



# Adaptive Planning Parish User Guide

Budgeting and Forecasting Software Tool

Version: Intacct v9



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# Getting Started

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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.

## **Two Key Things To Remember:**

- **Never enter data on the Income Statement Sheet**
- **Never enter data on an “only” level**

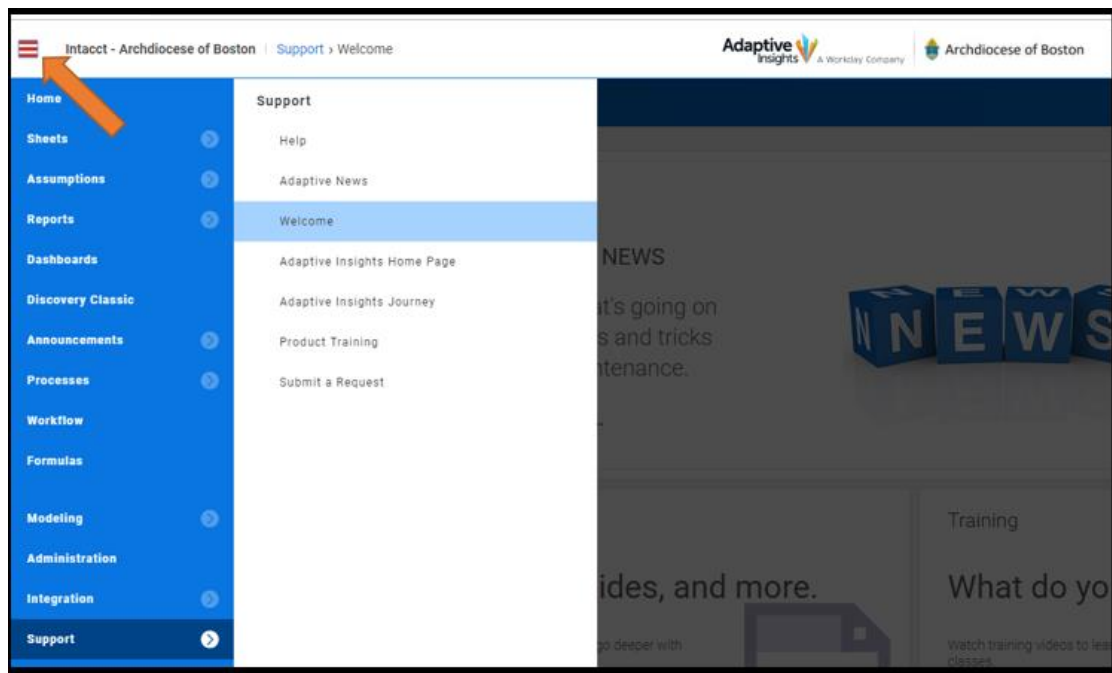
## **Logging In**

➡ 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](https://login.adaptiveinsights.com) and bookmark the page for future use. Enter your username and password and then click on “Submit.”

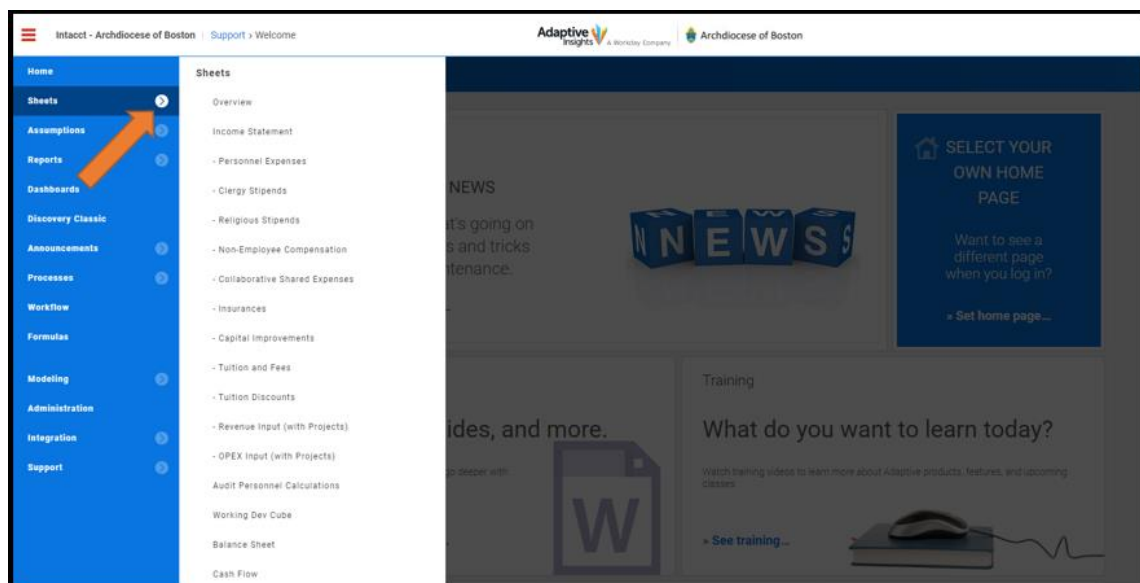
Once you are logged in you will be brought to the Welcome screen which may feature announcements from RCAB or other information from the software provider. It is recommended that you only use Chrome for your internet browser. Other browsers may not work effectively with Adaptive.

## 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



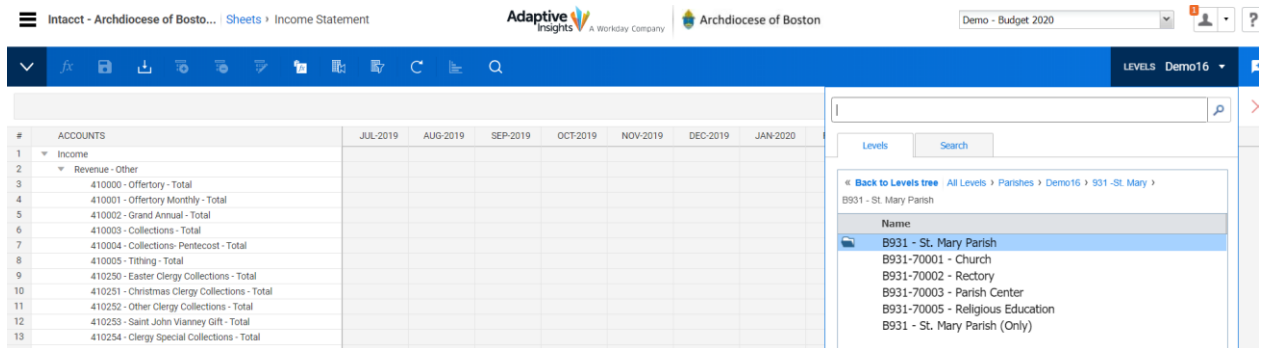
Once you are within a particular sheet, there are two other drop-down menus to be aware of. The first controls what version you are viewing. This will normally default to the current budget version you are working on. Once the new fiscal year begins, the Administrator will also create an active forecast version which will display year-to-date actuals.

