FINANCIAL FORECAST
Guideline and Training Manual

Office of Budgets and Asset Management

YORK U

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Definition of a Forecast

A Forecast is an estimation of the financial position of your Division, Faculty, Department or unit at the end of the current fiscal year. It is comprised of the Actual year-to-date Revenue and Expenditures plus an estimation of the Revenue and Expenditures that will incur for the remainder of the current fiscal year. The Forecast is based on a set of assumptions and projections that are made by the Division, Faculty, Department or unit in conjunction with the Finance department and Office of Budgets and Asset Management.

Preparation and Submission

A Financial Forecast should be developed at the Cost Centre level or at the Activity-Time-Location (ATL) level for each Cost Centre. If desired, it can be developed and submitted at the financial roll-up level (Faculty or Department level).

Users who wish to submit the forecast at the financial roll up level can do so by entering the consolidated financial forecast amount in **any one Cost Centre** that is included in the financial roll up and leave the remaining Cost Centres within the roll-up with zero forecast balances.

Forecast Ledgers

Forecast entries can be uploaded to the following ledgers:

1. **Forecast Current or Working (Optional for all areas) -** To upload your ongoing forecast (Own departmental/faculty use)

2. **Forecast Finance (Mandatory for all areas) –** To submit your forecast to Finance and Office of Budgets and Asset Management

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Forecast Submission Due Date

Forecast Ledger	Submission date
Forecast Finance Submission (FCASTFIN)	Each faculty/department must submit their forecasts to Finance and Office of Budgets and Asset Management on **January 31** each year unless a different date was communicated on the annual Forecast/Budget Call memo. **Note:** Each faculty/department has the same due date which is set and communicated by the department of Finance and Office of Budgets and Asset Management.

Forecast Process Summary

Step 1 - Enter your forecast entries through one of the two methods:

(1) **Forecast Entry Spreadsheet** *(eReports)* where the template is downloaded from eReports[E1] and loaded through PeopleSoft [P1]-Forecast for one Cost Centre at a time **(Pgs. 6-16) OR**

(2) **Forecast Mass Upload Template** *(Downloaded from BAM Website)* where forecast entries are uploaded in a batch file-Forecast for one or multiple Cost Centres at a time. **(Pgs. 17-23)**

> **✱** **CAUTION:** It is recommended to **submit** the forecast entries using the Forecast Mass Upload Template from your work location.

Step 2 - Verify your forecasts data by using:

Forecast View[E3] *(eReports)*-Used to view your forecast entries **(Pgs. 24-26)**

> **➡** **TIP:** Make sure that the Forecast Entry Column is showing the amount for the **whole fiscal year**.

Step 3 - Finalize[P2] your forecasts through the Forecast Administration page on *PeopleSoft*. **(Pgs. 27-30)**

Step 4 – Verify that all forecasts' combinations have been **finalized** with the **correct amount** in the **right forecast ledger** by using the **Forecast Status[E2]** *(eReports)*. This report can also provide information such as the last updated user and last updated time. **(Pgs. 31-32)**

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eReports and PeopleSoft Log-in

Use your Passport York username and password to login to eReports and PeopleSoft

Logging into PeopleSoft Offsite
If you want to access PeopleSoft or upload forecast data using a computer outside the campus (via Peoplesoft or Mass upload template), you will first need to connect to York's Virtual Private Network using the Remote Desktop access to your work desktop.

Step-by-step VPN instructions via Ivanti Secure Access Client are available through York UIT resources. If you have any issues regarding to Ivanti Secure Access, kindly please contact UIT at askit@yorku.ca

> ✱ **CAUTION:** Do not upload your forecast entries via Peoplesoft/Mass upload template off campus without remote desktop access. Data can be entered and saved in the Mass upload template for later upload when on site or with remote desktop access.

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Forecast Modules at a Glance

EREPORTS

Go to Finance>**Forecast & Budget Call**

Reports

Forecast & Budget Call
- » Budget Entry Spreadsheet
- » Budget Status
- » Budget View
- » Forecast Entry Spreadsheet
- » Forecast Status
- » Forecast View
- » Forecast View - VPA
- » Rolling Budget Status
- » Rolling Budget View - PBA
- » Rolling Budget View - VPA

E1. To download the forecast template in **excel format for forecast entry.** (Forecast for once cost centre at a time)

E2. To view the forecast status. (Open, finalized, or closed)

E3. To **view** the forecast entries. (Used by all areas)

E4. To **view** the forecast entries in VPA&P format.

PEOPLESOFT

Go to > **Forecast & Budget**

- Budget Administration (Year 1)
- Budget Administration(Rolling)
- Budget Import
- Forecast Administration
- **Forecast Import**

Forecast Import

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID | begins with ∨ |

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

e | Add a New Value

P2. Use to **finalize** forecast

P1. Use **to load forecast entries** (one cost centre at a time)

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Forecast Entry Spreadsheet[E1] (eReports)

Go to Finance > Forecast & Budget Call > <u>Forecast Entry Spreadsheet</u>

> ➡️ **TIP:** The Forecast Entry Spreadsheet allows you to quickly load the forecast entries that exist in one ledger to another.

For example, you have already entered the forecast entries in the 'Current or Working' ledger and would like to enter the same numbers in 'Finance Submission'. To obtain the forecast entries from 'Current or Working', choose 'Current or Working' for 'Forecast Entry Information to populate from' in the Forecast Entry Spreadsheet criteria page. Once downloaded, save the file and follow the steps detailed in load forecast entries in PeopleSoft on Pg. 10.

Step 1: Select/enter the criteria you want to base your report on and click on **Fetch Report**. This will open up an excel spreadsheet similar to the one shown in step 3.

Step 2: Save the excel spreadsheet on your computer or shared drive.

> ➡️ **TIP:** Remember the filename and location for completing step 4(load forecast entries).

> ✳️ **CAUTION:** Filename can only be 64 characters long including spaces.

Step 3: Follow these step-by-step instructions to enter your forecast entries and save your file.

STEP	COLUMN	HEADER	PURPOSE
1(a)	B	Account	This column should be used for **account numbers** only.
1(b)	B	New Accounts Section	If you need to forecast for an account that is not displayed in this spreadsheet, add the new account under the **New Accounts** section. ➡ **TIP:** Click on the link to Chart of Accounts if you do not know the account number.
2(a)	C	Forecast for Remaining Months	Enter the **forecast numbers for the remaining year** in this column if you have selected to forecast for the remaining months. **Note:** Even if you'll be entering the numbers for the remaining months in this column(Column C), the system will only upload the calculated numbers in Column D (Forecast for Year), where **Forecast for the Year(Column D) = YTD Actual Revenues and Expenses(Column G) + Forecast for Remaining Months (Column C)**. ➡ **TIP:** This column will be highlighted in grey if you have made this selection. ➡ **TIP:** Enter positive numbers for increase in both revenues and expenses. ✳ **CAUTION:** <u>Do not enter</u> **the forecast numbers in this column if it is not highlighted in grey.**
2(b)	D	Forecast for Year	Enter the **forecast numbers for the whole year** (12 months) in this column if you have selected to forecast for the year. ➡ **TIP:** This column will be highlighted in grey if you have made this selection. ➡ **TIP:** Enter positive numbers for increase in both revenues and expenses. ✳ **CAUTION:** <u>Do not enter</u> **the forecast numbers in this column if it is not highlighted in grey.**
3	E	Comments	Enter the **comments** in this column. Comments can be up to 1000 characters including spaces.

