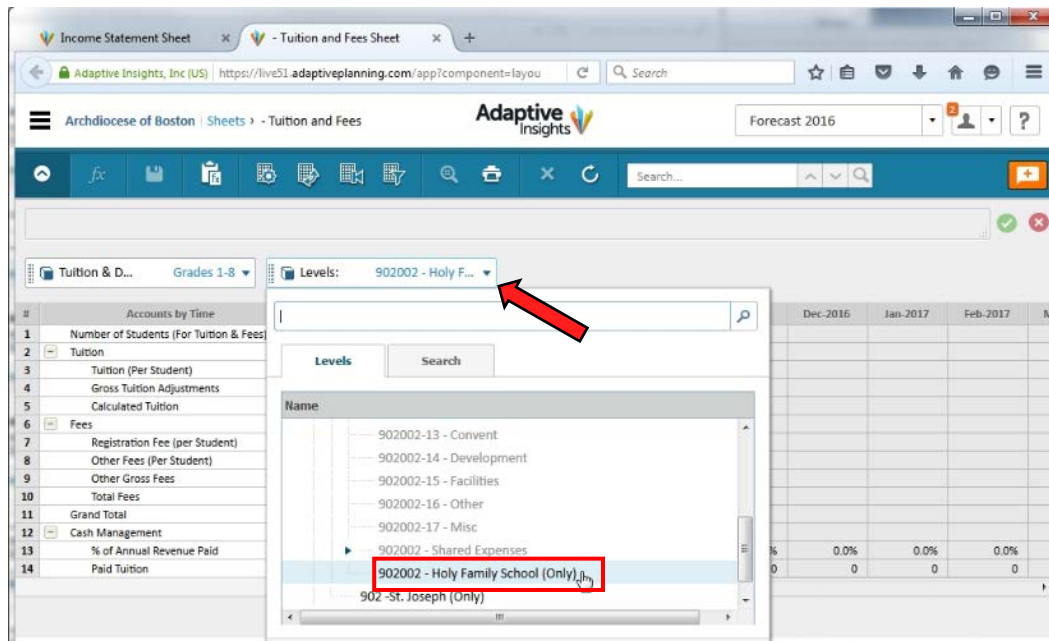
Next, in the other drop-down list select the relevant grade level that you want to budget.

Now you can enter the total number of students for each month and any fees for a given month. If the number of students will remain constant, you can enter it into one month and copy it forward.

For tuition, enter the annual tuition amount for a student into the fiscal year total column. When prompted, select how you would like to break back this amount (i.e. over 9 months or 10 months, as appropriate).

All calculations are performed once you save the sheet.

The "% of Annual Revenue Paid" field at the bottom is for use in cash flow planning and is intended to be further utilized in future years as we expand the use of Adaptive Planning.
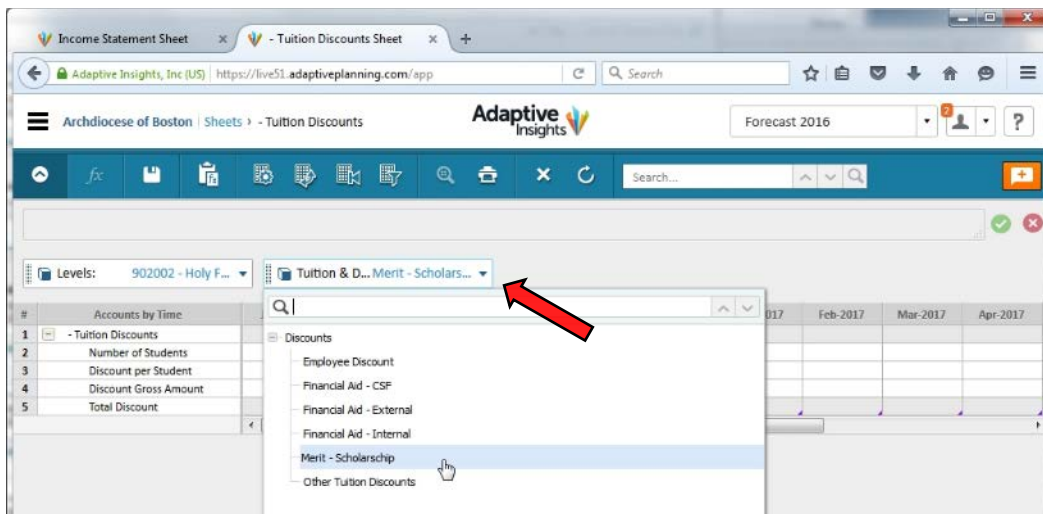
Tuition Discounts

The Tuition Discounts sheet works similar to the Tuition and Fees Sheet. First, ensure that the level being viewed is correct (the "(Only)" level for the school), then select the relevant discount to be budgeted.

