# FINANCIAL FORECAST Guideline and Training Manual

Office of Budgets and Asset Management



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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

## **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 <u>Januarv 31</u> each year unless a different date was communicated on the annual Forecast/Budget Call memo.		
	<b>Note:</b> 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**

**<u>Step 1</u>** - Enter your forecast entries through one of the two methods:

- Forecast Entry Spreadsheet (eReports) where the template is downloaded from eReports<sup>E1</sup> and loaded through PeopleSoft <sup>P1</sup>-Forecast for one Cost Centre at a time (Pgs. 6-16) <u>OR</u>
- (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 <u>submit</u> the forecast entries using the Forecast Mass Upload Template from your work location.

Step 2 - Verify your forecasts data by using:

Forecast View<sup>E3</sup> (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 <u>fiscal year</u>**.

<u>Step 3</u> - Finalize<sup>P2</sup> your forecasts through the Forecast Administration page on *PeopleSoft*. (Pgs. 27-30)

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



# eReports and PeopleSoft Log-in

Use your Passport York username and password to login to <u>eReports</u> and <u>PeopleSoft</u>

## 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 <u>VPN instructions via Ivanti Secure Access Client</u> are available through York UIT resources. If you have any issues regarding to Ivanti Secure Access, kindly please contact UIT at <u>askit@yorku.ca</u>

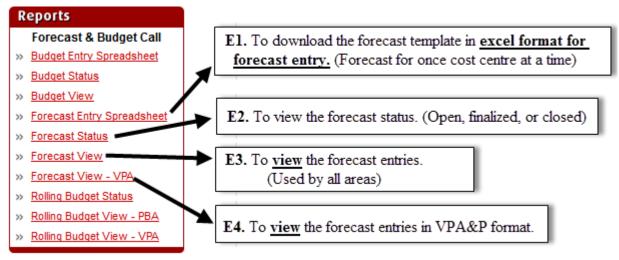
**CAUTION:** Do not upload your forecast entries via Peoplesoft/Mass upload template off campus without remote desktop access. Data can be entered and saved in the Mass upload template for later upload when on site or with remote desktop access.



# Forecast Modules at a Glance

## **EREPORTS**

## Go to Finance>Forecast & Budget Call



## PEOPLESOFT

#### Go to > Forecast & Budget

Budget Administration (Year 1)	Forecast Import	
Budget Administration(Rolling)	Enter any information you have and click Search. Leave fields bla	nk for a list of all values.
	Find an Existing Value         Add a New Value	
Budget Import	Search Criteria	P2. Use to finalize
Forecast Administration	Run Control ID begins with v	forecast
Forecast Import	Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Crite	ria
P1. Use <u>to load forecast entries</u> centre at a time)	e   Add a New Value	

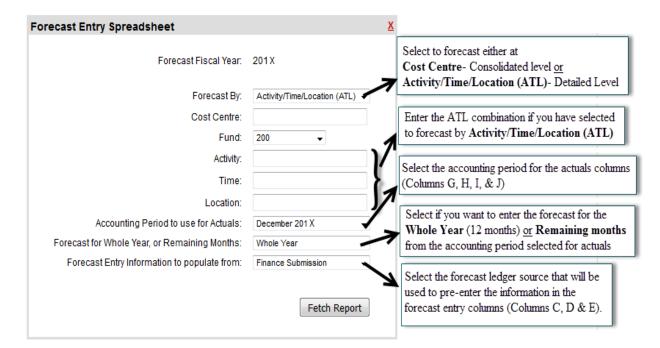
# Forecast Entry Spreadsheet<sup>E1</sup> (eReports)