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> **TIP:** The system will automatically calculate the benefit amount if a salary amount is entered without benefit amount or with $0.00 benefit amount. If the benefit account needs to be $0, enter the benefit amount $0.01 so that the system does not automatically calculate the amount.

	A	B	C	D	E	F	G
1						York Financial Forecast R	
2	Fiscal Year	201X					* Balances as at January 2(
3	Forecast Detail Level	CC					
4	Fund	200	Operating Fund				Forecast Detail Level: Cost C
5	Cost Centre	111111	Financial Reporting				
6	Cost Centre Status	ACTIVE					Forecast Statuses
7	Start Date	1/1/1960	End Date	12/31/2099		Current or Working Submisson:	Open at an Unselected Le
8						Finance Submission:	Open at an Unselected Le
9						Divisional Submission One:	Open at an Unselected Le
10						Divisional Submission Two:	Finalized at an Unselectec
11							
12	https://finance.yorku.ca/FIN90PRD/signon.html						
13	Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.						
14							
15			* Do not add/move/delete columns A to E *				
16	Account Description	Account	2015 - 2016 Forecast For Remaining Months**	2015 - 2016 Forecast for Year	Comments**	2015 - 2016 Budget	2015 - 2016 Current YTD Actuals*
17							
18			** Loaded from: Finance Forecast				
107	Total Supplies-Comprehensive&General			7,630		15,000	7,630
108	Total Operating Costs		Step 1(a)	Step 2(a)	Step 2(b) 08	Step 3	70,000	129,408
109	Electricity	4		26		-	126
110	Vehicle Fuel - Gas	464000	-			-	-
111	Telephone Equip Rental-Telecom	467000	-	100,000		150,000	100,000
112	Telephone/Data Equipment	467100	-	20,000		-	20,000
113	Telephone Equipment Rent Oth	467400	-	500		-	500
114	Total Telephone & Power			120,626		150,000	120,626
115	Total Taxes and Utilities			120,626		150,000	120,626
116	Total Expenses			2,173,995		2,993,106	2,173,995
117							
118	Total Revenue Less Expenses			(1,913,874)		(2,477,058)	(1,913,874)
119	Carryforward from Previous Year			583,560		200,000	200,000
120	Carryforward to Next Year			(1,330,314)		(2,277,058)	(1,713,874)
121							
122	New Accounts						
123	If you are forecasting against an account that does not appear above, enter it below.						
124	Once this spreadsheet is uploaded into PeopleSoft, the account will appear above in subsequent downloads.						
125	Link to Chart of Accounts: http://www.yorku.ca/finance/coa.htm						
126							
127		Step 1(b)	Account	Forecast For Remaining Months	Forecast for Year	Comments	
128					-		
129					-		
130					-		
131					-		

> **TIP:** Columns F to P contain numbers from different sources that can be useful in determining the forecast numbers. Use the headings to determine the source of the information. For instance, the heading for Column F is **2015-16 Budget**. This means that the numbers displayed in this column contains the Fiscal 2016 budget entries.

> **TIP:** The **Forecast Detail Level** (Cost Centre level or ATL level) and the **Cost Centre information** are displayed on the top-left corner.

	A	B	C
1			
2	Fiscal Year	20xx	
3	Forecast Detail Level	CC	
4	Fund	200	Operating Fund
5	Cost Centre	111111	Training Manual
6	Cost Centre Status	ACTIVE	
7	Start Date	5/1/2011	End Date

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> **TIP:** The **Forecast Statuses** for each forecast ledger and the **Forecast Detail Level** are displayed in the top-middle of the spreadsheet.

	F	G	H
		York Financial Forecast Report	
		* Balances as at January 20 XX	
		Forecast Detail Level: Cost Centre	
		Forecast Statuses	
Current or Working Submisson:	Open at an Unselected Level		
Finance Submission:	Open at the Cost Centre Level		
Divisional Submission One:	Finalized at the Cost Centre Level		
Divisional Submission Two:	Finalized at an Unselected Level		

> **CAUTION:** The budget and/or forecast columns may be empty if they have been entered at the Cost Centre level and you are viewing the report at the ATL level.

Step 4: Load the forecast entry file using PeopleSoft application.

> **TIP:** Click on the link shown on the Forecast Entry Spreadsheet to go to PeopleSoft login page and login using your Passport York username and password.

	A	B
1		
2	**Fiscal Year**	201X
3	**Forecast Detail Level**	CC
4	**Fund**	200
5	**Cost Centre**	111111
6	**Cost Centre Status**	ACTIVE
7	**Start Date**	1/1/1960
8		
9		
10		
11		
12	**Link to Finance for Spreadsheet Upload:**	
13	https://finance.yorku.ca/FINPRD/signon.html	
14		

The PeopleSoft Finance link is also found under eReports "Related Links" section.

Related Links

» University Information Technology
» Finance Department Website
» Peoplesoft Finance
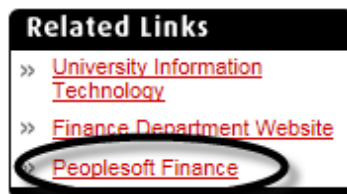
Load Forecast Entries [P1] *(PeopleSoft)*

SUMMARY

1. Go to York>Forecast & Budget>**Forecast Import**

2. From the **Forecast Import** module, click on **Search**

3. Select the Run Control ID

4. Delete previous attachment if any by clicking on the **delete icon** (🗑)
   Skip this step if this is your first time

5. Click on the **look-up icon** (🔍) to open the **Ledger** selection menu

6. Select the appropriate ledger from the ledger selection menu

7. Click on **clip icon** (✎) to attach an excel file

8. Click on **Browse** to find the excel file in the saved area and double click on the filename to select the file. Once selected, click **Upload**.

> ➡ **TIP:** If you are experiencing some issues at this stage, retry with a shorter filename of up to 64 characters.

9. Click **Run** to run the process

10. Click **Okay** to confirm running the process

11. Click on **Process Monitor** to see the status
    (a) If the Run status shows **'Success'** →Forecast has been successfully uploaded.
    (b) If the Run status shows **'No Success'** →Forecast could not be uploaded.

12. To view the error message log:
    (1) Click on **Details**
    (2) Click on **View/Log Trace**
    (3) Click on **Y GL LED IMP xxxxxx.LOG** to view the error message

13. If the file did not load (No Success Status), correct all the errors and save the file, and repeat Step 1 to 12.

> ➡➡ **FAST TRACK:** To skip detailed steps & Mass Upload sections, go to Pg. 24 to learn how to verify your forecast entries by using the Forecast View report.

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DETAILED STEP BY STEP PROCESS

1. Go to > Forecast & Budget>**Forecast Import**

2. From the **Forecast Import** module, click on **Search**

3. Select the Run Control ID **"Forecast_Import"**

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4. Delete previous attachment if any by clicking on the **delete icon** (🗑).

