

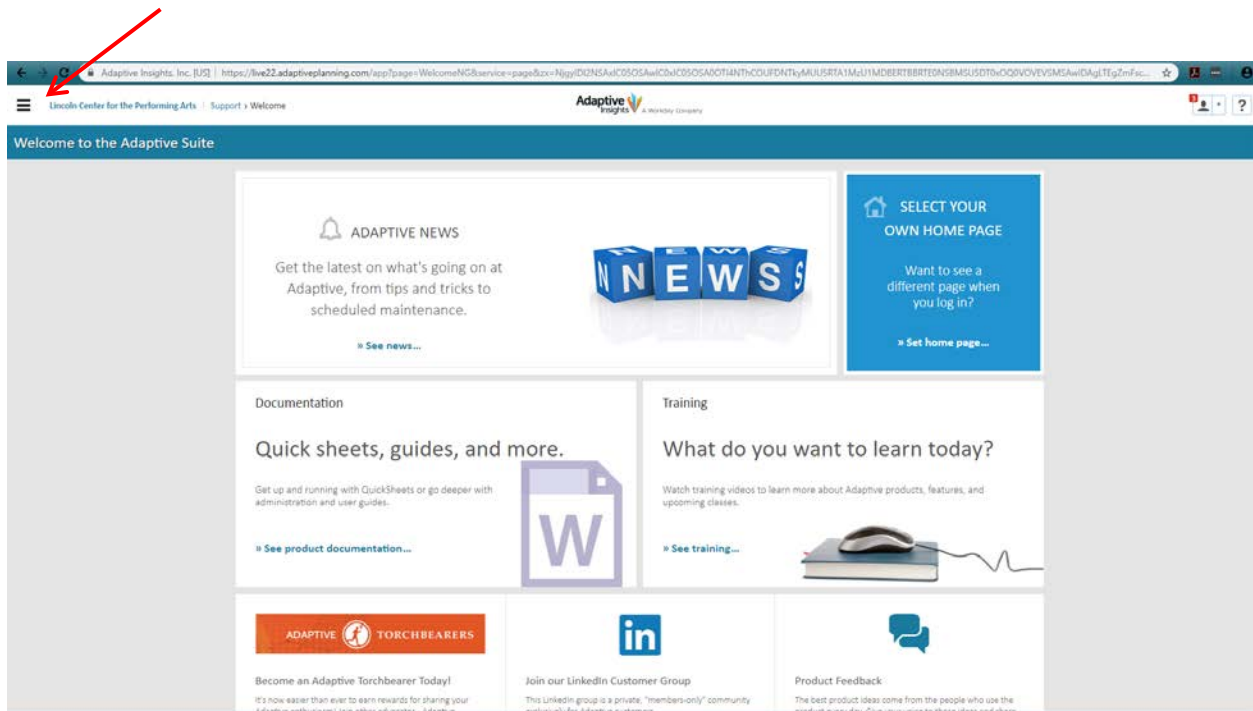
FY20 Budget - Adaptive Insights User Guide

1. Use the following link to log into Adaptive

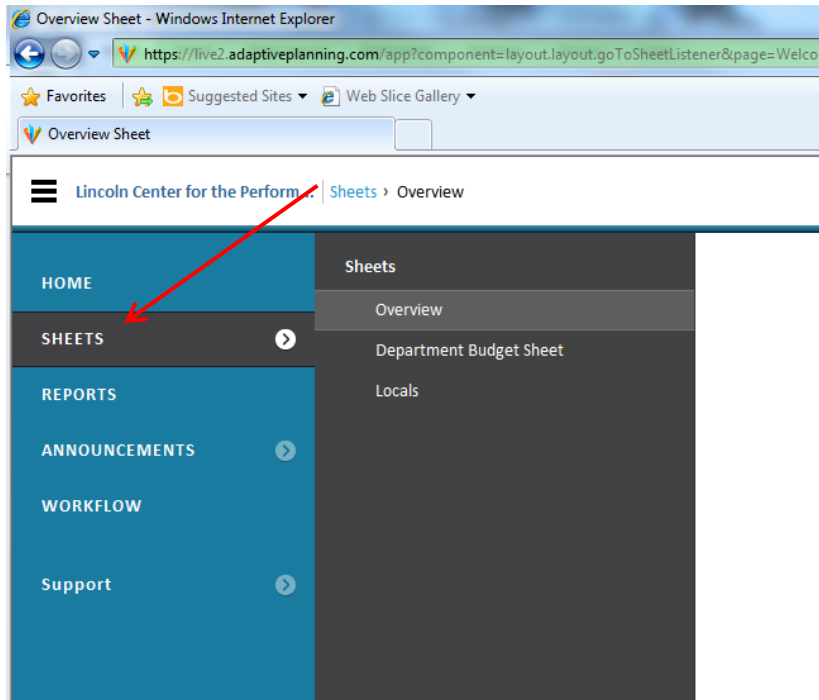
<https://login.adaptiveinsights.com/app>

