Adaptive Budgeting User's Guide

Updated 07/XX/2026

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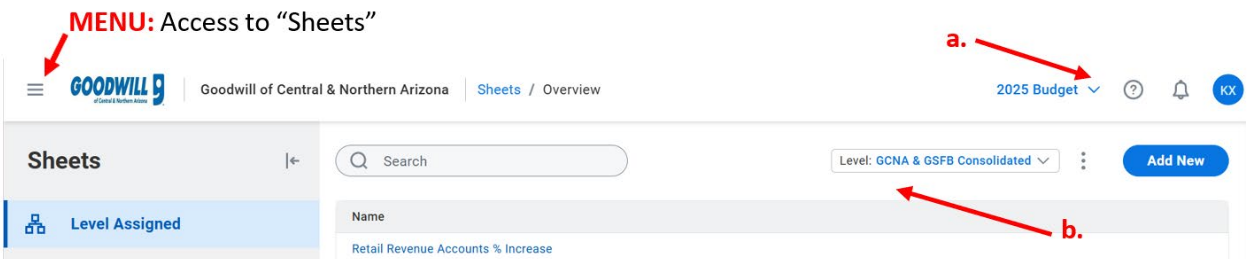
LOG IN STEPS

1. Go to https://my.goodwillaz.org/
2. Click “Online Logon Portal (Okta)”
3. Sign in to SSO using your GCNA network credentials
4. Select Adaptive Insights
5. Now, you’ll see this menu bar.



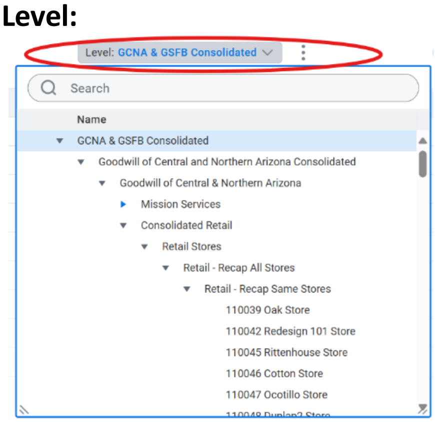
You’ll need to set:

a. Budget Versions: Actuals, prior/current/future

b. Levels: To access the various levels, use the “**level**” drop down

- By clicking the Drop Down arrow, you will be able to select “**Levels**” and also “**Search**”

Level:

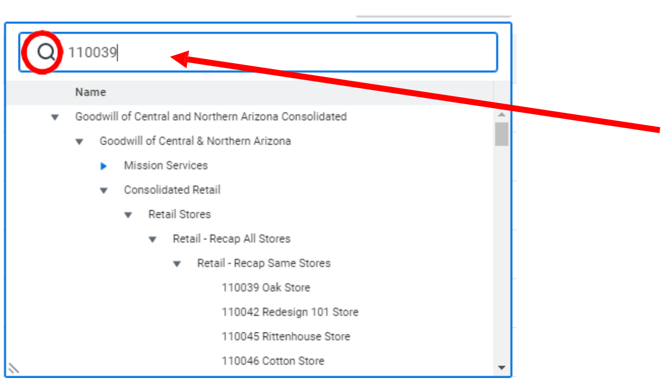


Using the drop down arrows, you can drill down to specific stores etc., that you are looking for. In this example we performed the following drill down to get to the Retail store 110039 Oak Store:

Consolidated Retail>Retail Stores>Retail-Recap all Stores>Retail-Recap Same Stores>

Here we find the list of stores.

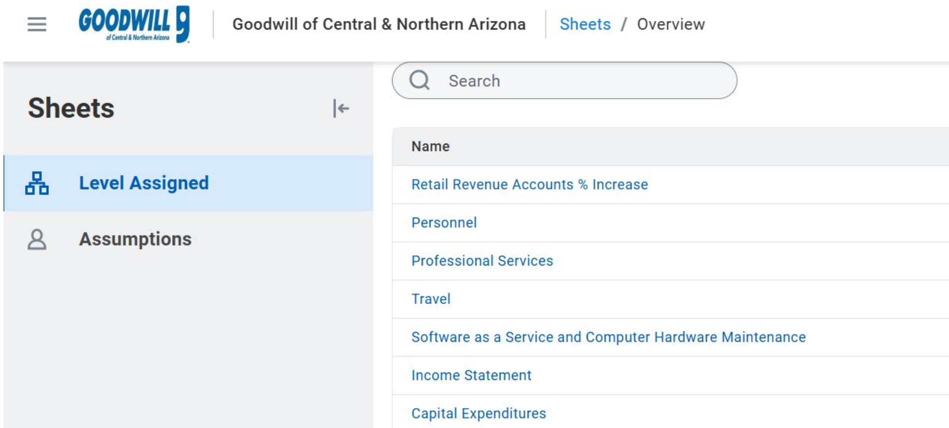
Search:



