

# Adaptive Planning Parish User Guide

Budgeting and Forecasting Software Tool

Version: Intacct v9



The Roman Catholic Archdiocese of Boston | Disciples in Mission

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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.

#### 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 <u>login.adaptiveinsights.com</u> 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:

Intacct - Archdie	ocese of Bos	ton   Support > Welcome		Norkolay Someeny	🛔 Archdiocese of Boston
Home Sheets Assumptions Reports Dashboards Discovery Classic Announcements Processes Workflow Formulas	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Support Help Adaptive News Welcome Adaptive Insights Home Page Adaptive Insights Journey Product Training Submit a Request	NEWS it's going on s and tricks itenance.		IEWS
Modeling Administration Integration Support	0		ides, and more.	h	Training What do yo

Hover over the arrow next to "Sheets" in order to expand this section; you will see a list of the available sheets

Intacct - Archdiocese of Bos	ston   Support > Welcome	Adaptive	High Archdiocese of Boston	
Home	Sheets			
Sheets	Overview			
Assumptions	Income Statement			All art particula
Reports 🕖 💿	Personnel Expenses			OWN HOME
Dashboards	- Clergy Stipends	NEWS		PAGE
Discovery Classic	- Religious Stipends	it's going on	EMA	
Announcements 💿	- Non-Employee Compensation		EWSS	Want to see a different page
Processes 🕥	- Collaborative Shared Expenses	itenance.		when you log in?
Workflow	- Insurances			» Set home page
Formulas	- Capital Improvements			
Modeling	- Tultion and Fees			
Administration	<ul> <li>Tuition Discounts</li> </ul>			
Integration 🕥	- Revenue Input (with Projects)	ides, and more.	What do you want	to learn today?
Support O	- OPEX Input (with Projects)	to treper with		Salation Sector State and an end of the
	Audit Personnel Calculations			
	Working Dev Cube			
	Balance Sheet	VV	- See training.	
<u>1</u> -	Cash Flow			

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.

≡	Intacct - Archdiocese of Bosto   Sheets > Inc	come Statement		Ada	Insights VA w	Vorkday Company	🚖 Archd	ocese of Bos	ston	Budget 2021	~	<b>₿</b> ± •	?
~		10 R R	C   🖿	Q						Versions Search	ድ Dh	urch 🝷	P
										Name		<i>"</i>	×
*	ACCOUNTS	FEB-2018	MAR-2018	APR-2018	MAY-2018	JUN-2018	FY2018	JUL-2018	AUG-20	Actuals	19	FEB-	-2019
1	▼ Income									QB Imported Budget 2021			
2	<ul> <li>Revenue - Other</li> </ul>									Budget 2021			
3	410000 - Offertory - Total							27,519	23,2	Demo Template	02	2	23,088
4	410001 - Offertory Monthly - Total							15,876	14,8		59	1	14,735
5	410002 - Grand Annual - Total							100		Budget 2020	45		4,505
6	410003 - Collections - Total									Budget 2019			
7	410004 - Collections- Pentecost - Total									Forecast 2019			

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.

Intacct - Archdiocese of Bosto   Sheets > Income State	ement				Adapt	tive 💜 🗛 wor	kday Company	🛊 Archdioo	ese of Bosto	n				Budget 2020	× <sup>0</sup> ± ·
	5 B (	C   🖿	Q												LEVELS Demo01 -
															م
ACCOUNTS	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	N0V-2019	DEC-2019	JAN-2020	FE8-2020	MAR-2020	APR-2020	MAY-2020	Levels	Search	
* Expense													Levels	Search	
<ul> <li>Compensation Expense</li> </ul>															
<ul> <li>Salary and Wage Expense</li> </ul>													< Back to Le	evels tree All Levels > RCAB > Paris	hes > Demo01
<ul> <li>\$10000 - Salary - Exempt - Total</li> </ul>													Nar	ma	
S10000 - Salary - Exempt		3,178	3,077	6,154	9,231	6,154	6,154	6,154	6,154	6,154	9,231	6,154			
Total		3,178	3,077	6,154	9,231	6,154	6,154	6,154	6,154	6,154	9,231	6,154		mo01	
Total		3,178	3,077	6,154	9,231	6,154	6,154	6,154	6,154	6,154	9,231	6,154	901	1 -St. Mary	
<ul> <li>Benefit Expense</li> </ul>													902	2 -St. Joseph	
<ul> <li>\$10500 - Employers Fica - Total</li> </ul>													Der	mo01 (Only)	
510500 - Employers Fica		243	235	471	706	471	471	471	471	471	706	471			
Total		243	235	471	706	471	471	471	471	471	706	471			
v 510502 - Workers' Compensation - Total															
510502 - Workers' Compensation		23	22	44	66	44	44	44	44	44	66	44			
Total		23	22	44	66	44	44	44	44	44	66	44	≪ ≪ Pa	sge: 1 / 1 ▷ ▷ 🖒 🖒	
v 510503 - Group Life Insurance - Total													Summer Summer		
510503 - Group Life Insurance		14	14	27	41	27	27	27	27	27	41	27	55	354	
Total		14	14	27	41	27	27	27	27	27	41	27	55	354	
# 510507 - Long-Term Disability Insurance - Total															
510507 - Long-Term Disability Insurance		8	7	15	22	15	15	15	15	15	22	15	30	192	
Total		8	7	15	22	15	15	15	15	15	22	15	30	192	
v 510509 - Transition Assistance - Total															
510509 - Transition Assistance		12	12	23	35	23	23	23	23	23	35	23	47	301	
Total		12	12	23	35	23	23	23	23	23	35	23	47	301	
Total		300	290	580	870	580	580	580	580	580	870	580	1,170	7,561	
Total		3,478	3,367	6,734	10,101	6,734	6,734	6,734	6,734	6,734	10,101	6,734	13,579	87,764	
Total		3,478	3,367	6,734	10,101	6,734	6,734	6,734	6,734	6,734	10,101	6,734	13,579	87,764	
Net income		-3,478	-3,367	-6,734	-10,101	-6,734	-6,734	-6,734	-6,734	-6,734	-10,101	-6,734	-13,579	-87,764	
Operating Profit (Loss)		-3,478	-3,367	-6,734	-10,101	-6,734	-6,734	-6,734	-6,734	-6,734	-10,101	-6,734	-13,579	-87,764	

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.