> ➡ **TIP:** The filename of the attached file will be displayed besides "**Attached File:**". In the example below, the attached filename is "**ATL_example**" and is in an excel (xlsx) format.

Excel File Forecast Ledger Import Request

Run Control ID	FORECAST_IMPORT		Report Manager	Process Monitor	Run

Process Request Parameters
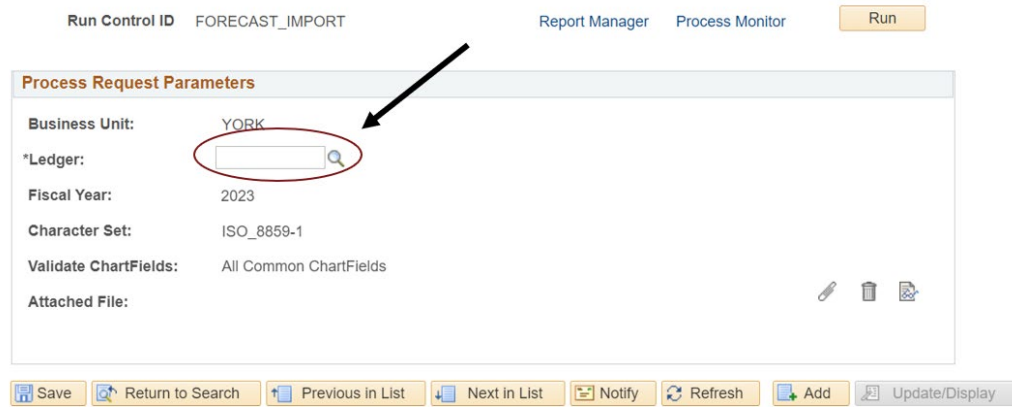
Business Unit:	YORK
***Ledger:**	FCASTFIN 🔍
Fiscal Year:	2023
Character Set:	ISO_8859-1
Validate ChartFields:	All Common ChartFields
Attached File:	financial_forecast_year_230010.xlsx

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

5. Click on the **look-up icon** (🔍) to open the **Ledger** selection menu.

Excel File Forecast Ledger Import Request

Run Control ID	FORECAST_IMPORT		Report Manager	Process Monitor	Run

Process Request Parameters

Business Unit:	YORK
***Ledger:**	🔍
Fiscal Year:	2023
Character Set:	ISO_8859-1
Validate ChartFields:	All Common ChartFields
Attached File:	
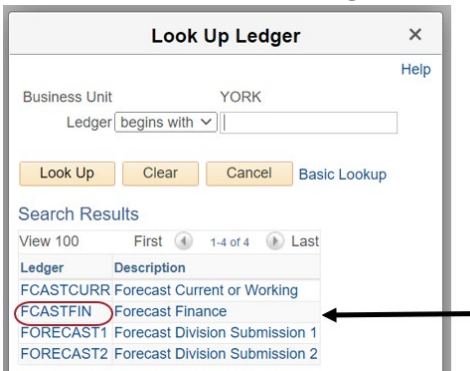
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

6. Select the appropriate ledger from the ledger selection menu.

Look Up Ledger ✕

Help

Business Unit	YORK
Ledger	begins with ✓

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100   First ◀ 1-4 of 4 ▶ Last

Ledger	Description
FCASTCURR	Forecast Current or Working
FCASTFIN	Forecast Finance
FORECAST1	Forecast Division Submission 1
FORECAST2	Forecast Division Submission 2

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CAUTION: Ensure that the appropriate ledger is selected when submitting your forecast. Inappropriate ledger selection is one of the common mistakes.

TIP: See Pg. 3 for ledger information.

7. Click on the attach icon (🖉) to attach an excel file

Excel File Forecast Ledger Import Request

| Run Control ID | FORECAST_IMPORT | Report Manager | Process Monitor | Run |

Process Request Parameters

Business Unit:	YORK
*Ledger:	FCASTFIN 🔍
Fiscal Year:	2023
Character Set:	ISO_8859-1
Validate ChartFields:	All Common ChartFields
Attached File:	🖉 🗑 ➰

💾 Save   🔍 Return to Search   ⬆️ Previous in List   ⬇️ Next in List   📧 Notify   🔄 Refresh   ➕ Add   📄 Update/Display

8. Click on **Browse** to find the excel file in the saved area and double click on the filename to select the file. Once selected, click on **Upload**.

TIP: If you are experiencing some issues at this stage, retry with a shorter filename of up to 64 characters.

File Attachment ✕

| Choose File | financial_forecast_year test.xlsx |

Upload   Cancel

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9. Click on **Run** to run the process

Excel File Forecast Ledger Import Request

Run Control ID FORECAST_IMPORT   Report Manager   Process Monitor   Run

Process Request Parameters

Business Unit: YORK

*Ledger: FCASTFIN

Fiscal Year: 2023

Character Set: ISO_8859-1

Validate ChartFields: All Common ChartFields

Attached File: financial_forecast_year_test.xlsx

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

10. Click on **OK** to confirm running the process

Process Scheduler Request   ✕

                                                                     Help

        User ID trainrpt   Run Control ID FORECAST_IMPORT

Server Name PSNT   Run Date 11/25/2022
Recurrence   Run Time 4:55:16PM   Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Excel File Ledger Import	Y_GL_LED_IMP	Application Engine	Web	TXT	Distribution

OK   Cancel   Refresh

11. Click on **Process Monitor** to see the status

Excel File Forecast Ledger Import Request

Run Control ID FORECAST_IMPORT   Report Manager   Process Monitor   Run

                                                      Process Instance:847565

Process Request Parameters

Business Unit: YORK

*Ledger: FCASTFIN

Fiscal Year: 2023

Character Set: ISO_8859-1

Validate ChartFields: All Common ChartFields

Attached File: financial_forecast_year_test.xlsx

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

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a) If the Run status shows **'Success'** →Forecast has been successfully uploaded.

b) If the Run status shows **'No Success'** →Forecast could not be uploaded.

12. To view the error message log:
    a) Click on **Details**

    b) Click on **View Log/Trace**

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c) Click on **Y GL LED IMP xxxxxx.LOG** to view the error message

d) All the errors are listed after Forecast Level in the error log.

```
Forecast Import.
Date: 201X-01-19 ───────────►  ┌─────────────────────────────────┐
Time: 15.44.01.000000 ─────────►  │ Date & Time the file was loaded │
                                  └─────────────────────────────────┘
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Processing file: TestJan11.xls ──►  ┌──────────┐
Process Instance: 428267              │ Filename │
User: TESTER                          └──────────┘

Active Number of Rows : 105

Set ID : YORK
Fiscal Year: 201x                  ┌──────────────────────────────────┐
Fund Code : 200                    │ Display your selections from the │
Cost Centre :111111                │ Forecast Entry and Forecast Import. │
Activity Code :                    └──────────────────────────────────┘
Time Code :
Location Code :
Ledger : FCASTFIN
Forecast Level: Cost Centre Level

Line 105 : Duplicate account entered: 467000   ──►  ┌───────────────┐
                                                     │ List of errors │
Process Failed.  All work rolled back.              └───────────────┘
```

> **TIP:** The details of the errors are indicated in this error log. For instance, "Line 105: Duplicate account entered: 467000" indicates that line 105 contains the duplicate entry for account 467000.