If you click on search box magnifying glass icon you can enter a store number, division or any other information into the seach bar. Here, store #110039 is entered.

SHEETS OVERVIEW

Budgets are created with forms called “sheets”. We currently have seven sheets.



- **Retail Revenue Accounts % Increase**
    - This is where the percent increase in new goods and donated goods revenue for retail stores is entered.
    - This is where the salvage % increase for textiles, shoes, dell and other is entered.
- **Personnel:** This is where we budget by person
- **Professional Services**: This is where detail by professional services account number can be budgeted.
    - Professional Fees
    - Professional Fees Legal
    - Professional Fees Audit
    - On-boarding expenses
    - Professional Fees IT

- **Travel:** This is where detail of travel is budgeted. The sheet is designed where you can enter the date, number of days and number of people traveling and the sheet will calculate a trip cost.
    - Another option is to add a “split” line on the income statement sheet for the travel account and enter an amount.
- **Software as a Service and Computer Hardware Maintenance**: This is where computer hardware maintenance, software maintenance and software services is budgeted.
    - Computer Hardware maintenance
    - Software services – this is the cost for SAAS (software as a service)
    - cloud-based software
    - Computer Software Maintenance
- **Income Statement**: This is the sheet that all other sheets feed to. If a detailed sheet is not available for the revenue/expense line to be budgeted, that line item is budgeted on this sheet.
- **Capital Expenditures:** This is where capital is budgeted. See budget information document for guidelines.

IMPORTANT NOTES ABOUT SHEETS

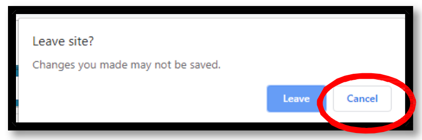
Important: Budgeting must always be entered on the lowest level possible.

For example: If budgeting for store 110039 in retail, drill down to the level named 110039 Oak Store.

(Do not enter on the level Retail – Recap Same Stores or any level above that. Those levels add all levels below them into subtotals.)

Important: If you make changes to any sheet:

Be sure to **save** any data entry or modifications to view before changing levels. If you haven't saved, you will receive this message**.**



- **"Leave" will NOT SAVE any changes.** If you wish to save:
- Click "Cancel"
- Click the save Icon on the menu at the top of the screen.
  (See menu bar example below.)

Every sheet will have a "Menu Bar", icons that are available to the particular sheet will be highlighted. Below is the menu bar with the icons purpose listed.

1 2 3 4 5 6 7 8 9 10 11 12 13

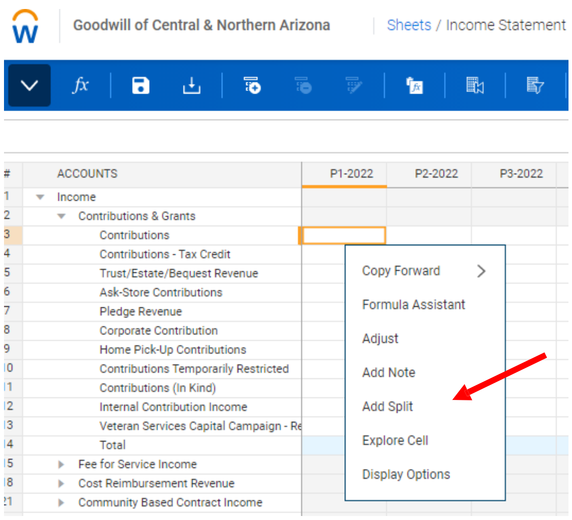
1. Hide/unhide formula bar
2. Formula assistant (only used by administrators)
3. Save
4. Download to Excel
5. Add split
6. Delete split
7. Rename split
8. Copy formulas mode (only used by administrators)
9. Reset to default view
10. Display options
11. Refresh sheet
12. Chart selected cells
13. Find