You can open Adaptive insights in Edge, Internet Explorer, Microsoft Edge Browser, Google Chrome, or FireFox (Mozilla).

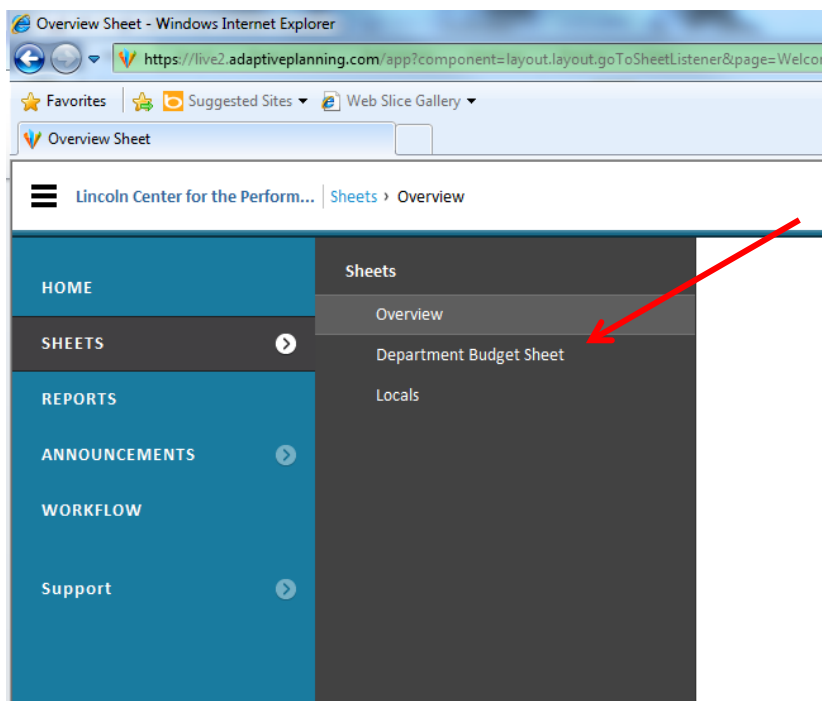
2. Your username and password will be provided by Madelin Garcia, Andrew Verona, or someone from the Budget team (Alexis Yu, Sara Martin and Daisy Placeres).
3. The menu bar is located in the top left-hand corner of your screen.



4. From the Menu Bar you can access your Budget Sheet and Report.
 - You'll be entering your projection and budget numbers in the Budget Sheet



5. You click on the "Department Budget Sheet" to open the budget sheet



- In the budget sheet, you will see Actuals for Full Year 2018 and December YTD 2019
 - These numbers will appear in Green and cannot be changed

The screenshot shows a detailed budget sheet with columns for years from 2017 to FY2019. The rows list various revenue and expense categories. Red arrows highlight specific data points in the 2017 and 2018 columns.

- You will only be entering FY19 projections and FY20 budget numbers where the cells are white (individual month) or the blue cell next to the white lines (full year total).
 - FY2019 is for Projection while FY2020 is for next year's budget.
 - Gray lines are not available for data entry.
 - Account totals are calculated fields. Data should not be entered here.