## Go to Finance > Forecast & Budget Call > Forecast Entry Spreadsheet

**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.

**<u>Step 1</u>**: 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.



**<u>Step 2:</u>** 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.



**<u>Step 3:</u>** Follow these step-by-step instructions to enter your forecast entries and save your file.

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



**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.

12     https://finance.yorku.ca/FIN90PRD/signon.html     Image: constant of the second	January 20 rel: Cost C tatuses iselected Le iselected Le iselected Le
3       Forecast Detail Level       CC       Operating Fund       Forecast Detail Level       Forecast Detail Level         4       Fund       200       Operating Fund       Forecast Detail Level       Forecast Detail Level         6       Cost Centre       111111       Financial Reporting       Forecast S         7       Start Date       1/1/1960       End Date       12/31/2099       Current or Working Submission: Open at an Un         8       Image: Start Date       1/1/1960       End Date       12/31/2099       Current or Working Submission: Open at an Un         9       Image: Start Date       1/1/1960       End Date       12/31/2099       Current or Working Submission: Open at an Un         10       Image: Start Date       Image: Start Date       Image: Start Date       Open at an Un         11       Image: Start Date       Image: Start Date       Image: Start Date       Image: Start Date         11       Image: Start Date         12       https://finance.yorku.ca/FIN90PRD/signon.html       Image: Start Date       Image: Start Date       Image: Start Date       Image: Start Date         13       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast for Year	tatuses selected Le selected Le
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5       Cost Centre       11111       Financial Reporting       Forecast S         6       Cost Centre Status       ACTIVE       Forecast S       Forecast S         7       Start Date       1/1/1960       End Date       12/31/2099       Current or Working Submission: Open at an Un Divisional Submission One: Open at an Un         9       0       0       Divisional Submission: Open at an Un       Divisional Submission: Open at an Un         10       0       0       Divisional Submission: Open at an Un       Divisional Submission: Open at an Un         11       0       0       0       Divisional Submission: Open at an Un       Divisional Submission One: Open at an Un         12       https://finance.yorku.ca/FIN90PRD/signon.html       0       0       Divisional Submission Two: Finalzed at an Un         13       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       0       0       0         14       * Do not add//move/delete columns A to E *       2015 - 2016       2015 - 2016       2015 - 2016       2015 - 2016       Current YTD         16       Account Description       Account       Forecast For Remaining Months**       * Loaded from: Finance Forecast       15,000       Current YTD         17       Total Supplies-Comprehensive&General	tatuses selected Le selected Le selected Le
6       Cost Centre Status       ACTIVE       Forecast S         7       Start Date       1/1/1960       End Date       12/31/2099       Current or Working Submission: Open at an Un Finance Submission One: Open at an Un Divisional Submi	selected Le selected Le selected Le
7       Start Date       11/1960       End Date       12/31/2099       Current or Working Submission:       Open at an Un         8       Finance Submission:       Open at an Un       Finance Submission:       Open at an Un         9       0       0       Divisional Submission:       Open at an Un         10       0       0       Divisional Submission:       Open at an Un         11       1       0       Divisional Submission:       Open at an Un         12       https://finance.yorku.ca/FIN90PRD/signon.html       Finalized at an       Finalized at an         13       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       2015 - 2016       2015 - 2016         16       * Do not add/move/delete columns A to E *       2015 - 2016       2015 - 2016       2015 - 2016         17       18       Forecast For Remaining Months**       Forecast for Year       Comments**       Budget       Current YTD         10       Total Supplies-Comprehensive&General       Step 1(a)       Step 2(a)       Step 3       70,000       -         10       Vehick Fuel Gas       464000       -       -       -       -       -	selected Le selected Le selected Le
