workday. GUEST SERVICES

Quick Start Guide

BUDGETING IN WORKDAY USING ADAPTIVE PLANNING

Budgeting basics made simple



TERMINOLOGY

Finance Terminology

TERM	DEFINITION
Baseline Budget	The starting point for each cost center's budget, composed of nine months of actual current-year data (January–September) and three months of the current-year budget (October–December).
Capital Expenditures (CapEx)	Funds used to purchase or upgrade assets such as equipment or property. Capital expenditures are developed through a separate planning process outside of Adaptive.
Controllable Expenses	Expenses that managers can directly influence or adjust (e.g., supplies, travel, utilities).
Cost of Goods Sold (COGS)	The direct costs associated with producing goods or services. In Adaptive, these amounts are calculated automatically based on the percentage entered for each account and the budgeted revenue.
Depreciation Expense	The allocation of the cost of an asset over its useful life. Depreciation budgets are maintained by GSI Corporate Finance and automatically reflected in Adaptive.
Direct Payroll	Wages and salaries for regular staff directly assigned to the cost center. This category can be adjusted by managers to reflect staffing or wage changes.
Non-Controllable Expenses	Expenses maintained by GSI Corporate Finance that cannot be edited by managers (e.g., depreciation, insurance, overhead allocations).
Related Payroll Expenses	Payroll-related costs such as taxes, insurance, and benefits. These are either automatically calculated or maintained by GSI Corporate Finance.
Roll-Up	The process by which individual account lines or cost centers are grouped into higher-level categories or totals within reports and summaries. Roll-ups help visualize how detailed data contributes to overall results.

Adaptive Terminology

TERM	DEFINITION
Accounts	The chart of accounts used to classify revenue, expenses and other finance categories. In Adaptive, accounts are organized by hierarchy under major groupings (e.g. Revenue, Cost of Goods Sold, and Payroll).
Budget Input Sheet (BIS)	This is the primary worksheet in Adaptive where users enter, review, and adjust their cost center budgets. Adjustments made here automatically flow to the Income Statement Summary.
Dimensions	Categories that define how data can be viewed and or analyzed, such as Accounts, Time or Level. Dimensions allow you to filter or group data from multiple perspectives
Filter & Display Options	Tools that allow you to control what data is shown and how.
Income Statement Summary (ISS)	A read-only report that displays summarized budget data for each cost center. It updates automatically when changes are made and saved in the Budget Input Sheet or Personnel Input Sheet.
Levels	The hierarchy of cost centers in Adaptive. Each cost center is represented as a level, and multiple cost centers roll up into higher-level cost center hierarchies. This allows users to view data at both individual cost center and rolled-up location levels.
Personnel Tab	A sheet in Adaptive that is used to view or update employee-level details such as pay rate, hours, and estimated increases. Changes here flow automatically into the budget.
Sheet	A workspace in Adaptive where users view or edit data (e.g., Budget Input Sheet, Income Statement Summary, Personnel Sheet). Sheets are where all the primary budget planning is done.
Workday Adaptive (Adaptive)	The online budgeting and forecasting system that is used to prepare, review, and manage budgets.

Table of Contents

GENERAL INFORMATION 3

BASELINE BUDGET 3

ACCESSING WORKDAY ADAPTIVE 3

BUDGET CATEGORIES AND ADJUSTMENT RULES 4

- **REVENUE** 4
- **COST OF GOODS SOLD (COGS)** 5
- **DIRECT PAYROLL** 5
- **CONTROLLABLE EXPENSES** 5
- **RELATED PAYROLL ADJUSTMENT** 5
- **NON-CONTROLLABLE EXPENSES** 5
- **GENERAL OVERHEAD** 6
- **DEPRECIATION EXPENSE AND PROPERTY INSURANCE EXPENSE** 6
- **CAPITAL EXPENDITURES (EXECUTIVE COMMITTEE MEMBERS ONLY)** 6
- **STATISTICAL INFORMATION** 7

PAYROLL TEMPLATES 7

NEW COST CENTERS 7

USING ADAPTIVE: ENTERING, ADJUSTING, AND EXPORTING BUDGETS 8

- **Making changes to your budget in Adaptive** 8
- **Reviewing data in the income statement summary** 14
- **Changing what Data you can see using Display Options** 15
- **Changing Dimensions on the Income Statement Summary** 17
- **Using the Search Function** 21
- **Exploring Cells to View Roll Ups** 22
- **Updating Personnel** 23
- **Exporting Budgets to Excel** 28

ADDITIONAL RESOURCES 29

GENERAL INFORMATION

This guide will assist Budget Managers in preparing their 2027 budget using the Workday Adaptive Planning system (Adaptive). Beginning with the 2027 cycle, we fully have transitioned the budgeting process to Workday Adaptive, and all budgets going must be prepared and managed within Adaptive. As in prior years, there will be **2** rounds of budgets this year. **Please ensure that each Budget Manager puts their best and final projections in the first budget round.**

BASELINE BUDGET

The Baseline Budget represents the starting point for the 2027 budget process. **For each cost center, the baseline budget will be available in Adaptive on Friday October 16th, 2026** and can be viewed on the Income Statement Summary. It will consist of nine months of actuals from 2026 (January through September) and three months of budget from 2026 (October through December). This combination will provide a consistent foundation from which you can adjust for 2027.

ACCESSING WORKDAY ADAPTIVE

Adaptive is the system where all budgeting activity will be prepared, entered, and reviewed. You can access Adaptive through Workday by selecting the “Adaptive Planning” application. Within the system, budget managers will use the primary dashboard to enter data, review summaries, and verify that adjustments are reflected correctly.

For the 2027 budget cycle, users no longer need to log into the Adaptive Module with a separate email and password. First-time users will instead add Adaptive Planning to their Workday menu bar using the Customization Settings. Once configured, budget tasks can be launched directly by opening the main Workday menu, navigating to the "Strategy" category, and selecting "Adaptive Planning".

Data will be saved directly in the system, with updates visible to users in real time, to ensure consistency and assist with collaboration.

For questions or technical support, contact Guest Services Workday Support at workday@guestservices.com.

BUDGET CATEGORIES AND ADJUSTMENT RULES

In Workday Adaptive, all adjustments are made through the **Budget Input Sheet**. This sheet is organized with spend categories that represent the major components of the budget. Some spend categories allow dollar adjustments, while others can be updated based on percentage inputs.

Spend Category	
1. Revenue	Any revenue account can be adjusted
2. Cost of Goods Sold	The Cost of Goods Sold account can be adjusted
3. Direct Payroll	Any Direct Payroll account can be adjusted
4. Controllable Expenses	Any controllable Expense can be adjusted
5. Related Payroll adjustment	Related Payroll Expense accounts cannot be adjusted
6. Non-Controllable Expenses	Non-Controllable accounts cannot be adjusted

REVENUE

All Revenue accounts in your 2027 Budget can be adjusted. The revenue amounts in your 2027 Baseline Budget were derived from nine months of 2026 actuals, from January through September, and your 2026 budget amounts from October through December.

If you are aware of any unusual Revenue trends or variations in 2026, you should take these into account when adjusting your 2027 Revenue budget.

Cost centers with reimbursable costs are not required to calculate this line item or enter an amount in the Budget Input Sheet. Adaptive will automatically calculate the values each time other line items in the budget are adjustment.

COST OF GOODS SOLD (COGS)

The Cost of Goods Sold accounts in your 2027 budget can be adjusted. The base Cost of Goods sold amounts in your 2027 Budget will be linked to percentage values that update automatically based on the revenue entered for the corresponding spend category.

Controllable expenses that roll up within Cost of Goods Sold can be adjusted as needed. These adjustments should reflect expected operational changes or known variations in product or service costs. Historical data from prior years should be reviewed to validate assumptions and maintain accuracy.

Cost centers should contact the accounting team if they need different percentages or set amounts resulting from unique operating circumstances or due to client requirements.