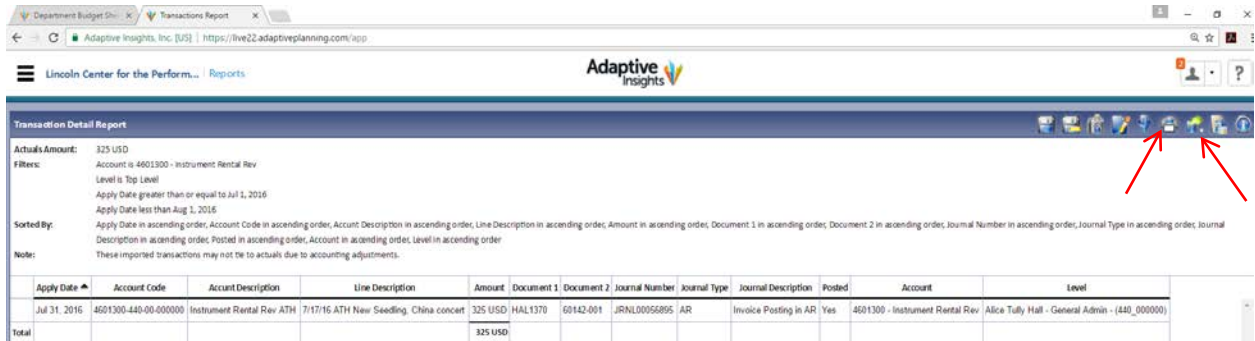
This screenshot provides a summary view of the budget sheet. It shows columns for 2018, Dec-2018, Q2-FY19, Jan-2019, Feb-2019, Mar-2019, Q3-FY19, Apr-2019, May-2019, Jun-2019, Q4-FY19, and FY2019. Red arrows point to the total values for 2018, 2019, and FY2019.

- You can enter the numbers by month or enter the full year total.
 - When entering the full year total, the system will prompt you to spread the amount to the previous months. Select "Breakback evenly" to disburse the total evenly.

12. You can also Drill into the Actuals transaction details. To view Transaction details, right click on the desired cell and select Drill into Transactions.

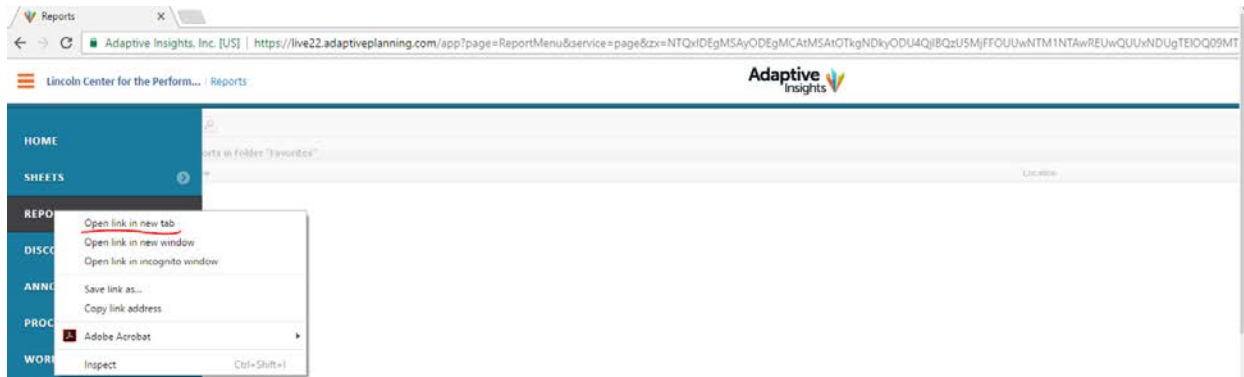
412	4600799 - Hall Rental - Equipment-Internal	239,660	30,721	13,947	82,473	7,415	0	5,070
413	4601300 - Instrument Rental Rev	22,350	325	325	725	2,275	4,825	3,450
414	4601301 - Instrument Rental Rev-CMS	650			0	0	0	750
415	4601303 - Instrument Rental Rev-FILM				325	650	0	0
416	4601304 - Instrument Rental Rev-Juilliard	1,350			325	0	0	650
417	4601305 - Instrument Rental Rev-LCT	325						
418	4601309 - Instrument Rental Rev-NY Phil	650			0	0	0	325
420	4601399 - Instrument Rental Rev-Internal	38,750			0	1,950	2,425	1,300
429	Total	654,259	70,044	26,472	115,779	62,220	23,050	84,426