The screenshot shows the Adaptive Insights software interface. At the top, the breadcrumb navigation reads "Intacct - Archdiocese of Bosto... > Sheets > Income Statement". The main header area includes the Adaptive Insights logo and the Archdiocese of Boston logo. A dropdown menu is open, showing the "Budget 2021" version selected. The dropdown list includes: "Actuals", "QB Imported Budget 2021", "Budget 2021" (highlighted), "Demo Template", "Budget 2020", "Budget 2019", and "Forecast 2019". The main table displays financial data for various accounts across months from February 2018 to August 2020. The "Income" account shows revenue, and the "Expenses" account shows various cost categories.

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.

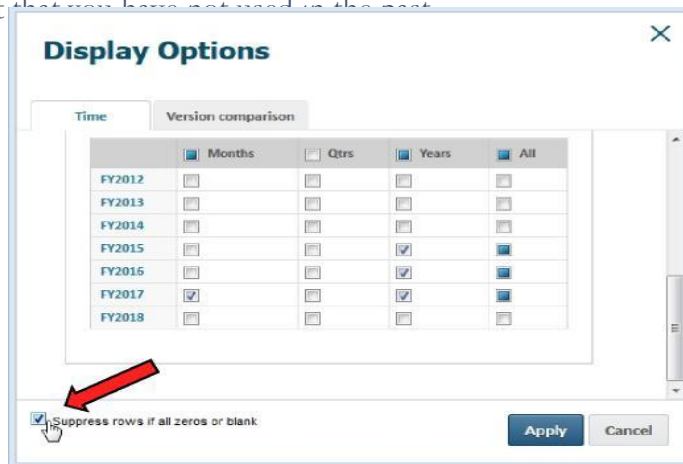
The screenshot shows the Adaptive Insights software interface with the "Demo01" organization tree dropdown open. The breadcrumb navigation reads "Intacct - Archdiocese of Bosto... > Sheets > Income Statement". The main header area includes the Adaptive Insights logo and the Archdiocese of Boston logo. A dropdown menu is open, showing the "Demo01" version selected. The dropdown list includes: "Demo01", "901 - St. Mary", "902 - St. Joseph", and "Demo01 (Only)". The main table displays financial data for various accounts across months from February 2019 to May 2020. The "Income" account shows revenue, and the "Expenses" account shows various cost categories. The "Demo01 (Only)" level is highlighted in blue.

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. Levels in Adaptive reflect entity which is department in Intacct.




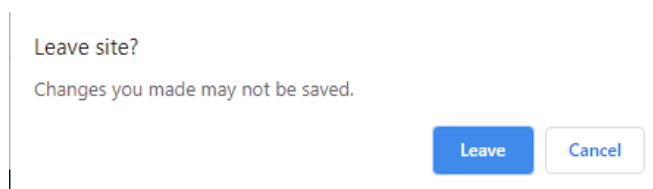
## Display Options

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 IS YOUR WARNING THAT YOU HAVE UNSAVED WORK. If you want to keep your 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

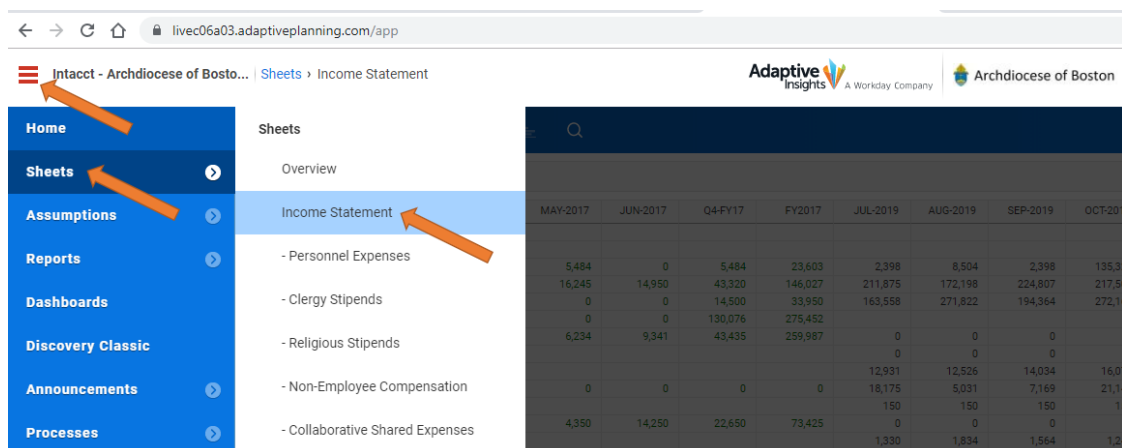
- You can **open multiple sheets at once** by using different tabs within your Internet application. Simply hover over an additional sheet you want to open, right click, and choose “Open Link in New Tab.” This allows you to toggle between various sheets at once, similar to Excel. To update information 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.
- **Actuals** are imported each month by the 20<sup>th</sup> 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.



	MAY-2017	JUN-2017	Q4-FY17	FY2017	JUL-2019	AUG-2019	SEP-2019	OCT-2019
- Personnel Expenses	5,484	0	5,484	23,603	2,398	8,504	2,398	135,32
- Clergy Stipends	16,245	14,950	43,320	146,027	211,875	172,198	224,807	217,58
- Religious Stipends	0	0	14,500	33,950	163,558	271,822	194,364	272,16
- Non-Employee Compensation	6,234	9,341	43,435	259,987	0	0	0	0
- Collaborative Shared Expenses	0	0	0	0	12,931	12,526	14,034	16,07
	4,350	14,250	22,690	73,425	150	150	150	15
					1,330	1,834	1,564	1,24

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 can use the Income Statement sheet to validate your data input after you have updated the various planning sheets.

## Revenue Input

Use this sheet to plan Revenue by choosing the applicable entity and entering the necessary information. 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.

Select the applicable revenue account and project, enter information into white cells. See the Display Options section above for tips on quickly adjusting the organization of a sheet. **Remember to always save your work.**




#	REVENUE_ACCOUNTS	
1	410000 - Offertory	
2	410001 - Offertory Monthly	
3	410002 - Grand Annual	
4	411005 - Catholic Appeal Rebate	
5	412500 - Donations - Other	
6	412501 - Catholic Schools Foundation	
7	423000 - Sacramental Offerings	
8	423250 - Shrines, Candles, Flowers	
9	414004 - Misc. Fundraising Activities	
10	415106 - Fees - Athletic Participation	
+	<input type="text"/>	

Showing rows 1-10 of 10.