=	Intacct - Archdiocese of Bosto   Sheets > Income Statement	Adaptive A Workday Company	Archdiocese of Boston
~		⊨ Q	LEVELS DEmo16 +
			٩
#	ACCOUNTS JUL-2019 AUG-2019	019 SEP-2019 OCT-2019 NOV-2019 D	DEC-2019 JAN-2020
1	▼ Income		Levels Search
2	Revenue - Other		
3	410000 - Offertory - Total		Back to Levels tree All Levels > Parishes > Demo16 > 931 -SL Mary >
4	410001 - Offertory Monthly - Total		B931 - St. Mary Parish
5			Name
0	410003 - Collections - Total		B931 - St. Mary Parish
8	410004 - Collections- Pentecost - Total 410005 - Tithing - Total		B931-70001 - Church
9	410005 - Haring - Total 410250 - Easter Clergy Collections - Total		B931-70002 - Rectory
10	410250 - Easter Clergy Collections - Total		B931-70002 - Rectory
11			B931-70005 - Palish Center B931-70005 - Religious Education
12			B931 - St. Mary Parish (Only)
13			Dour - St. Hary Palish (Only)
14	MART OF CONTRACT Projection and Tabl		

#### **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 new not used in the cost

Months	Qtrs	[ Years	All	
(1071)	1973	(F)	E13	
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(m)	[177]			
[277]	(mm)			
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#### Saving Your Work

You are encouraged to regularly save your work by utilizing the Save icon  $\square$ . 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:

Leave site?		
Changes you made may not be saved.		
	Leave	Cancel

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 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 adoes 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.

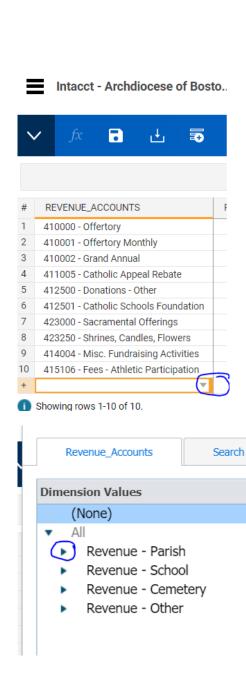
← → C ☆ 🔒 livec06a03	.adaptiveplanning.com/app								
Intacct - Archdiocese of Bosto	Sheets > Income Statement			А		A Workday Com	ipany 🚖 An	chdiocese of	Boston
Home	Sheets	E Q							
Sheets 💉 🔊	Overview								
Assumptions	Income Statement	MAY-2017		Q4-FY17	FY2017	JUL-2019	AUG-2019	SEP-2019	
Reports 🔊	- Personnel Expenses	5,484		5,484		2,398	8,504	2,398	
Dashboards	- Clergy Stipends	16,245 0	14,950 0	43,320 14,500 130,076	146,027 33,950 275,452	211,875 163,558	172,198 271,822	224,807 194,364	
Discovery Classic	- Religious Stipends	6,234	9,341	43,435					
Announcements 🔊	- Non-Employee Compensation	0					12,526 5,031 150	14,034 7,169 150	
Processes 🔊	- Collaborative Shared Expenses	4,350	14,250				0	0	

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 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 rightclicking and choosing the appropriate option.

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Intacci	t - Archdiocese of Bos	sto Sheets > -	OPEX Input (with Proje	cts)			Ada	insights	Workday Compan	Arch	diocese of Be	oston					Budget 2020	۷
✓ fx	🖬 🕁 🗟	<b>10</b>	≣: 17 C	$\nabla$														LEVELS DO
500																		
LEVEL Demo01	EXPENSE_ACCOUNTS 533000 - Provision For Do	COMMENTS/N	ENTER AMOUNT -> Enter Amount ->	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020	FEB-2020	MAR-2020	APR-2020	MAY-2020	JUN-2020	FY2020	
Demo01 Demo01	533000 * Provision Por Do		Enter Amount -> Enter Amount ->		1,500	2,000	Clear	,									6,000	
Demo01 Demo01			Enter Amount -> Enter Amount ->															
Showing rows		4					Form		> Copy									
	,						Adju		Advan	iced								
							Add	Note										
								ore Cell										
							Add											
							Copy	te Row										
								Details										
							Displ	ay Options										

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.

> - OPE	Adaptive W A Workday Concerny	Budget 2020		× <b>1</b>	• ?
5   <b>1</b> 2   E					- 10
					/ X
SEP-2019	0CT-2019 N0V-2019 DEC-2019 JAN-2020 FEB-2020	MAR-2020			
Ap	oply Breakback Method	×			12,000
Dis	tribute the rollup value 12,000 to contributing cells				
	Proportionally				Þ
0	Proportionally using prior Year's values				
۲	Evenly				
0	Weighted 4-4-5				
0	Weighted 4-5-4				
0	Weighted 5-4-4				
0	Choose an assumption				
	9 Month Breakback (Sep-May) 🔹				
	ок	Cancel			

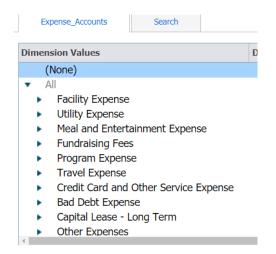
These options allow you to quickly perform monthly budgeting even if you've only been accustomed to annual planning in the past.