13. If the file did not load (No Success Status), correct all the errors and save the file, and repeat Step 1 to 12.

> **FAST TRACK:** To skip Mass Upload section, go to Pg. 24 to learn how to verify your forecast entries by using the Forecast View report.

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Mass Forecast Upload (Available on BAM Website)

Use the Mass Forecast Upload to enter the forecasts for one or many Cost Centres via a batch file.

> ✳ **CAUTION:** Close all other workbook/worksheets with macros when using the Mass Forecast Upload template.

> ⟫ **FAST TRACK:** Skip this section and follow the worksheets, 'Mass Upload Instructions', and 'Important Points to Remember' found on the Mass Upload Template for quick instructions if you are familiar with the mass budget upload.
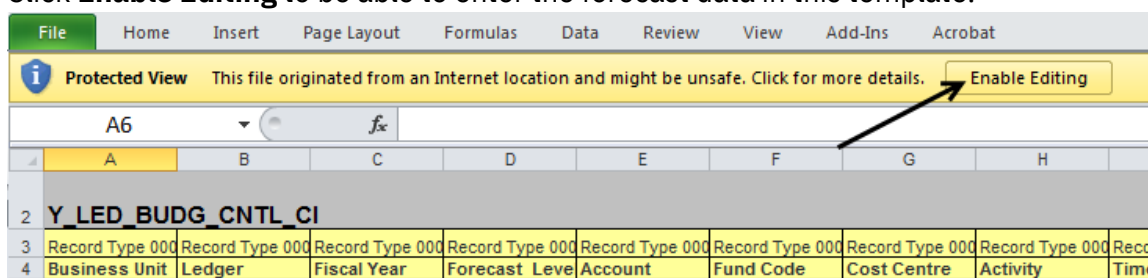
Step 1: Download the Mass Forecast Upload template from the BAM website

Step 2: Click on **Yes** to open the file.
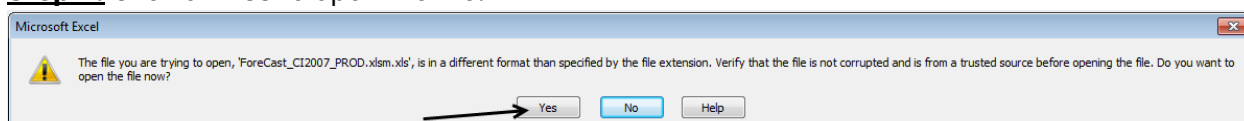
Step 3: Enable editing/content/macros.
1. Click **Enable Editing** to be able to enter the forecast data in this template.

2. Click **Enable Content** to enable the macros in this template. Note: If the macros are not enabled, you will be able to enter your forecast entries but will not be able to stage the data and submit.
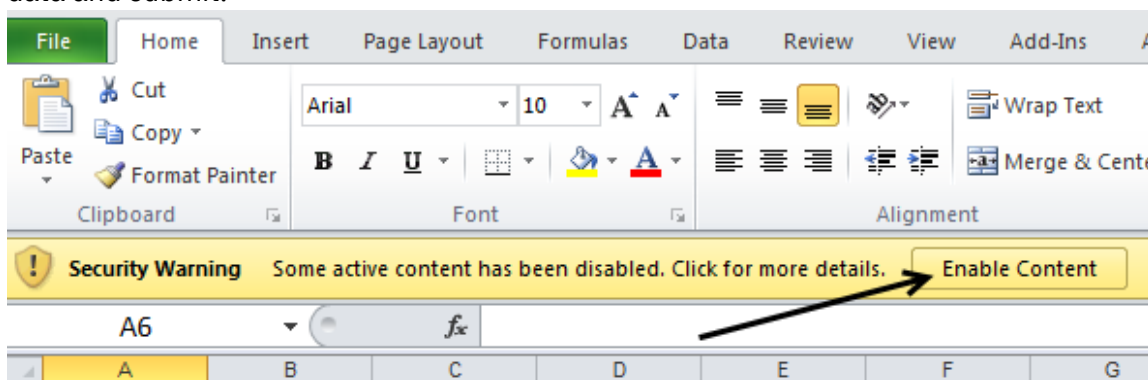
Step 4: Save the template on your personal computer or shared drive. Close and reopen your newly saved file. Make sure it is saved as an Excel Macro-Enabled Workbook (*.xlsm)

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Step 5: Use the **Data Input worksheet** to enter your forecast entries.

CAUTION: If you are copying the data from another Excel worksheet, paste the information using Paste Special Values.
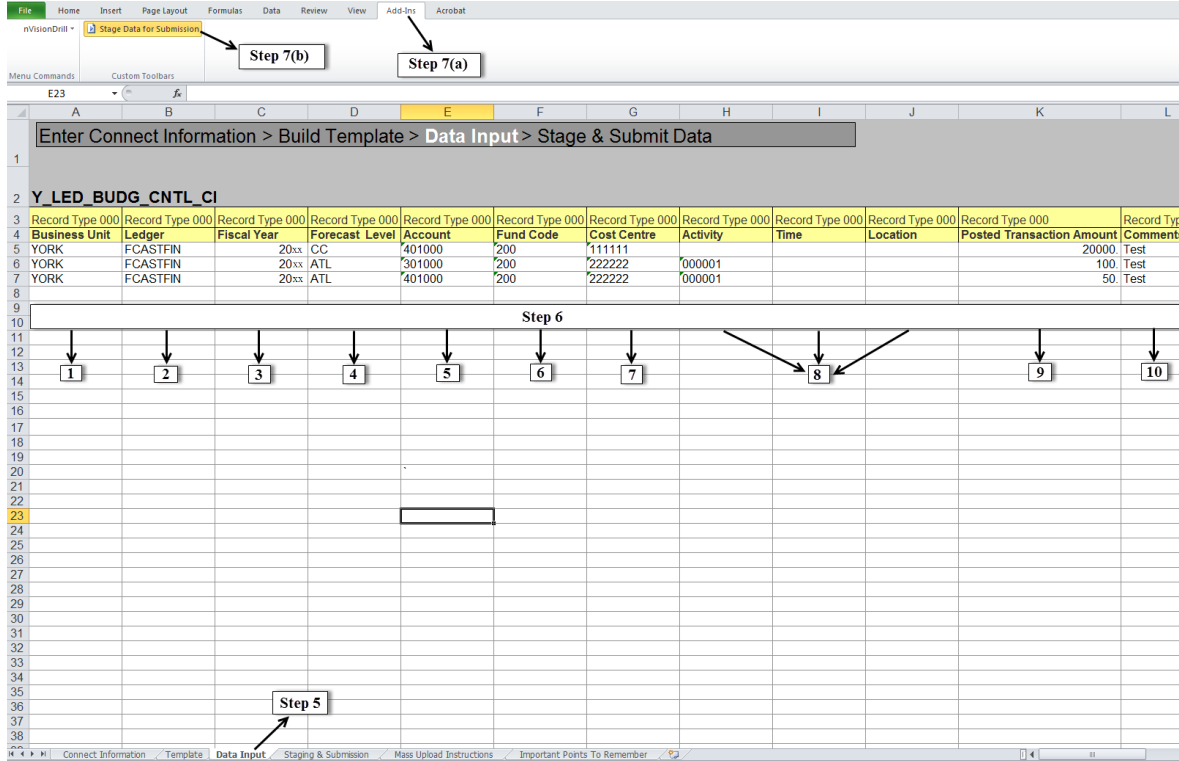
Step 6: Enter the data as per column headings.

