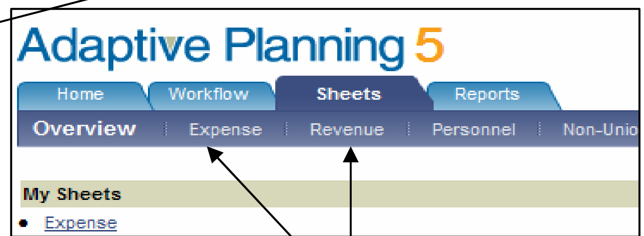
Revenue and Expense Input

Across the top left of the page you will see four blue tabs. Make sure the **Sheets** tab is selected.



Below the sheets tab you will see several labels beginning with Overview, Expense, Revenue, etc. You will need to select one of these titles depending on the type of budget item you are entering.

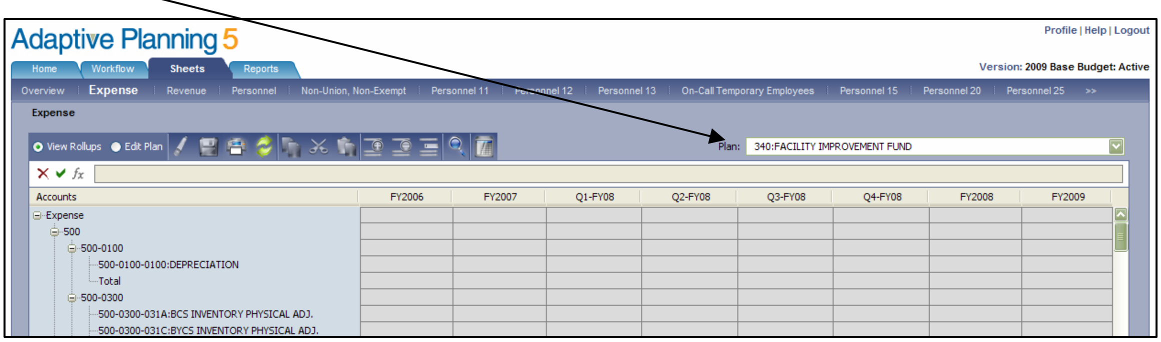
To input expenses you will need to click on **Expense**. You can select the title on the top of the Sheets tab or you can click on the link under the **My Sheets** section on the page.

NOTE: If Java isn't already installed, Java Setup will appear (3). Click **accept** and wait for installation. Then click **Finish**.

Selecting a Plan

In Adaptive Planning, the lowest level of detail is budgeted for and contained in its own plan. For example, if you have a department with two divisions and under each division you have four projects, each project will have its own plan and will roll-up to the division. Each division will roll-up to the total department.

On the top right of the page below the sheet names there is a drop down menu titled **Plan**. This menu contains all of the "plans" you are responsible to budget for.



The plans that projects and divisions roll up to are initially locked so no data can be input. However, if you budget at both the project and division level you will need to check the **Edit Plan** option in the upper left corner of the sheet when you are at the division level of the plan. This will allow you to input data at this level.

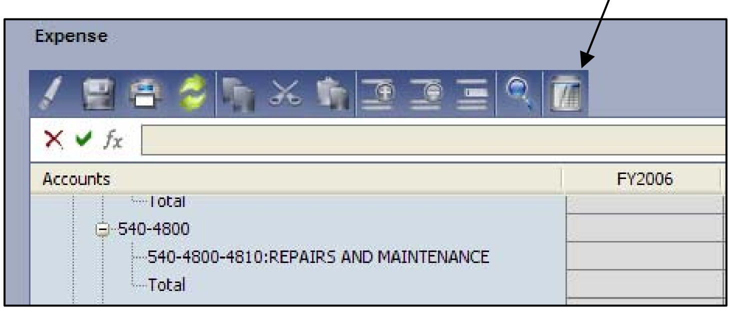
When you are finished inputting data at the division level you will need to check **View Rollups** in the upper left corner of the sheet. This will add the project level budget amounts with the division level budget amounts.

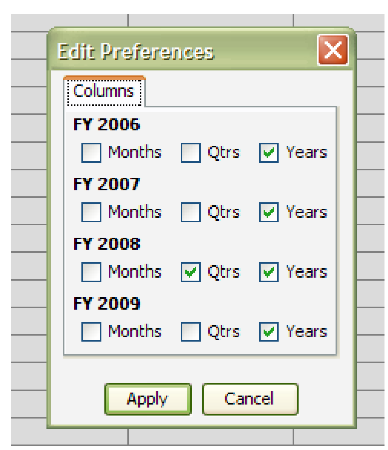
NOTE: Each plan should contain only the GL accounts that have shown activity in prior periods or exist in Cayenta. If you need a GL account added, please contact Budget & Finance.

Changing Preferences

Initially all data will be displayed monthly with quarterly and annual totals. You can change data to be displayed monthly, quarterly or annually or any combination of the three for each year by clicking on the **Edit Preferences** button on the toolbar. (It is the last button on the tool bar that looks like a garbage can). You can also change preferences by right clicking in the sheet and selecting preferences.

NOTE: Changing preferences is plan-specific. So, if you have four divisions you plan for, you can set different views on different plans and it will be saved that way. Also, if you want all plans to be viewed the same, you will need to set your preferences on each page.

