

# Revenue Sheets



FINANCE AND  
OPERATIONS

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## Revenue Sheet - Data Source Summary

The Revenue sheet is used for revenue planning, providing fiscal year summary information allocated to the applicable dimensions. Prior year data is being sourced to Adaptive from the designated FY22 Budget conversion file while FY23 Budget period is what is being entered on the sheet by users.

### Revenue Sheet - Accounts Overview

Account Name	Account Type	Description
Rev_Timespan	Timespan	Entered By: Automatically provided as account time stratum. Imported as part of prior year budget load or entered in manually for amounts pertaining to revenue for applicable budget period used
Amount	Calculated	Entered By: References amounts entered in timespan across time stratum. Can be used for multiyear calculations or complex modeling. Section B – Formula Details ROW.Rev_Timespan

## Revenue Sheet - Columns Summary

Level\*

Adaptive Code: N/A

Type: Level

Data Source: Metadata and New Intermediary Levels

Required. Key field for amount to be linked to the applicable Department (Cost Center) or Budget Center (Cost Center Hierarchy), to which it is being budgeted. An entry must be selected from the drop-down to save. You will know that an entry on a sheet is unsaved when the font color of the entry is blue. Level is imported from PeopleSoft Finance; any updates are automatically made through the integrations.

The following screenshots illustrate two different ways a user can select an appropriate department for entering in a revenue budget. Note: Users are only able to access Level(s) to which they have been granted access to.

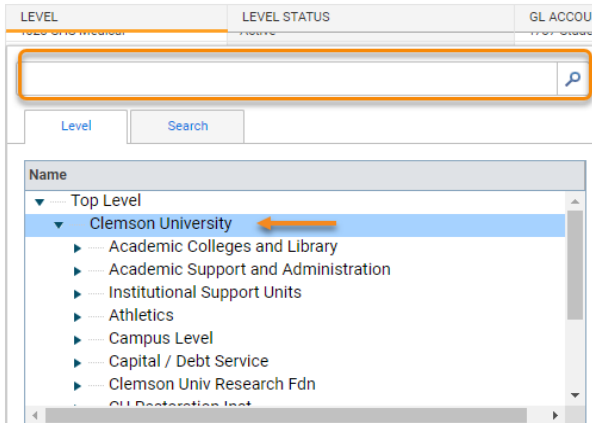


Figure 1a. Level Drop-down

The Budget Center (hierarchy), left, with each Department (Cost Center) rolled up. Departments can be expanded to make selection or use of the search box (circled in orange)

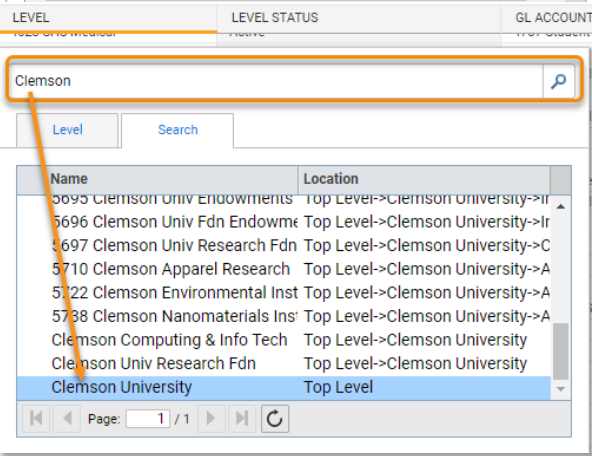


Figure 1b. Level Drop-down Search

Department (Cost Center) can be searched by its applicable numeric code or Department name. The search tab will show the available results from the user's search where a user can make their selection.

## Level Status

**Adaptive Code:** Level Status

**Type:** Level Attribute

**Data Source:** Metadata

Provides information on whether applicable Department (Cost Center) is Active or Inactive. This is a Locked column field. It will be greyed out and no data entry is allowed as it is imported through an integration. Any updates will be done automatically when dimension values are updated from the PeopleSoft Finance system.

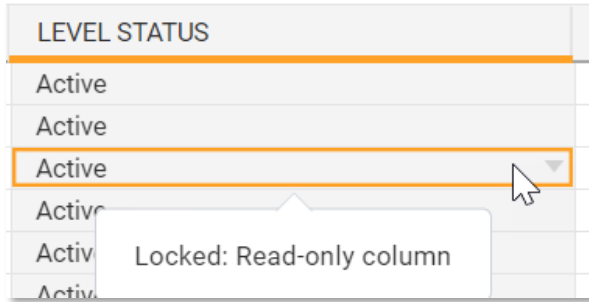


Figure 2. Level Status Display

Level Status Display, left, shows Active example. When you hover your mouse over the column field you will notice it says 'Locked: Read-only column'

No data entry option.

