

FY25 Adaptive Reopening Data Quality Checklist

The following is a list of items to check for and resolve if errors are found. For questions on these items, please contact the Budget Operations team through the Adaptive Reopening Teams chat or through an Adaptive Support ticket in UW Connect.

1) Correct errors in Cost Center, Resource or Ledger worktags

a) Replace Cost Center Hierarchy (CCH) worktags with Cost Center (CC) worktags.

- i) Cost Center is required on all rows in entry Sheets. Where a Cost Center Hierarchy value is used instead of a Cost Center, a validation error will appear in Adaptive which will prevent you from saving. Change the Cost Center Hierarchy value to a Cost Center to clear the validation and enable saving of the sheet.

b) Do not use a worktag with “conversion only” in the name

- i) Please ensure that your Adaptive Release 2 entries do not use any single-time Cost Centers that were used in Adaptive Release 1 or for conversion purposes. These are cost center or ledger account worktags with “Conversion Only” in the name.
- ii) An Adaptive warning will highlight rows with these worktags, if used, in entry sheets.

c) Confirm that all Ledger Account and Resource combinations are appropriate.

- i) Some ledger account worktags are meant to be used with specific Resource worktag values. Similarly, some Resource worktag values should only be used with specific ledger account values. For example, the 42000: Federal Grant Revenue ledger account should not be used with a Gift Resource or a Core Funds resource.

- ii) For guidance on ledger account usage, please reference the Ledger Account Guidance [article](#) on the UW Connect Finance Portal.
- iii) For guidance on resource worktag usage, please reference the Resource Guide [article](#) on the UW Connect Finance Portal.

d) A Few Specific Situations to check

- i) If you transfer core funds from a Dean/VP cost center to department Cost Centers in your unit, please ensure the “Transfer From Cost Center” column has the correct Cost Center from which funds are being received. While most helpful for rows that use Ledger Account 47010: Core Funds Distributions In, best practice is to use the same cost center on both In and Out ledgers.
- ii) Many entries for Core Funds resources are entered on Sheet 2 – Non-Core Revenue. Entries here can stay, if they are appropriate uses of Core Funds resource worktags. Please check.
- iii) RS100000 is restricted to Enterprise Finance Operations (EFO) use only and should not be used on any UW Academy Sheet entries.

2) Ensure you’ve entered complete budget information

a) Institutional Initiative Worktags

- i) Please ensure items are tagged with the Institutional Initiative worktag “IN100000 UW Diversity Blueprint” worktags.

b) Fixed Costs

- i) If your unit stewards university expenses designated as “fixed costs,” please ensure that revenue = expense for a net zero Change in Net Position.

c) State Provisos and Restricted Funds

- i) Ensure expenses on your Proviso or restricted appropriation do not exceed the appropriated amounts for FY25.
- ii) FY24 Annual Provisos should not have any revenues or expenses in FY25 nor a beginning net position.

d) Transfers In = Transfers Out

- i) If the transfer in/out stays within your college/unit/campus (CCH 05 level) – always ensure you have an out and an in. This will self-eliminate the two ledger accounts, neither overstating nor understating revenue.
- ii) If from or to a CC outside your college/unit/campus – please confirm the other unit has the offsetting entry. These will eliminate at a higher CCH than CCH05, ideally at the CCH03 UW Academy level.
- iii) Distributions from Enterprise Financial Operations (EFO) Cost Centers will eliminate at the “Top Level.”

3) Check your Position Budget Entries

a) Missing job profile on Salary entries in Sheet 4 (will miss merit)

- i) Some entries do not have job profile which means merit is not – cannot – be calculated if you have entered a percentage % during any of the months for FY2025 (Jul 2024 to Jun 2025) . For new positions or position changes, please ensure that a Job Profile is entered.

b) Missing HRP Full-Time Rate or Override HRP Full-Time Rate on Sheet 4 (will miss merit)

- i) Some entries do not have a value entered for either the Override HRP Full-Time Rate which means merit is not – cannot – be calculated if you have entered a percentage % during any of the months for FY2025 (Jul 2024 to Jun 2025). For new positions or position changes, please ensure that a J HRP Full-Time Rate is entered.

4) Review and Update due to Assumption Changes

a) Benefit Load Rates (BLRs)

- i) Benefit Load Rates were updated from base case planning assumption to align with the UW's preliminary rates as made available earlier this spring and posted to this website: <https://finance.uw.edu/fr/fringe-rate#Loadrates>

b) Core Funds Revenue Distributions

- i) Tuition and Summer Quarter distributed through ABB (not revenue share) will be updated by Monday, May 8 in Adaptive.
- ii) Requests to the Provost Reinvestment Fund (PRF) that were approved have been entered into Adaptive with a note beginning with “FPB – April 2024 entry for PRF CTID...” Those that are approved to fund contingent on actual expenses are noted as “estimated” vs. those that are approved to a specific revenue \$ amount.
- iii) Indirect Cost Recovery allocations have been updated. The November base-case projections assumed a 1% increase for all units. The April adjustments are the actual calculation based on F&A actuals for the period April 1, 2023 – March 31, 2024. However, due to ongoing clean-up in Workday Financials, these allocations may be revised again before the end of the fiscal year. Adaptive entries remain a plan assumption and may not be the same as the final, actual distribution a unit will receive for FY25.
- iv) Fixed Cost Revenue allocations have been updated. Few, if any, revenue distributions were included in Adaptive prior to now. Your expense entries in Adaptive were your revenue request, and those that were approved are entered with notes starting with “FPB – April 2024 entry for approve Fixed Cost funding request CTID...”
- v) Miscellaneous Fees remain flat in Adaptive as per the base-case projection assumptions. No update has been made for these at this time.
- vi) Estimated Salary & Benefits Allocations – for UW Seattle administrative units who receive central funding to cover expenses due to changes in salaries and benefits (e.g., Benefit Load Rate changes, merit increases, and/or union increases, for example), an estimated revenue distribution figure was entered based on salary entries as of March 4 and the updated preliminary BLRs. These are entered in Adaptive with a note that starts with “FPB – April 2024 entry for estimated salary/benefit increases...” (PLEASE NOTE: FPB will update this entry towards the end of the reopening window as your unit finalizes salary entries. We will coordinate with specific units impacted).
- vii) State Funding – where a new state appropriation (generally provisos) was made for the FY25 budget year AND IF the necessary FDM

worktags exist in Workday Financials, an updated entry has been made to plan for the revenue distribution. We are working to update all FDM worktags and will notify impacted units when they are available or if we need to use a contingency plan to enter plan values before closing on Monday, May 13. These entries include a note beginning with "FPB..." and will note the change from the FY25 state budget.