INCOME STATEMENT SHEET

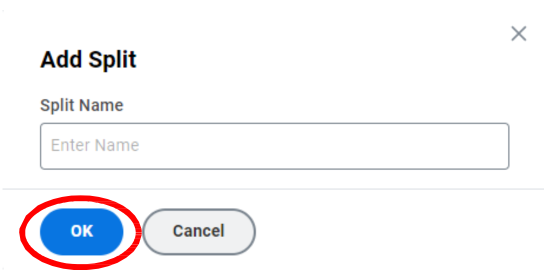
- Unless there is another sheet to budget detail for an account, the account is budgeted on the Income Statement Sheet, at the lowest possible level.
- Amounts are entered into white cells for each account, by month.

Adding a split

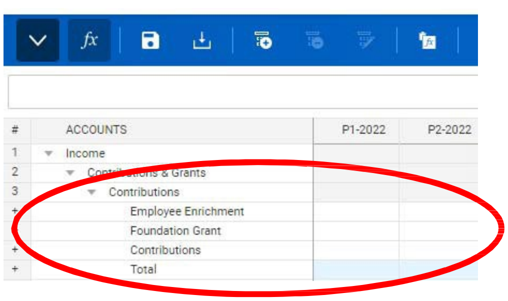
- If detail is needed, additional lines can be added within an account by right clicking in a cell and then selecting "add split"



Type a description of the new split and click "ok"



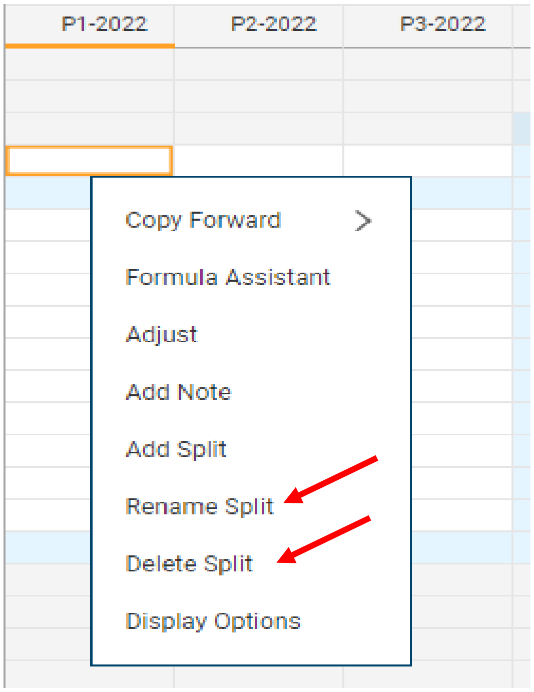
You are not limited on how many splits can be added. Here are what three splits would look like:



It is good practice to **add detailed descriptions** to assist in the future with analysis and budget review.

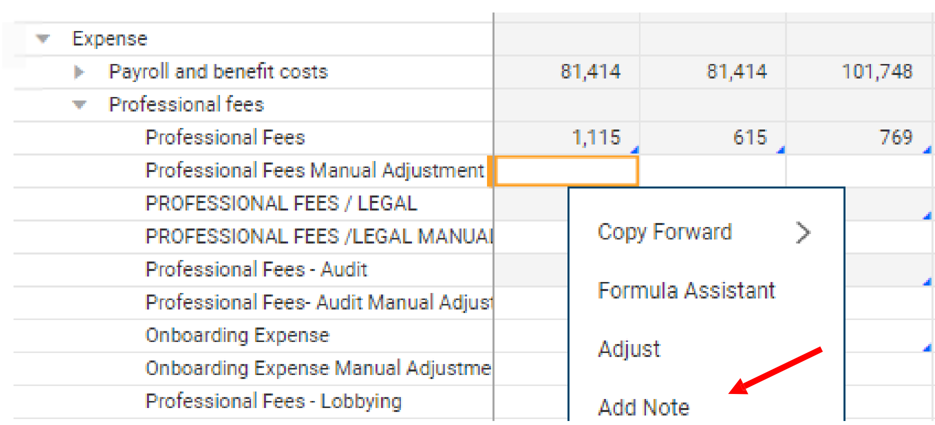
Renaming or deleting a split

By using the same steps, you can also **rename** or **delete** a split.



