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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.

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 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 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.
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

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 20th 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.

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.
<table>
<thead>
<tr>
<th>#</th>
<th>REVENUE_ACCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>410000 - Offertory</td>
</tr>
<tr>
<td>2</td>
<td>410001 - Offertory Monthly</td>
</tr>
<tr>
<td>3</td>
<td>410002 - Grand Annual</td>
</tr>
<tr>
<td>4</td>
<td>411003 - Catholic Appeal Rebate</td>
</tr>
<tr>
<td>5</td>
<td>412500 - Donations - Other</td>
</tr>
<tr>
<td>6</td>
<td>412501 - Catholic Schools Foundation</td>
</tr>
<tr>
<td>7</td>
<td>423000 - Sacramental Offerings</td>
</tr>
<tr>
<td>8</td>
<td>423250 - Shrines, Candles, Flowers</td>
</tr>
<tr>
<td>9</td>
<td>414004 - Misc. Fundraising Activities</td>
</tr>
<tr>
<td>10</td>
<td>415106 - Fees - Athletic Participation</td>
</tr>
</tbody>
</table>

Showing rows 1-10 of 10.

### Revenue_Accounts

#### 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 described above, this option is similar to the 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.

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.
**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.

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.

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.

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.
<table>
<thead>
<tr>
<th>ENTITY (ALLOCATION)</th>
<th>ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C110 - JP/Reubury (Uncategorized)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>ACCOUNTS, ALLOCATED EXPENSES ACCOUNTS BY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Collaborative Expenses</td>
</tr>
<tr>
<td>2</td>
<td>Collaborative Expenses</td>
</tr>
<tr>
<td>3</td>
<td>Allocated Expenses Accounts</td>
</tr>
<tr>
<td>4</td>
<td>S10000 - Program Exp</td>
</tr>
<tr>
<td>5</td>
<td>S18200 - Athletic Expenses</td>
</tr>
<tr>
<td>6</td>
<td>S15301 - Athletic - Equipment</td>
</tr>
<tr>
<td>7</td>
<td>S15202 - Athletic - Transportation</td>
</tr>
<tr>
<td>8</td>
<td>S15203 - Athletic - Referees</td>
</tr>
<tr>
<td>9</td>
<td>S15204 - Athletic - Facilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTITY (ALLOCATION)</th>
<th>SHARED_DEPT</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00 - Parish</td>
<td>Demo01</td>
</tr>
</tbody>
</table>

Dima - Budget 2020
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.
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.
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 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.
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.

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.
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.

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

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.
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.
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.

Then you can enter the number of students receiving the discount and the amount of the discount. Alternatively you can enter a gross amount for each discount. **Be sure to enter any discounts as negative numbers so that they offset tuition income on the income statement.** You can breakback the amounts or use the copy forward options as necessary.
Forecast Version

Once budgets are finalized, Parish Financial Services will lock the current Budget version and create a Forecast version for the same year. The Forecast will contain the budget information but will show year-to-date actuals for each month as the year progresses. This will allow you to run revised forecasts and projections for the year. Any changes made within the Forecast version will not be reflected in the Budget version, preserving your original approved budget for the year. The Forecast version will become the default version that you see when you log in to Adaptive. To switch to the Budget version simply select it from the drop down list on the top right of the screen (as explained in the Navigation section above).
Reports Overview

Adaptive Planning has robust reporting capabilities. We have built several report templates for you to use and we welcome feedback and suggestions to expand upon what is offered. Given the capabilities, building reports from scratch can be difficult for inexperienced users. We are happy to work with you to develop a specific report or to train you as necessary.

The existing report templates include Budget Summaries, Budget vs. Actual comparisons, and Forecasts. These can be run for a collaborative as a whole or for individual parishes or cost centers. A separate User Guide is available with instructions on how to run reports, including tips for customizing the information. 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.
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