8       Finance Submission:       Open at an Un         9       Divisional Submission One:       Open at an Un         10       Divisional Submission One:       Open at an Un         11       Divisional Submission Two:       Finance Submission:       Open at an Un         12       https://finance.yorku.ca/FIN90PRD/signon.html       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast spreadsheet.       Copy and paste URL above in your browser (Internet Explorer required) to upload your forecast for Year       Comments**         16       Account Description       Account       Forecast for Year       Comments**         17       Total Supplies-Comprehensive&General       7,530       Step 2(b)       Step 1         10       Total Operating Costs       Step 1(a)       Step 2(b)       Step 3       70,000         10       Vehick Fuel Gas       464000       -       -       -	selected Le selected Le
9       Divisional Submission One:       Open at an Un         10       Divisional Submission Two:       Finalized at an Un         11       Divisional Submission Two:       Finalized at an Un         12       https://finance.yorku.ca/Fil/90PRD/signon.html       Finalized at an Un         13       Copy and paste URL above in your browser (Internet Explorer equired) to upload your forecast spreadsheet.       2015 - 2016         14       * Do not ad d/move/delete columns A to E *       2015 - 2016         16       * Do not ad d/move/delete columns A to E *       2015 - 2016         17       Forecast For       Forecast For         18       * Loaded form: Finance Forecast       Budget         10       Total Supplies-Comprehensive&General       7,530         10       Step 1(a)       Step 2(b)         10       Electricity       4         10       Vehicle Fuel Gas       464000	selected Le
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15     * Do not add/move/delete columns A to E *     2015 - 2016     2015 - 2	
16     Account Description     Account     Current YTD       17     Account Description     Account     Forecast For Remaining Months**     Forecast for Year     Comments**       17     Total Supplies-Comprehensive&General     V     Image: Current YTD       107     Total Operating Costs     Step 1(a)       109     Electricity     4       100     V     Step 2(b)       101     Vehicle Fuel Gas     464000	
Account Description     Account     Forecast For Remaining Months**     Forecast for Year     Comments**     Budget     Current YTD       17     18     Total Supplies-Comprehensive&General     7,630     15,000     15,000       108     Total Operating Costs     Step 1(a)     Step 2(a)     15,000     15,000       109     Electricity     4     5     100     100     100       110     Vehicle Fuel Gas     464000     -     -     -	
Image: Note Network Science al     Remaining Months**       107     Total Supplies-Comprehensive&General     V     7,630     15,000       108     Total Operating Costs     Step 1(a)     Step 2(a)     Step 3     70,000       109     Electricity     4     V     26     15,000     16       110     Vehicle Fuel Gas     464000     -     -     -	
17     ** Loaded from: Finance Forecast       107     Total Supplies-Comprehensive&General     ** Loaded from: Finance Forecast       108     Total Operating Costs     \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$	Actuals*
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107         Total Supplies-Comprehensive&General         V         V         V         V         15,000           108         Total Operating Costs         Step 1(a)         Step 2(a)         Step 2(b)         8         Step 3         70,000           109         Electricity         4         Step 2(a)         Step 2(b)         8         Step 3         70,000           110         Vehicle Fuel Gas         464000         -         -         -         -	
Step 1(a)         Step 2(a)         Step 2(b)         08         Step 3         70,000           109         Electricity         4         464000         -	7,630
International Step 1(a)         Step 2(a)         Step 2(b)         Step 2(c)         Step 2(c) </td <td>129,408</td>	129,408
110 Vehicle Fuel - Gas 464000	125,400
	120
111 Telephone Equip Rental-Telecom 467000 - 100,000 150,000	100,000
12 Telephone/Data Equipment 467100 - 20,000 -	20,000
Trz         Telephone Equipment Ren Volto         -         20,000         -           113         Telephone Equipment Ren Volto         -         500         -	20,000
114 Total Telephone & Power 120,626 150,000	120,626
Total response ar work         120,020         100,000           120,020         120,020         150,000	120,626
	2,173,995
17 2,11,000 2,100,100 2,000,1000,1	L, 11 3,333
	1,913,874)
19 Carryforward from Previous Year 583,560 200,000	200,000
	1,713,874)
	1,1 10,01 17
22 New Accounts	
23 If you are forecasting against an account that does not appear above, enter it below.	
224 Once this spreadsheet is uploaded into PeopleSoft, the account will apple a above in subsequent downloads.	
25 Link to Chart of Accounts. http://www.yorku.ca/finance/coa.htm	
Forecast For	
127 Account Remaining Months Forecast for Year Comments	
Step 1(b)	
129 -	
-	