Revenue\_Accounts

Search

Dimension Values

(None)

All

▶ Revenue - Parish

▶ Revenue - School

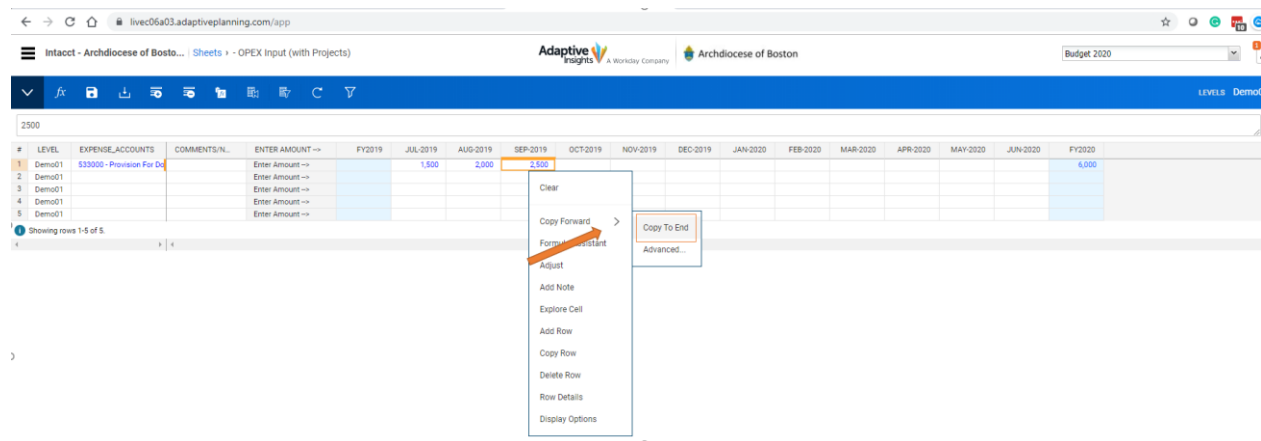
▶ Revenue - Cemetery

▶ Revenue - Other

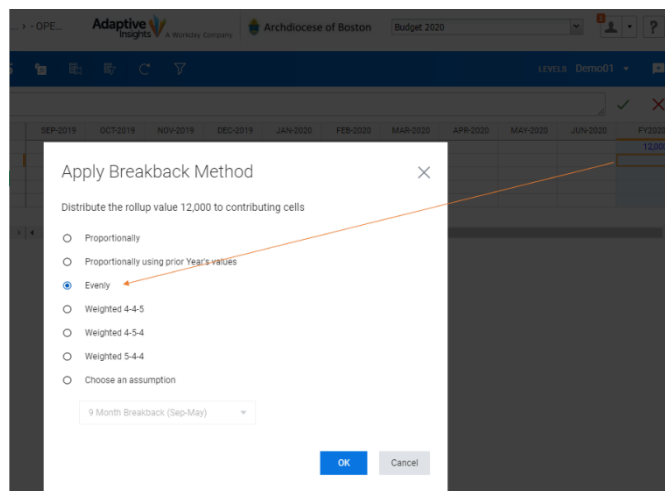
- Revenue - Parish
  - 410000 - Offertory
  - 410001 - Offertory Monthly
  - 410002 - Grand Annual
  - 411005 - Catholic Appeal Rebate
  - 412000 - Contributions
  - 412250 - Grants
  - 412251 - Foundation/Grants
  - 412500 - Donations - Other
  - 412750 - Gifts And Bequests
  - 413000 - Appeals & Campaigns
  - 413001 - General Donations
  - 414000 - Capital Campaign Donations
  - 414004 - Misc. Fundraising Activities
  - 414005 - Bingo Income
  - 414006 - Fundraising - Other

Use the comments/notes field to enter specific details regarding the revenue line item entered for each line, as describe above this option is similar to split option used in the previous version of Adaptive.

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.

## Operating Expenses Input (OPEX)

Use this sheet to plan Operating Expenses by choosing the applicable entity and entering the necessary information.

On the Operating Expense Sheet, you can use the existing accounts show, or you can add a row then use the drop down window to select the account.

Expense\_Accounts
Search

Dimension Values
D

(
None
)

▼ All

- ▶ Facility Expense
- ▶ Utility Expense
- ▶ Meal and Entertainment Expense
- ▶ Fundraising Fees
- ▶ Program Expense
- ▶ Travel Expense
- ▶ Credit Card and Other Service Expense
- ▶ Bad Debt Expense
- ▶ Capital Lease - Long Term
- ▶ Other Expenses

Select the applicable expense account and project, enter information into white cells. See the Display Options section above for tips on quickly adjusting the organization of a sheet. **Remember to always save your work.**

If you would like to budget for several initiatives or programs within an account, you can utilize the comment section to indicate separate activities. Select the Account from the drop down and enter the necessary dollar amount. In the comment column enter a separate comment for each line item. See the example below:

In this example we added two line items for Fundraising , one for Confirmation and one for Grades 1-8.

Intacct - Archdiocese of Bosto...
Adaptive Insights A Workday Company
Archdiocese of Boston
Budget 2020


LEVELS Demo01

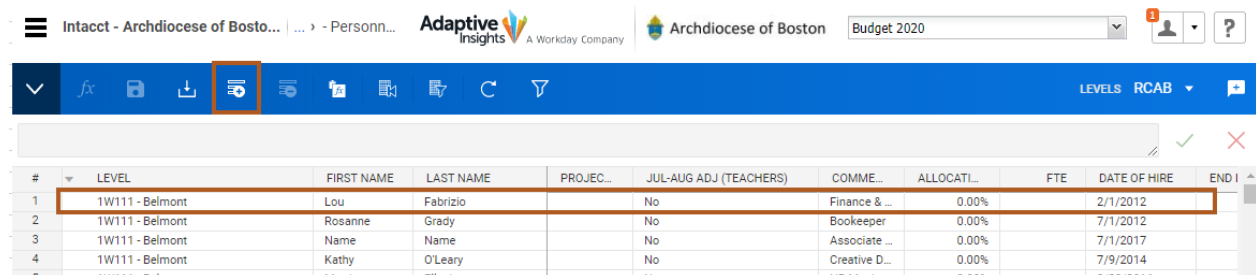
#	LEVEL	EXPENSE_ACCOUNTS	COMMENTS/N...	ENTER AMOUNT -->	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020
1	Demo01	535000 - Fundraising Expense	Confirmation	Enter Amount -->		833	833	833	833	833	833	833
2	Demo01	535000 - Fundraising Expense	Grades 1-8	Enter Amount -->		500	500	500	500	500	500	500
3	Demo01			Enter Amount -->								
4	Demo01			Enter Amount -->								
5	Demo01			Enter Amount -->								

Showing rows 1-5 of 5.

## Personnel Expenses

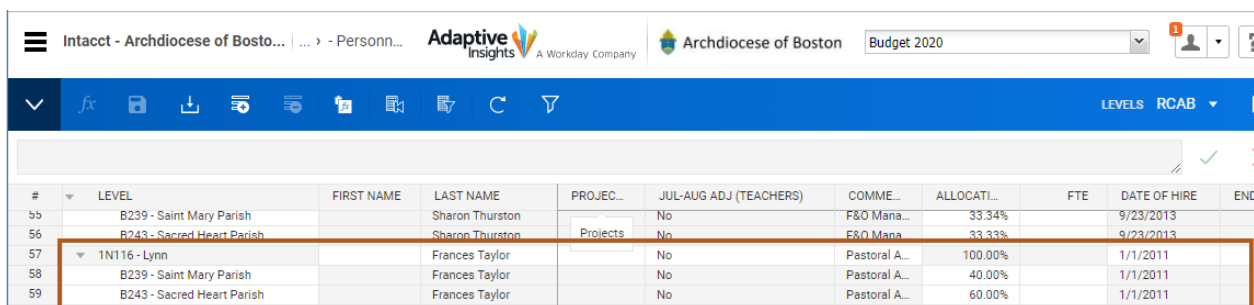
The Personnel Expenses sheet summarizes all of the lay staff and related benefits for your organization. If you scroll to the right you will see the various fields in which to enter relevant details. After that, the personnel information will remain in Adaptive and you can update it each year as necessary.