Adding notes

Notes can be added to cells, just like Excel. While in the cell, right click and select add note.

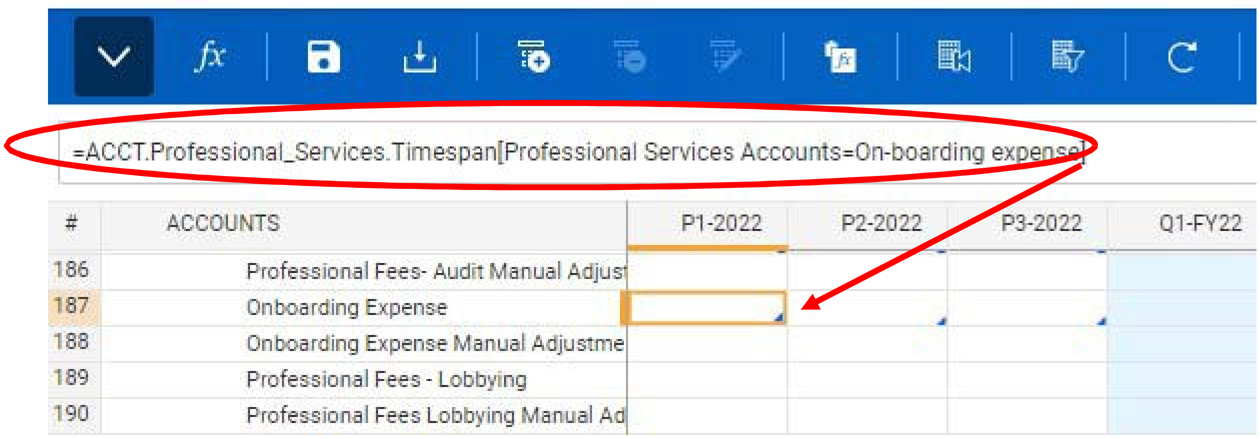


Formulas

If you are unable to update a cell on the Income statement sheet, it is because there is a formula pulling from somewhere else. It is either pulling from another sheet, where entry can be performed. Or, it is calculating from a global assumption.

There are two ways to easily tell if the line has a formula:

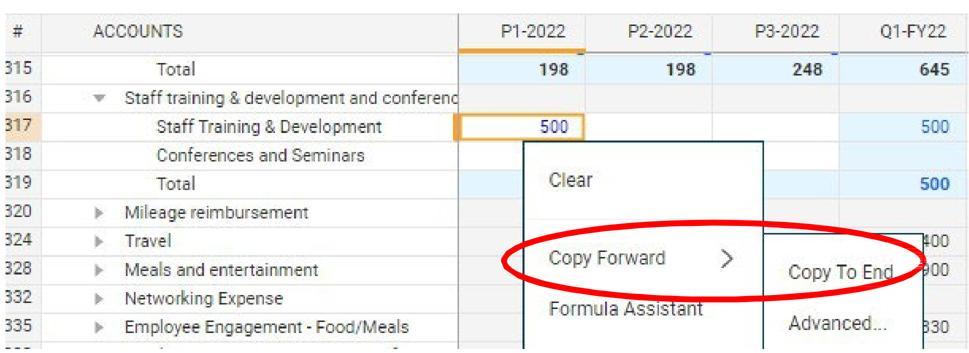
- When you click in the cell, it should display the formula for that cell. If you don't understand what the formula means, contact your Adaptive Insights support team or your assigned Finance representative.
- The cell will also have a blue triangle in the lower right corner.