Then you can enter the number of students receiving the discount and the amount of the discount. Alternatively you can enter a gross amount for each discount. **Be sure to enter any discounts as negative numbers so that they offset tuition income on the income statement.** You can break-back the amounts or use the copy forward options as necessary.

Forecast Version

Once budgets are finalized, Parish Financial Services will lock the current Budget version and create a Forecast version for the same year. The Forecast will contain the budget information but will show year-to-date actuals for each month as the year progresses. This will allow you to run revised forecasts and projections for the year. Any changes made within the Forecast version will not be reflected in the Budget version, preserving your original approved budget for the year. The Forecast version will become the default version that you see when you log in to Adaptive. To switch to the Budget version simply select it from the drop down list on the top right of the screen (as explained in the Navigation section above).

Reports Overview

Adaptive Planning has robust reporting capabilities. We have built several report templates for you to use and we welcome feedback and suggestions to expand upon what is offered. Given the capabilities, building reports from scratch can be difficult for inexperienced users. We are happy to work with you to develop a specific report or to train you as necessary.

The existing report templates include Budget Summaries, Budget vs. Actual comparisons, and Forecasts. These can be run for a collaborative as a whole or for individual parishes or cost centers. A separate User Guide is available with instructions on how to run reports, including tips for customizing the information. If you need assistance, please do not hesitate to contact your regional consultant. In addition, recall that clicking on the printer icon 🖨 within any of your budget planning sheets will allow you to view, print, or save that sheet directly in Microsoft Excel.