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 Entity (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.



#	LEVEL	FIRST NAME	LAST NAME	PROJEC...	JUL-AUG ADJ (TEACHERS)	COMME...	ALLOCATI...	FTE	DATE OF HIRE	END I
1	1W111 - Belmont	Lou	Fabrizio		No	Finance & ...	0.00%		2/1/2012	
2	1W111 - Belmont	Rosanne	Grady		No	Bookkeeper	0.00%		7/1/2012	
3	1W111 - Belmont	Name			No	Associate ...	0.00%		7/1/2017	
4	1W111 - Belmont	Kathy	O'Leary		No	Creative D...	0.00%		7/9/2014	

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.

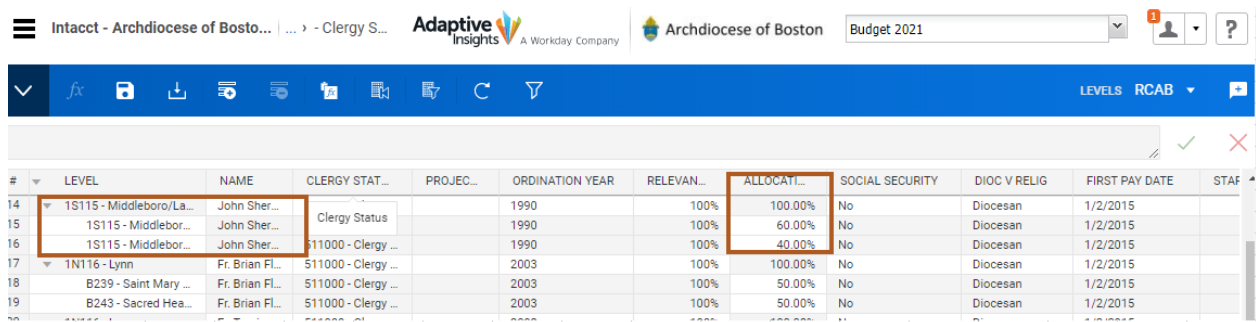


#	LEVEL	FIRST NAME	LAST NAME	PROJEC...	JUL-AUG ADJ (TEACHERS)	COMME...	ALLOCATI...	FTE	DATE OF HIRE	END I
55	B239 - Saint Mary Parish	Sharon	Thurston		No	F&O Mana...	33.34%		9/23/2013	
56	B243 - Sacred Heart Parish	Sharon	Thurston	Projects	No	F&O Mana...	33.33%		9/23/2013	
57	1N116 - Lynn	Frances	Taylor		No	Pastoral A...	100.00%		1/1/2011	
58	B239 - Saint Mary Parish	Frances	Taylor		No	Pastoral A...	40.00%		1/1/2011	
59	B243 - Sacred Heart Parish	Frances	Taylor		No	Pastoral A...	60.00%		1/1/2011	

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.

## 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.



#	LEVEL	NAME	CLERGY STAT...	PROJEC...	ORDINATION YEAR	RELEVAN...	ALLOCATI...	SOCIAL SECURITY	DIOC V RELIG	FIRST PAY DATE	STAF
14	1S115 - Middleboro/La...	John Sher...	Clergy Status		1990	100%	100.00%	No	Diocesan	1/2/2015	
15	1S115 - Middlebor...	John Sher...			1990	100%	60.00%	No	Diocesan	1/2/2015	
16	1S115 - Middlebor...	John Sher...	111000 - Clergy ...		1990	100%	40.00%	No	Diocesan	1/2/2015	
17	1N116 - Lynn	Fr. Brian FL...	111000 - Clergy ...		2003	100%	100.00%	No	Diocesan	1/2/2015	
18	B239 - Saint Mary ...	Fr. Brian FL...	111000 - Clergy ...		2003	100%	50.00%	No	Diocesan	1/2/2015	
19	B243 - Sacred Hea...	Fr. Brian FL...	111000 - Clergy ...		2003	100%	50.00%	No	Diocesan	1/2/2015	

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

## 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.



ENTITY (ALLOCATION) 1C110 - JP/Roxbury (Uncategorized) SHARED\_DEPT 00 - Parish LEVELS Demo01

[illegible]

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. Start with this drop down first.

ENTITY (ALLOCATION) 1C110 - JP/Roxbury (Uncategorized) SHARED\_DEPT 00 - Parish LEVELS Demo01

demo01

Dimension Values	Location	Description
Demo01	Entity (Allocation)->RC	
Demo01 (Uncategorized)	Entity (Allocation)->RC	

DEC-2016 JAN-2017 FEB-2017 MAR-2017 APR-2017

ENTITY (ALLOCATION) Demo01 (Uncategorized) SHARED\_DEPT 00 - Parish LEVELS Demo01 (Only)

ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME	JUL-2020	AUG-2020	SEP-2020	OCT-2020	NOV-2020	DEC-2020	JAN-2021	FEB-2021	MAR-2021	APR-2021
- Collaborative Shared Expenses										
- Collaborative Expense										
- Allocated Expenses Accounts										
515000- Program Exp.	250	250	250	250	250					
515200- Athletic Expenses										
515201- Athletic - Equipment										

ENTITY (ALLOCATION) B004-Saint Ambrose SHARED\_DEPT 00 - Parish LEVELS Demo01 (Only)

ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME	JUL-2020	AUG-2020	SEP-2020	OCT-2020	NOV-2020	DEC-2020	JAN-2021	FEB-2021	MAR-2021
- Collaborative Shared Expenses									
- Collaborative Expense									
- Allocation %									
- Allocated Expenses Accounts									
515000- Program Exp.	60.00%	60.00%	60.00%	60.00%	60.00%				
515200- Athletic Expenses									
515201- Athletic - Equipment									

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.

[illegible]

The second drop down controls what cost center the expenses apply to. Select the appropriate cost center for the expenses which you are budgeting.

The screenshot shows the Adaptive Insights software interface. At the top, the header includes 'Intacct - Archdiocese of Bosto...', 'Adaptive Insights A Workday Company', 'Archdiocese of Boston', and 'Budget 2021'. Below the header is a blue toolbar with various icons. The main area displays a table with columns for 'ENTITY (ALLOCATION)', 'B004-Saint Ambrose', 'SHARED\_DEPT', '00 - Parish', and 'LEVELS', 'Demo01 (Only)'. A dropdown menu for 'Shared\_Dept' is open, showing a list of dimension values: '00 - Parish', '01 - Church', '02 - Rectory', '03 - Parish Center', '04 - Religious Education', '05 - Other', and '06 - Misc'. The table below the dropdown lists various accounts and expenses, including 'Collaborative Shared Expenses', 'Collaborative Expense', and 'Allocated Expenses Accounts'.