DIRECT PAYROLL

All Direct Payroll accounts in your 2027 budget can be adjusted via the Personnel Tab in Adaptive. The Direct Payroll amounts in your 2027 Baseline Budget were derived from nine months of 2026 actuals, from January through September, and your 2026 budget amounts from October through December.

Payroll budgets will be based on the number of workdays in each month, not on the dates when payroll is paid.

Adjustments should also reflect seasonal staffing requirements, wage changes, or other known factors (e.g. renovations) that may cause unusual fluctuations. Adaptive automatically accounts for holidays through built-in system calculations. Because the total number of workdays in each month includes holidays, the system automatically deducts the corresponding holiday pay from regular wages and reallocates that amount to the Holiday spend category. For seasonal employees, navigate to the separate "Seasonal Personnel Input Sheet" tab in Workday Adaptive, where you can input the estimated cost per employee by month.

Information for Salaries and Wages, Payroll Taxes, and Employee Benefits is pulled directly from the personnel sections in Adaptive. As changes are made to staffing or pay rates, the system automatically recalculates related expenses and updates the budget accordingly.

CONTROLLABLE EXPENSES

All Controllable Expense accounts in your 2027 Budget can be adjusted. The amounts in the 2027 Baseline Budget were derived from nine months of 2026 actuals, from January through September, and 2026 budget amounts from October through December. Adjustments should reflect operational needs, expected changes, or planned savings for 2027.

RELATED PAYROLL ADJUSTMENT

Related Payroll Expense accounts cannot be adjusted in your 2027 Budget. The Corporate Finance department maintains these accounts centrally, including payroll taxes, group insurance, retirement plans, workers’ compensation, and employee meals.

The baseline amounts are derived from prior year actuals and may vary based on statutory tax rates or system-driven calculations. Adaptive automatically updates these expenses when changes are made to Direct Payroll in the Personnel tab, Seasonal Personnel Input sheet, or Budget Input Sheet.

NON-CONTROLLABLE EXPENSES

Non-Controllable Expense accounts cannot be adjusted in your 2027 Budget. These include items such as insurance allocations and other centrally maintained costs. Finance updates these accounts outside the cost center entry process, and any changes flow automatically into Adaptive.

The baseline amounts for 2027 were derived from nine months of 2026 actuals, from January through September, and 2026 budget amounts from October through December. These lines are maintained centrally to ensure consistency across the company and should not be modified by managers.

GENERAL OVERHEAD

General Overhead is a centrally managed item and cannot be adjusted in the 2027 Budget. It is calculated as a fixed percentage (3%) of each operating unit's total revenue. This percentage is populated and will apply consistently across all cost centers.

DEPRECIATION EXPENSE AND PROPERTY INSURANCE EXPENSE

Depreciation and property insurance budgets are maintained by Finance. These accounts are reviewed and updated based on factors such as asset expirations, capital expenditure plans, and insurance renewals. Managers do not make adjustments to these lines, as they will be reflected automatically in Adaptive.

CAPITAL EXPENDITURES (EXECUTIVE COMMITTEE MEMBERS ONLY)

Each Division Executive will use the "CapEx" sheet to forecast Capital Expenditures for 2027. Rather than being distributed as a separate spreadsheet, this sheet is now located directly within Workday Adaptive. This component is added to the Budget in order to (a) more effectively plan cash flow needs and (b) to reduce the amount of mid-year scrutiny performed on capital expenditures.

Through this forecast process, the goal is to establish what the capital expenditures requirements are going to be at the beginning of the year. This means that there will be less scrutiny during the year on requested "approved" capital expenditures and far more scrutiny on requested "unapproved" capital expenditures. A small amount of Miscellaneous Capital Expenditures can also be added for each month as needed.

In addition to reviewing the P&L statements every month, all Budget Managers will be evaluated on their over/under Budget Capital Expenditures. This is a very serious matter. Every Manager should carefully consider the necessity and return expectation of each additional dollar that is invested into the business. A methodology is currently being developed that will measure the Manager's performance based upon the return on investment (profit/assets).

Please complete and submit the "CapEx" sheet within Workday Adaptive alongside your budgets for each round by the due dates on the 2027 Budget Calendar. This information will assist the Finance Division in determining the Depreciation Expense Budget for each cost center.

STATISTICAL INFORMATION

Statistical information in the Budget Input Sheet helps ensure that key operational metrics are accurately reflected in the 2027 budget. These statistics are entered directly within Adaptive and, in some cases, will calculate automatically based on other data entered into the system.

Statistics vary by the cost center type and include:

Statistic	Description
Room information	For lodging operations, this includes the total number of rooms and the number of rooms sold each month
Lot information	For campgrounds, this includes the total number of lots and the number of lots sold by month
Houseboat information	For marinas that rent houseboats, this includes the total number of houseboats and the number rented each month
Moorage information	For marinas with rented slips, this includes the total number of slips and the number occupied by month

PAYROLL TEMPLATES

In prior years, payroll templates were distributed and used to calculate and allocate labor costs by month. In Workday Adaptive, this process has been replaced by the Personnel sheet.

All payroll-related data, including salaries, wages, payroll taxes, and benefits, is now managed directly in the Personnel Input Sheet. This ensures payroll information flows automatically into the budget and eliminates the need for separate templates.

NEW COST CENTERS

A Baseline Budget will not be created for cost centers that begin operations on or after October 1, 2026. These cost centers will start with a blank Budget Input Sheet in Adaptive.

Cost centers that began operations between January 1, 2026 and September 30, 2026 will need to develop the remaining months of the year from a zero base. A Budget Input Sheet will be available in Adaptive for all cost centers.

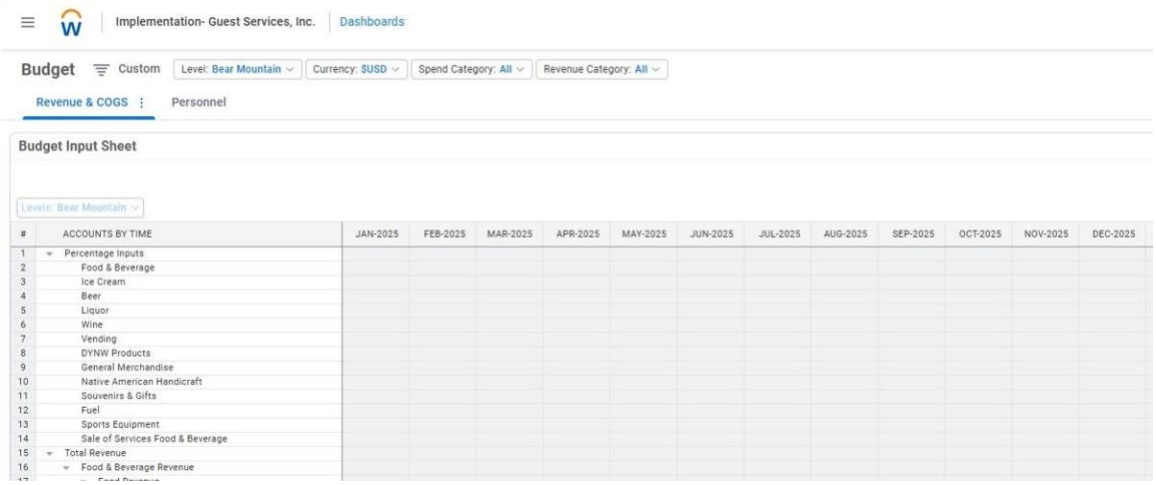
In both cases, the most recent Contract Pro-Forma should be used as the basis for constructing the 2027 budget. This ensures consistency with what was previously approved by management and submitted to the client.