#### **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.



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.

-	Intaco	ct - Archdiocese of Bosto	- OPE Ac	laptive V Insights A Workday Co	mpany 🍵 A	rchdiocese o	of Boston	Budget 2020			¥ 1	• ?
`	/ fx	<b>d</b> 🗄 🗟 🗟	<b>1</b> 2 <b>1</b> 3	C V						LEVELS	s Demo01	- 🖻
											<i>1</i> , ~	×
#	LEVEL	EXPENSE_ACCOUNTS	COMMENTS/N	ENTER AMOUNT>	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020
	LEVEL	EXPENSE_ACCOUNTS	o on mento y re									JAN-2020
‴ 1	Demo01	535000 - Fundraising Expense	Confirmation	Enter Amount>		833	833	833	833	833	833	SAN-2020 83
# 1 2		-		Enter Amount> Enter Amount>			833 500					83
1	Demo01	535000 - Fundraising Expense	Confirmation			833		833	833	833	833	
1 2	Demo01 Demo01	535000 - Fundraising Expense	Confirmation	Enter Amount>		833		833	833	833	833	83

#### **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 icon vous an 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.

∎	Intacci	- Archo	liocese	of Bost	o	> - Pers	sonn	Adap	otive (		day Company	🚖 Archdiocese of Bost	On Budget 2	020		× 1	?
$\sim$	fx	8	Ŀ	₽	-	Ê	<b>≣</b> ∆	₿y	C	$\nabla$					1	levels RCAB 🔻	÷
-																11 V	×
#	▼ LE	VEL				FIRST	NAME	LAST	NAME		PROJEC	JUL-AUG ADJ (TEACHERS)	COMME	ALLOCATI	FTE	DATE OF HIRE	END I 🔺
1	11	V111 - Be	mont			Lou		Fabrizi	0			No	Finance &	0.00%		2/1/2012	
2	1\	V111 - Be	mont			Rosan	ne	Grady				No	Bookeeper	0.00%		7/1/2012	
3	1\	V111 - Be	mont			Name		Name				No	Associate	0.00%		7/1/2017	
4		V111 - Be	mont			Kathy		O'Leary	/			No	Creative D	0.00%		7/9/2014	
		unan mji						- en - e					Apple Action	0.000		0.000.0004.0	

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.

≡	Intacct - Archdiocese of Bosto	> - Personn		/orkday Company	🚖 Archdiocese of Bost	Budget 2	020		× <sup>1</sup> 1	•
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									<i>"</i>	/
#	- LEVEL	FIRST NAME	LAST NAME	PROJEC	JUL-AUG ADJ (TEACHERS)	COMME	ALLOCATI	FTE	DATE OF HIRE	EN
55	B239 - Saint Mary Parish		Sharon Thurston		No	F&O Mana	33.34%		9/23/2013	-
55 56	B239 - Saint Mary Parish B243 - Sacred Heart Parish		Sharon Thurston Sharon Thurston	Projects	No No	F&O Mana F&O Mana	33.34% 33.33%		9/23/2013 9/23/2013	
				Projects						
56	B243 - Sacred Heart Parish		Sharon Thurston	Projects	No	F&O Mana	33.33%		9/23/2013	

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.

≡	Intacct - Archdiocese	of Bosto	> - Clergy S	Adaptive Insights	A Workday Company	🚖 Archdioc	ese of Boston	Budget 2021		× <sup>1</sup> 1 ·	• ?
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										h. V	×
# ,	LEVEL	NAME	CLERGY STAT	PROJEC	ORDINATION YEAR	RELEVAN	ALLOCATI	SOCIAL SECURITY	DIOC V RELIG	FIRST PAY DATE	STAF 4
14	<ul> <li>1S115 - Middleboro/La</li> </ul>	John Sher			1990	100%	100.00%	No	Diocesan	1/2/2015	
15	1S115 - Middlebor	John Sher	Clergy Status		1990	100%	60.00%	No	Diocesan	1/2/2015	
16	1S115 - Middlebor	John Sher	11000 - Clergy		1990	100%	40.00%	No	Diocesan	1/2/2015	
17	<ul> <li>1N116 - Lynn</li> </ul>	Fr. Brian Fl	511000 - Clergy		2003	100%	100.00%	No	Diocesan	1/2/2015	
18	B239 - Saint Mary	Fr. Brian Fl	511000 - Clergy		2003	100%	50.00%	No	Diocesan	1/2/2015	
19	B243 - Sacred Hea	Fr. Brian Fl	511000 - Clergy		2003	100%	50.00%	No	Diocesan	1/2/2015	
20			511000 pl		0000	1000	100.000	M	<b>n</b> .	1 10 100115	

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 <u>no entry is made</u>
- 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.

=	Intacct - Archdiocese of Bosto   > - Collabor	Adapti Insi	<b>ve v</b> A Workda	y Company	Archdiocese	e of Boston	Demo - Bud	lget 2020		× 81	• ?
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	ſ									li	~ ×
-	ENTITY (ALLOCATION) 1C110 - JP/Roxbury (Uncategol ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME	ized) •	SHARED_D	DEC-2016	ish ▼	FEB-2017	mo01 •	APR-2017	MAY-2017	JUN-2017	FY201 ^
-	Collaborative Shared Expenses	001-2016	1404-2016	000-2016	3AN-2017	PED-2017	MAR-2017	APR-2017	MAT-2017	JUN-2017	P1201
2	Collaborative Shared Expenses     Collaborative Expense										_
3	Allocated Expenses Accounts										
4	515000- Program Exp.										_
5	515200 - Athletic Expenses										
6	515201 - Athletic - Equipment										
7	515202 - Athletic - Transportation										
8	515203 - Athletic - Referees										
9	515204 - Athletic - Facilities										
10	And a second sec										

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.