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.

The screenshot shows the Adaptive Insights software interface. At the top, the header includes 'Intacct - Archdiocese of Bosto...', 'Adaptive Insights A Workday Company', 'Archdiocese of Boston', and 'Budget 2021'. Below the header is a blue toolbar with various icons. The main area displays a table with columns for 'ENTITY (ALLOCATION)', 'B004-Saint Ambrose', 'SHARED\_DEPT', '00 - Parish', and 'LEVELS', 'Demo01 (Only)'. A dropdown menu for 'Levels' is open, showing a list of names: 'B504 - Mary Queen of the Apostles Parish', 'Demo01', 'Demo01 (Only)', 'Demo02', 'Demo03', 'Demo04', 'Demo05', 'Show all (112)', and 'RCAB (Only)'. The table below the dropdown lists various accounts and expenses, including 'Collaborative Shared Expenses', 'Collaborative Expense', and 'Allocated Expenses Accounts'.

## 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.

#	LEVEL	INSURANCE	PROJEC...	ALLOCATION...	CURRENT ANNUAL PREMI...	NEW PREM...
1	B195 - Saint Mary of the Assum...	519005 - Property Ins...		100.0%	6,995	7,485
2	B195 - Saint Mary of the Assum...	519005 - Property Ins...		15.0%	14,475	
3	B195-70002 - Rectory	519005 - Property Ins...		8.0%	14,475	1,239
4	B195-70003 - Parish Center	519005 - Property Ins...		7.0%	14,475	1,084
5	Total				21,470	9,808

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.

#	LEVEL	ASSETS	PROJEC...	DESCRIPTL...	NOTES	PROJECT AMOUNT (\$)	IN-SERVICE DATE	JUL-2019	AUG-2019
+	Demo01	Software /License	P-0000001			10,000			
+	Demo01								
+	Demo01								
+	Demo01								
+	Demo01								
1	Total					10,000			

**Dimension Values**

- (None)
- ▼ All
  - Land Improvement
  - Acq/Imp Building
  - Computer & Network Equipm
  - Software /License
  - Furniture & Equipment
  - Vehicles
  - Office Equipment

## 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.

The screenshot shows the Adaptive Insights software interface. The top navigation bar includes the Adaptive Insights logo and the text "Archdiocese of Boston Budget 2021". The main interface features a blue header bar with various icons. Below this, there are two dropdown menus: "Tuition & Discounts Type" set to "All" and "LEVELS" set to "Demo01 (Only)". A search bar is visible next to the "LEVELS" dropdown. Below the search bar, a table titled "ACCOUNTS BY TIME" is displayed, with columns for "JUL-2017", "FEB-2018", "MAR-2018", "APR-2018", "MAY-2018", and "JUN-2018". The table has rows for "Tuition", "Fees", and "Cash Management". The "Tuition" row is highlighted. A search bar is also present next to the "Tuition & Discounts Type" dropdown.

Next, in the other drop-down list select the relevant grade level that you want to budget.

The screenshot shows the Adaptive Insights software interface. The top navigation bar includes the Adaptive Insights logo and the text "Archdiocese of Boston Budget 2021". The main interface features a blue header bar with various icons. Below this, there are two dropdown menus: "Tuition & Discounts Type" set to "Grades 1-5" and "LEVELS" set to "Demo01 (Only)". A search bar is visible next to the "LEVELS" dropdown. Below the search bar, a table titled "Tuition & Discounts" is displayed, with columns for "NOV-2017", "DEC-2017", "JAN-2018", "FEB-2018", "MAR-2018", "APR-2018", and "MAY-2018". The table has rows for "Tuition" and "Fees". The "Tuition" row is highlighted. A search bar is also present next to the "Tuition & Discounts Type" dropdown. A dropdown menu titled "Dimension Values" is open, showing a list of options: "All", "Revenue", "Before-School", "Extended-Day", "Grades 1-5", "Grades 1-8", "Grades 6-8", "Grades 9-12", and "Kindergarten". The "Grades 1-5" option is selected.

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.

Intacct - Archdiocese of Bosto... | ... - Tuition ... Adaptive Insights A Workday Company Archdiocese of Boston Budget 2021

=ACCT.Tuition.Number\*(ACCT.Tuition.Registration+ACCT.Tuition.Other\_Fees)+ACCT.Tuition.OtherFees

TUITION & DISCOUNTS TYPE Grades 1-5 LEVELS E398 - Saint Francis Xavier School (Only)

#	ACCOUNTS BY TIME	2019	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020	FEB-2020	MAR-2020	APR-
1	Number of Students (For Tuition & Fees)			300	300	300	300	300	300	300	300	300	
2	Tuition												
3	Tuition (Per Student)			0	0	500	500	500	500	500	500	500	
4	Gross Tuition Adjustments												
5	Calculated Tuition												
6	Fees												
7	Registration Fee (per Student)				75								
8	Other Fees (Per Student)				10								
9	Other Gross Fees				100								
10	Total Fees												
11	Grand Total												
12	Cash Management												
13	% of Annual Revenue Paid												
14	Paid Tuition												

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).

Intacct - Archdiocese of Bosto... | ... - Tuition ... Adaptive Insights A Workday Company Archdiocese of Boston Budget 2021

TUITION & DISCOUNTS TYPE Grades 1-5

ACCOUNTS BY TIME

Number of Students (For Tuition & Fees)

Tuition

Tuition (Per Student)

Gross Tuition Adjustments

Calculated Tuition

Fees

Registration Fee (per Student)

Other Fees (Per Student)

Other Gross Fees

Total Fees

Grand Total

Cash Management

% of Annual Revenue Paid

Paid Tuition

Apply Breakback Method

Distribute the rollup value 10,000 to contributing cells

☐ Proportionally  
☐ Proportionally using prior Year's values  
☐ Evenly  
☐ Weighted 4-4-5  
☐ Weighted 4-5-4  
☐ Weighted 5-4-4  
☒ Choose an assumption

10 Month Breakback (Sep-Jun)

OK Cancel

All calculations are performed once you save the sheet.

Intacct - Archdiocese of Bosto... | ... - Tuition ... Adaptive Insights A Workday Company Archdiocese of Boston Budget 2021

TUITION & DISCOUNTS TYPE Grades 1-5 LEVELS E398 - Saint Francis Xavier School (Only)

#	ACCOUNTS BY TIME	JUN-2019	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020	FEB-2020	MAR-2020
1	Number of Students (For Tuition & Fees)			300	300	300	300	300	300	300	300	300
2	Tuition											
3	Tuition (Per Student)			0	0	500	500	500	500	500	500	500
4	Gross Tuition Adjustments											
5	Calculated Tuition					150,000	150,000	150,000	150,000	150,000	150,000	150,000
6	Fees											
7	Registration Fee (per Student)				75							
8	Other Fees (Per Student)				10							
9	Other Gross Fees				100							
10	Total Fees				25,600	0	0	0	0	0	0	0
11	Grand Total			0	25,600	150,000	150,000	150,000	150,000	150,000	150,000	150,000
12	Cash Management											
13	% of Annual Revenue Paid											
14	Paid Tuition			0	0	150,000	150,000	150,000	150,000	150,000	150,000	150,000

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.