### GL Account\*

**Adaptive Code:** GL Account

**Type:** Dimension

**Data Source:** GL Account Dimension

Required field. The General Ledger Account that the applicable revenue amount will be budgeted to. Income Accounts are only available to be selected on the revenue sheet. GL Account contains numeric GL Account code first followed by GL Account Name. It can be searched by Account code or Account name then selected. GL Accounts are imported from PeopleSoft Finance system, updates to the Chart of Accounts are done automatically when imported.

**\*\*Note that recovery accounts in range 4XXX and 4XXXX are located on the non-compensation sheet as reductions to expenses. While recovery accounts associated with the REVEST ledger and are inflows to budget centers, for purposes of financial statement reporting, they are reductions to expenses.**

The following screenshots demonstrate how to select a revenue ledger account.

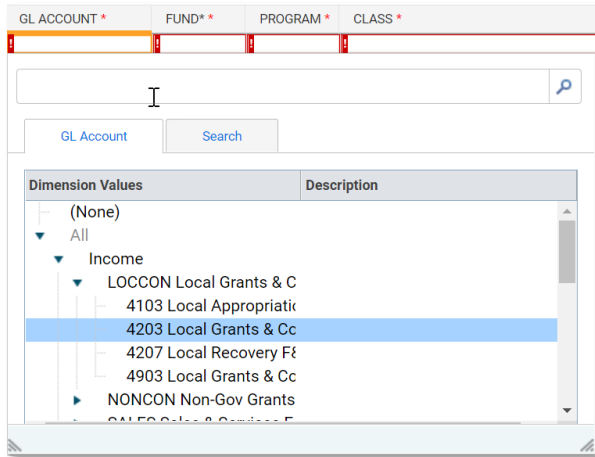


Figure 3a. GL Account Drop-down

GL Account selection can be done by typing in the column field or scrolling through the drop-down and selecting a dimension value.

As noticed, only Income – General Ledger Accounts are available for

selection.

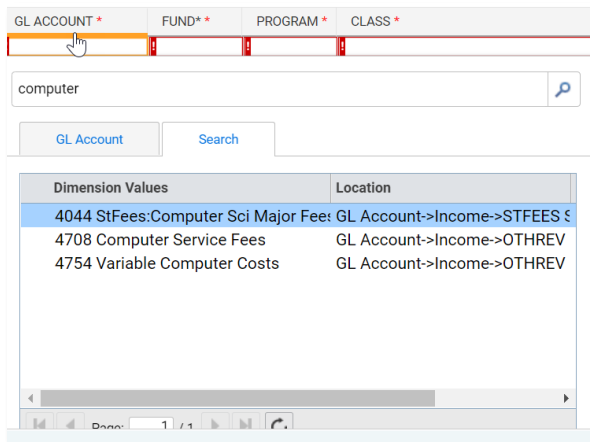


Figure 3b. GL Account Search Option

For most users, the account selection would be made by searching using the search bar for the 4XXX account number.

## Fund\*

**Adaptive Code:** Fund

**Type:** Dimension

**Data Source:** Metadata

Required field. Used to reference the type of funding with which the revenue is associated (e.g., E&G, PSA, Auxiliary). Fund value contains the applicable numeric fund code followed by fund name. A user can select from drop down, enter in the two-digit fund number in the Fund field, or select after searching by Fund numeric code or Fund name in the search bar. Fund dimension

values come directly from Peoplesoft Finance system via integration. Any new fund accounts or revised fund names will be automatically updated to the selection drop down.

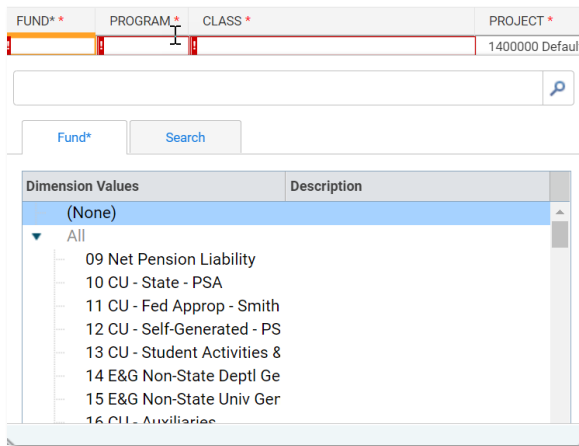


Figure 3a. Fund Level Drop-Down

Users can type Fund values and it will match the entered values or display results. Users can also use the drop-down to select from the available fund values.