USING ADAPTIVE: ENTERING, ADJUSTING, AND EXPORTING BUDGETS

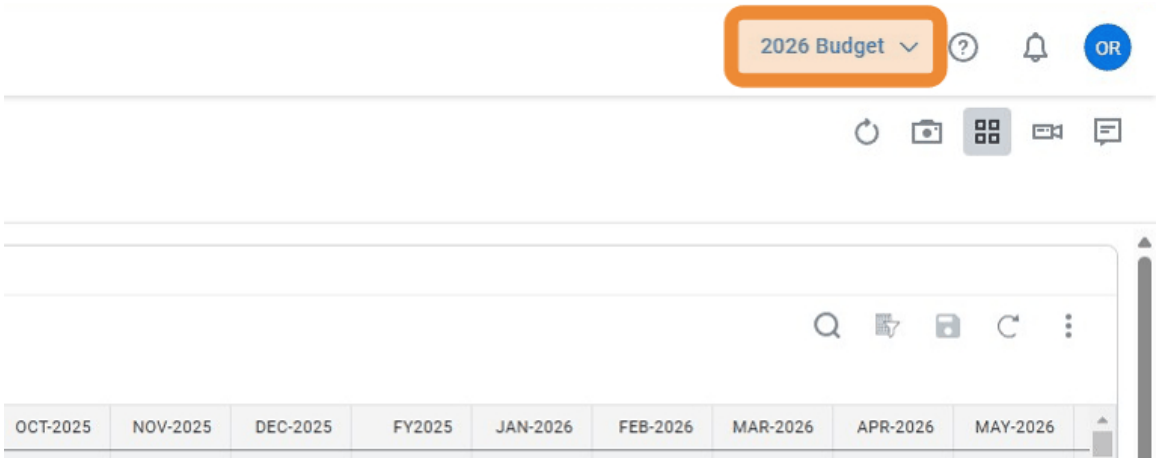
As mentioned, for the 2027 budget cycle, users will access the system by customizing their Workday left menu bar to add Adaptive Planning. Once configured, simply open the Workday menu, select the Strategy category, and click the Adaptive Planning button to launch your budget tasks. If you have any issues logging in, contact Guest Services Workday Support at workday@guestservices.com.

Making changes to your budget in Adaptive

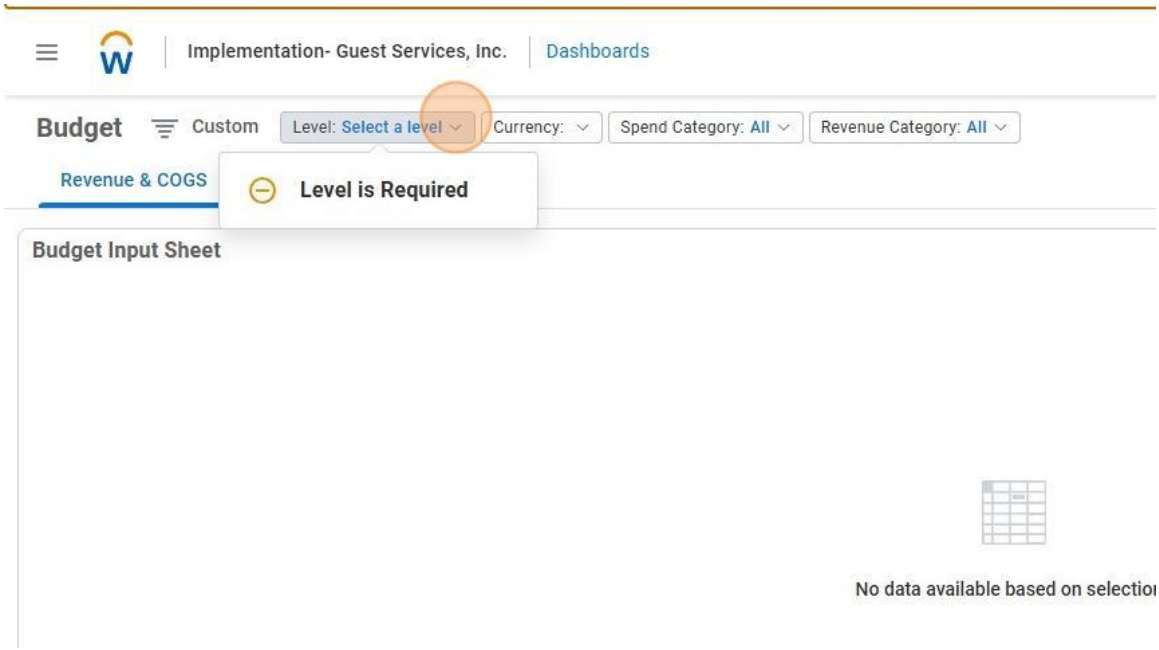
Start by navigating to Workday Adaptive and logging in.



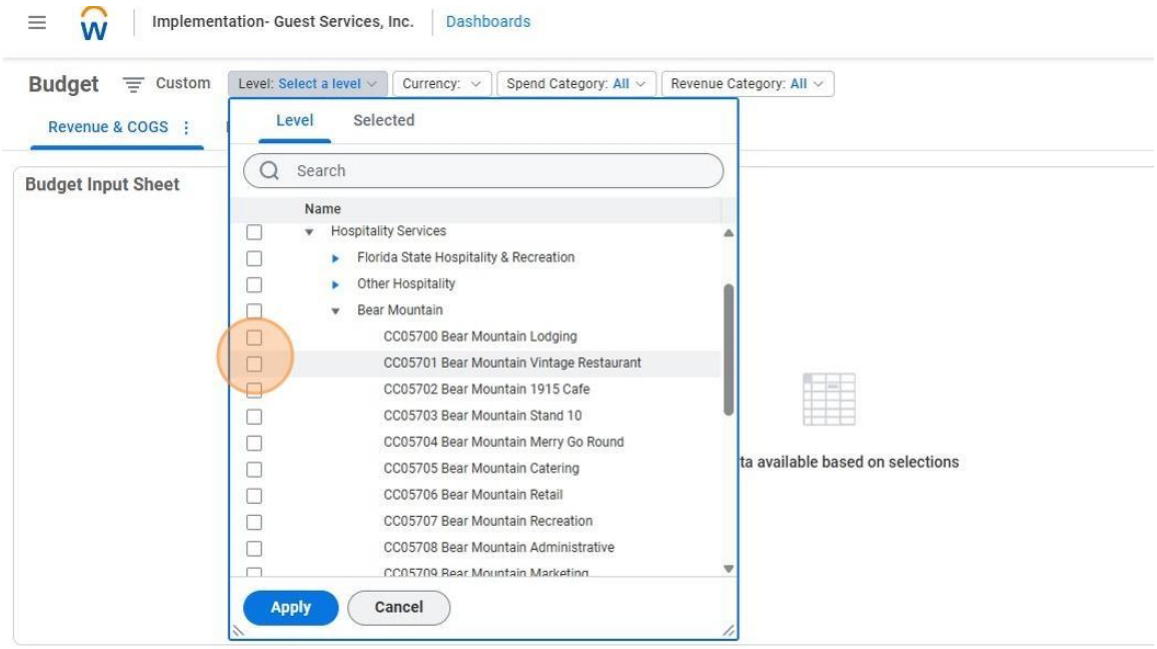
Confirm that you are working in the correct budget version (Step is pending what is available for users).