1. **Business Unit:** YORK**Ledger:** FCASTCURR or FCASTFIN

TIP: See Pg. 3 for ledger information.

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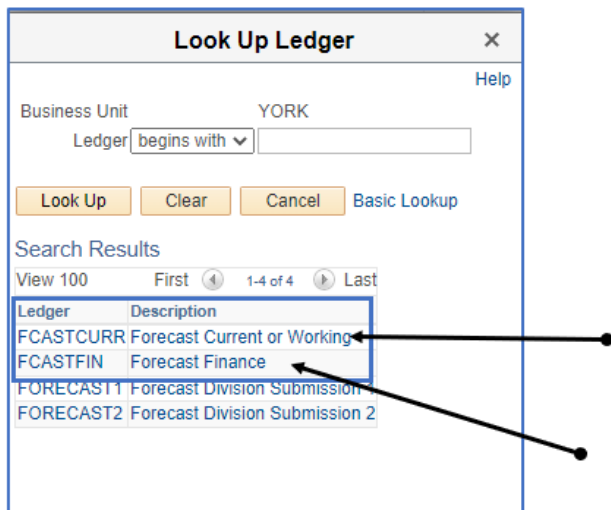
2. **Fiscal Year:** Enter current fiscal year (YYYY).

3. **Forecast Level:** CC or ATL

4. **Account**

5. **Fund Code**

6. **Cost Centre**

7. **Activity, Time and Location**

8. **Forecast amount for the whole fiscal year**

> ➡ **TIP:** Enter positive numbers when forecasting for increase in both revenues and expenses.

Comments: Comments can be up to 1000 characters including spaces

Step 7(a)&(b):

From the **Add Ins** tab, click on **Stage Data for Submission**. This will copy the data from the **Data Input** worksheet to **Staging & Submission worksheet**.

Note: Once you click on **Stage Date for Submission**, this will direct you to the **Staging and Submission worksheet**.

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins	Acrobat

nVisionDrill ▾ 　 Stage Data for Submission

Menu Commands 　　 Custom Toolbars
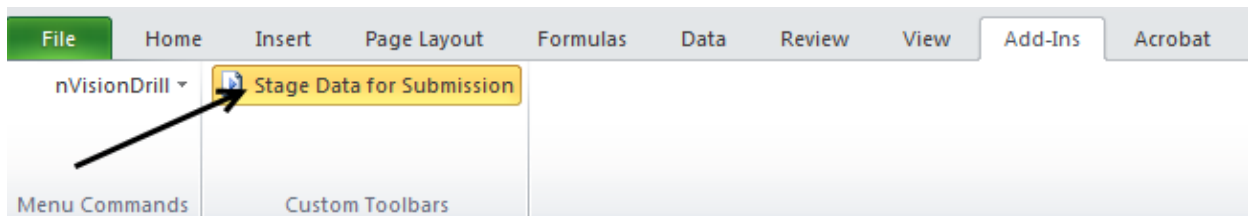
Step 8:

From the **Add-Ins tab**, click on **Submit Date**. This will prompt you to enter your Passport York username and password.

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins	Acrobat

nVisionDrill ▾ 　 Post Results 　 Submit Data

Menu Commands 　　 Custom Toolbars

A3 ▾ 　 f_x

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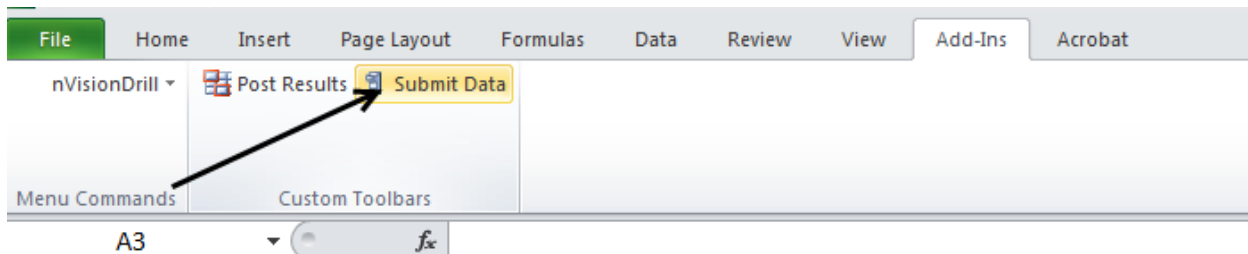
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Step 9: Enter your Passport York username and password and then on **OK**

Step 10: Once you finish entering your Passport York username and password, the results for each forecast entry line will be posted under Column A (Status).

All the lines with status **OK** have been successfully posted.

All the lines with status **ERROR** failed and are not posted.