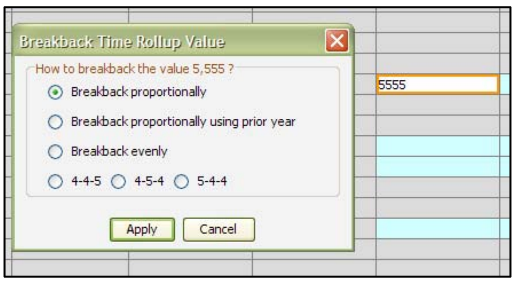


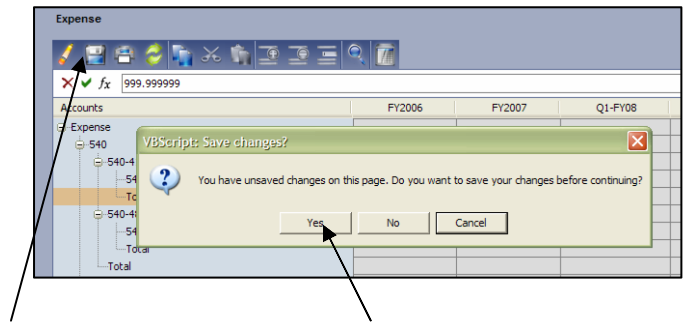


Entering Data

Only white and blue colored cells are unlocked to enter data into. White cells are for monthly amounts and blue cells are for quarterly and yearly totals.

If you enter data into a blue cell and hit <enter> a message will be displayed asking "How to breakback the value?" You will be given four options. Choose whichever option you would like. The program will automatically populate the monthly fields using one of the four options. To just accept the first option use your mouse to select **Apply** or simply press <enter> again.



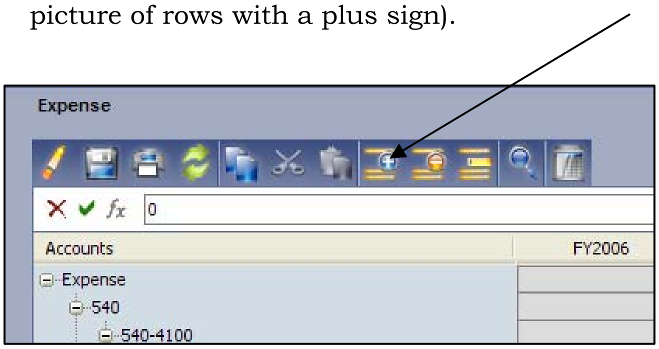


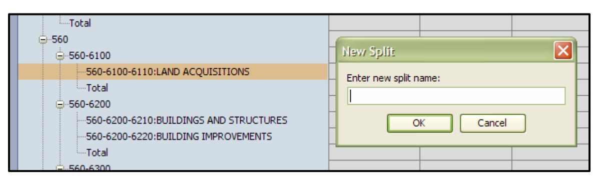
When you are finished inputting your data you can save it by clicking on the save button located on the toolbar on top of your current sheet. (It is the second button). If you forget to save and try and exit the sheet you are working on, the system will prompt you with a message saying "You have unsaved changes on this page. Do you want to save your changes before continuing".

Any data that is input into the sheet after the last save will be displayed with blue text. All actual data is displayed in green text.

Adding Splits

During the budgeting process it is often helpful to be able to show a detailed breakdown for a line item. To add a split, right click in the cell you would like to add the detail. Choose **Add Split**. You can also click the **Add Split** button on the tool bar. (It is a picture of rows with a plus sign).



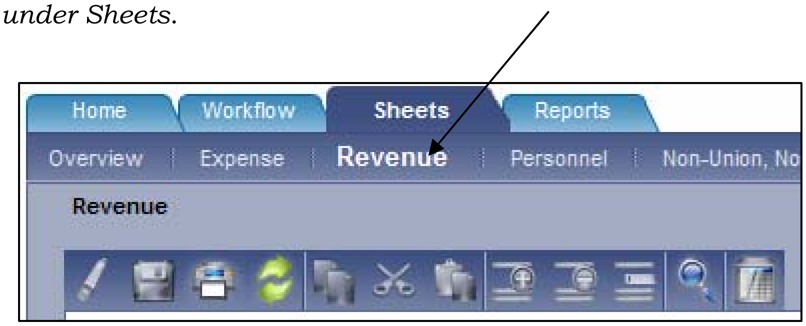


A window will appear telling you to "Enter new split name". When you are finished naming your split click <OK>. The split name will appear on the left under the detail object you have added it under.

To delete a split right click in a cell for the split you would like to delete. Select **<u>Delete Split</u>**. You can also click the Delete Split button on the tool bar. (It is a picture of rows with a minus sign). Renaming the split can be done the same way.

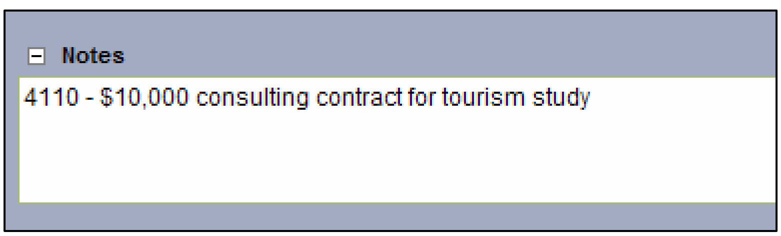
NOTE: Only the total for the line item will be uploaded into Cayenta. The detail will remain in Adaptive Planning for reference.

All of the above also applies when entering Revenue. Be sure you have clicked on the Revenue title under Sheets.



<u>Notes</u>

There is a Notes section at the bottom of your screen. If you make notes to clarify or explain line items please type the detail object number and then any notes you have. For example:



NOTE: For the 2009 budget detail must be presented for all Travel and Training expenses (typically detail objects 4310 and 4920). Please provide the employee name, name/type of training and the dollar amount. You can do this by adding splits under those line items or you can show the detail in the Notes section on the bottom of the screen.