Entering data

When entering data, you have multiple options:

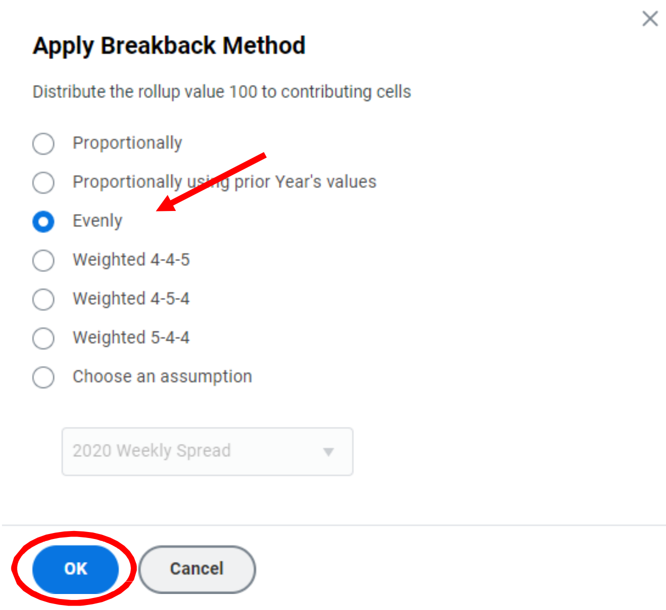
- You can enter an amount in January, then right click and select copy forward/copy to end. This completes each month with the same amount. This would be for things such as a recurring expense that is the same each month.



- If you know the annual amount, you can enter into the FY20xx total column. When you press enter, you get options on how to spread the total.

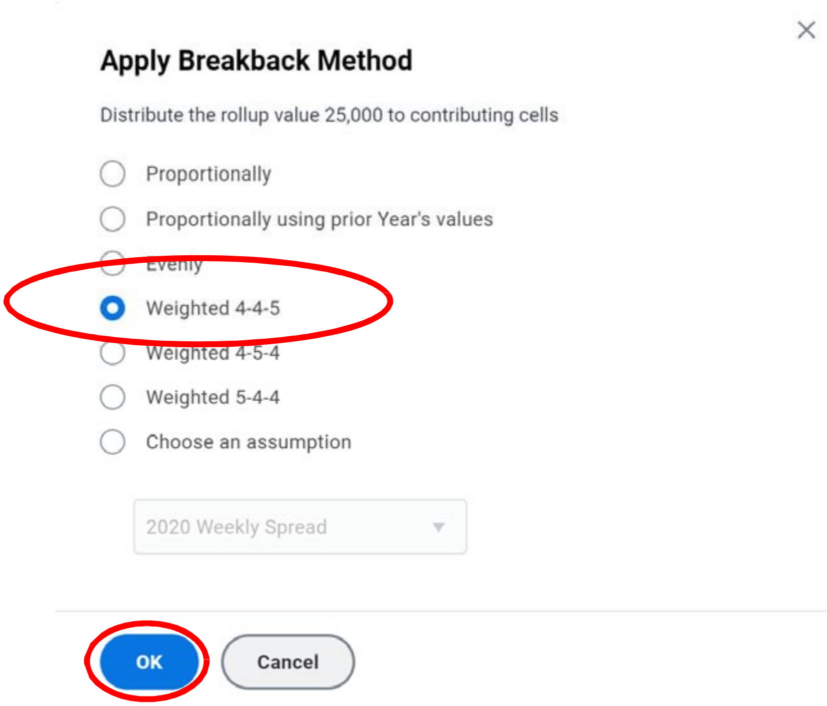
The most commonly used options are:

1. <u>Evenly</u> – spreads the total 1/12 each month



2.

