

WFU FY20 Budget Checklist

Prepare

- Attend WFU Budget Training for Adaptive Insights
- Review Training Manual
- Analyze current Workday budget versus actual reports to identify changes needed to the FY20 budget
- Prepare to distribute merit/market adjustments based on a 2.5% pool and a living wage rate of \$13.10

Getting Started

- Log on to Adaptive Insights, <https://login.adaptiveinsights.com/app>, using your email address and no password for single sign on
- Select My Home Page – recommendation Announcement Page
- Navigate to **Sheets** > **Overview** and verify you are in the Working Budget version (upper right hand corner)
- Verify you have access to expected Levels (cost centers)
- Contact the Budget Office at budget@wfu.edu if you do not have access to the expected levels or have access to levels that you should not see (**STOP** here if you have access to a department that you aren't authorized to input the budget for)
- Navigate to **Reports** > **Shared Reports** > **Getting Started** folder and review reports that may be helpful during your budgeting process

Personnel Sheets

- Navigate to **Sheets** > **Filled Positions – Base Pay**
- Choose or verify the Level (cost center) which you are editing
- Verify that all employees are listed on the sheet that should be active as of 7/1/2019
- Make changes as appropriate for FY20 annual salary administration: scheduled hours, % increase, \$ increase, reason for changes, costing allocations and comments
- Validate Annual Compensation and Fringe calculation
- Do not forget to **Save** and **Save** often
- Navigate to **Sheets** > **Filled Positions – Other Compensation**
- Choose or verify the Level (cost center) which you are editing
- Verify all employees with allowances are on the sheet that would be active as of 7/1/2019
- Make changes as appropriate for FY20 annual salary administration: proposed amount, costing allocation and comments
- Validate Annual Compensation and Fringe calculation
- Do not forget to **Save** and **Save** often
- Navigate to **Sheets** > **Vacant Positions**

- Choose or verify the Level (cost center) which you are editing
- Review vacant positions and select action to Budget or Close
- For budgeted positions, complete or review scheduled hours, proposed frequency, costing allocation and comments
- For closed positions, complete the Close Position - Task in Workday
- Validate Annual Compensation and Fringe calculation
- Do not forget to **Save** and **Save** often
- Navigate to **Sheets > New Positions**
- Choose or verify the Level (cost center) which you are editing
- Add row or rows
- Complete sheet for approved new positions, promotions and new allowances
- Validate Annual Compensation and Fringe calculation
- Do not forget to **Save** and **Save** often
- Navigate to **Sheets > Personnel Summary**
- Choose or verify the Level (cost center) which you are editing and the Activity/Location (for no activity/location choose **Activity/Location (Uncategorized)**)
- Validate personnel lines that calculated from position sheets
- Make adjustments for personnel lines that are budgeted in a pooled account (students, overtime, temporaries and bonuses)
- Do not forget to **Save** and **Save** often
- Analyze **Reports > Shared Reports > Personnel Report** and **Requires Workday Action** folders and **Reports > Shared Reports > Submission Audit > Personnel Sheets** folder to confirm accuracy of personnel changes

Operating Budget Sheet

- Navigate to **Sheets > Operating Budget**
- Choose or verify the Level (cost center) which you are editing and the Activity/Location (for no activity/location choose **Activity/Location (Uncategorized)**)
- Change your **Display Options** to view the sheet from your preference (recommended-> check year for FY17 - FY19, year and month for FY20, and check suppress rows if all zeros or blank)
- Edit your budgeted revenue and non-personnel accounts by either keying in a monthly amount or keying in the annualized amount in the total column and using the breakback function to **Breakback Evenly** or **Breakback Proportionally Using Prior Year**
- Do not forget to **Save** and **Save** often
- Analyze **Reports > Shared Reports > Submission Audit** to verify accuracy of the total FY20 Working budget and validate that the Working budget is within the Budget Guideline

Submitting the Working Budget (after balancing to Guideline)

- Navigate to **Sheets > Overview**
- Choose or verify the Level (cost center) which you are submitting
- Click submit or approve depending on your role