A new tab or window will open with the transaction information. This can be printed or exported to excel by using the print or export button located on the upper right hand side of the window.

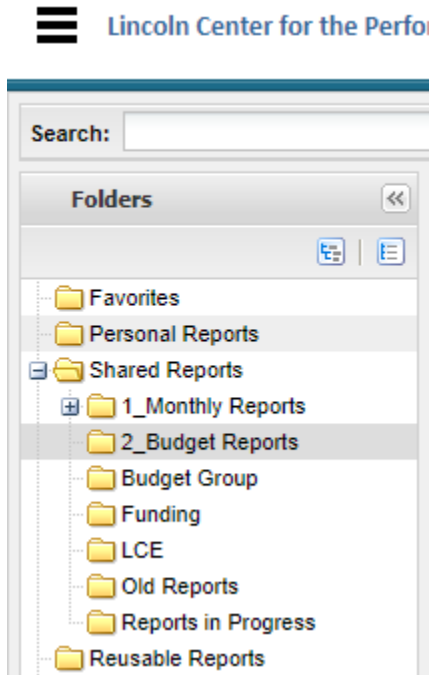


13. To Access reports, click on the menu bar and select Reports.

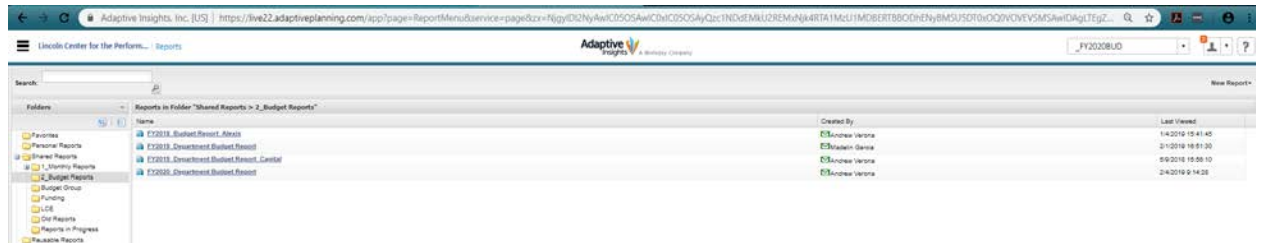
- Reports can be opened in a new tab by right clicking on the Report Menu and selecting Open in a New Tab.



14. All reports are located in the Shared Reports folder. You can view your Monthly Report in the 1_Monthly Reports folder or your Budget Reports in the 2_Budget Reports folder.



15. To view your Budget Report, click on the 2_Budget Reports folder and then click on “FY2020 Department Budget Report” to view your report.



16. You can enter projection and budget data into your budget sheet and refresh your report and review your changes. To refresh your report, click on the Run button.

Lincoln Center for the Perform... | Reports > FY2020_Department Budget Report

Adaptive Insights A Workday Company

Level: Communication [Run] [Refresh] [Notes]