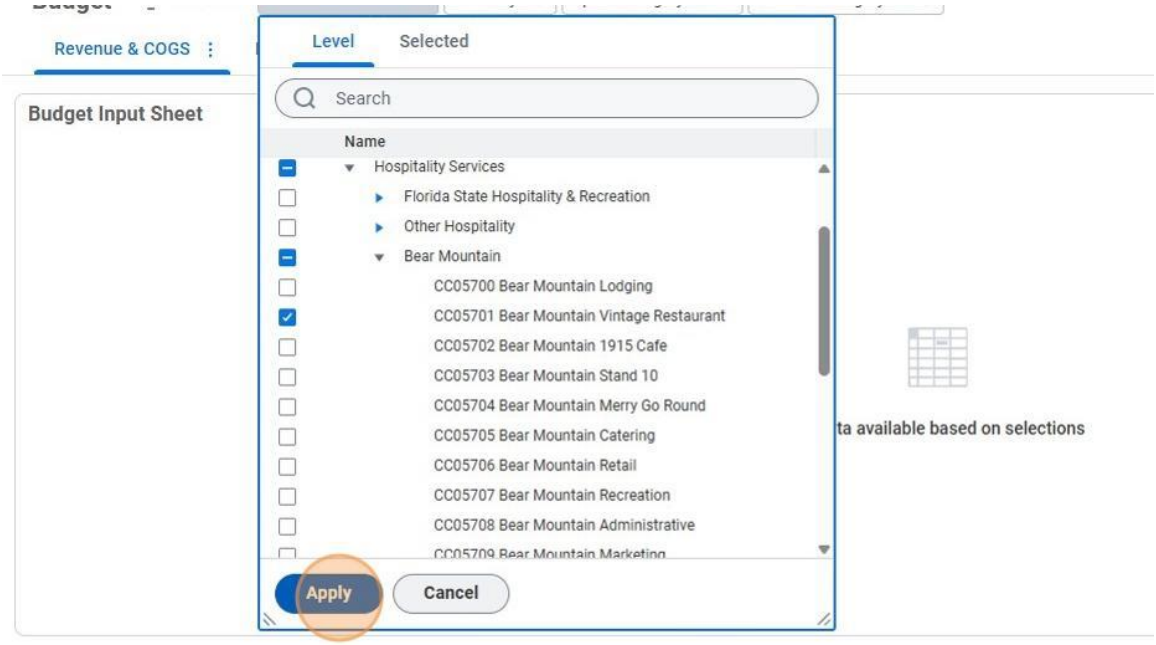
Select the cost center(s) you'd like to make adjustments to by clicking on the "level" dropdown.



Navigate to the cost center you want to adjust and click on the box next to it to ensure that it is selected.



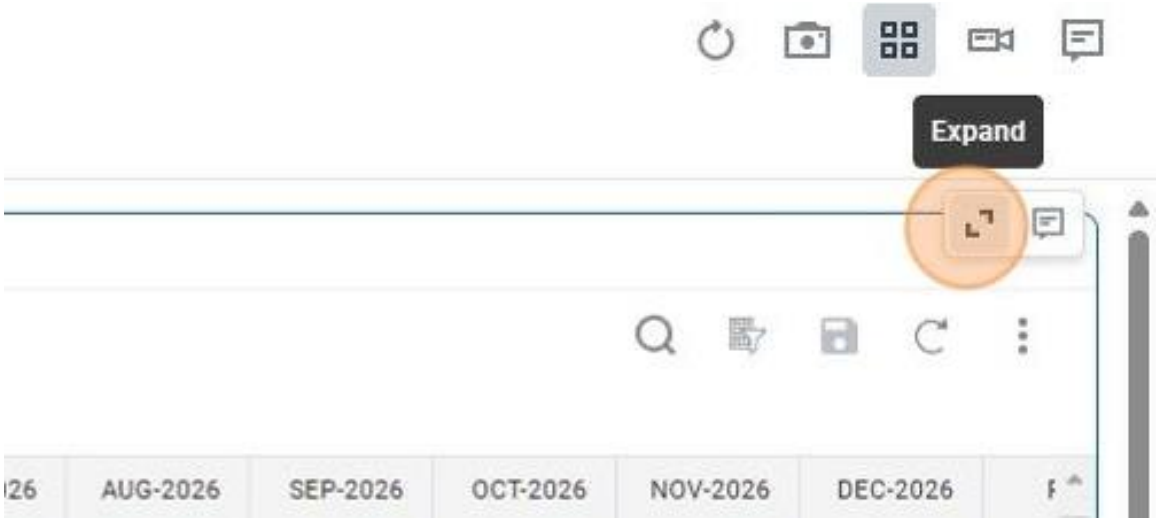
Click "Apply" to open the budget sheets for the selected cost center.



NOTE: Both the **Budget Input Sheet** and the **Income Statement Summary** for the cost center(s) will appear.

- The **Budget Input Sheet** is where adjustments will be entered and updated.
- The **Income Statement Summary** is where the 2026 budget is displayed and will automatically update based on the changes made to the Budget Input Sheet.

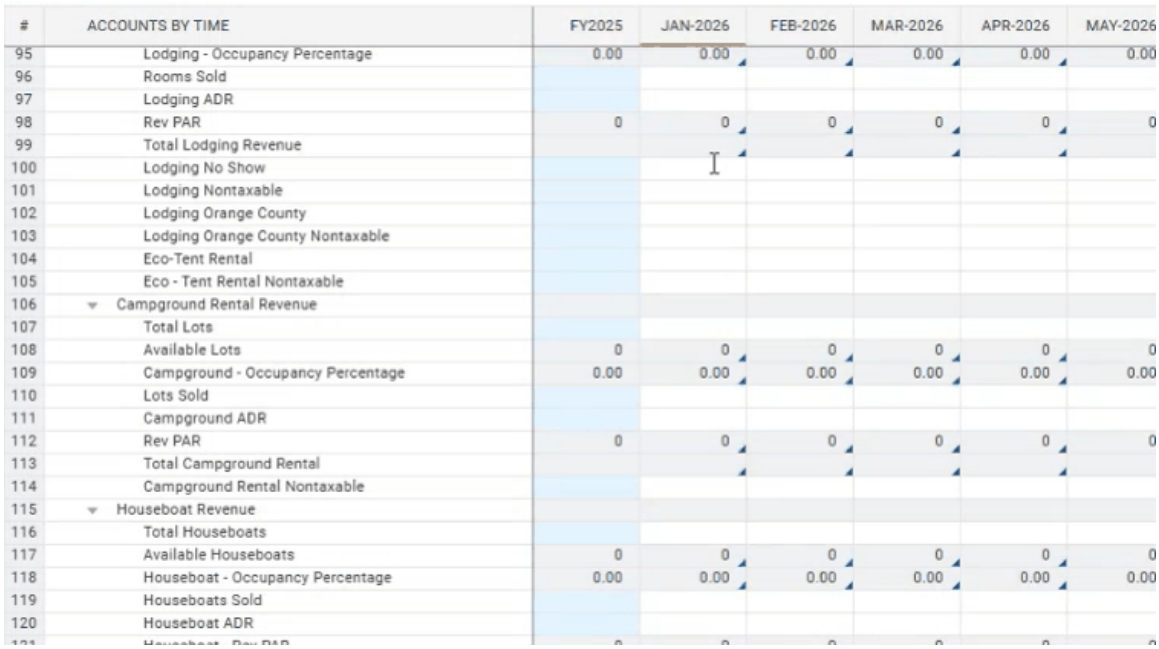
For easier navigation, it's recommended to expand the **Budget Input Sheet** to view it in full screen by clicking on the *Expand* icon in the top right-hand corner.