**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	В	С
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
0			



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

	F	G	Н	
	York F	Financial Forecast R	leport	
	* Ba	alances as at January 2	0 X X	
Forecast Detail Level: Cost Centre				
		Forecast Statuses		
Current or	Working Submisson:	Open at an Unselected Le	evel	
	Finance Submission:	Open at the Cost Centre I	Level	
Divisio	onal Submission One:	Finalized at the Cost Cent	re Level	
Divisio	nal Submission Two:	Finalized at an Unselecte	d 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.

**<u>Step 4:</u>** 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	В
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 Uploa	id:
6	https://finance.yorku.ca/FINPRD/sign	ion.html
14		

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



\*



# 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** (  $\overline{\square}$  ) Skip this step if this is your first time
- 5. Click on the **look-up icon** ( $\bigcirc$ ) to open the **Ledger** selection menu
- 6. Select the appropriate ledger from the ledger selection menu
- 7. Click on **clip icon** ( *Image de la clip icon ( Characteria an excel file de la clip icon) ( Characteria an*
- 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'  $\rightarrow$  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 xxxxx.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.

## **DETAILED STEP BY STEP PROCESS**

1. Go to > Forecast & Budget>Forecast Import

Eudget Administration (Year 1)	Forecast Import
Budget Administration(Rolling)	Enter any information you have and click Search. Leave fields blank for a list of all values.
Eudget Import	Find an Existing Value     Add a New Value       Search Criteria
Forecast Administration	Run Control ID begins with V
Forecast Import	□ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

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

#### Forecast Import

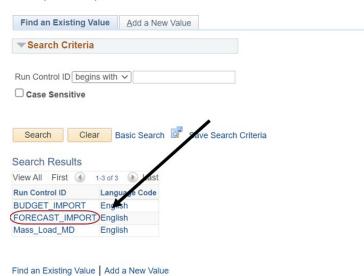
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria	
Run Control ID begins with	
Case Sensitive	

## 3. Select the Run Control ID "Forecast\_Import"

#### Forecast Import

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





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

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.

Run Control ID	FORECAST_IMPORT	Report Manager	Process Monitor	Run
Process Request Para	ameters			
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			∮(1) ₪

5. Click on the **look-up icon** (<sup>Q</sup>) to open the **Ledger** selection menu. Excel File Forecast Ledger Import Request

Run Control ID	FORECAST_IMPORT	Report Manager	Process Monitor		Ru	In
Process Request Para	meters					
Business Unit:	YORK					
*Ledger:						
Fiscal Year:	2023					
Character Set:	ISO_8859-1					
Validate ChartFields:	All Common ChartFields					
Attached File:				Ø	1	2
📲 Save 🛛 💽 Return to S	Search † Previous in List	Next in List	C Refresh	Add	Æ	Update/Displa

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

	Look Up Ledger	×
Business Unit Ledger	YORK	Help
Look Up	Clear Cancel Basic Lookup	
Search Res	ults	
Search Res View 100	First 🕢 1-4 of 4 🕑 Last	
	0	
View 100 Ledger	First 🕢 1-4 of 4 🕑 Last	
View 100 Ledger FCASTCURR	First (1-4 of 4 ) Last Description	
View 100 Ledger FCASTCURR FCASTFIN	First (4) 1-4 of 4 (2) Last Description Forecast Current or Working	



**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.

 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 Para	imeters			
Business Unit:	YORK			
*Ledger:				
Fiscal Year:	2023		$\mathbf{i}$	
Character Set:	ISO_8859-1			
Validate ChartFields:	All Common ChartFields			$\sim$
Attached File:				
Save 🔯 Return to S	Search   Previous in List	Next in List	3 Refresh	Add Dydate/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.

×



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

Excel File Forecast Ledger Import Request

Process Request Para	imeters			
Business Unit:	YORK	/		
_edger:				
Fiscal Year:	2023			
Character Set:	ISO_8859-1			
/alidate ChartFields:	All Common ChartFields			
Attached File:	financial_forecast_year_test.xlsx		/ E	

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

]			Proc	ess Schee	duler Reque	est			×
	User ID	trainrpt		R	un Control ID	FORECAS	T_IMPORT		
	Server Name PSNT Recurrence		~]	Run Date 11/25/2022		PE			
	Recurrence		~	Run Time	4:55:16PM		Reset to Curre	ent Date/Time	
	Time Zone	Q							
Proce	ss List								
Select	Description		Process Nan	ne Pro	cess Type	* Туре	*Format	Distribution	
	Excel File Ledg	ger Import	Y_GL_LED	IMP App	lication Engine	Web	✓ TXT	<ul> <li>Distribution</li> </ul>	
	Excel File Ledg	Jer Import	T_GL_LED	_іме ар	incation Engine	vveb			
OK	Cance	Refresh							
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## 11. Click on **Process Monitor** to see the status

#### Excel File Forecast Ledger Import Request

Process Request Para	meters	/		
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	I	Î	2

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

▼ Proces	_							1 1-1 of		
	•	0	D						1 v 🕨	View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/ Time	Run Status	Status	Details	Actions
	847594		Application Engine	Y_GL_LED_IMP	trainrpt	11/29/2022 12:13:52PM EST	Success	Posting	Details	▼Actions