> ➡ **TIP:** The status may take a few seconds to a few minutes to appear depending on the number of lines entered.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Enter Connect Information > Build Template > Input Data > **Staging & Submission**														
2	**Y_LED_BUDG_CNTL_CI**														
10	Status	Line No	Record Type	Business Unit	Ledger	Fiscal Year	Forecast Level	Account	Fund Code	Cost Centre	Activity	Time	Location	Posted Transaction Amount	Comments
11	OK	5	000	YORK	FCASTFIN	2016	CC	140000	200	205000				100000	Did not insert a benefit account
12	OK	6	000	YORK	FCASTFIN	2016	CC	070500	200	205000				500000	Mass upload-1
13	OK	7	000	YORK	FCASTFIN	2016	CC	034210	200	205000				40000	Mass upload-1
14	OK	8	000	YORK	FCASTFIN	2016	CC	030300	200	205000			500		Mass upload-1
15	OK	9	000	YORK	FCASTFIN	2016	CC	422000	200	205000			500		Mass upload-1
16	OK	10	000	YORK	FCASTFIN	2016	CC	431000	200	205000			500		Mass upload-1
17	OK	11	000	YORK	FCASTFIN	2016	CC	439000	200	205000			500		Mass upload-1
18	OK	12	000	YORK	FCASTFIN	2016	CC	439100	200	205000			500		Mass upload-1
19	OK	13	000	YORK	FCASTFIN	2016	CC	441200	200	205000			500		Mass upload-1
20	OK	14	000	YORK	FCASTFIN	2016	CC	441500	200	205000			500		Mass upload-1
21	OK	15	000	YORK	FCASTFIN	2016	CC	441600	200	205000			500		Mass upload-1
22	OK	16	000	YORK	FCASTFIN	2016	CC	451000	200	205000			500		Mass upload-1
23	OK	17	000	YORK	FCASTFIN	2016	CC	451200	200	205000			500		Mass upload-1
24	OK	18	000	YORK	FCASTFIN	2016	CC	472200	200	205000			500		Mass upload-1
25	OK	19	000	YORK	FCASTFIN	2016	CC	476000	200	205000			500		Mass upload-1
26	OK	20	000	YORK	FCASTFIN	2016	CC	485000	200	205000			500		Mass upload-1
27	OK	21	000	YORK	FCASTFIN	2016	CC	486100	200	205000			500		Mass upload-1
28	OK	22	000	YORK	FCASTFIN	2016	CC	486600	200	205000			500		Mass upload-1
29	OK	23	000	YORK	FCASTFIN	2016	CC	486700	200	205000			500		Mass upload-1
30	Error	24	000	YORK	FCASTFIN	2016	CC	004600	200	205000			500		Should be account number 487000
31	Error	25	000	YORK	FCASTFIN	2016	CC	140000	200	205020	690010		10000		Added one part-time staff
32	OK	26	000	YORK	FCASTFIN	2016	ATL	240000	200	205020	690010		2200		Added one part-time staff
33	OK	27	000	YORK	FCASTFIN	2016	ATL	070500	200	205020	690018		400		Mass upload-1
34	OK	28	000	YORK	FCASTFIN	2016	ATL	034210	200	205020	690018		400		Mass upload-1
35	OK	29	000	YORK	FCASTFIN	2016	ATL	030300	200	205020	690018		400		Mass upload-1
36	OK	30	000	YORK	FCASTFIN	2016	ATL	422000	200	205020	690018		400		Mass upload-1
37	OK	31	000	YORK	FCASTFIN	2016	ATL	431000	200	205020	690018		400		Mass upload-1
38	OK	32	000	YORK	FCASTFIN	2016	ATL	439000	200	205020	690018		400		Mass upload-1
39	OK	33	000	YORK	FCASTFIN	2016	ATL	439100	200	205020	690018		400		Mass upload-1
40	OK	34	000	YORK	FCASTFIN	2016	ATL	441200	200	205020	690018		400		Mass upload-1
41	OK	35	000	YORK	FCASTFIN	2016	ATL	441500	200	205020	690018		400		Mass upload-1
42	OK	36	000	YORK	FCASTFIN	2016	ATL	441600	200	205020	690018		400		Mass upload-1
43	OK	37	000	YORK	FCASTFIN	2016	ATL	451000	200	205020	690018		400		Mass upload-1
44	OK	38	000	YORK	FCASTFIN	2016	ATL	451200	200	205020	690018		400		Mass upload-1
45	OK	39	000	YORK	FCASTFIN	2016	ATL	472200	200	205020	690018		400		Mass upload-1
46	OK	40	000	YORK	FCASTFIN	2016	ATL	476000	200	205020	690018		400		Mass upload-1
47	OK	41	000	YORK	FCASTFIN	2016	ATL	485000	200	205020	690018		400		Mass upload-1
48	OK	42	000	YORK	FCASTFIN	2016	ATL	486100	200	205020	690018		400		Mass upload-1
49	OK	43	000	YORK	FCASTFIN	2016	ATL	486600	200	205020	690018		400		Mass upload-1
50	OK	44	000	YORK	FCASTFIN	2016	ATL	486700	200	205020	690018		400		Mass upload-1
51	OK	45	000	YORK	FCASTFIN	2016	ATL	487000	200	205020	690018		400		Mass upload-1
52	STOP														

Connect Information / Template / Data Input / **Staging & Submission** / Mass Upload Instructions / Important Points To Remember

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Step 11: Click on **Post Results** to post these results to the **Data Input** worksheet.

Note: Once you click on **Post Results**, this will direct you to the **Data Input** worksheet.
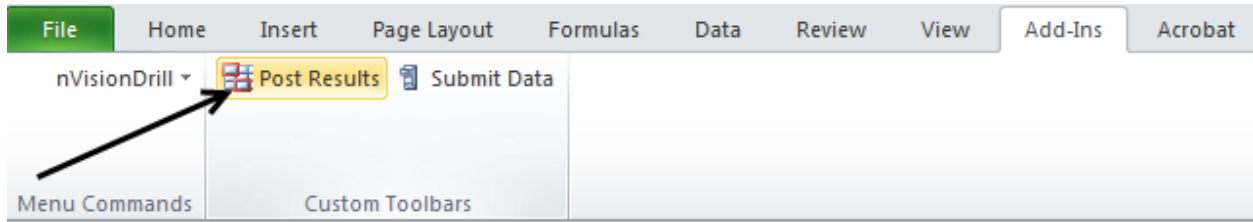
Step 12: Review the results/status for each forecast entry line.

- All the lines with the status **OK** have been successfully posted. (Lines can be viewed in real-time on the Forecast View report)

- All the lines with status **Error** failed and have not been posted. From the Data Input worksheet, correct all the rows with Error Status and repeat Step 6 to 10.

➡ **TIP:** Mousing over the Status **Error** for each error line will show you the error message.
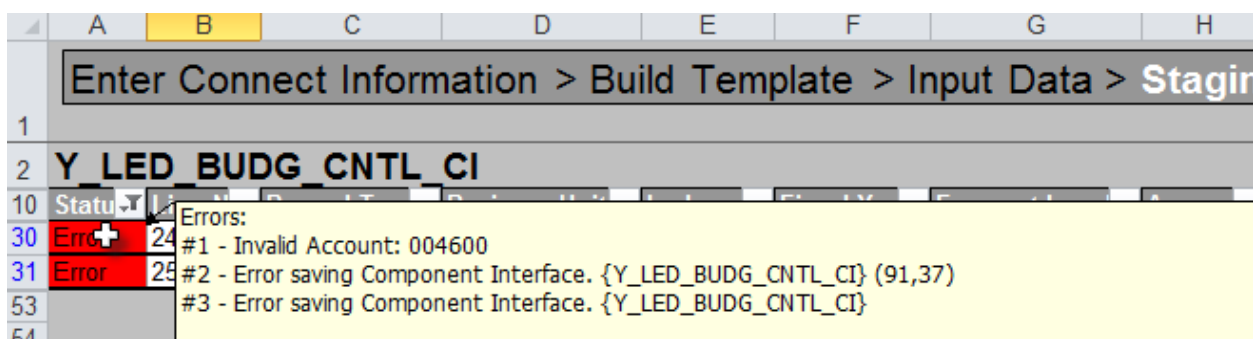
➡ **TIP:** If you want to amend an **OK** line, delete the 'OK' status message from the Data Input worksheet before repeating Step 7 to 10. (Lines with 'OK' status do not get reloaded).

⏩ **FAST TRACK:** To skip How to properly apply a filter section, go to Pg. 24 to view your forecast entries by using the Forecast View report.

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HOW TO PROPERLY APPLY A FILTER

Step 1: Select the 4th Row.

> **→ TIP:** Left-click on the letter '4' to select the 4th row. Row 4 will be highlighted to indicate its selection.

Step 2: Go to the **Data tab** and then click on **Filter**.

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Step 3: Click on the **filter drop down icon** at the lower-right corner of the 'Status' header to open the drop-down menu.
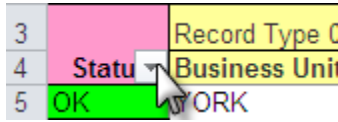
Step 4: From the drop-down menu, click on the **checkbox** besides 'OK' to uncheck the OK box.