Go to the Main Drop-down menu and click on Reports. Then click on Overview.
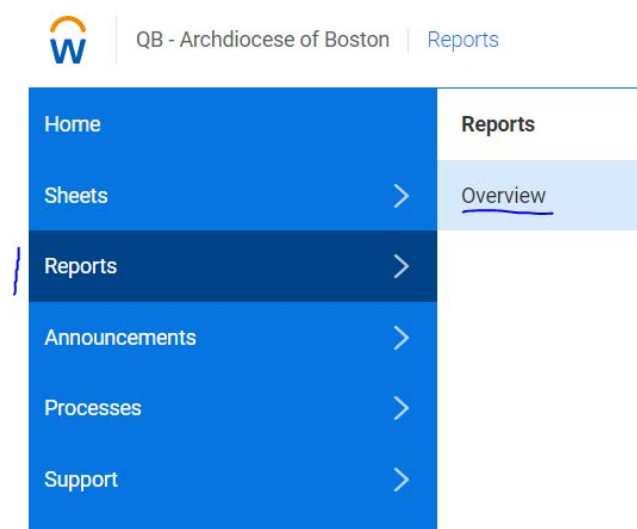
Then click on the "+" sign next to Shared Reports.
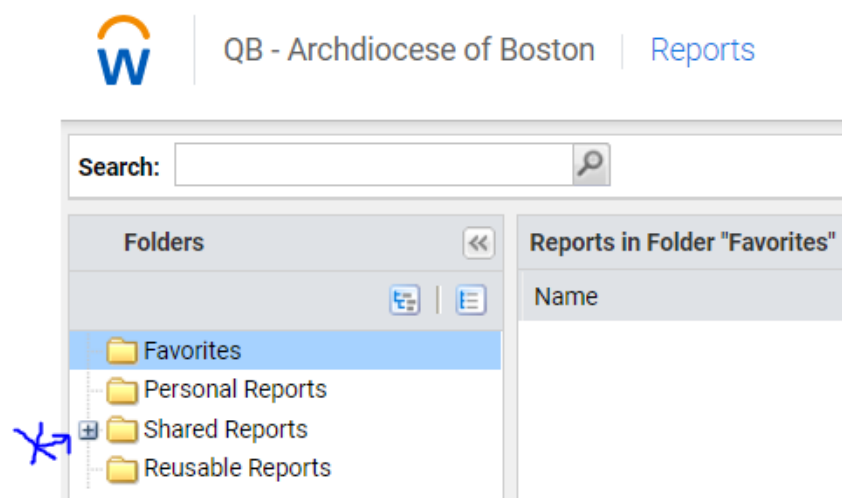
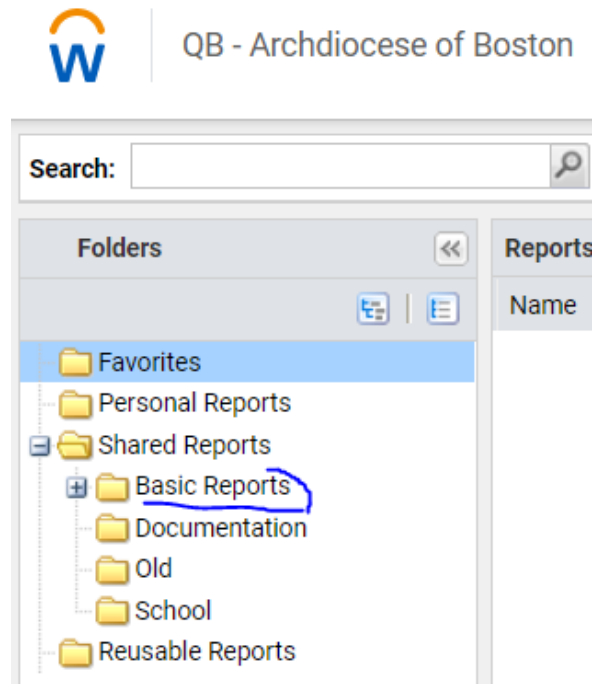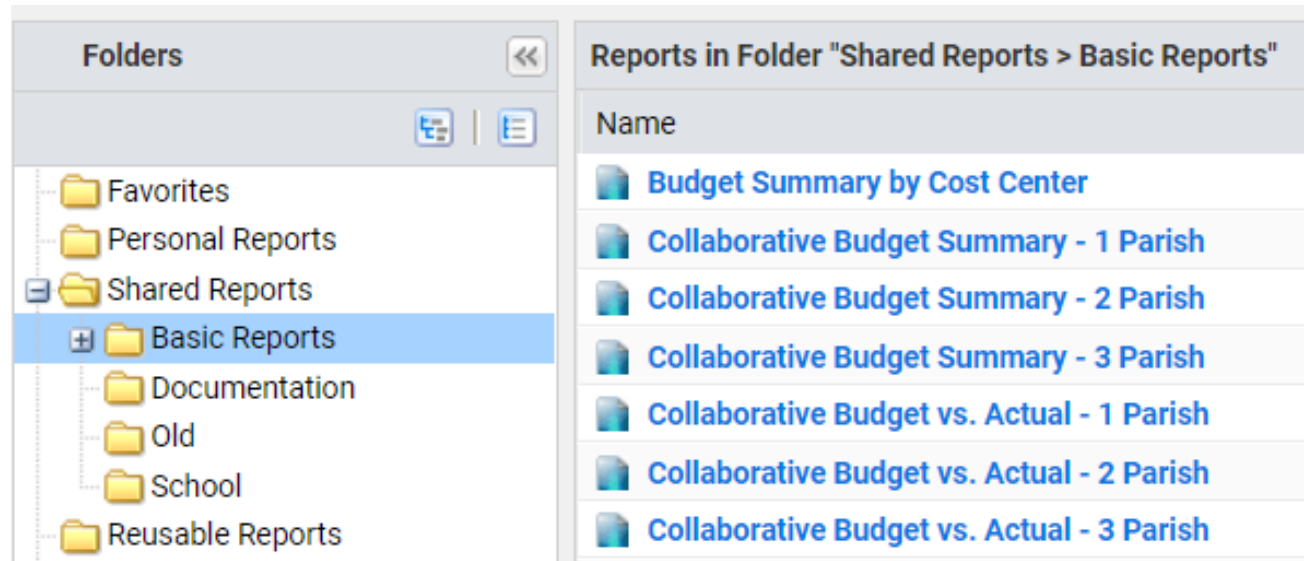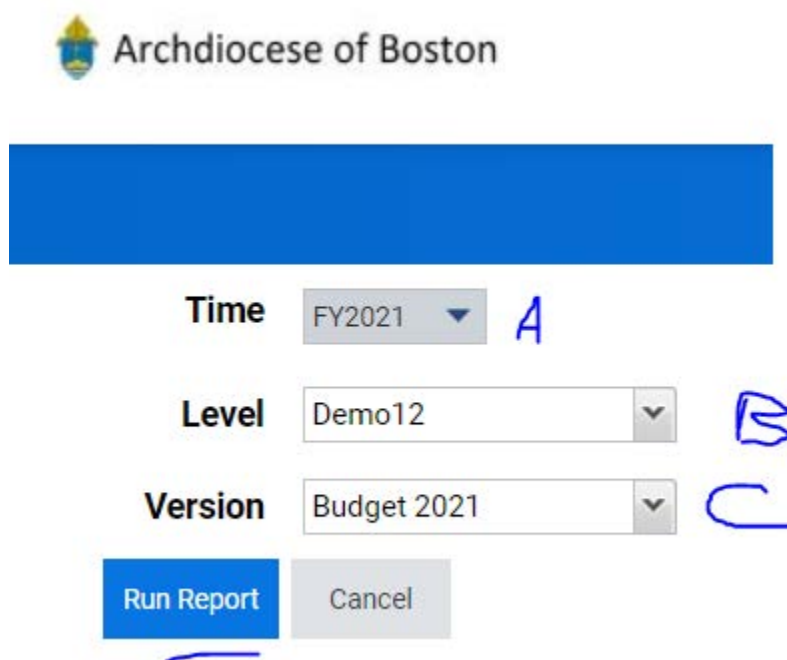Then click on the name Basic Reports – the name "Basic Reports" **NOT** the "+".

