



## Adaptive Forecast Checklist

Adaptive Planning is the planning tool with Workday used for Forecasting, Budgeting, and Long-Range Planning. This checklist contains high-level, step-by-step instructions for completing your forecast in Adaptive. The forecast is compiled at Department level, not division.

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### Budget Forecast Tool Prework

1. In BFT, enter Personnel Change Forms to make any necessary changes to volumes, salaries, and FTEs.
2. Use BFT reports to review personnel and volumes.

### Revenue Forecasting

#### 1. Monthly Forecast—Statistics Dashboard (Clinical Only)

- PCC Managers will capture volumes changes from BFT reporting for the specified closed period. Collaborate with the PCC managers to address volumes adjustments where needed. Please refer to the forecast calendar for timing and guidance.
- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast - Statistics**.
- Select “Top Level (Only)” as your Level
- Select “All” as your Operating Entity in the blue bar.
- If applicable to your area, go to the **Ambulatory Volumes** tab.
  - Scroll to the bottom to see the Ambulatory Volume Adjustments.
  - Download the sheet to export to excel and review adjustments entered by PCC managers.

#### 2. Statistics Reports (Clinical Only)

- Go to the **Ambulatory Volumes by Operating Entity** report to review totals by Operating Entity that were entered by PCC managers.
- Go to **Key Procedures by Operating Entity** report to review totals by Operating Entity that were entered by PCC managers.
- Go to **Other Stats by Operating Entity** report to review inpatient, outpatient, and ED visits totals by Operating Entity that were entered by PCC managers.

#### 3. Monthly Forecast – Revenue Dashboard (Clinical and Non-Clinical)

- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast—Revenue**.
- Select your department in the filter.
- If applicable to your area, go to the **PB Revenue** tab. (Clinical Only)
  - Select the VMG Operating Entity.
  - Review wRVU/ASA, Charges, and collections, and the appropriate rate for each type of volume (Visits, OR Cases, and Other).
  - Make any necessary adjustments by entering data in the white cells.
  - Save changes.
  - Follow the link in the tab instructions to the **FCST—PB Metrics** report.
    - Run the report at the highest level to see your blended rates. It shows a combined view with month by month and quarter subtotals.
- If applicable to your area, go to the **VMG - PB Revenue Categories** tab. (Clinical Only)
  - Select the VMG Operating Entity.
  - Review all other professional revenue categories.
  - Make any necessary adjustments by entering data in the white cells.



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### Revenue Forecasting Continued

- Go to the **Academic, Research, and Other** tab. (Clinical and Non-Clinical)
  - Select one of the Operating Entities you are responsible for. See Operating Entity table in the Appendix.
  - Review each revenue category.
  - Make any necessary adjustments by entering data in the white cells.
  - Save Changes.
  - Repeat the previous three steps for each Operating Entity you are responsible for.
- Go to the **Consolidated Revenue** tab to review a summary of all VMG revenue accounts with respective spend categories. (Clinical and Non-Clinical)
  - Review adjustments made in the previous tabs in this dashboard and check for accuracy.

### Expense Forecasting

#### 1. Monthly Forecast—Expense and Labor Dashboard (Clinical and Non-Clinical)

- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast—Expense and Labor**.
- Select your department in the blue bar.
- Go to the **Labor AE/MCA** tab.
  - Select one of the Operating Entities you are responsible for.
  - Review FTEs, salary, and fringe by the 5 labor types.
  - Use summary level data from BFT and Staff changes not included in BFT
  - to make adjustments to FTEs and salaries related to your Personnel Change Form updates.
  - Make adjustments to Bonuses, Additional Pay/Market Adjustment, and Other as needed.
  - Save Changes
  - Repeat the previous four steps for each Operating Entity you are responsible for.
  - In a new Adaptive window or tab, navigate to: Reports > All > **FTE & Salaries - Forecast vs Budget**
    - Select a Labor type from the drop-down menu in the filters
    - Review the adjustments made in this dashboard to see a summary view.
    - Repeat the previous two steps for each Labor type.
- Go to the **Non-Labor Expenses** tab.
  - Review expenses by expense account.
  - Enter any necessary changes by entering data in the white cells of the Forecast Override rows.
  - Save Changes.
- Go to the **Consolidated Expense** tab.
  - Review adjustments made in the previous tabs of this dashboard and check for accuracy.
- Do not work in the Non-Labor Expense Assumptions tab, Labor tab, or Fringe Benefits tab.**



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### Expense Forecasting Continued

#### 2. FCST—Allocations: History Method Sheet (Clinical and Non-Clinical)

- In a new Adaptive window or tab, navigate to: **Sheets** > All > **FCST— Allocations: History Method**.
- Adjust the table layout by changing the sheet dimensions. Refer to the image appendix for column and row selections.
- Select your department in the table filters.
- Select one of the Operating Entities you are responsible for to begin.
- Review the data for reasonableness.
- Finance will prepopulate amounts for Financial Partnership, Hospital Support, Interest on Unrestricted Reserves, and Base, Special, and APS allocation spend categories.
- For all other spend categories, make necessary adjustments in the white cells.
- Save changes.
- Repeat the previous for steps for each Operating Entity you are responsible for.