Step 5: From the drop-down menu, click on **OK**.

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Forecast View[E3] *(eReports)*

Go to Finance > Forecast & Budget Call > <u>Forecast View</u>

<u>Step 1:</u> Choose to view either by:

(1) **Financial Roll-up**-Consolidated report of all Cost Centres under the selected Financial Roll-up.

(2) **Cost Centre**- Numbers will be consolidated at Cost Centre Level if entered at ATL level. Otherwise, report will look similar to Forecast Entry Spreadsheet.

(3) **Activity/Time/Location (ATL)-**View at detailed level. If numbers were entered at Cost Centre level, the numbers will still be shown but comments will be missing under the Cost Centre without ATL combinations.

<u>Step 2:</u> Choose to view by:

(1) **Details**- List all the accounts

(2) **Summary**-List by main account groupings

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Step 3:

VIEW BY FINANCIAL ROLL-UP ONLY

Click on the **hierarchy icon** (🔲) to open the Financial Roll-up selection window. Select the Financial Roll-up and click on **OK**.
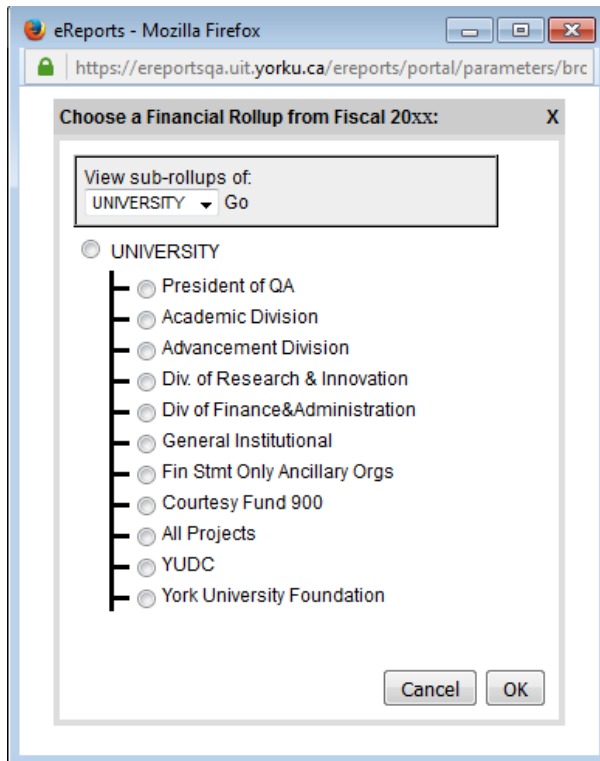
> ➡️ **TIP:** Click on the white circle besides the name of the Financial Rollup to select a particular rollup.
>
> ➡️ **TIP:** All the Financial Rollup names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

VIEW BY COST CENTRE ONLY

Show single or all submissions:

(1) **Single**-Show forecast information for one ledger only

(2) **All**-Show forecast information for all ledgers

Select the Forecast Ledger

Enter the Cost Centre number

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VIEW BY ATL ONLY

Enter the Activity Code, Time Code, and/or Location Code.

Step 4: Choose the Fund code. (i.e. 100, 200, or 300)

Step 5: Choose the Accounting Period for Actuals (Selection is not available for view by Financial Roll-up)

Step 6: Click on **Fetch Report**.

TIP: When viewing by Financial Roll-up, clicking on the Financial Roll-up name highlighted in blue will give you the Forecast View reports for all the Cost Centres that are under that Financial Roll-up.

Forecast Details View by Financial Rollup
*Balances as at November 2015

Report ID: FFB0002
Fund: 200   Operating Fund
Fiscal Year: 2016

Run-Time: 2/4/2016 1:14:41 PM

Div of Finance&Administration

Account	Account Description	2015-2016 Current or Working Forecast Entry	2015-2016 Divisional Submission One Forecast Entry	2015-2016 Finance Forecast Entry	2015-2016 Divisional Submission Two Forecast Entry	2015-2016 Budget	2015-2016 Current YTD Actuals*	2015-2016 Current PO Commitments*	2015-2016 Current Salary Commitments*	2015-2016 Current YTD Actuals + Commitments*	2014-2015 Prior Year Actuals
Revenue											
External Cost Recoveries											

TIP: When viewing by Cost Centre for all ledgers, click on the Forecast Entry hyperlinked in blue to drill-down to the ledger details to see the comments for one of the four ledgers.

Forecast Details View by Cost Centre
*Balances as at November 2015

Report ID: FFB0002
Fund: 200   Operating Fund
Cost Centre: 231000   Finance Training 1
Cost Centre Status: ACTIVE
Start Date: 1/1/1960   End Date: 12/31/2099

Current or Working Status: Open at an Unselected level
Divisional Submission One Status: Open at an Unselected level
Finance Submission Status: Open at an Unselected level
Divisional Submission Two Status: Open at an Unselected level
Budget source: Ledger table

Run-Time: 2/4/2016 2:10:34 PM
Manager: Jackson, Ashley
Location: Finance Office - 4747 Keele
Department: Dept 25750

Account	Account Description	2015-2016 Current or Working Forecast Entry	2015-2016 Divisional Submission One Forecast Entry	2015-2016 Finance Forecast Entry	2015-2016 Divisional Submission Two Forecast Entry	2015-2016 Budget	2015-2016 Current YTD Actuals*	2015-2016 Current PO Commitments*	2015-2016 Current Salary Commitments*	2015-2016 Current YTD Actuals + Commitments*
Revenue										
Internal Cost Recoveries										
Internal Cost Recoveries (General)										
032900	ICR Salaries-Support	-	-	-	-	-	6,000	-	-	6,000

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Finalize Forecast[P2] *(PeopleSoft)*

YORK>Forecast & Budget>**Forecast Administration**

Step 1: Enter/Select the Fund Code, i.e. 100, 200, or 300

Step 2: Enter/Select the Ledger, i.e. FCASTFIN

Step 3: Select to finalize by either

1. **Cost Centre**

(a) Select **CostCentre**

➡ **TIP:** Click on the white circle besides **Cost Centre** to select this option.

(b) Enter/Select the cost centre number.

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2. **Range of Cost Centres**

(a) Select **Range of Cost Centres**

> ➡ **TIP:** Click on the white circle besides **Range of Cost Centres** to select this option.

(b) Enter the lowest value in the range

(c) Enter the highest value in the range

3. **Financial Roll-up**

(a) Select **Financial Rollup**

(b) Click on **Select Financial Rollup**

(c) Click on **Find**

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(d) Enter the Financial Roll-up that you want to Finalize. (Make sure to uncheck Exact Matching)

(e) Click on **Find**

(f) Click on **Select** if this is the node that you want to finalize.

> ➡️ **TIP:** The node you've selected to finalize is highlighted in grey.

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Step 4: Click on **Finalize**

Step 5: A message similar to the one below pop-up. Click on **Yes**

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Forecast Status[E2] *(eReports)*

Go to Finance > Forecast & Budget Call > <u>Forecast Status</u>

<u>Step 1:</u> Choose to view either by

(1) **Cost Centre**-View one single Cost Centre at a time. Go to Step 2(a) if this option is selected.