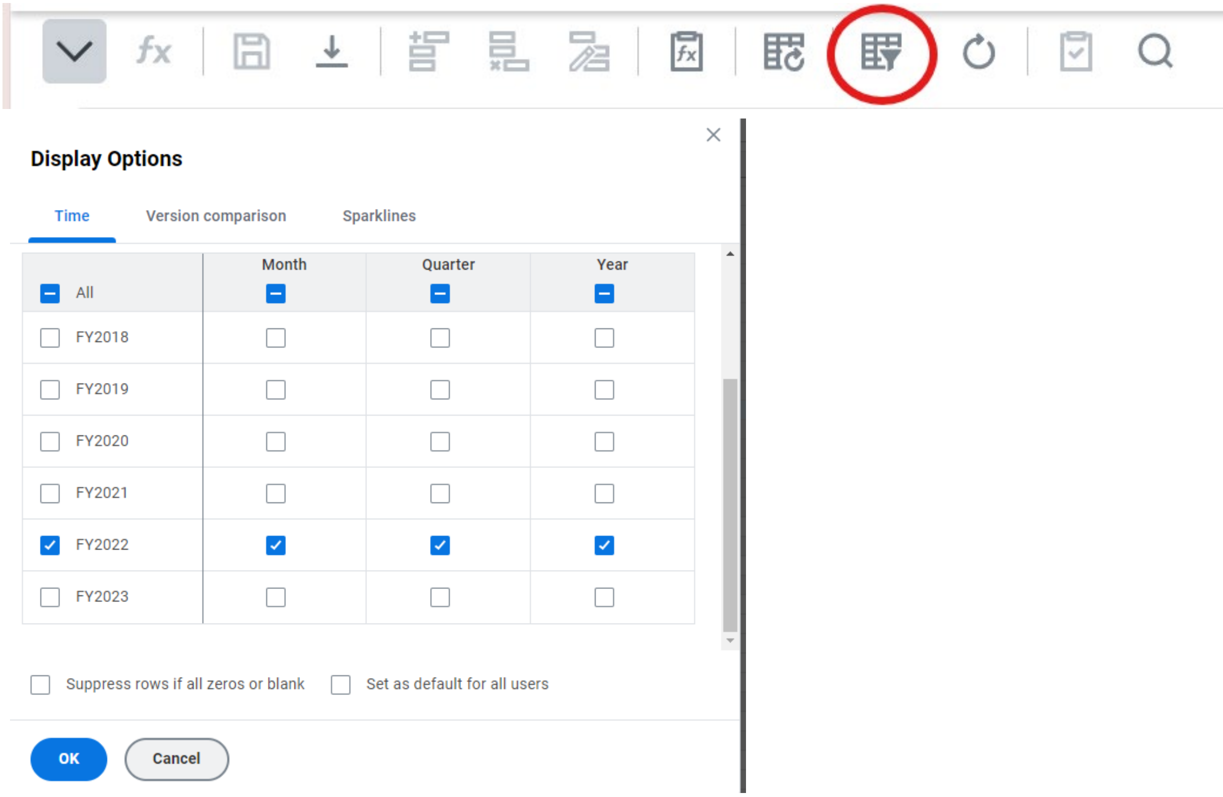
<u>Weighted 4-4-5</u> – Expenses that are incurred on a weekly basis, this option will spread the total based on number of weeks in each period. In 2027 all quarters include 13 weeks (4 weeks/4 weeks/5 weeks)



Examples of these types of expenses are: Tags/Bags/Shipping

Display options

When on the income statement sheet, you can **change the layout of the screen** by clicking on this icon in the top menu bar, this will appear:



- You can **click and unclick the periods** you wish to see. Prior periods will reflect actual results.
- Clicking **suppress rows if all zeros or blank**, will eliminate lines that have not historically been used from the view
- When finished, click **ok**.
- You also need to click on the **save** icon, for the view to remain the next time you come to this Certain information on the income statement sheet will be pre-populated for you by the finance team. Here are some examples of pre-populated expenses:
- Retail revenue, including the effect of budget assumption (see Retail revenue accounts % increase sheet to update percent change over prior year)
- Benefits expenses
- Merit increases for staffing, based on anniversary date.
- Minimum wage adjustments
- Rent/Common area maintenance expense
- Depreciation on existing assets
- Career center occupancy allocation
- Supplies/Utilities/ Tags/T shirt bags

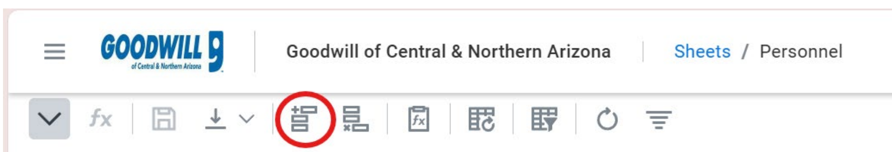
PERSONNEL SHEET

The personnel sheet will be pre-populated for you from a list of employees as of 8/28/2026. It is each budget owner's responsibility to update this listing for open positions, new positions or removed positions for each area.