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

	Q					~		4 4 1-2 of	f2 ~ )>	⊨   View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	847566		Application Engine	Y_GL_LED_IMP	trainrpt	11/25/2022 4:58:35PM EST	No Success	)N/A	Details	▼ Actions

## 12. To view the error message log:

## a) Click on **Details**

11000	ess List									
Ξ,	Q							€ 1-2 of	2 ~ )	View Al
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Status	Details	Actions
	847566		Application Engine	Y_GL_LED_IMP	trainrpt	11/25/2022 4:58:35PM EST	No Success	N/A	Details	▼ Actions

b) Click on View Log/Trace

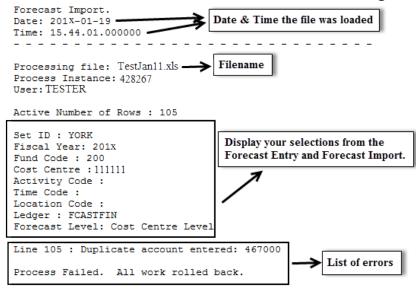
			Process Detail			
Process	Instance Name	847566 Y_GL_LED_IMP No Success	Type Description Distribution Status	Application Er Excel File Lec Posted	-	He
Run			Update P	rocess		
	Run Control ID Location Server Recurrence		◯ Queu ◯ Canc ◯ Delet	Request e Request el Request e Request end Content	◯ Restart Request	
Date/Tin	ne		Actions			
	Run Anytime Began Proc	ted On 11/25/2022 4:58:39F e After 11/25/2022 4:58:35F ess At 11/25/2022 4:58:53F ess At 11/25/2022 4:59:08F	PM EST Messa PM EST Batch View I	neters age Log Timings Log/Trace	Transfer View Locks	
OK	Cancel					



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

		View Lo	g/Trace			>
Report					Help	
Report ID	635047	Process Instance	847566	Message Log		
Name	Y_GL_LED_IMP	Process Type	Application Engine			
Run Status	No Success					
Excel File Ledger	Import					
Distribution De	etails					
Distribution	Node FIN_NT	Expiration	Date 12/02/2022			
File List						
Name		File Size (b	oytes) Datetim	e Created		
AE_Y_GL_LED_I	MP_847566.stdout	552	11/25/20	022 4:59:08.668813PM EST		
Y_GL_LED_IMP_	847566.LOG	531	11/25/2	022 4:59:08.668813PM EST		
Distribute To						
Distribution ID T	ype	Distributio	on ID			
User		trainrpt				
Return						

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



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.

Financial Forecast Guideline and Training Manual

# Mass Forecast Upload (Available on BAM Website)

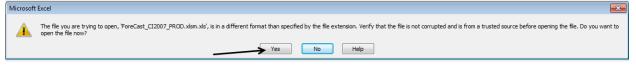
Use the Mass Forecast Upload to enter the forecasts for one or many Cost Centres via a batch file.

**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.

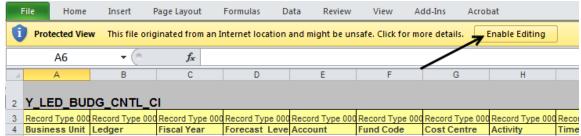
**<u>Step 1:</u>** Download the Mass Forecast Upload template from the <u>BAM website</u>

## Step 2: Click on Yes to open the file.

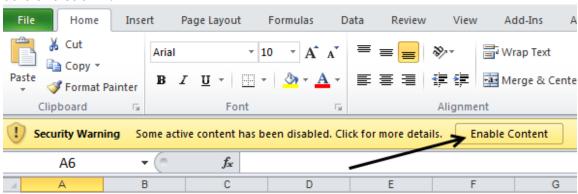


## **<u>Step 3:</u>** Enable editing/content/macros.

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.



**<u>Step 4:</u>** 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)

## **<u>Step 5:</u>** 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.

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E23 -	B			Step /(a)							
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Susiness Unit	Ledger	Fiscal Year	Forecast Level	Account	Fund Code	Cost Centre	Activity	Time	Location	Posted Transaction Amount	
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**<u>Step 6:</u>** Enter the data as per column headings.