OR

(2) **Financial Roll-up**-View all Cost Centres under the selected Financial Roll-up at once. Go to Step 2 (b) if this option is selected.

<u>Step 2(a) for CC:</u> Enter the Cost Centre number

<u>Step 2(b) for FRU:</u>

1. Select the Financial Roll-up by clicking on the **hierarchy icon** ⛁. (This icon will appear after selecting **Financial Roll-up** in Step 1).

2. Once you click on the **hierarchy icon**, a new window will pop-up to select a Financial Roll-up. To select, click on the white circle besides the name of the Financial Roll-up you want to select and then click OK.

> ➡ **TIP:** All the Financial Roll-up names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

<u>Step 3:</u> Select either (1) Current or Working, (2) Finance Submission, or (3) Divisional Submission 1.

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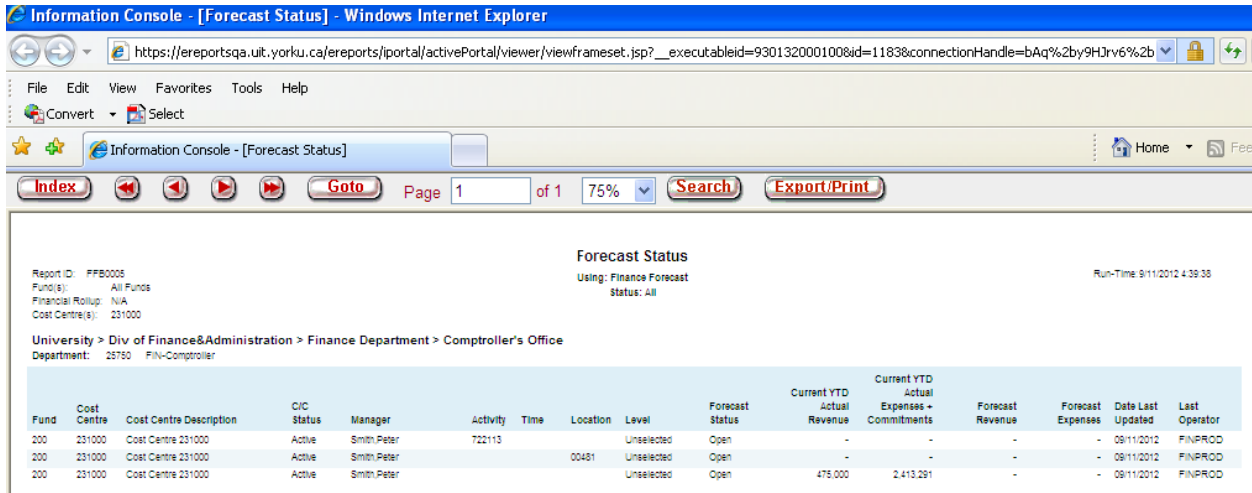
> ➡️ **TIP:** See Pg. 3 for ledger information.

Step 4: Select either

> (1) **All Funds**-Includes Fund 100, 200, & 300 cost centres
>
> (2) **100**-Fund 100 cost centres only
>
> (3) **200**-Fund 200 cost centres only
>
> (4) **300**-Fund 300 cost centres only

Step 5: Select either

> (1) **All Statuses**-Includes both cost centres that are open or finalized
>
> (2) **Open**-Open cost centres/cost centres with ATL combination only
>
> (3) **Finalized**-Finalized cost centres/cost centres with ATL combination only

Step 6: Click on **Fetch Report**. This will generate a report similar to the one below.

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Reset and Reopen

Contact Nockie Cheung (nockie@yorku.ca) from the Office of Budgets and Asset Management if you need to reset or reopen your Cost Centres.

Their main differences are summarized below:

Reset	Reopen
1. Erase previous data entries 2. Can choose to enter by Cost Centre or ATL **TIP:** Request to **reset** the Cost Centre if you want to forecast at a different level than previously selected and entered.	1. Will <u>not</u> erase previous data entries 2. Can only enter at the same level as previously selected, i.e. Cost Centre or ATL **TIP:** Request to **reopen** if you've accidentally finalized your forecast.

Forecast Status Definition

Forecast Status	Definition
Open at an Unselected Level	• Never forecasted for this Cost Centre. • Option to choose between ATL and Cost Centre available
Open at a Cost Centre Level	• Forecast entries exist. • Can only forecast at Cost Centre level
Open at Activity/Time/Location Level	• Forecast entries exist. • Can only forecast at ATL level
Finalized at the Cost Centre Level	• Cannot enter any forecast entries as it has been finalized. • Forecast entries exist at the Cost Centre level.
Finalized at the Activity/Time/Location Level	• Cannot enter any forecast entries as it has been finalized. • Forecast entries exist at the ATL level.

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Forecast View - VPA^{E4} *(eReports)*

Go to Finance > Forecast & Budget Call > <u>Forecast View – VPA</u>


Step 1: Choose to view either by:

 (1) **Financial Roll-up**-Consolidated report of all Cost Centres under the selected Financial Roll-up.

 (2) **Cost Centre**- Numbers will be consolidated at Cost Centre Level if entered at ATL level.

 (3) **Activity/Time/Location (ATL)-**View at detailed level.

Step 2: Choose to view by:

 (1) **Details**- List all the accounts

 (2) **Summary**-List by main account groupings

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Step 3:

VIEW BY FINANCIAL ROLL-UP ONLY Click on the **hierarchy icon** ( ) to open the Financial Roll-up selection window. Select the Financial Roll-up and click on **OK**.
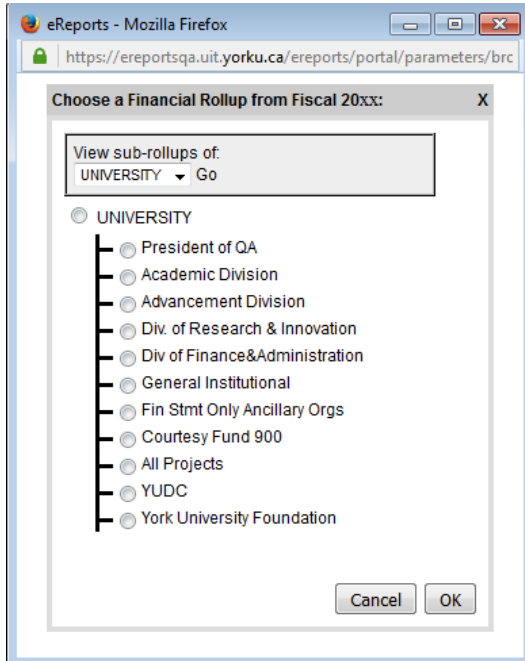
→ **TIP:** Click on the white circle besides the name of the Financial Rollup to select a particular rollup.

→ **TIP:** All the Financial Rollup names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

VIEW BY COST CENTRE ONLY

Enter the Cost Centre number

VIEW BY ATL ONLY

Enter the Activity Code, Time Code, and/or Location Code.

Step 4: Choose the Fund code. (i.e. 100, 200, or 300)

Step 5: Choose the Accounting Period for Actuals

Step 6: Click on **Fetch Report**.

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Contact Information

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E-mail: nockie@yorku.ca

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