When viewing the **Budget Input Sheet**, you can click on the ▶or ▼ icons to collapse or expand categories in the sheet

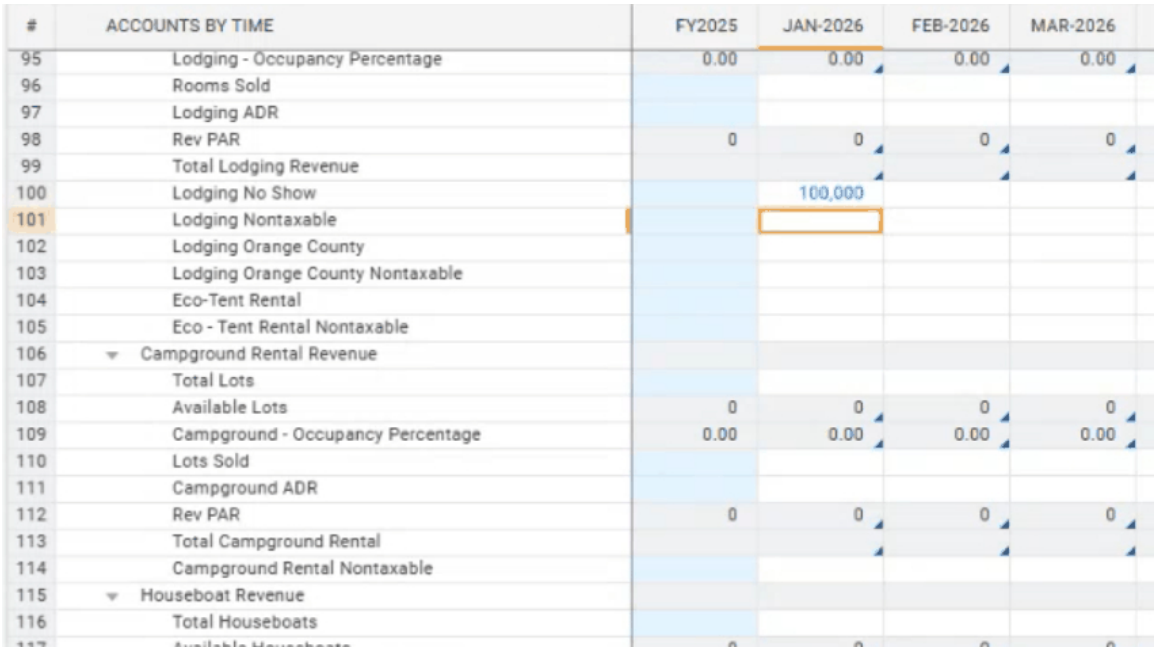


White cells are open for user input and changes, whereas gray cells locked and cannot be changed.



#	ACCOUNTS BY TIME	FY2025	JAN-2026	FEB-2026	MAR-2026	APR-2026	MAY-2026
95	Lodging - Occupancy Percentage	0.00	0.00	0.00	0.00	0.00	0.00
96	Rooms Sold						
97	Lodging ADR						
98	Rev PAR	0	0	0	0	0	0
99	Total Lodging Revenue						
100	Lodging No Show						
101	Lodging Nontaxable						
102	Lodging Orange County						
103	Lodging Orange County Nontaxable						
104	Eco-Tent Rental						
105	Eco - Tent Rental Nontaxable						
106	Campground Rental Revenue						
107	Total Lots						
108	Available Lots	0	0	0	0	0	0
109	Campground - Occupancy Percentage	0.00	0.00	0.00	0.00	0.00	0.00
110	Lots Sold						
111	Campground ADR						
112	Rev PAR	0	0	0	0	0	0
113	Total Campground Rental						
114	Campground Rental Nontaxable						
115	Houseboat Revenue						
116	Total Houseboats						
117	Available Houseboats	0	0	0	0	0	0
118	Houseboat - Occupancy Percentage	0.00	0.00	0.00	0.00	0.00	0.00
119	Houseboats Sold						
120	Houseboat ADR						

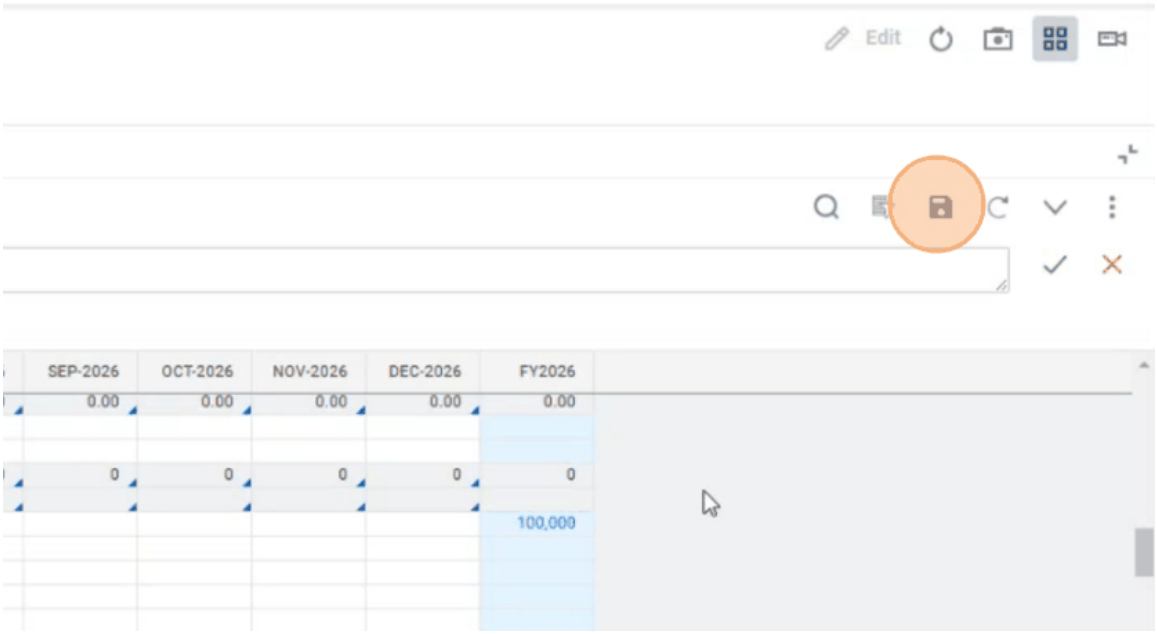
You can click on the cell that you'd like to make changes to and then input the value that you'd like to change it to. The newly input value will appear in blue.



#	ACCOUNTS BY TIME	FY2025	JAN-2026	FEB-2026	MAR-2026
95	Lodging - Occupancy Percentage	0.00	0.00	0.00	0.00
96	Rooms Sold				
97	Lodging ADR				
98	Rev PAR	0	0	0	0
99	Total Lodging Revenue				
100	Lodging No Show		100,000		
101	Lodging Nontaxable				
102	Lodging Orange County				
103	Lodging Orange County Nontaxable				
104	Eco-Tent Rental				
105	Eco - Tent Rental Nontaxable				
106	Campground Rental Revenue				
107	Total Lots				
108	Available Lots	0	0	0	0
109	Campground - Occupancy Percentage	0.00	0.00	0.00	0.00
110	Lots Sold				
111	Campground ADR				
112	Rev PAR	0	0	0	0
113	Total Campground Rental				
114	Campground Rental Nontaxable				
115	Houseboat Revenue				
116	Total Houseboats				

Unsaved changes in the **Budget Input Sheet** will appear in blue. Click on the *Save* icon in the top right-hand corner to save any changes.