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ENTITY (ALLOCATION) 1C110 - J	P/Roxbury (Uncategor	ized) 🔻	SHARED_D	EPT 00 - Paris	sh 🔻 🗄	LEVELS Der	mo01 🔻	
lemo01			٩	DEC-2016	JAN-2017	FEB-2017	MAR-2017	APR-2017
Entity (Allocation) Sear	rch							
Dimension Values	Location	Description						
Demo01 Demo01 (Uncategorized)	Entity (Allocation)->F Entity (Allocation)->F							
4			)					
K ◀ Page: 1 / 1 ► N	C							
Intacct - Archdiocese of Bosto		A Workday Comp	<sub>any</sub> 🚖 Arch	ndiocese of Bosto	n Budget 2021		· ·	
		₽ C Q					· · ·	
,fx 🖬 占 🗟 🗖 D ENTITY (ALLOCATION) Demo01 (Uncateg	gorized) 👻 🤃 shared.	C Q	✓	vels Demo01 (O	nly) 👻	.JAN-2021	FEB-2021	■ <u>1</u> •
fx     Image: Collaborative Shared Expenses	gorized) 👻 🤃 shared.	C Q	✓		nly) 👻	JAN-2021	FEB-2021 N	₽ <u></u> •
fx     Image: Constraint of the second	gorized) V III SHARED.	C Q	▼ ii LEN SEP-2020	VELS Demo01 (0 0CT-2020 NOV-2	nly) -	JAN-2021	FEB-2021 N	₽ <u></u> •
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fx     Image: Constraint of the second	gorized)	C Q	<ul> <li>EEV-2020</li> <li>250</li> </ul>	VELS Demo01 (0 0CT-2020 NOV-2	nly) -		FEB-2021 N	IAR-2021
fx     Image: Constraint of the second	gorized) • Et I gorized) • Et I INTS BY TIME JUL-202 22 24 24 24 24 24 24 24 24 2	C Q _DEPT 00 - Parish 20 AUG-2020 50 250	<ul> <li>EEV-2020</li> <li>250</li> </ul>	VELS Demo01 (O OCT-2020 NOV-2 250 250	nly) -		FEB-2021 N	IAR-2021
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fx       ■       ■       ■       ■       ■         ENTITY (ALLOCATION)       Demo01 (Uncategotive Shared Expenses Accounts)         ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS         * - Collaborative Shared Expenses         * Collaborative Expense         * Allocated Expenses Accounts         \$15000-Program Exp.         \$15200-Antiletic Expenses         \$15200-Antiletic Exp	gorized) - iii Shared INTS BY TIME JUL-202 - Collabor Adaptiv Insig	C Q	EEP-2020	VELS Demo01 (O OCT-2020 NOV-2 250	nly) - 1020 DEC-2020 250 2 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1		FEB-2021 N	
fx       ■       ■       ■       ■       ■         ENTITY (ALLOCATION)       Demo01 (Uncategotive Shared Expenses Accounts)         ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS         * - Collaborative Shared Expenses         * Collaborative Expense         * Allocated Expenses Accounts         \$15000-Program Exp.         \$15200-Antiletic Expenses         \$15200-Antiletic Exp	Image: See ▼     Image: See ▼     Image: See ▼     Image: See ▼     Image: See ∇     Image: See ∇	C Q	EEP-2020	VELS Demo01 (O OCT-2020 NOV-2 250 hdiocese of Bost	nly) - 1020 DEC-2020 250 2 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1		IAR-2021
fx       Image: Constraint of the second secon	Image: See ▼     Image: See ▼     Image: See ▼     Image: See ▼     Image: See ∇     Image: See ∇	C Q	✓ ⋮ LEVELS	VELS Demo01 (O OCT-2020 NOV-2 250 hdiocese of Bost	nly) • 020 DEC-2020 250	1		
fx       ■       ■       ■       ■       ■         0       ENTITY (ALLOCATION)       Demo01 (Uncategotive Shared Expenses Accounts)         ACCOUNTS, ALLOCATED EXPENSES Accounts       ■       Status         *       Collaborative Shared Expenses       ■       Collaborative Expenses         *       Collaborative Expenses       ■       Status       Status         *       Allocated Expenses Accounts       Status       Status       Status         Status       Status       Status       Status       Status       Status         fx       ■       ■       ■       ■       ■       Status       Status         fx       ■	Image: See ▼     Image: See ▼     Image: See ▼     Image: See ▼     Image: See ∇     Image: See ∇	C Q  LDEPT 00 - Parish  C Q  AUG-2020  50 250 250 250 C Q  T 00 - Parish •	✓ ⋮ LEVELS	VELS Demo01 (O OCT-2020 NOV-2 250 hdiocese of Bost	nly) • 020 DEC-2020 250	1		
fx       ■	Image: See ▼     Image: See ▼     Image: See ▼     Image: See ▼     Image: See ∇     Image: See ∇	C Q  LDEPT 00 - Parish  C Q  AUG-2020  50 250 250 250 C Q  T 00 - Parish •	✓ ⋮ LEVELS	VELS Demo01 (O OCT-2020 NOV-2 250 hdiocese of Bost	nly) • 020 DEC-2020 250	1		
fx       ■       ■       ■       ■         0       ENTITY (ALLOCATION)       Demo01 (Uncategotion of the second se	Image: See ▼     Image: See ▼     Image: See ▼     Image: See ▼     Image: See ∇     Image: See ∇	C     Q      DEPT     00 - Parish       20     AUG-2020       50     250       50     250       6     250       7     C       20     AUG-2020       6     00 - Parish       7     00 - Parish       20     AUG-2020	✓ ⋮ LEVELS	VELS Demo01 (O OCT-2020 NOV-2 250 hdiocese of Bost 5 Demo01 (Only) OCT-2020 NOV	nly) • 020 DEC-2020 250	1		

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.