#### 3. FCST—Allocations: Percent of Revenue Sheet (Clinical and Non-Clinical)

- In a new Adaptive window or tab, navigate to: **Sheets** > All > **FCST— Allocations: Percent of Revenue**.
- Adjust the table layout by changing the sheet dimensions. Refer to the image appendix for column and row selections.
- Select your department in the table filters.
- Select one of the Operating Entities you are responsible for to begin. You will repeat the process below for each Operating Entity you are responsible for.
- Review each account. To "Suppress zeros" select the Display Options icon and check the box.
- Make adjustments in the Forecast adjustment row in this sheet to account for adjustments entered in the revenue dashboards.
- Repeat the previous step for each Account option that is relevant to your area from the drop-down menu.
- Repeat the previous three steps for each Operating Entity you are responsible for.

#### 4. Monthly Forecast - Expense and Labor Dashboard (again) (Clinical and Non-Clinical)

- Return to your open tab or window of the Expense and Labor Dashboard.
- Select your department in the blue bar.
- Go to the **Consolidated Expenses** tab.
  - Review adjustments made in the previous tabs of this dashboard and check for accuracy.

### Final Review and Submission to Finance

#### 1. FCST119(A) Report

- In Adaptive, navigate to: Reports > All > **1-FCST119 Clinical Department - SofOps Budget vs Forecast** and **2-FCST119A Non-Clinical Department - SofOps Budget vs Forecast**
- This is your financial statement of Forecast vs Budget.
- Review for reasonableness and accuracy.

#### 2. Submission

- Refer to Forecast calendar for submission date. Submit RPT119(A) report, financial summary/rollforward schedule, and Chair/Director approval (via email) to and Chair/Director approval to budgetprofinance@vumc.org.



## Adaptive Forecast Checklist—Image Appendix

### Crosswalk: Legacy Entities to Adaptive/Workday Entities

Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VMG_305	Vanderbilt Medical Group (305)	OEclin_VMG	Clinical Department VMG
VARA_104	Administration (104)	OEAcad_RA	Academic Department Research and Administration
VARA_107	Education Administration (107)	OEAcad_Edu	Academic Department Education
VARA_304_Acad	Academic Departments (304)	OEAcad_CC	Academic Cores and Contracts
VARA_404	VUMCAE Restricted (404)	OEAcad_GG	Academic Grants and Gifts
VARA_406	VUMCAE Restricted (406)	OEAcad_GG	Academic Grants and Gifts
VARE_304_Clin	Clinical Departments (304)	OEclin_RA	Clinical Department Research and Administration
VARE_307_Clin	Clinical Education (307)	OEclin_Edu	Clinical Department Education
<b>Clinical Departments</b>			
Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VMG_305	Vanderbilt Medical Group (305)	OEclin_VMG	Clinical Department VMG
VARA_104	Administration (104)	OEclin_RA	Clinical Department Research and Administration
VARE_304_Clin	Clinical Departments (304)	OEclin_RA	Clinical Department Research and Administration
VARE_307_Clin	Clinical Education (307)	OEclin_Edu	Clinical Department Education
VARA_404 & VARA_406	VUMCAE Restricted (404) & (406)	OEAcad_GG	Academic Grants and Gifts
<b>Non-Clinical Departments, Centers &amp; Institutes</b>			
Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VARA_104	Administration (104)	OEAcad_RA	Academic Department Research and Administration
VARA_107	Education Administration (107)	OEAcad_Edu	Academic Department Education
VARA_304_Acad	Academic Departments (304)	OEAcad_CC	Academic Cores and Contracts
VARA_404 & VARA_406	VUMCAE Restricted (404) & (406)	OEAcad_GG	Academic Grants and Gifts



## Adaptive Forecast Checklist—Image Appendix

### Operating Entities to Review

Clinical Departments Operating Entity Filter Selections											
Dashboard or Sheet		Monthly Forecast - Statistics	Monthly Forecast -Revenue Dashboard				Monthly Forecast - Expense and Labor Dashboard			Allocations: History Method Sheet	Allocations: Percent of Revenue Sheet
Tab		Ambulatory Volumes	PB Revenue	VMG - PB Revenue Categories	Academic, Research, and Other	Consolidated Revenue	Labor AE/MCA	Non-Labor Expense	Consolidated Expense		
Operating Entity	OEClin_Edu				X	X	X	X	X	X	X
	OEClin_RA (res. and admin)				X	X	X	X	X	X	X
	OEClin_VMG		X	X	X	X	X	X	X	X	X
	OEAcad_GG (grants and gifts)				X	X	X	X	X	X	X

Non-Clinical Departments Operating Entity Filter Selections											
Dashboard or Sheet		Monthly Forecast - Statistics	Monthly Forecast -Revenue Dashboard				Monthly Forecast - Expense and Labor Dashboard			Allocations: History Method Sheet	Allocations: Percent of Revenue Sheet
Tab		Ambulatory Volumes	PB Revenue	VMG - PB Revenue Categories	Academic, Research, and Other	Consolidated Revenue	Labor AE/MCA	Non-Labor Expense	Consolidated Expense		
Operating Entity	OEAcad_Edu				X	X	X	X	X	X	X
	OEAcad_RA				X	X	X	X	X	X	X
	OEAcad_CC (cores and contracts)				X	X	X	X	X	X	X
	OEAcad_GG (grants and gifts)				X	X	X	X	X	X	X



## Adaptive Forecast Checklist

### History Method and Percent of Revenue Sheet Dimensions

#### Change Dimensions

Columns and Rows

Columns

Time

Rows

FCST\_LRP\_Account

Rows

Accounts

Rows

(Select One)

Rows

(Select One)

Rows

(Select One)