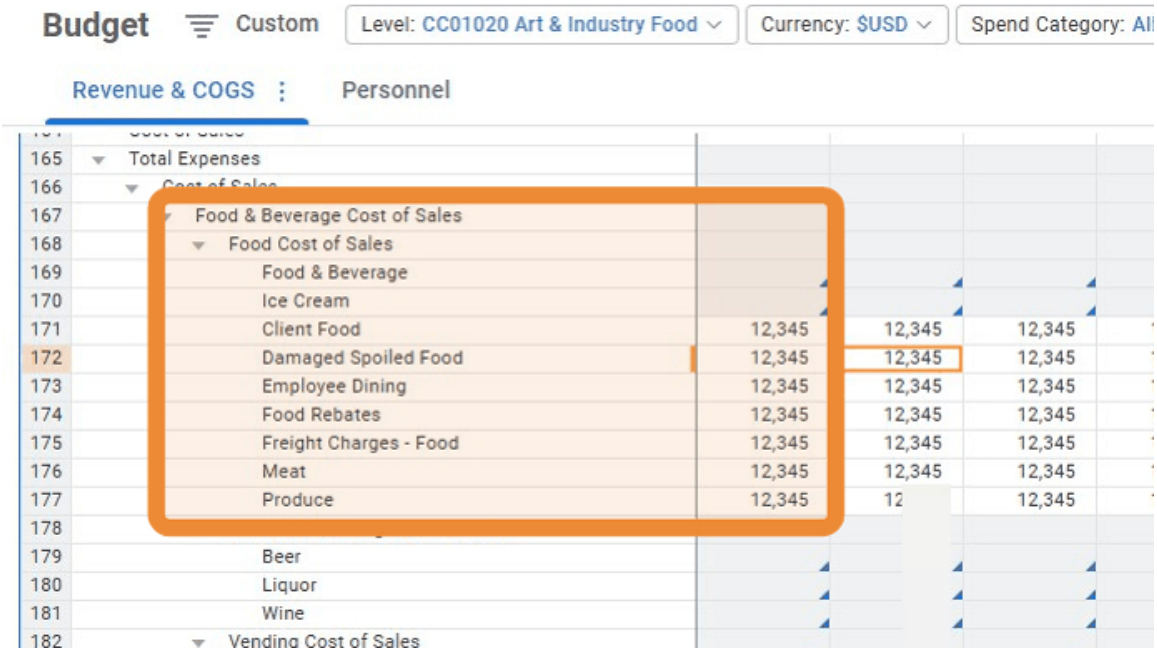
Note: Unsaved changes may be lost if you navigate away or close the sheet.



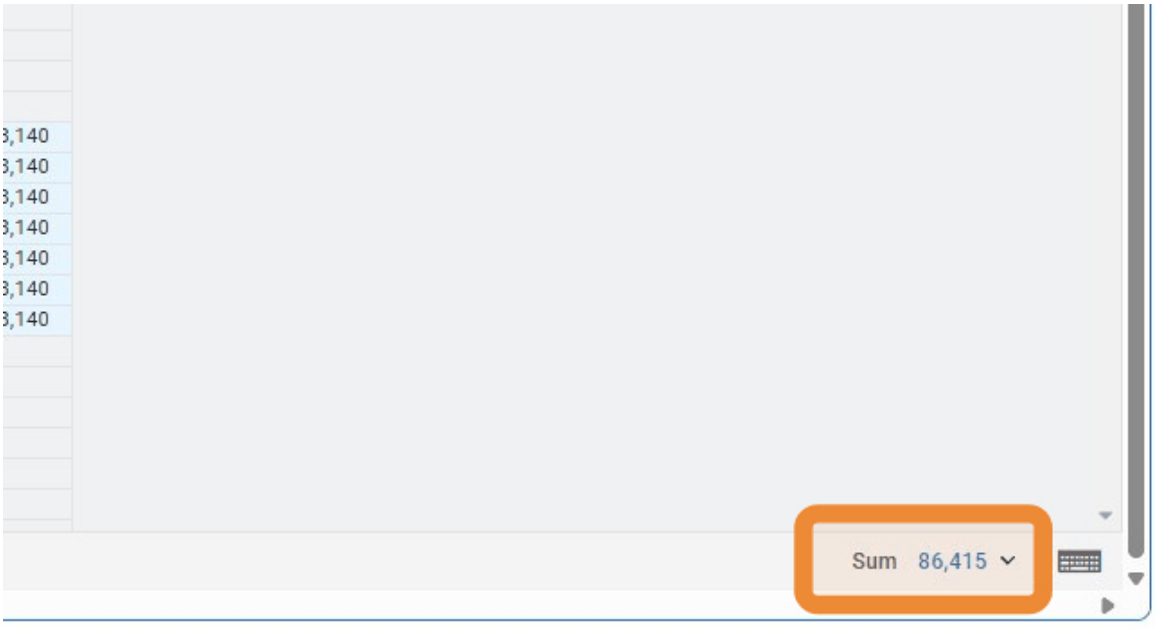
Reviewing data in the income statement summary

Users should remember that only saved entries in the Budget Input Sheet will appear in the Income Statement Summary for review and confirmed that changes were accurately reflected.

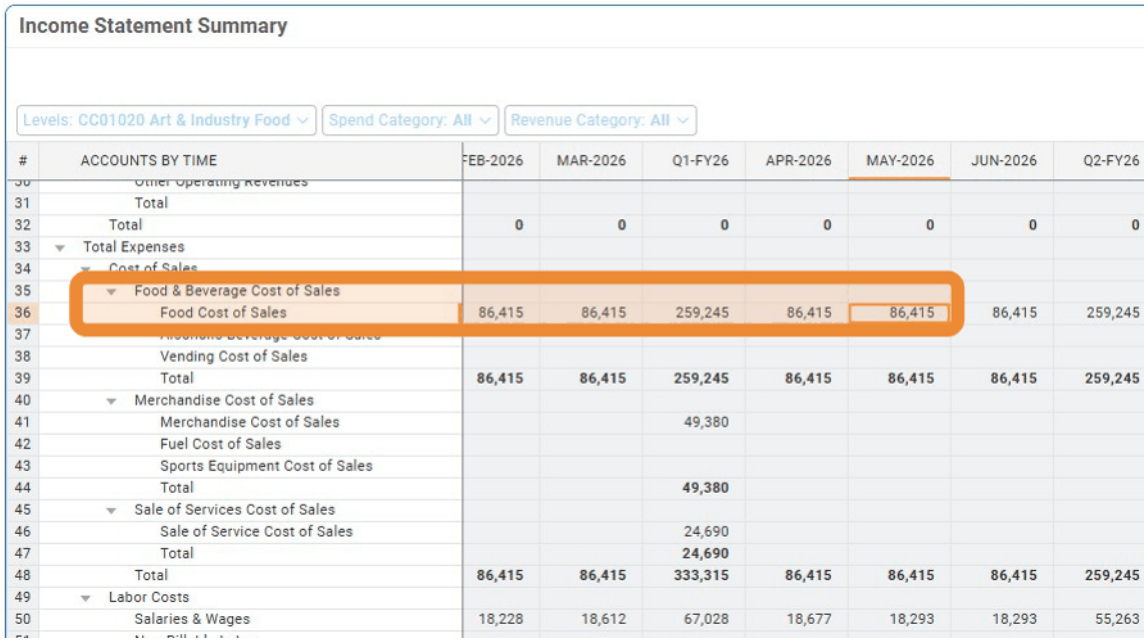
When looking at values in the Budget Input Sheet, the roll-up account should be reviewed.



A quick shortcut is to select multiple cells and view the "Sum" in the bottom left-hand corner



When looking at the Income Statement Summary, the value should be accurately reflected.