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60											<i>],</i> ✓	)
0	ENTITY (ALLOCATION) B004-Saint Ambrose 👻	IARED_DEF	рт 00 - Parish	Ŧ	LEVE	Ls Demo01	(Only) 🔻					
#	ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME	JUL-2	020 AUG-2020	S	EP-2020	OCT-2020	NOV-2020	DEC-2020	JAN-2021	FEB-2021	MAR-2021	AF
1	<ul> <li>Collaborative Shared Expenses</li> </ul>											
2	Collaborative Expense											
84	<ul> <li>Allocation %</li> </ul>											
85	<ul> <li>Allocated Expenses Accounts</li> </ul>											
86	515000- Program Exp.	60	.00%									
87	515200 - Athletic Expenses	6										
88	515201 - Athletic - Equipment	6	Clear									
89	515202 - Athletic - Transportation	6										
90	515203 - Athletic - Referees	6	Copy Forward	>								
91	515204 - Athletic - Facilities	6	Copy Forward	>								
92	515205 - Athletic - Misc expenses	6	Copy Downward	>								
93	515205 - Athletic - Program Fees	6			Сору	To End						
94	515206 - Athletic - Memberships	6	Formula Assistar	it								
95	515207 - Athletic - Insurance	6										
96	515300- Development Expenses	6	Adjust									

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

=	Intacct - Archdiocese of Bosto   > - Collab	or Adaptive A Workday Company 🚖 Archdie	iocese of Boston Budget 2021	
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	ENTITY (ALLOCATION) B004-Saint Ambrose 💌	i shared_dept 00 - Parish v i Levels D	Demo01 (Only) 🔻	h <b>v</b>
#	ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME		20 JAN-2021	FEB-2021 MAR-2021 A
1	<ul> <li>Collaborative Shared Expenses</li> </ul>		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
2	Collaborative Expense			
84	<ul> <li>Allocation %</li> </ul>	Shared_Dept Search		
85	<ul> <li>Allocated Expenses Accounts</li> </ul>			
86	515000- Program Exp.	Dimension Values Description	1	
87	515200 - Athletic Expenses	<ul> <li>Shared Dept</li> </ul>		
88	515201 - Athletic - Equipment	00 - Parish		
89	515202 - Athletic - Transportation	01 - Church		
90	515203 - Athletic - Referees			
91	515204 - Athletic - Facilities	02 - Rectory		
92	515205 - Athletic - Misc expenses	03 - Parish Center		
93	515205 - Athletic - Program Fees	04 - Religious Education		
94	515206 - Athletic - Memberships	05 - Other		
95	515207 - Athletic - Insurance	06 - Misc		
96	515300- Development Expenses			
97	515301- Teaching Supplies			
98	515302- Textbooks			

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.

=	Intacct - Archdiocese of Bosto   > - Collabor	Adaptive WA Workday Company	+ Archdiocese of Boston Budget 2021	· ·
~	<i>f</i> x 🔒 🗄 👼 🔚 🖬 🖡 🕸	戰 l C Q		
# 1 2 34 35 36 37 38 39 10 11 12 13 14 15 16 77	ENTITY (ALLOCATION) B004-Saint Ambrose *	SHARED_DEPT 00-Parish *	Image: Levels       Search         Levels       Search         Name <ul> <li>Demo01</li> <li>Demo01</li> <li>Demo01</li> <li>Demo02</li> <li>Demo03</li> <li>Demo03</li> <li>Demo04</li> <li>Demo05</li> <li>Show all (112)</li> <li>RCAB (Only)</li> </ul>	
96	515300- Development Expenses			<b>•</b>

#### 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.

-		Intacct	- Archo	liocese	of Bost	o	> - Insu	ran	Ada	otive Insights		mpany 🚖 Archdiocese of B	loston Budg	et 2021	*	
~	,	fx	8	4	Ð	20	Î <sub>fx</sub>	۲.	₽	C	$\nabla$		LEVELS	B195 - Saint Mary of the A	ssumption F	Parish 👻
																<i>"</i> ✓
# .		LEVEL				INSURA	ANCE		PROJE	C	ALLOCATION	CURRENT ANNUAL PREMI	NEW PREM			
1		B195-S	aint Mar	y of the A	ssum	519005	- Propert	y Ins			100.0%	6,995	7,485	;		
2		B195 - S	aint Mar	y of the A	ssum	519005	- Propert	y Ins			15.0%	14,475				
3		B19	5-70002	- Rectory		519005	- Propert	y Ins			8.0%	14,475	1,239			
4		B19	5-70003	- Parish C	enter 💌	519005	- Propert	y 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.