File #	Last Name	First Name	Position	Level	Allocation %	Health Election	Dental Coverage
123123	test	test	Admin Assistant	Union Hills2 (1...	100.0%	MedCHCMEC -...	Yes

- **File number:** is the employee record number. New positions being added should be listed as "new" in file number. Positions that you are current trying to fill should be listed as "vacant" in file number.
- **Last name**: employee's last name
- **First name**: employee's first name
- **Position**: employee's title
- **Level:** is the budget that you are adding the person into. Remember to always use, "lowest possible level".

Allocation %: is only used if an employee is split between multiple departments. Total of both departments should total 100%. If you are spreading an employee between multiple departments, Enter a **new line/record** as needed from the menu bar. (This will duplicate the line so you can update the percentage of time and the level they will be working with. If you do not have access to the other level, you will need to ask the owner of that budget to add the person to their budget.)



- **Health election**: This drives medical expense. For vacant or new employees, leave blank.
- **Dental coverage**: This drives dental expense. For vacant or new employees, leave blank

401K EE Contrib	Pay Rate	Pay Rate #2	Employee Type	Annual Bonus	Full / Part time	OT Hours/Week	Start Date	End Date
0.0%	10.00	0.00	Hr	0	Full Time Retail	0	9/16/2019	

- **401k EE Contrib:** The amount the employees is contributing to the 401k. Benefit expense will be driven from this amount.
- **Pay Rate:** Hourly rate for the employee. If impacted by the minimum wage increase, the rate has already been updated for you.
- **Employee Type**: HR = hourly, YR = Yearly
- **Full/Part Time**:
    - Full time – non retail full time employees
    - Full time retail – retail full time employees
    - Part time – retail part time employees

- **OT hours/week** – enter the number of hours that you expect this individual to work in excess of 40 hours per week.
- **Start date** – enter the expected start date of the employee. This field will also calculate annual merit increase.

- **End date** – if a position will be eliminated, or not filled, enter the end date of that

PROFESSIONAL SERVICES SHEET

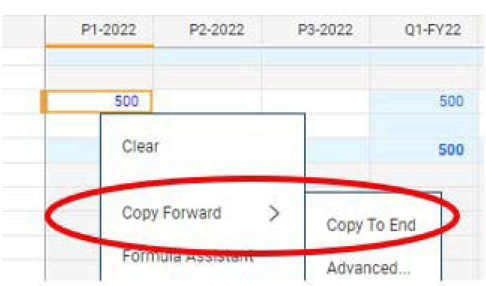
This sheet provides the ability to easily enter professional services amounts by type by month and formulas will automatically populate to the Income Statement sheet.

#	PROFESSIONAL SERVICES ACCOUN	VENDOR	DESCRIPTION	P1-2022	P2-2022
1	Professional Fees	ABC Inc		1,000	6,000
2	Legal	ABC Inc		5,000	3,000
3	Audit	ABC Inc		2,000	8,000
4	On-boarding expense	ABC Inc		1,000	1,000
5	IT	ABC Inc		12,000	15,000

Showing rows 1-5 of 5.

- Enter a **new line** as needed from the menu bar

- Select account number from the drop down listing.
  - Enter vendor name and description and then enter an amount by month.
  - If the amount is the same each month, you can enter the first month and then right click and select copy forward/copy to end to copy the same amount into each month.

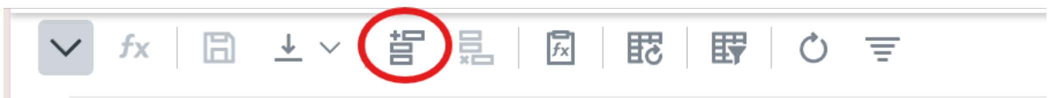


TRAVEL SHEET

This sheet provides a mechanism to calculate the cost of a trip based on pre-determined amounts. The pre-determined amounts are:

Travel	
Airfare	700
Hotel	200
Meals	75
Ground Transportation	50
Miscellaneous Travel Expenses	25

- Enter a **new line** as needed from the menu bar



#	TRAVELING TO / FROM	REASON FOR TRAVEL	DATE	NUMBER OF DA...	NUMBER TRAVELI...	TOTAL TRIP COST

- The level will populate for you
- Enter where you are traveling
- Enter the reason for the travel
- Enter the date
- Enter the number of days
- Enter the number of people traveling

The total cost of the trip will calculate. This calculated amount will flow to the Income Statement sheet.