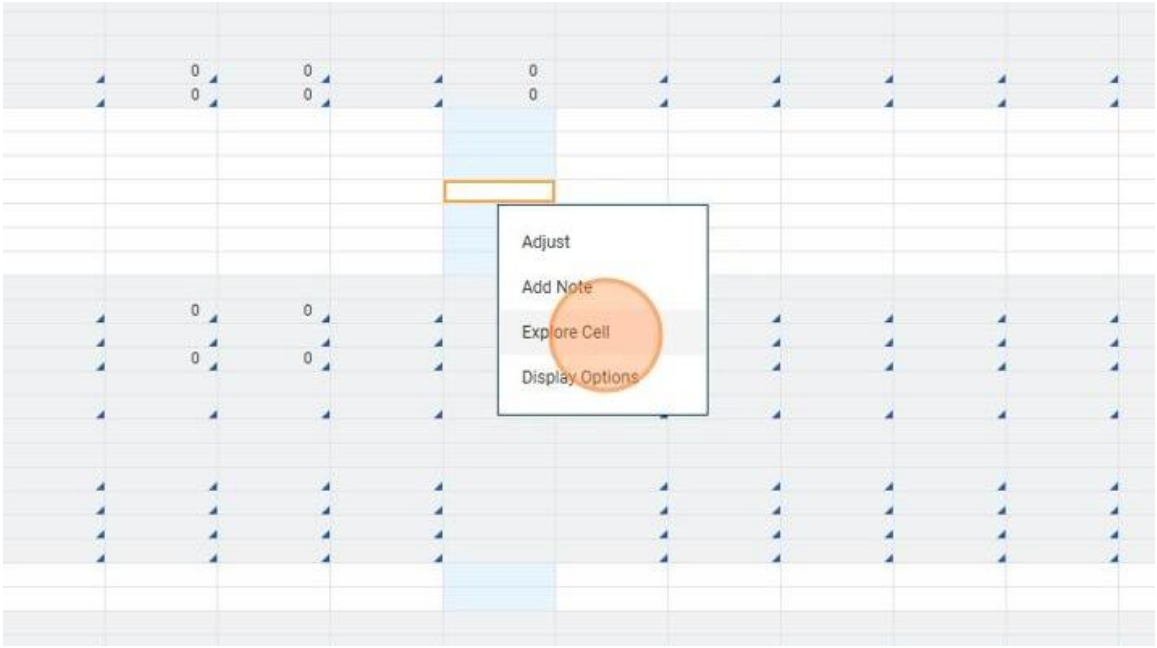


#	ACCOUNTS BY TIME	FEB-2026	MAR-2026	Q1-FY26	APR-2026	MAY-2026	JUN-2026	Q2-FY26
31	Total							
32	Total	0	0	0	0	0	0	0
33	Total Expenses							
34	Cost of Sales							
35	Food & Beverage Cost of Sales							
36	Food Cost of Sales	86,415	86,415	259,245	86,415	86,415	86,415	259,245
37								
38	Vending Cost of Sales							
39	Total	86,415	86,415	259,245	86,415	86,415	86,415	259,245
40	Merchandise Cost of Sales							
41	Merchandise Cost of Sales			49,380				
42	Fuel Cost of Sales							
43	Sports Equipment Cost of Sales							
44	Total			49,380				
45	Sale of Services Cost of Sales							
46	Sale of Service Cost of Sales			24,690				
47	Total			24,690				
48	Total	86,415	86,415	333,315	86,415	86,415	86,415	259,245
49	Labor Costs							
50	Salaries & Wages	18,228	18,612	67,028	18,677	18,293	18,293	55,263

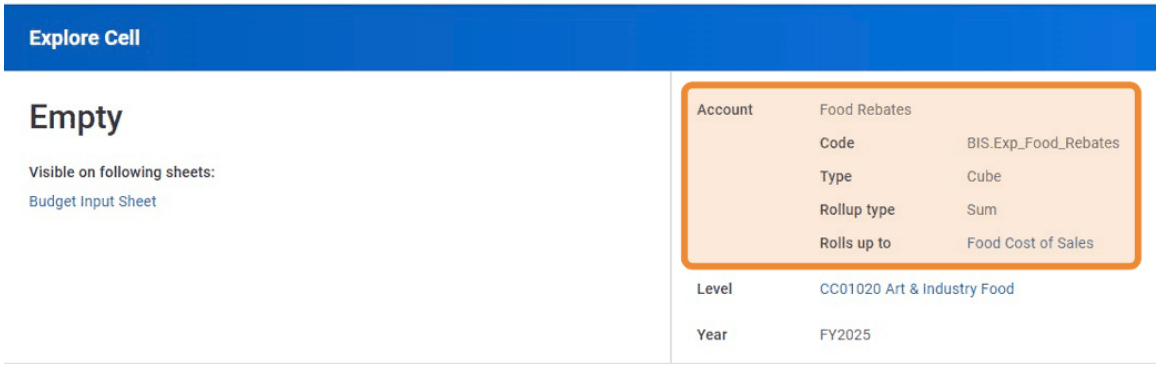
Exploring Cells to View Roll Ups

The Explore Cell feature allows users to see how individual accounts or categories roll up into higher-level accounts. This helps confirm where the numbers are coming from and how they contribute to the overall budget.

This can be done by right clicking any cell and selecting **Explore Cell**



This opens a new pop up that shows the *Rollup Type*, which shows how the value affects the category it rolls into and what the value *Rolls up to* to show the affected category group.

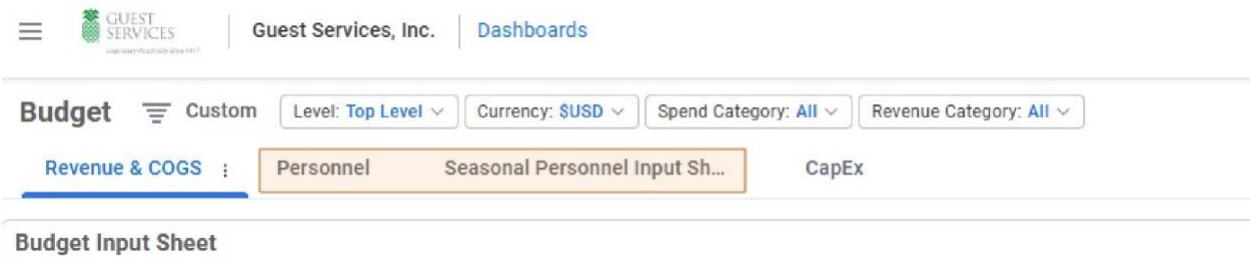


Updating Personnel

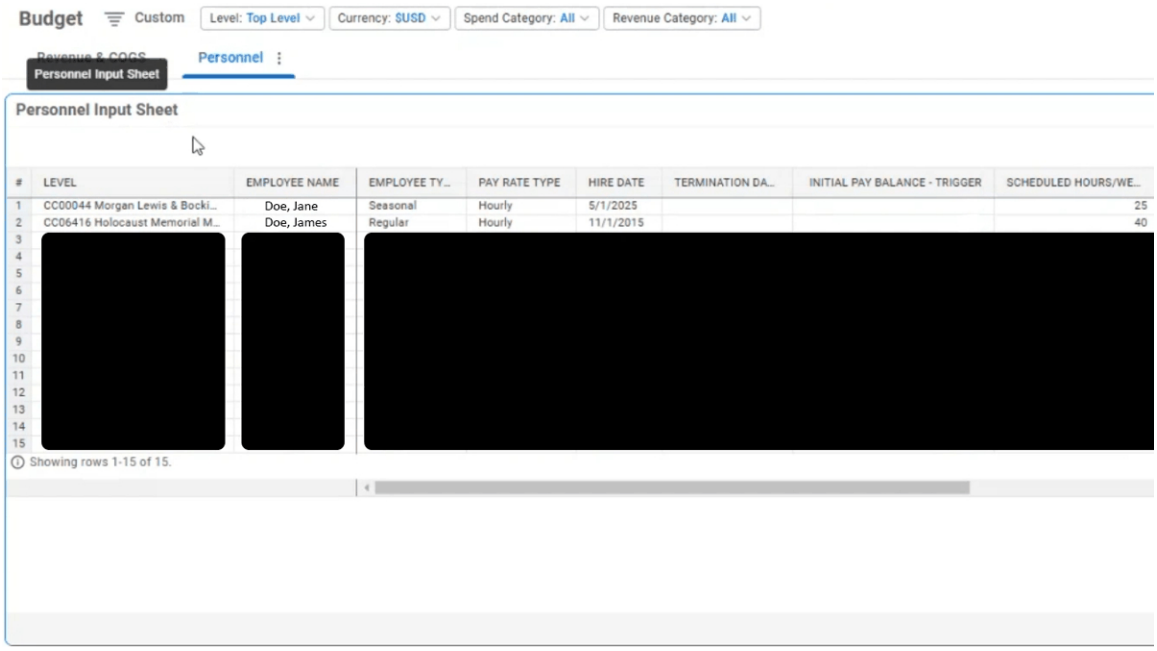
The Personnel Tabs control the labor costs that flow into the budget input sheet, including salaries and wages, payroll taxes, and employee benefits. The Personnel Input Sheet provides detailed information such as cost center, name, employment type (regular or wages only), pay rate type (hourly or salaried), scheduled hours, estimated annual increases, and more for each employee. Additionally, if meal and lodging credits are entered on the standard Personnel sheet, the system will calculate them automatically. Keep in mind that the Seasonal Personnel Input Sheet does not automatically calculate meal and lodging credits, you will need to manually factor those credits directly into the monthly amounts entered for seasonal employees.