Intacct - Archdiocese of Bosto... | ... - Tuition ... Adaptive Insights A Workday Company Archdiocese of Boston Budget 2021

LEVELS E398 - Saint Francis Xavier School (Only) TUITION & DISCOUNTS TYPE Employee Discount

#	ACCOUNTS BY TIME	AUG-2020	SEP-2020	APR-2021	MAY-2021	JUN-2021
1	- Tuition Discounts					
2	Number of Students					
3	Discount per Student					
4	Discount Gross Amount					
5	Total Discount					

Dimension Values Description

- Discounts
  - Employee Discount
  - Financial Aid - CSF
  - Financial Aid - External
  - Financial Aid - Internal
  - Merit - Scholarship
  - Other Tuition Discounts
  - PreK 3 & 4 three half days

Then you can enter the number of students receiving the discount and the amount of the discount.

Intacct - Archdiocese of Bosto... | ... - Tuition ... Adaptive Insights A Workday Company Archdiocese of Boston Budget 2021

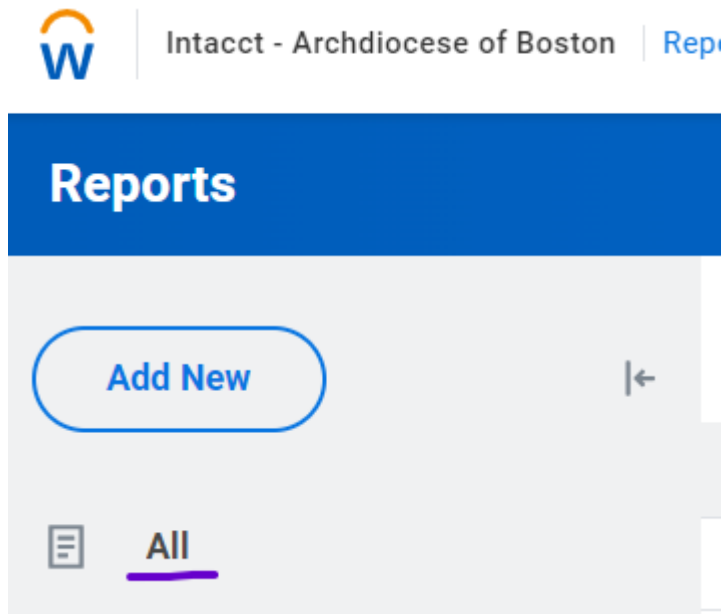
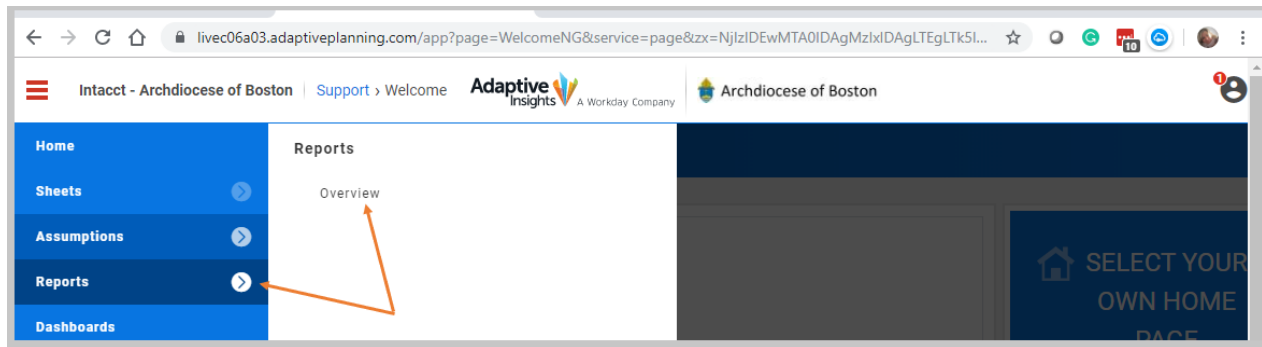
LEVELS E398 - Saint Francis Xavier School (Only) TUITION & DISCOUNTS TYPE Employee Discount

#	ACCOUNTS BY TIME	UG-2020	SEP-2020	OCT-2020	NOV-2020	DEC-2020	JAN-2021	FEB-2021	MAR-2021	APR-2021	MAY-2021	JUN-2021	FY2021
1	- Tuition Discounts												
2	Number of Students	10	10	10	10	10	10	10	10	10	10	10	9
3	Discount per Student	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-275
4	Discount Gross Amount												
5	Total Discount	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-2,750



## Reports Overview

When you first gain access to Adaptive, it is recommended that you add two reports to your “Favorites” in the Reports section. First, in the main drop down menu, click on Reports > Overview > All > Collaborative Budget Summary. Right click on “Collaborative Budget Summary – 1 Parish” and select “Add to Favorites”. Then, go to the another report “Collaborative Budget vs. Actual – 1 Parish” and right click on it and select “Add to Favorites”. Once you have done this you will then see the two reports available to you when you click on Reports in the main drop down menu.