1. Business Unit: YORKLedger: FCASTCURR or FCASTFIN

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	
IP: See Pg. 3 for ledger information	<b>,</b>



- 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

## <u>Step 7(a)&(b):</u>

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**.



## <u>Step 8:</u>

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
nVisio	nDrill 👻 🖁	🗄 Post Resu	ilts 🕄 Submit D	ata					
		/							
Menu Com	mands	Cust	om Toolbars						
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**Step 9:** Enter your Passport York username and password and then on **OK** 

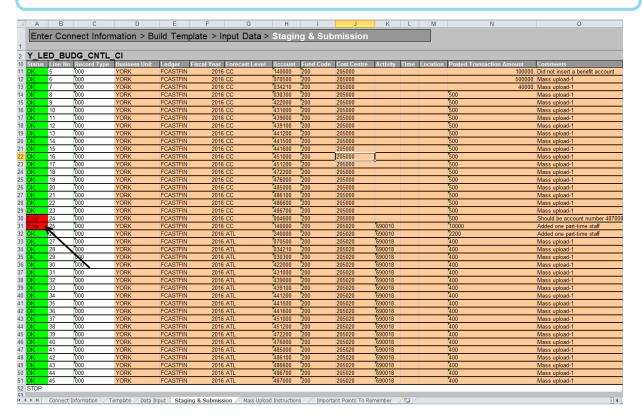
Login		
User ID:	trainrpt1	ок
Password:	*****	Cancel
Component Interface Name:	Y_LED_BUDG_CNTL_CI	
🔲 Generate Log		

**<u>Step 10:</u>** 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.



Financial Forecast Guideline and Training Manual

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

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins	Acrobat
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/									
Menu Com	nmands	Cust	om Toolbars						

Note: Once you click on **Post Results**, this will direct you to the **Data Input** worksheet.

**<u>Step 12:</u>** 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.

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53 54		#3	- Error sa	iving Com	iponent I	nterface.	{Y_LED	_BUDG	_CNTL	_CI}				
_											-	e from t us do no		ta

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.



## HOW TO PROPERLY APPLY A FILTER

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54         55         56<	52											
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	55											
	56 57											

**Step 1:** Select the 4<sup>th</sup> Row.

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

	С	D		E		
3	Record Type 000		Record Type 00	00	Record Type 000	Rec
÷	<u>L</u> edger	*	Fiscal Year	-	Forecast Lev -	Acc

## **<u>Step 2:</u>** Go to the **Data tab** and then click on **Filter**.

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**<u>Step 3:</u>** Click on the **filter drop down icon** at the lower-right corner of the 'Status' header to open the drop-down menu.



**<u>Step 4:</u>** From the drop-down menu, click on the **checkbox** besides 'OK' to uncheck the OK box.

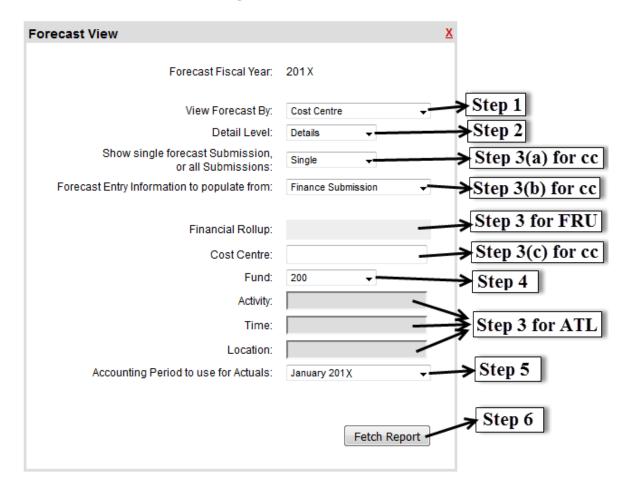
₽↓	Sort A to Z	
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K	Clear Filter From "Status"	
	Filter by Color	- + -
	Text <u>F</u> ilters	
	Search	Q
	(Select All) ⊡Error OK	-

**<u>Step 5:</u>** From the drop-down menu, click on **OK**.

Â↓	Sort A to Z
Z A↓	S <u>o</u> rt Z to A
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$\overline{W}$	<u>C</u> lear Filter From "Status"
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	OK Cancel



