

## **Versions**

Adaptive Planning uses **Versions** to keep different years and different scenarios of plans separate. When you login and have clicked on the Sheets tab, you will automatically be viewing the 2013 Base Budget: Active version for your department.

There will also be other versions you are able to view, but only one version of a plan can be displayed at a time.

In the upper right hand corner of your screen there is a drop down menu named **Version**. Select the version from the list you would like to enter information into.



NOTE: You may want to open two windows of Adaptive Planning and select the 2012 Modified Budget version in one window and the 2013 Base Budget: Active in the other window. If you have two monitors you may place one version on one monitor and one version on the other so you can compare the two versions without having to switch back and forth. If you only have one monitor, you may resize the two sessions so you can view them side-by-side.

## **End of Year Estimate**

The first six months of 2013 will be populated with actual data. As with prior years, you will need to enter an end of year estimate. You will not be able to enter any data in the yearly total because there is actual data populating the first six months already. *Please note: Both salaries AND benefits now show six months worth of data.*

NOTE: For your end of year estimate, only enter six months worth of data, not the total year end estimate. The program will add the first six month of actual data with the amount you enter for the remaining six months to calculate a 2012 total.

Enter your six months worth of data into the Q4-FY12 field. The system will ask you how you would like to breakback the value. Select any option you would like or simply press <enter>.

## **Adds & Deletes Budget**

When budgeting for 2013 there will be a 2013 Base Budget version as well as a 2013 Adds & Deletes Budget version. As in prior years, any requests in addition to your regular budget should be entered into the Adds & Deletes Budget. Select the 2013 Adds & Deletes Budget version from the drop-down menu in the upper right hand corner of your screen. Enter information in revenue and expenses as outlined above.