## Reports

Add New



Search

Name ↑



All



Basic Reports

## Reports

Add New



Search

[Shared](#) / Basic Reports

Name



All



Personal



Budget Summary - 1 Parish

## Reports

Add New



Search

[Shared](#) / Basic Reports

Name



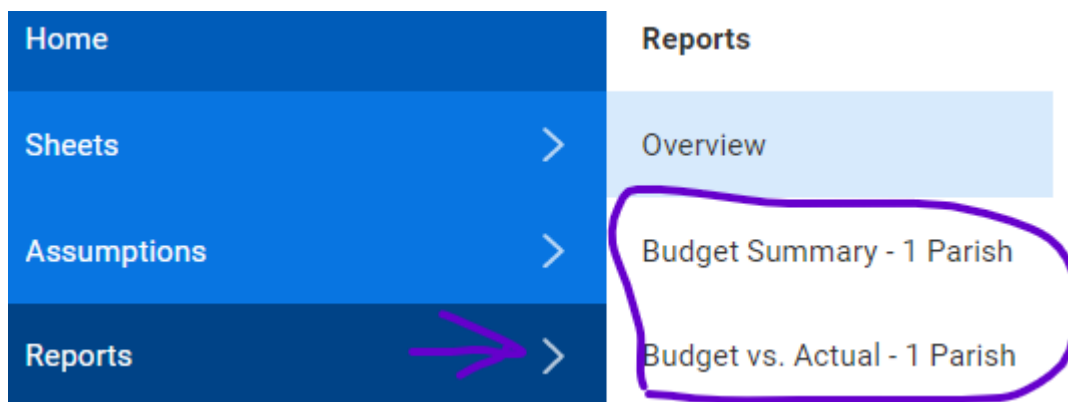
All



Personal



Budget vs. Actual - 1 Parish

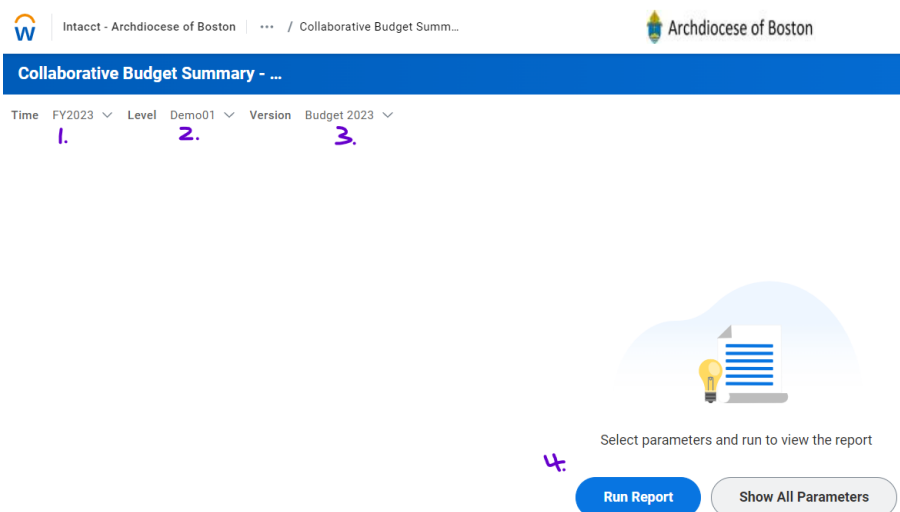


The existing report templates include Budget Summaries and Budget vs. Actual comparisons. These can be run for a collaborative as a whole or for individual parishes or cost centers. If you need assistance please do not hesitate to contact your regional consultant.

In addition, recall that clicking on the download icon  within any of the budget planning sheets will allow you to view, print, or save that sheet directly in Microsoft Excel.

## Budget Summary Report

This report is used to print your budget to review your progress then your final budget. To run your report be sure: 1. Time is selected for the budget year, 2. Level is selected for the right parish or department, 3. Version is selected for the right budget year, 4. To run the report.



To print your report click on the download button on the Function Bar which will create your report in Excel.



Edit



Time FY2023 ▾ Level Demo01 ▾ Version Budget 2023 ▾

## Budget vs. Actual Report

This report is used to print your budget vs. actual report. To run your report: 1. Click on Show All Parameters, 2. Select the parish or department, 3. Time is for the month you want to show, 4. Version is the budget year, 5. Click on Run Report



### Collaborative Budget vs. Actual -...

Level B553 - Sacred Hearts Parish ▾ Version Budget 2023 ▾



Select parameters and run to view the report

Run Report

Show All Parameters



### Collaborative Budget vs. Actual -...

Level B553 - Sacred Hearts Parish ▾ Time Jan-2022 ▾ Version Budget 2023 ▾

2.

3.

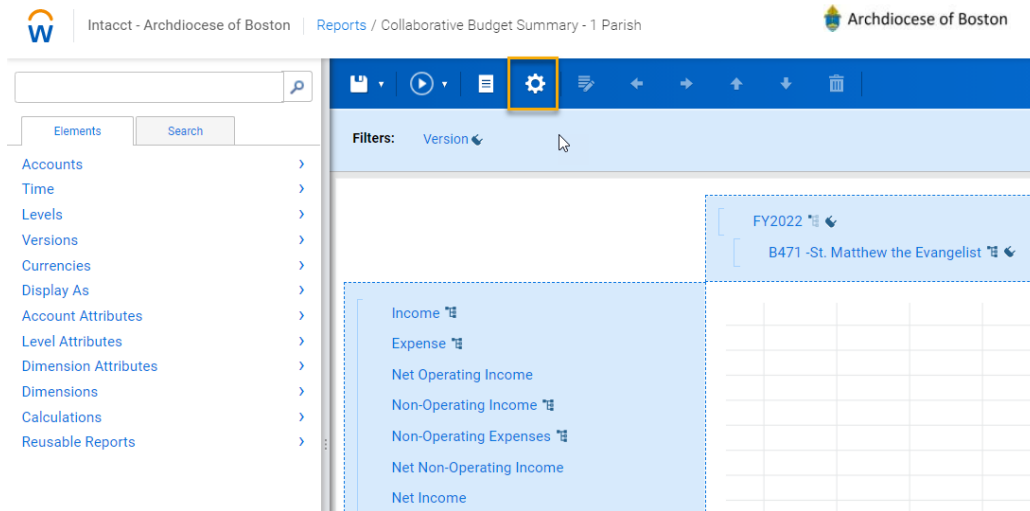
4.

## Setting for a report to print notes:

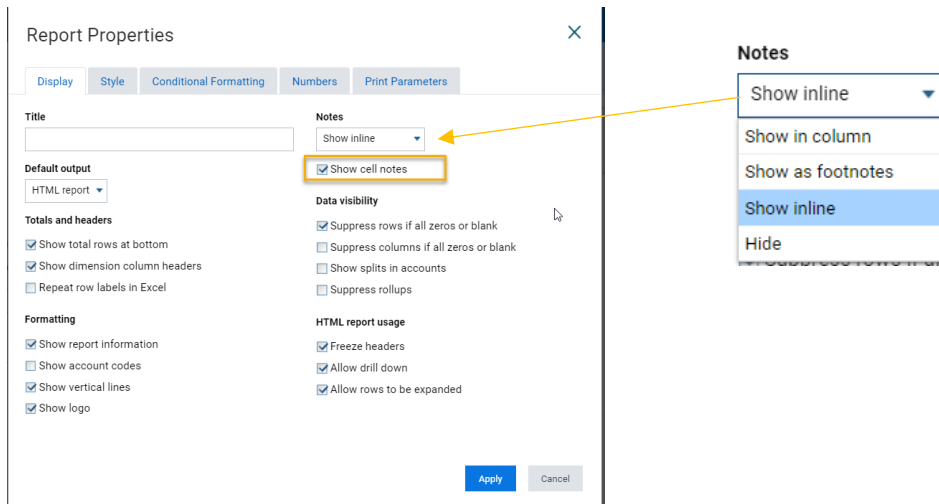
1. From the tool bar select the pencil icon. This will open the report edit screen



2. Select the gear icon



3. Make sure the box next to show cell notes is checked
4. You can also select how you want the notes to display by selecting one of the options in the box below notes.



5. After you make your selections choose Apply.
6. Save the report to retain your selections

## Adding notes to a report

1. Run the report you want to add notes. Navigate to the lowest line level in the report. This will be the line that you see (-) instead of (+).
2. Right click on the blue line and select add line note. Type your note in the box that appears and select ok.