Together, this information will determine your payroll data and ensure that labor costs are accurately reflected in your budget.

You can switch to the Personnel section by clicking on the **Personnel** tab in the top left-hand corner of your dashboard. We will discuss how to use the "Seasonal Personnel Input Sheet" later in this guide.

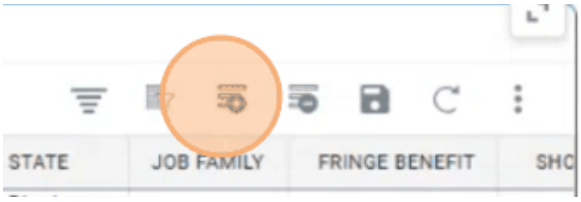


Here you can view and adjust information for employees in the **Personnel Input Sheet**.

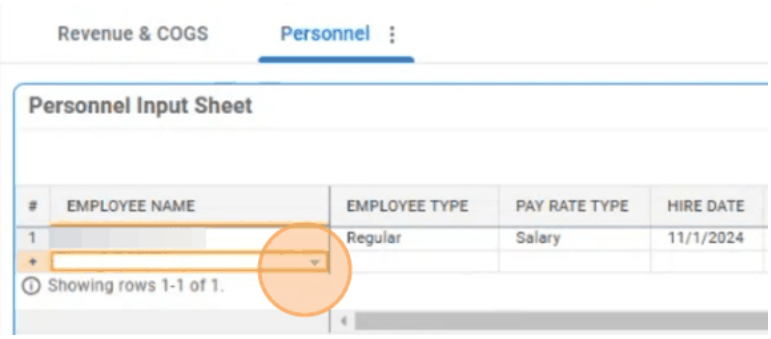


A new row can be added to account for new hires that are expected in 2027, but are not already listed. To do this, click the *Add Row* icon in the top right-hand corner.

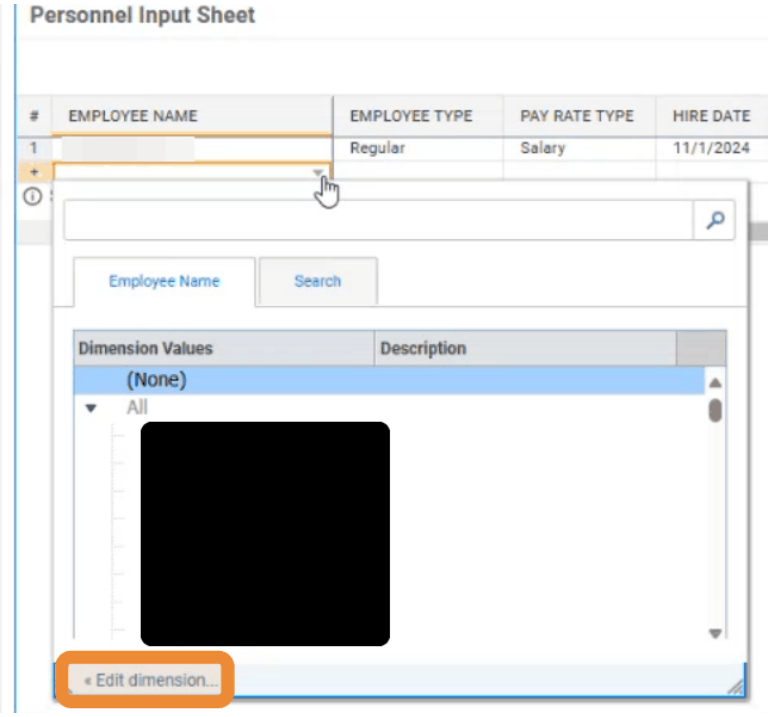
Note: Seasonal employees should only be added into the *Seasonal Personnel Input Sheet*



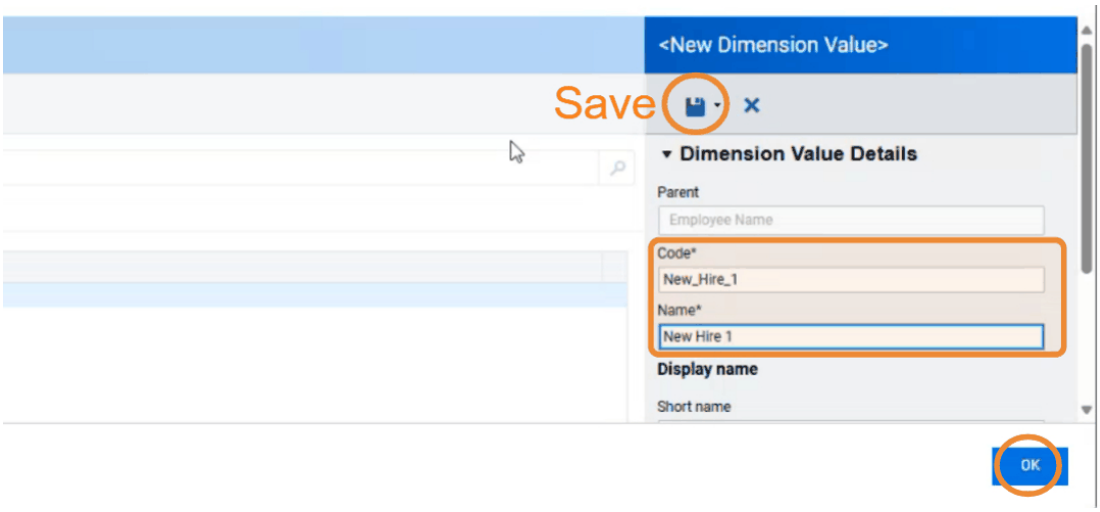
Once the new row is created, you'll need to add an employee name before populating information. Click on the ▼ icon in the *Employee Name* field to open the *Employee Name* menu.



In the Employee Name menu, click on *Edit Dimension* from the dropdown to open the **Edit Employee Name** menu.



In the **Edit Employee Name** menu, you can add the new employee's name or a placeholder in the *Code* and *Name* fields. then click the *Save* button above it and click *OK* to return to the **Personnel Input Sheet**.



The new employee will now appear in the **Personnel Input Sheet**. From here you can enter basic personnel details such as their Employee Type, Pay Rate Type, Initial Pay, and Scheduled Hours (Weekly).

For seasonal employees, the "Seasonal Personnel Input Sheet" functions similarly to the standard Personnel sheet, allowing you to input expected seasonal wages for each specific month of impact. Any changes will appear in blue.

As with budget inputs, unsaved changes appear in blue. Click on the *save* icon in the top right-hand corner to save updates to the sheet.

ADDITIONAL RESOURES

Quick Reference Guides are available online via https://gsiemployees.com/workday to provide detailed step-by-step support on specific topics and areas of Workday Adaptive. These guides include:

- Instructions for first-time users on how to access the Adaptive budgeting module.
- Guidance on advanced features that streamline data entry and simplify making adjustments in the Budget Input Sheet
- How to use dimensions, display options, and the search function to filter or explore data.
- Instructions for exporting sheets to Excel and using the snapshot function for version tracking and sharing.
- Additional job aids, videos, and references covering other features in Workday Adaptive.

For questions or help with technical issues related to Workday, please contact workday@guestservices.com. The support team can assist with system access, troubleshooting, and help provide guidance on budget setup and navigation.