Ξ	Intacct - Archd	iocese of	f Bosto   > - Capital I Adaptive	A Workday Con	npany 🚖 Arch	ndiocese of	Boston Budget 2021		× 1	<b>1</b>
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									li	$\checkmark$
#		LEVEL	ASSETS	PROJEC	DESCRIPTI	NOTES	PROJECT AMOUNT (\$)	IN-SERVICE DATE	JUL-2019	AUG-
+	Demo01		Software /License	P-0000001			10,000			
+	Demo01									
+	Demo01					P				
+	Demo01									
+	Demo01		Assets Search							
1	Total					_	10,000			
0	Showing rows 0 of 0.		Dimension Values D	escription						
•			<ul> <li>(None)</li> <li>All</li> <li>Land Improvement</li> <li>Acq/Imp Building</li> <li>Computer &amp; Network Equipm</li> <li>Software /License</li> <li>Furniture &amp; Equipment</li> <li>Vehicles</li> <li>Office Equipment</li> </ul>							

#### **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.

=	Intacci	t - Archd	liocese	of Bosto.		. > - Tuitio	n	Adap	nsights	A Work	day Company	🚖 Archdiocese of Bostor	Budget	2021		×	<b>1</b> • [
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																	" <i>✓</i>
3	TUITION 8	DISCOUN	ITS TYPE	All 🔻	-	LEVELS	Demo	001 (Onl	y) 🔻				1				
÷	ACCOU	JNTS BY TI	IME	JUL-20	017							م	FEB-2018	MAR-2018	APR-2018	MAY-2018	JUN-20
	Tuition											~					
	Fees					Level	_	Sear									
	Cash N	lanageme			_	Level	s	Sedi	cii								
			•	4		Name	Dem	emo01 (	Only)			•					

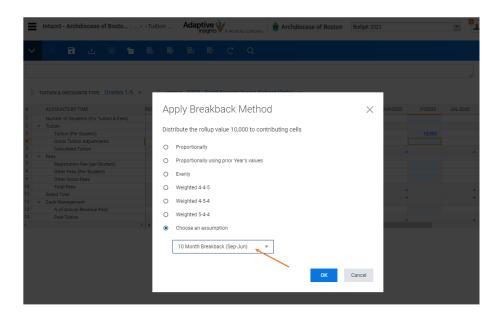
Next, in the other drop-down list select the relevant grade level that you want to budget.

Intacct - Archdiocese of Bosto	> - Tuition		orkday Company	🚖 Archdioc	cese of Bosto	Budget	2021		*
🗸 fx 🖬 🗄 🗐	<b>1</b> 2 <b>1</b> 2 <b>1</b> 2		Q						
: TUITION & DISCOUNTS TYPE Grades	1-5 ▼ 🗄 LEVEL	s Demo01 (Only)	, 						
*		م	N0V-2017	DEC-2017	JAN-2018	FEB-2018	MAR-2018	APR-2018	MAY-20
Tuition & Discount Sea	rch								
Dimension Values	Description								
<ul> <li>All</li> <li>Revenue</li> <li>Before-School</li> <li>Extended-Day</li> </ul>		<b>^</b>							
Grades 1-5 Grades 1-8									
Grades 1-8 Grades 6-8 Grades 9-12									

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 - A	Archdiocese	of Bosto	D   )	> - Tuit	ion 🗚		A Workday Comp	any 🚖 Arch	ndiocese of E	Boston Bu	lget 2021		۷	•	?
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=A0	CCT.Tuition.Nur	mber*(ACCT.T	uition.Reg	jistration-	+ACCT.	Tuition.Other_	_Fees)+ACCT.Tui	tion.OtherFees							11 V	$\times$
3	TUITION & DIS	COUNTS TYPE	Grades	s 1-5 💌	,	LEVELS	E398 - Saint Fi	rancis Xavier	School (Only)							
#	ACCOUNTS	S BY TIME			019	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 T	uition & Fe	es)			300	300	300	300	300	300	300	300	300	
2	<ul> <li>Tuition</li> </ul>			,												
3	Tuition	(Per Student)					0	0	500	500	500	500	500	500	500	
4		Tuition Adjustm	ents													
5	Calcula	ated Tuition														
6	<ul> <li>Fees</li> </ul>				1											
7	Registr	ration Fee (per S	Student)					75								
8	Other F	ees (Per Studer	nt)					10								
9	Other G	Gross Fees						100								
10	Total F	ees														
11	Grand Tota	l.														
12	👻 Cash Mana	igement														
13	% of Ar	nnual Revenue F	Paid													
14	Paid Tu	uition														
•				1	⊢ 4											•

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.

Intacct - Archdiocese of Bosto >	- Tuition	Adaptive Insight	sVA Workday (	Company 🔶	Archdiocese	of Boston	Budget 2021			× <sup>1</sup> 1	• ?
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											/ X
TUITION & DISCOUNTS TYPE Grades 1-5 *	LEVELS	E398 - Sair	nt Francis Xa	vier School (C	only) 🔻						
ACCOUNTS BY TIME	JUN-2019	FY2019	JUL-2019	AUG-2019	SEP-2019	OCT-2019	NOV-2019	DEC-2019	JAN-2020	FEB-2020	MAR-202
Number of Students (For Tuition & Fees)			300	300	300	300	300	300	300	300	30
<ul> <li>Tuition</li> </ul>											
			0	0	500	500	500	500	500	500	50
▼ Tuition			0	0	500	500	500	500	500	500	50
<ul> <li>Tuition</li> <li>Tuition (Per Student)</li> </ul>			0	0	500	500	500		500		
Tuition     Tuition (Per Student)     Gross Tuition Adjustments								500		500	
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition											
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition     Fees				0							
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition     Fees     Registration Fee (per Student)				0							
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition     Fees     Registration Fee (per Student)     Other Fees (Per Student)				0 75 10							150,00
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition     Fees     Registration Fee (per Student)     Other Receive Per Student)     Other Gross Fees			0	0 75 10 100	150,000	150,000	150,000	150,000	150,000	150,000	150,00
Tuition     Tuition (Per Student)     Gross Tuition Adjustments     Calculated Tuition     Fees     Registration Fee (per Student)     Other Fees (Per Student)     Other Gross Fees     Total Fees			0	0 75 10 100 25,600	150,000	150,000	150,000	150,000	150,000	150,000	150,00
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			0	0 75 10 100 25,600	150,000	150,000	150,000	150,000	150,000	150,000	500 150,000 ( 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**