Accounts	FY2020						-			-	
	FY2019PRJ	_FY2020BUD	FY2019BUD	FY19PRJ vs FY20BUD	FY19PRJ vs FY20BUD	FY19BUD vs FY20BUD	DEC FY19 YTD BUD	DEC FY19 YTD ACT	DEC YTD ACT vs BUD	2018 ACT	
Regular Salaries - Admin	1,112,011	1,082,089	1,072,560	(39,451)		29,921	9,529	1,072,560	610,492	(108,682)	1,090,549
Overtime Salaries - Admin	10,449	0	10,000	(449)		10,449	(10,000)	10,000	5,449	3,249	17,876
Severance - Admin	2,596	0	0	(2,596)		2,596	0	0	2,596	(2,596)	0
Total Salaries Admin	1,125,055	1,082,089	1,082,560	(42,495)		42,966	(471)	1,082,560	618,536	(108,029)	1,108,425
Benefits Admin											
FICA - Admin	60,411	60,517	59,824	(587)		(106)	693	59,824	26,684	(6,045)	55,342
Medicare - Admin	17,337	16,037	15,805	(1,532)		1,300	232	15,805	10,065	(2,895)	15,566
Unemployment - Admin	3,202	1,082	1,073	(2,129)		2,119	10	1,073	2,700	2,615	8,360
NYS MCTM Tax - Admin	4,065	3,679	3,647	(419)		386	32	3,647	2,360	(679)	3,648
Medical & Dental - Admin	212,738	193,001	217,923	5,184		19,737	(24,921)	217,923	101,534	(25,013)	169,307
Employee Medical Contribution - Admin	(24,579)	(23,986)	(26,861)	(1,883)		(993)	2,876	(26,861)	(11,899)	5,438	(16,547)
Life Insurance - Admin	4,418	4,698	4,784	366		(280)	(86)	4,784	2,161	329	4,858
Disability Insurance - Admin	675	1,082	1,073	398		(407)	10	1,073	173	(105)	102
Workers Compensation - Admin	1,985	2,259	2,713	728		(275)	(453)	2,713	430	631	885
Pension - Admin	164,620	158,480	168,753	4,133		6,139	(10,273)	168,753	84,377	(29,641)	137,487
Tuition Reimbursement - Admin	0	0	0	0		0	0	0	0	0	99
Total Benefits Admin	444,471	416,850	448,732	4,261		27,620	(31,881)	448,732	218,584	(55,365)	379,107
Salaries Non-Admin											
Regular Salaries - Non-Admin	103,669	0	75,000	(28,669)		103,669	(75,000)	75,000	66,169	(20,817)	71,371
Total Salaries Non-Admin	103,669	0	75,000	(28,669)		103,669	(75,000)	75,000	66,169	(20,817)	71,371

17. You can also drill into transaction data from your report. Click on the desired number. A new window or tab will open.

Lincoln Center for the Perform... | Reports > FY2020_Department Budget Report

Adaptive Insights A Workday Company

Level: Communication [Run] [Refresh] [Notes]

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Total Salaries Admin	1,125,055	1,082,089	1,082,560	(42,495)		42,966	(471)	1,082,560	618,536	(108,029)	1,108,425
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18. You can drill down further by Quarter and then Month or click on “Drill Into Transactions” to view the YTD transactions

The screenshot shows the 'Explore Cell' interface. On the left, account details are listed: Account: FICA - Admin, Code: FICA_Admin, Type: Expense, Rollup Type: Sum, Rollup to: FICA, Level: Communication, Year: FY2019. The value is 60,411 USD. On the right, there are links for 'View Audit Trail' and 'Drill Into Transactions'. Below this, a table shows 'Time Rollup FY2019' with columns for 'CONTRIBUTING TIME' and 'VALUE'. The table lists quarters Q1-FY19, Q2-FY19, Q3-FY19, and Q4-FY19 with corresponding values: 14,454, 12,229, 17,501, and 16,227.

A new tab or window will open with the transaction information after selecting the “Drill Into Transaction” link. This can be printed or exported to excel by using the print or export button located on the upper right hand side of the window.

The screenshot shows the 'Transaction Detail Report' interface. It displays a list of transactions with columns for 'Apply Date', 'Account Code', 'Account Description', 'Line Description', 'Amount', 'Document 2', 'Journal Number', 'Journal Type', 'Journal Description', 'Posted', 'Account', and 'Level'. The transactions are sorted by date from July 31, 2017, to January 1, 2018. In the top right corner, there are icons for 'Print' and 'Export', which are highlighted with red arrows.

If you still have questions or concerns after reading through this User Manual, reach out to the budget Team (Alexis Yu, Sara Martin and Daisy Placeres).