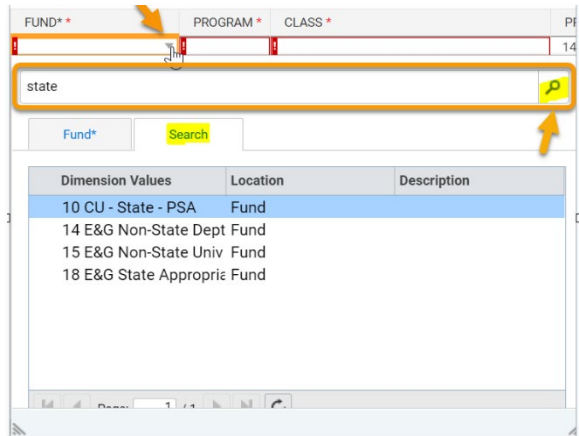


Figure 3b. Fund Level Search

Using the search box, users can enter an applicable Fund numeric value, name, or keyword of the Fund to see result options and make a selection.

## Program\*

**Adaptive Code:** Program

**Type:** Dimension

**Data Source:** Metadata

Required Field for proper allocation.

Program provides the applicable university program pertaining to the associated amount. Program values are displayed with the numeric program code in front followed by program name, listed in order of numeric program code. Programs are provided from the PeopleSoft Finance systems through an integration, any changes to selection will be automatically updated.

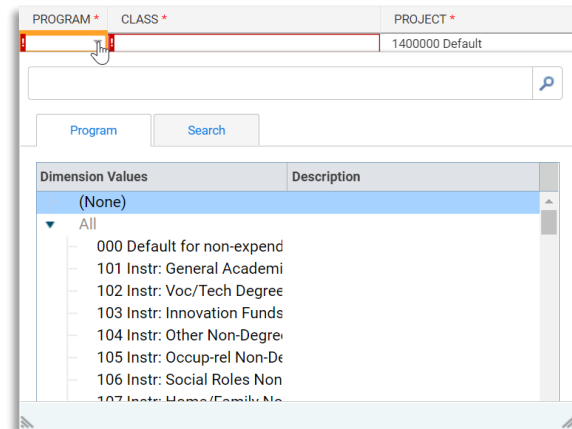


Figure 4a. Program Drop-down

Users can type in the program pertaining to the revenue amount or scroll through the down-down until the program is identified.

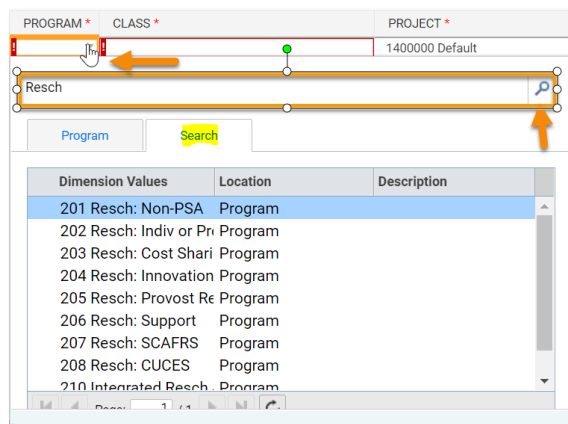


Figure 4b. Program Search Box

Program drop-down selected, search box used for “Resch” with the following results shown in the Search tab

## Class\*

**Adaptive Code:** Class

**Type:** Dimension

**Data Source:** Metadata

Required Field. Class is an internal column field used to capture certain activity in different ways, e.g., F&A, fund balance, federal activities, etc. Class

is a predominately a chartfield element used in the budget ecosystem at Clemson. Class values contain numeric class code followed by the applicable class name. Use drop-down selection or search option. Class values are updated automatically via integration from PeopleSoft Finance.