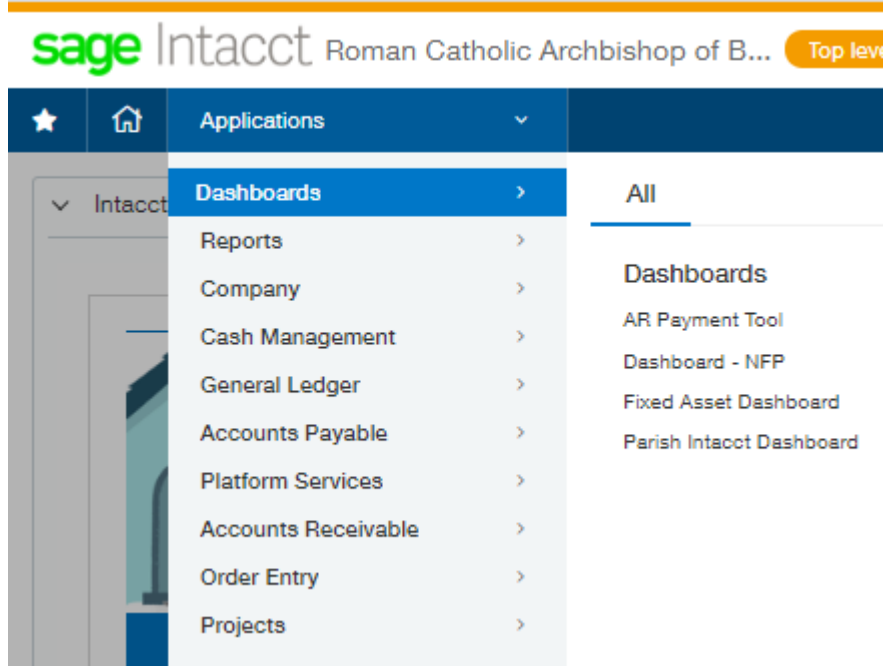
The screenshot shows the 'Collaborative Budget Summary' report for FY2022, Level B471 - St. Matthew the Evangelist. The 'Revenue - Other' section is expanded, and the '410000 - Offertory - Total' line is highlighted. A right-click context menu is open, and the 'Add Line Note' option is selected. A dialog box titled 'Add Note for 410000 - Offertory - (Revenue Sheet)' is displayed, with a text area for 'Notes' and 'OK' and 'Cancel' buttons.

3. From the Notes dropdown you can select how you want the note to appear on the report.
4. You will see the note on the report and when you print the report to excel.

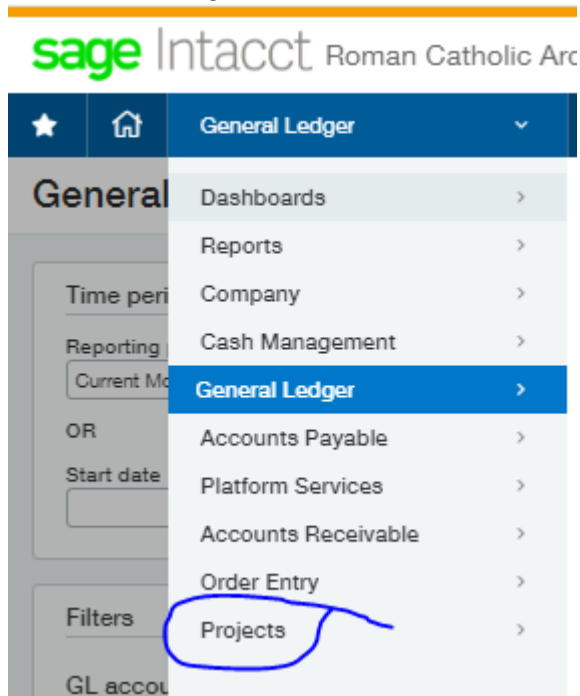
The screenshot shows the 'Collaborative Budget Summary' report for FY2022, Level B471 - St. Matthew the Evangelist. The 'Notes' dropdown menu is open, showing options: 'Add Report Note', 'Line Notes' (checked), 'Show in column', 'Show as footnotes', 'Show inline', 'Hide', and 'Delete Notes'. The report output shows the '410000 - Offertory - Total' line with a note: 'Add your note here [Lisa VanHuysee (CMC), 5/17/2021]'. The report is then shown as an Excel spreadsheet, with the note appearing in the 'Note' column next to the '410000 - Offertory - Total' line.

## Projects List – Searching for a project name/number

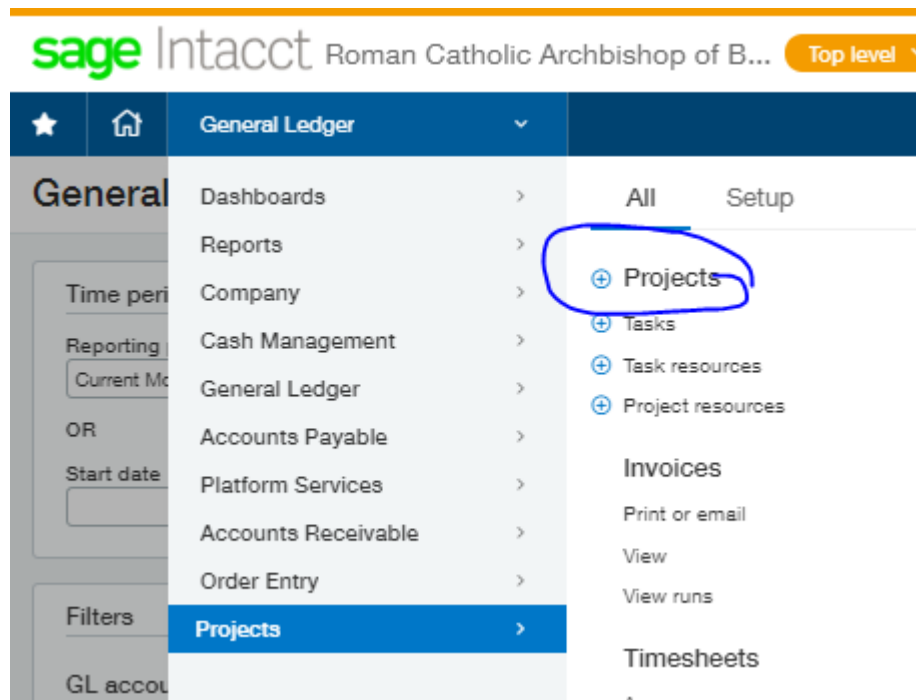
### Go to Applications from the Home Page



### Click on Projects



## Click on Projects again



## Search Name or Number

All ▾ Manage views ▾ Group filters: None ▾ ☐ Include inactive ☒ Display hierarchy ☐ Include private [Advanced filters](#) [Clear](#)

		Project ID ▾	Name
<a href="#">Edit</a>	<a href="#">View</a>	■ 99999-9999	Not Applicable
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000001	School
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000002	Shared
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000003	Charismatic
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000004	Capital Campaign
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000005	Cell Tower
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000006	Gift Account
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000007	Tithing
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000008	Online Giving
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000009	Utilities (Elec, Heat, Water, Sewer, Aircon)
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000010	Marriage Prep
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000011	St. Vincent de Paul
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000012	Golf
<a href="#">Edit</a>	<a href="#">View</a>	■ P-0000013	Adult