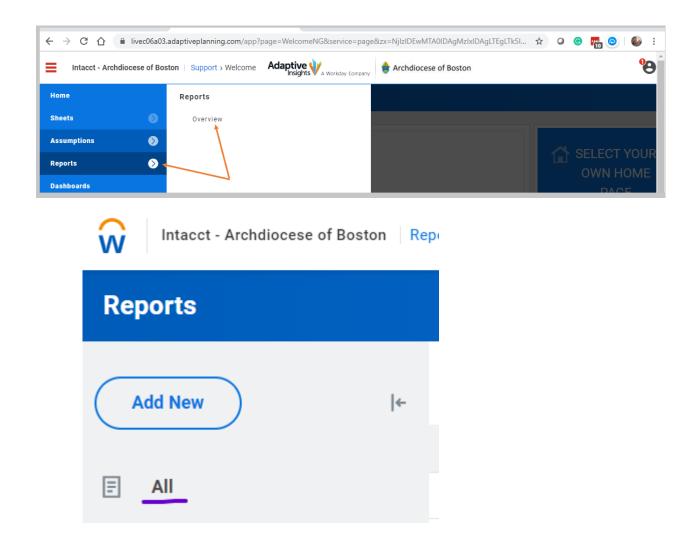
The Tuition Discounts sheet works similar to the Tuition and Fees Sheet. First, ensure that the level being viewed is correct (the "(Only)" level for the school), then select the relevant discount to be budgeted.

≡	Intacct - Ar	rchdiocese	of Bost	io ) - '	Tuition	Adap Ir	tive 📢	A Workd	day Compan	y 🚖	Archdio	cese of	Boston	Budg	jet 2021				¥	1.	-
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# 1 • • • • • • • • • • • • • • • • • •	Discount Discount	BY TIME counts of Students t per Student t Gross Amou		Nier School AUG-2020	SEP-20	20	Tuition	& Discou	int		arch		-			٩	PR-2021	MAY-2021	JU	N-2021	-
1	Total Dis	icount	4	4	-		Fir Fir Fir Ot	ounts mployee nancial nancial nancial erit - Sc ther Tui	e Discour Aid - CS Aid - Ext Aid - Int cholarsch ition Disc three hal	F ternal ternal hip counts	Desc	ription					í				
_	hen vo			the nu					CCIVI				nt and		e am( dget 2021		t of t	he disc	coun	t. 1	?
	✓ fx	8.		0 🗖	B I	<b>.</b> Ital	67	C	٩											, <i>v</i>	,÷
	EVELS	E398 - Saint	t Francis	Xavier Sch	iool (Only)	•	τυιτιοι	N & DISCO	OUNTS TY	PE Emp	oloyee Di	scount	•								

#	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	<ul> <li>Tuition Discounts</li> </ul>												
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
		4											÷.

## 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.



### Intacct - Archdiocese of Boston Reports / Overview Ŵ Reports Q Search Add New |← Name 1 F All **Basic Reports** Reports Q Search Add New |← Shared / Basic Reports F All Name Budget Summary - 1 Parish Personal ደ Reports Q Search Add New |← Shared / Basic Reports = All Name 8 Personal Budget vs. Actual - 1 Parish

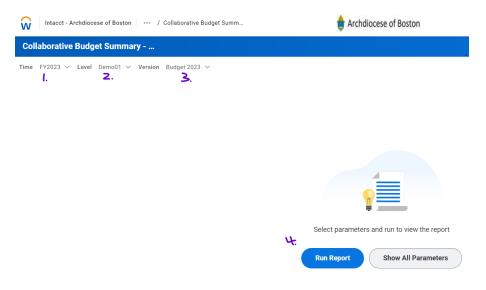
Home		Reports
Sheets	>	Overview
Assumptions	>	Budget Summary - 1 Parish
Reports	$\rightarrow$	Budget vs. Actual - 1 Parish

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.

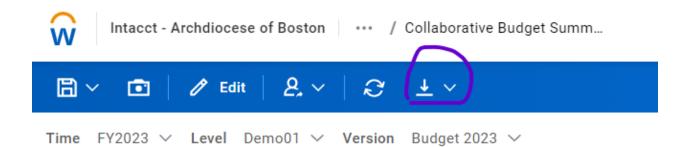
In addition, recall that clicking on the download icon within any of the budget planning sheets will allow you to view, print, or save that sheet directly in Microsoft Excel.

#### **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.

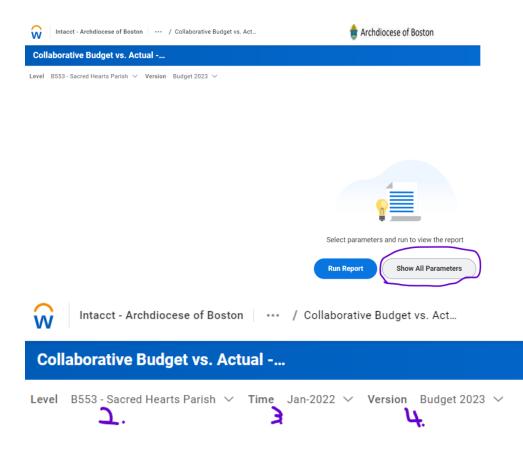


To print your report click on the download button on the Function Bar which will create your report in Excel.



#### 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



#### Setting for a report to print notes:

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

Intacct - Archdiocese of Boston Reports / Colla	porative Budget Summary - 1 Parish	🛊 Archdiocese of Boston	
FY2022 V Level B471-St. Matthew the E V	Notes 💌	÷	
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2. Select the gear lcor	ı		
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- 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.