*Certain budget audit checks will confirm whether certain project, account, and/or class combinations are in alignment with budget practices. For example, the proper F&A revenue class must be used when an F&A project number is used (e.g., 148XXXX).*

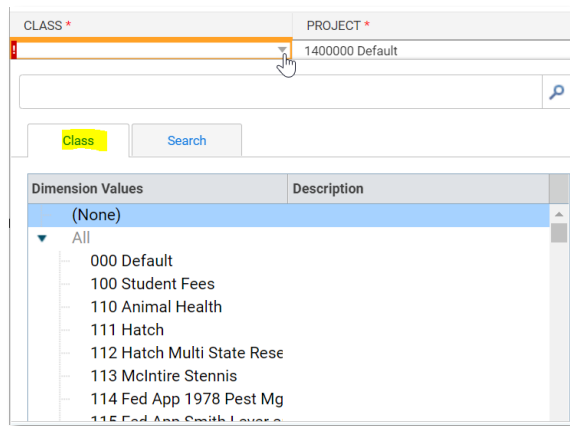


Figure 5a. Class Drop-down

Users may select Class values from drop-down or type in the value.

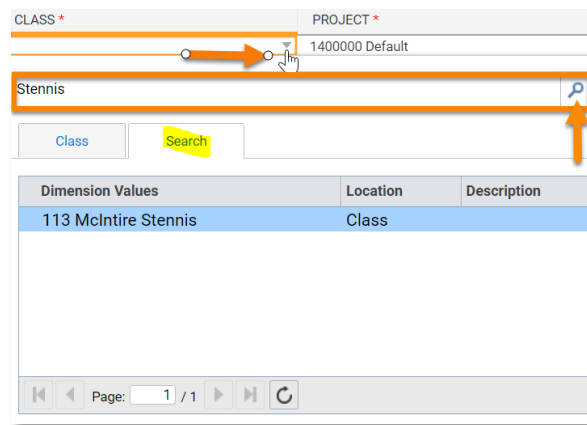


Figure 5b. Class Search

Users may select to use the search option to select budgeted Class value.

**Project\***

**Adaptive Code:** Project

**Type:** Dimension

**Data Source:** Metadata

Required field. Project references the applicable project to which the revenue will be budgeted. Project values contain a numeric project code followed by

project name, displayed in numerical order. Project values are provided directly from Peoplesoft Finance system via integration and any updates automatically done through each import.

\*\*Please note that all budgets must have consistent Fund and Project numbers selected before being submitted. For example, a fund 1500000 project must have Fund 15 selected in the fund field. A combination of a project and fund selection where the first two digits of the project do not equal the fund selection will result in a budget audit error that will need to be remediated.

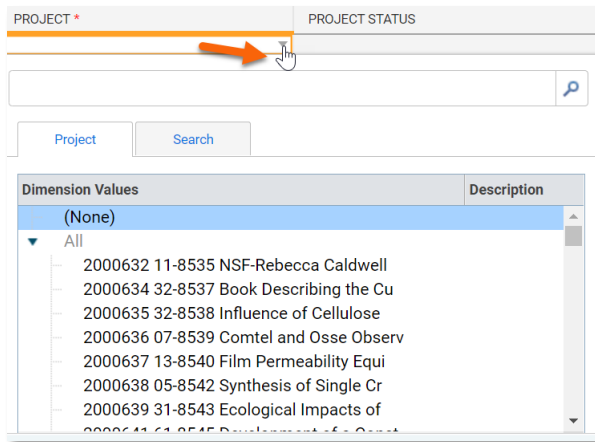


Figure 6a. Project Drop-Down

Users may enter in Project value or select from the drop down. The first two digits of a project number are its respective fund. For example, a project of 1500000 belongs to Fund 15.

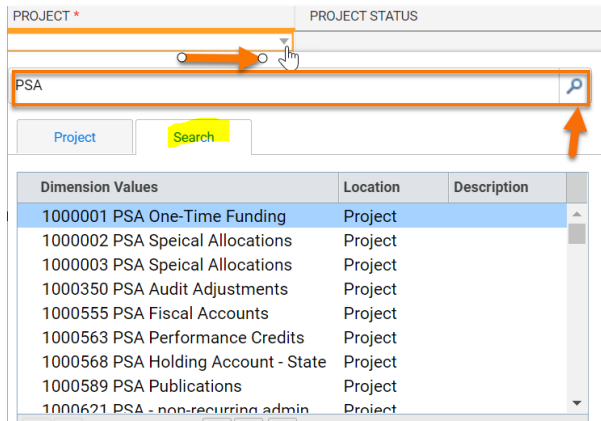


Figure 6b. Project Drop-Down Search

Users may type part of a Project name or numeric project code to find the project value – search results can assist with selection availability.