Note: if you prefer to enter your travel details manually, on the income statement sheet, this can be done. Additionally, if you prefer to both, enter data on the travel sheet and add additional lines on the income statement sheet, you can do that.

SOFTWARE AS A SERVICE AND COMPUTER HARDWARE MAINTENANCE SHEET

This sheet allows you to enter non capital hardware and software, as well as software services.

- Enter a **new line** as needed from the menu bar

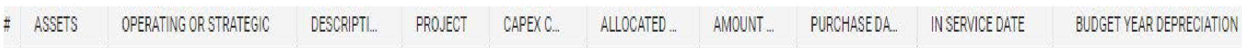
#	SOFTWARE AND HARDWARE A...	VENDOR	DESCRIPTION	STATUS	RENEWAL D...	LICENSE COU...	P1-2022

- Select the account number from the dropdown list.
- Enter vendor name if known
- Enter description of item

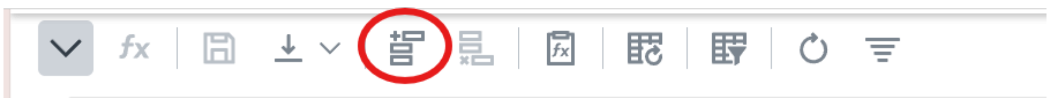
- Enter status of item
- Enter renewal date of item
- Enter license count purchase for that item
- Enter amount by month

CAPITAL EXPENDITURES SHEET

This is the sheet where all new capital items are entered. It is also where current year capital, not placed in service, or not yet purchased are entered.



- Enter a **new line** as needed.



- The level will populate for you.
- **Assets**: Use the drop down in the assets column to select the category of asset you are budgeting.
- **Operating or Strategic:** Enter which category the purchase falls into. Strategic will generally be for a strategic project in our strategic plan. Operating will be all other items.
- **Description:** Enter a description of what you are budgeting.
- **Project:** Enter name of the project for which you are purchasing items.
- **Capex code:** Finance will populate this field, later in the budgeting process.
- **Allocated to:** This field is an extension of the description field and could be used to identify things like: when bulk purchases of items are budgeted, and where they will be rolled out.
- **Amount ($):** Total amount of the capital purchase
- **Purchase date:** expected date we will pay for the item.
- **In Service date:** expected date we will place the item in service.
- **Budget Year Depreciation:** This is the amount of depreciation that will be added to the budget for the capital item for the current year.

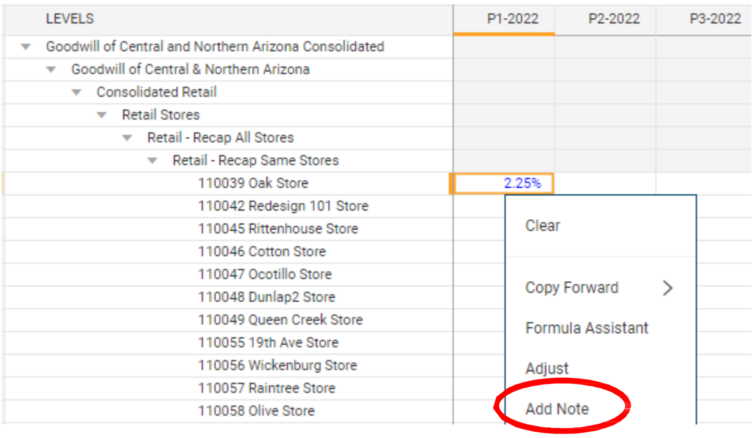
RETAIL REVENUE ACCOUNTS % INCREASE SHEET

This sheet is used to enter the percent increase over prior year for the following:

- New goods
- Donated goods
- Salvage Textiles
- Salvage Shoes
- Salvage Dell
- Salvage Other
- Auto auction

The percentage will be auto-populated for you based on strategic direction. Leadership over retail and ROC operations are able to update these percentages as they deem appropriate.

Please add notes when percentages are changed by right clicking in the cell and selecting add note.



QUESTIONS???

Please reach out to your designated Finance contact, or a member of our Budgeting and Analytics team for assistance. Contact information is available on the Gazette, under Support/Finance Support.