Report Properties	×	Notes
Display Style Conditional Formatting	Numbers Print Parameters	Show inline
Title	Notes	
	Show inline 🔻 🚽	Show in column
Default output	Show cell notes	Show as footnotes
HTML report 💌	Data visibility	Show inline
Totals and headers	Suppress rows if all zeros or blank	
Show total rows at bottom	Suppress columns if all zeros or blank	Hide
Show dimension column headers	Show splits in accounts	
Repeat row labels in Excel	Suppress rollups	
Formatting	HTML report usage	
Show report information	✓ Freeze headers	
Show account codes	☑ Allow drill down	
Show vertical lines	Allow rows to be expanded	
Show logo		
	Apply Cancel	

- 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.

Intacct - Archdiocese of Boston	Reports / Collaborative Budget Summ	
e FY2022 💌 Level B471 -St. Matthew	the E 🞽 🕴 🕑 💆	Add Nets for 410000 Offerstern (Deven
ersions: Budget 2022 urrency: United States of America, Dollars	(1)	Add Note for 410000 - Offertory - (Revenu Sheet)
	FY2022	2
Accounts	B471 -St. Matthew the Evangelist (Rollup)	Notes Type your note here
Income		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
E Revenue - Other		
410000 - Offertory - Total		
410000 - Offertory - (Revenue Sheet)	600,450	
Tota Add Line Note	600,450	OF
+ 410002 - Grand Anntral - Total	187,000	
412000 - Contributions - Total	18,016	
412500 - Donations - Other - Total	6,700	
the state of	5,000	
423001 - Weddings - Total	3,900	
🛨 423002 - Baptisms - Total	3,500	
🛨 423003 - Funerals - Total	57,000	
<ul> <li>423004 - Mass cards - Total</li> </ul>	500	
<ul> <li>423005 - Mass intentions - Total</li> </ul>	4,000	
423250 - Shrines, Candles, Flowers - Total	5,100	

- 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.

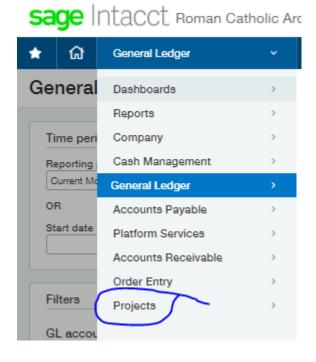
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Time FY2022	Level B471 -St. Matthew th	eE ❤ \$\$\$	O D	Notes 🔻					
4100	Budget 2022 United States of America, Dollars Accounts Other I- Offertory - Total 000 - Offertory - (Revenue Sheet) <sup>1</sup> 0000 - Offertory - Total	FY203 B471 -St. Matthew the		Add Report Note Line Notes: Show in column Show as footnotes Show inline Hide Delete Notes X Add your note here [Lisa	VanHuystee (	CMC), 5/1	7/2021]		
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1 2 3		🚖 Archd	liocese of Bosto	n					
4 5 Versions: 6 Currency: 7		Budget 202 United Stat	22 tes of America, Doll	ars					
8 9 Accounts 10 Income		<u>B4</u>		<u>2022</u> he Evangelist (Rollup)	<u>Note</u>		4		
13 410000 -	)ffertory - Total Offertory - (Revenue Sheet)					ote here [	Lisa VanHuy	stee (CMC	), 5/1
	00 - Offertory - Total irand Annual - Total			600,450 187,000					

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

#### Sage Intacct Roman Catholic Archbishop of B... (Top lev ជា • Applications Dashboards All Intacct Reports > Dashboards Company 5 AR Payment Tool Cash Management 5 Dashboard - NFP General Ledger 5 Fixed Asset Dashboard Accounts Payable > Parish Intacct Dashboard Platform Services > Accounts Receivable Order Entry 5 Projects

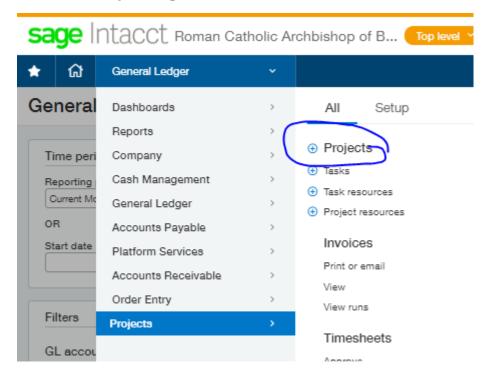
Go to Applications from the Home Page

#### **Click on Projects**



#### THE ROMAN CATHOLIC ARCHDIOCESE OF BOSTON – ADAPTIVE PLANNING PARISH USER GUIDE

#### **Click on Projects again**



#### Search Name or Number

All 🕶	Manage v	iews▼ Group filters None ▼	Include inactive Include private Advanced filters	Clear
		Project ID 🔻	Name	
Edit	View	99999-9999	Not Applicable	
Edit	View	P-0000001	School	
Edit	View	P-0000002	Shared	
Edit	View	P-0000003	Charismatic	
Edit	View	P-0000004	Capital Campaign	
Edit	View	P-0000005	Cell Tower	
Edit	View	P-0000006	Gift Account	
Edit	View	P-0000007	Tithing	
Edit	View	P-0000008	Online Giving	
Edit	View	P-0000009	Utilities (Eleo, Heat, Water, Sewer, Aircon)	
Edit	View	P-0000010	Marriage Prep	
Edit	View	P-0000011	St. Vincent de Paul	
Edit	View	P-0000012	Golf	
Edit	View	P-0000013	Adult	