## Project Status

**Adaptive Code:** Project Status

**Type:** Dimension Attribute

**Data Source:** Metadata

Displays the status of the selected project, shown as Active or Inactive. This field tells the user whether a project selected is an active or inactive in PeopleSoft Finance. Any inactive projects selected will result in an audit error that will have to be resolved prior to budget load. This is a locked column field; it will be greyed out and no data entry is allowed as it is integrated from PeopleSoft Finance. Any updates to project status will show up automatically through system updates when the integration executes from PeopleSoft Finance system.

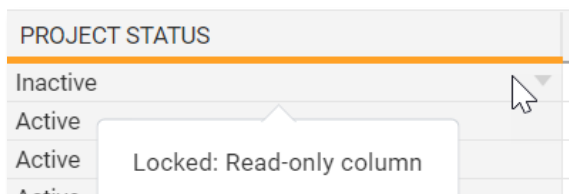


Figure 7. Project Status Column

## REF ID

**Adaptive Code:** REF\_ID

**Type:** Text

**Data Source:** FY22 Original Budget

The REF ID, or Reference ID, is an entry field that can be used by users to support reporting. Alpha and numeric inputs are acceptable. It is text-based (non-dimensional or amount based inputs), cannot be used with reports or OfficeConnect. Users can export the sheet as an alternative method to using REF ID information during the fiscal year

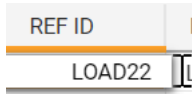


Figure 8. Reference ID Column

## Notes

**Adaptive Code:** Notes

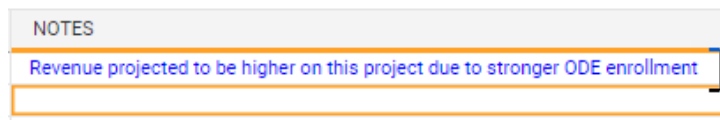
**Type:** Text

**Data Source:** FY22 Original Budget

Similar to REF ID, this field provides user the ability to enter a note regarding the amount or other dimensions. Notes are limited to 2,048 characters. It is displayed on the sheet directly for visibility, line by line. Data can be imported through integration or entered manually, can always be editable unless version or column becomes locked. This column cannot be added to reports or OfficeConnect, although reports do enable line-specific notes to be added – just not to be confused as the same field.

Figure 10. Notes

Dimension



Blue colored notes – entry not saved.

## Rev\_Timespan

**Adaptive Code:** Rev\_Timespan

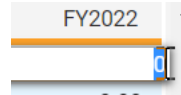
**Type:** Timespan

**Data Source:** FY22 Original Budget

The Revenue timespan account is the “Amount” cell into which users will enter the budget amount for each line item on the revenue sheet. The revenue amount can be entered here, no drop-down selection. Data can be imported through integration or entered manually, can always be editable unless version or column becomes locked.

When users enter in an annual amount in this field, Adaptive divides the annual amount by 12 months. While this is a behind the scenes feature (i.e., “breakback”) users who run certain revenue reports may need to adjust formulas accordingly

Figure 11. Revenue Timespan



## Revenue Sheet: How To Data Entry

### Accessing the Revenue Sheet

From the Home Screen, go to Sheets → Revenue under Budget Development

### Add Rows to the Sheet

Select the fifth icon to add row:

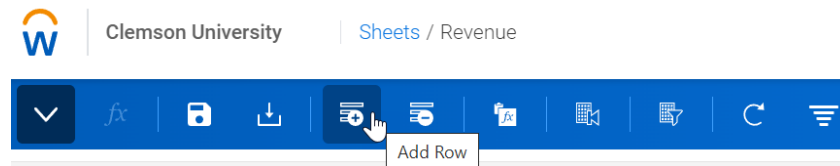


Figure 12. Add Row Icon

To add multiple rows in an accelerated fashion, use your mouse or the Shift + Down Arrow on your keyboard, right click, and select one of the options presented.

3	0500 Budget Holding Closing - ...	Active
4	0500 Budget Holding Closing - ...	Active
5	0501 Dean of Arch,Arts&Human...	Active
6	0503 School of A	
7	0503 School of A	
8	0503 School of A	
9	0503 School of A	
10	0503 School of A	
11	0503 School of A	
12	0507 Nieri Dept c	
13	0507 Nieri Dept c	
14	0507 Nieri Dept c	
15	0507 Nieri Dept c	

Clear

---

Add 12 Rows

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Copy 12 Rows

---

Delete 12 Rows

Figure 13. Add Multiple Rows Example

### Data Entry - Dimensions

Enter, at minimum, the required fields. Add optional information to ensure context around the budget you are submitting is documented in the Original Budget version.