You will see a listing of report options; for example, if you have a single parish, you would run the Collaborative Budget Summary – 1 Parish and the Collaborative Budget vs. Actual – 1 Parish reports :

To run the Collaborative Budget Summary – 1 Parish report, this is always a full year report:

A. Time – Select the Fiscal Year you want the report to show
B. Level – Select the level of your parish/school that you want to report on; if you want the full roll-up, select the highest level of your parish, or if you want a sub-account then choose a lower level of your parish
C. Version – Select the Budget Year you want the report to show (this may seem duplicative, but this is what you need to do): then Run Report

To run the Collaborative Budget to Actual – 1 Parish report will give you two reports, the month and the year to date :

A. Level - Select the level of your parish/school that you want to report on; if you want the full roll-up, select the highest level of your parish, or if you want a sub-account then choose a lower level of your parish
B. Time – Select the month that you want to run. Remember that Adaptive is updated on the 20th of the current month with the data from the previous month.
C. Version – Select the Budget year you wish to run for the Budget to Actual Report.

When you run the report you have the option of expanding the line item information or not. To see the detail in each category, click on the "+" and it will expand to show the individual account numbers.

Accounts	Dec-2020				Year to date as of Dec-2020			
	Actuals	Budget 2021	Variance $	Variance %	Actuals	Budget 2021	Variance $	Variance %
Income								
4101 - Offertory	0	16,667	-16,667	-100%	0	100,000	-100,000	-100%
4102 - Offertory Monthly	0	1,667	-1,667	-100%	0	10,000	-10,000	-100%
4103 - Grand Annual	0	10,000	-10,000	-100%	0	60,000	-60,000	-100%
4165 - Religious Education	0	0	0	0%	0	20,000	-20,000	-100%
4315 - Rental Donations	0	2,500	-2,500	-100%	0	15,000	-15,000	-100%
Total Income	0	30,833	-30,833	-100%	0	205,000	-205,000	-100%
Expense								
Compensation Expense	0	8,547	8,547	100%	0	46,319	46,319	100%
Employee Benefits	0	2,624	2,624	100%	0	13,863	13,863	100%
Clergy Stipend & Other	0	7,148	7,148	100%	0	34,633	34,633	100%
Office Expenses & Related	0	0	0	0%	0	5,000	5,000	100%
Utilities & Maintenance	0	1,833	1,833	100%	0	11,000	11,000	100%
Total Expense	0	20,153	20,153	100%	0	110,816	110,816	100%
Net Operating Income	0	10,681	-10,681	-100%	0	94,184	-94,184	-100%
Non-Operating Expenses	0	0	0	0%	0	30,000	30,000	100%
Net Non-Operating Income	0	0	0	0%	0	-30,000	30,000	-100%
Net Income	0	10,681	-10,681	-100%	0	64,184	-64,184	-100%

☐ Expense			
☐ Compensation Expense			
5001 - Exempt Salaries	0	4,615	4,615	100%
5002 - Non Exempt Salaries	0	3,931	3,931	100%
Total Compensation Expense	**0**	**8,547**	**8,547**	**100%**

You can export your report in Excel or PDF which you can then save on your desktop or email.

XLS	Export to Excel
PDF	Export to PDF