Begin entering the required column fields:

1. Level,
2. GL Account,
3. Fund,
4. Program,
5. Project,
6. Timespan amount for applicable time (fiscal year or month/quarter)

The following column fields are Optional:

7. REF ID,
8. Notes

### Do not forget to save your work!

A row will not be saved if any required column fields are left blank. Click the floppy disk icon to save once completed to save you entry.

Entries are not auto-saved, if you leave the page without saving – your work will not be saved!

Notice from the image below, when changes are made – they are noted by the blue font. These changes have not been saved.

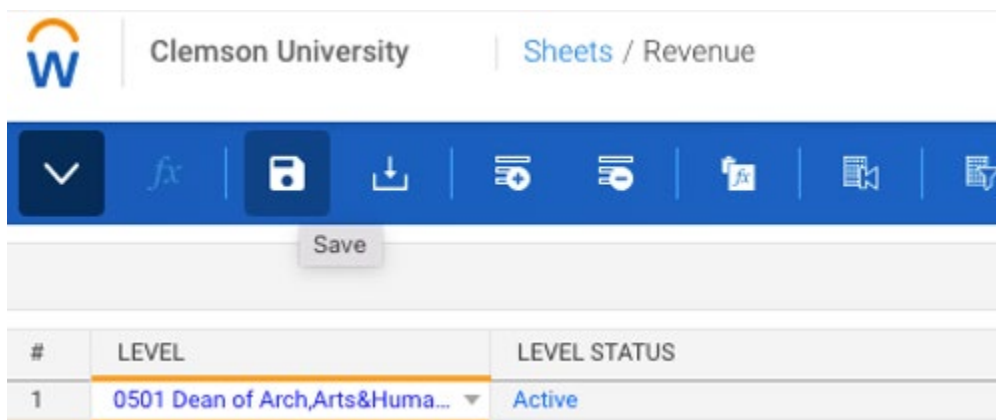
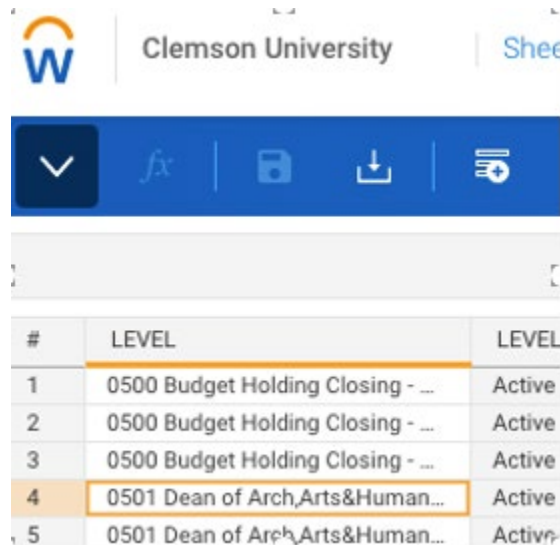


Figure 14. Unsaved Changes Example

If the font color is black as seen below, the data changes have been saved.



#	LEVEL	LEVEL
1	0500 Budget Holding Closing - ...	Active
2	0500 Budget Holding Closing - ...	Active
3	0500 Budget Holding Closing - ...	Active
4	0501 Dean of Arch,Arts&Human...	Active
5	0501 Dean of Arch,Arts&Human...	Active

Figure 15. Saved Changes Example

#### *What to watch out for*

- Despite (**None**) being an option in the drop down for required column fields, *do not* select this! You will be unable to save. It is an option although not valid.
- Level can be selected using the drop-down. Level values are grouped by applicable department, not alphanumeric. Easiest way to locate a level would be entering the Level code or searching for the appropriate level.
- Level Status is *only* available for Departments (Cost Centers). Level Status for Budget Centers (Cost Center Hierarchies) will be blank. Do not be alarmed.
- GL Accounts will allow you to select only from grouped income accounts. Contra-asset accounts will not be available, best to search if you desire to double check.
- Fund, Program, Class, and values are numerically listed based on the applicable numeric dimension code.

- Adaptive code may differ from the values available for selection, search option may be useful for this reason.
- Level Status and Project status are not editable as these columns are automatically updated if any updates are made, if this needs to get updated, please notify someone of the change needed.
- Any additional dimension values will be updated automatically through the system's integration. Drop down selection values cannot be edited as they are predefined by their hierarchy structure.