# Forecast View<sup>E3</sup> (eReports)



## Go to Finance > Forecast & Budget Call > Forecast View

**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. 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.

**Step 2:** Choose to view by:

- (1) **Details-** List all the accounts
- (2) **Summary**-List by main account groupings

#### <u>Step 3:</u>

## 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**.

😻 eReports - Mozilla Firefox 📃 💷 💌
https://ereportsqa.uit. <b>yorku.ca</b> /ereports/portal/parameters/brc
Choose a Financial Rollup from Fiscal 20xx: X
View sub-rollups of: UNIVERSITY - Go
O UNIVERSITY
<ul> <li>President of QA</li> <li>Academic Division</li> <li>Advancement Division</li> <li>Div. of Research &amp; Innovation</li> <li>Div of Finance&amp;Administration</li> <li>General Institutional</li> <li>Fin Stmt Only Ancillary Orgs</li> <li>Courtesy Fund 900</li> <li>All Projects</li> <li>YUDC</li> </ul>
York University Foundation     Cancel 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

Financial Forecast Guideline and Training Manual

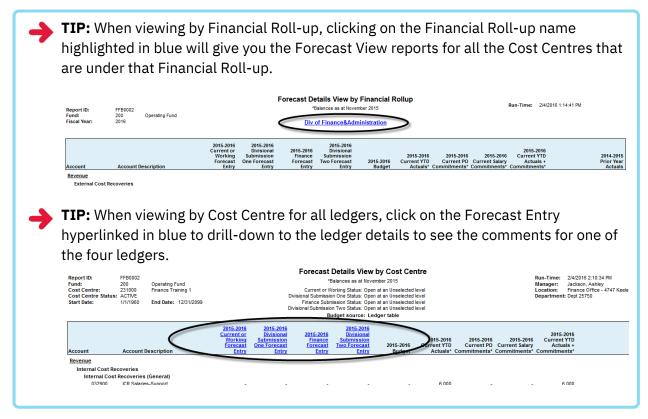
## VIEW BY ATL ONLY

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

**<u>Step 4:</u>** Choose the Fund code. (i.e. 100, 200, or 300)

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

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





# Finalize Forecast<sup>P2</sup> (*PeopleSoft*)

YORK>Forecast & Budget>Forecast Administration

Budget Administration (Year 1)	Forecast Admin
Budget Administration(Rolling)	Forecast Administration
Budget Import	SetID: YORK
Forecast Administration	Fund Code: 200 Q Operating Fund
Forecast Import	Cost Centres:
Step 3	Cost Centre     Range of Cost Centres     Financial Rollup     FINANCE     Select Financial Rollup
	Comments:
	Close Reopen Reset Finalize
	Rave Notify

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.

#### 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.

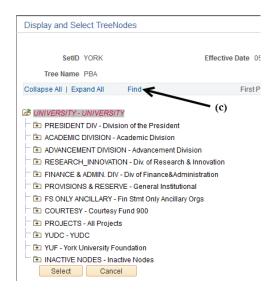
- (b) Enter the lowest value in the range
- (c) Enter the highest value in the range

#### 3. Financial Roll-up

Cost Centres:	
© CostCentre (a)	
Range of Cost Centres	(b)
Filiancial Rollup	Select Financial Rollup

#### (a) Select Financial Rollup

- (b) Click on Select Financial Rollup
- (c) Click on Find





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

Find Value			×
			Help
Find Tree Node			
Tree Node:		0	
Description:	Finance		
OR		(d)	
Find Detail Value			
Cost Centre:			
Description:			
Case Sensitive			
Exact Matching	(e)		
Find		Close	
			.:

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

SetID YORK			
Tree Name PBA			
IVERSITY > FINANCE & ADM			
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AVP FIN & CFO - Fin	ance Department		
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PENSION OFFIC	E - Pension Office		
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AVP HR&ER - AVP HR	R & ER		
FACULTY_RELATION	IS - Faculty Relations		
FACILITIES - Facilitie	s Services		
🗈 INTERNAL AUDIT - Ir	nternal Audit		
SECURITY SERVICE	S - CSBO Other		
PROVISIONS & RESERV	/E - General Institutional		
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PROJECTS - All Projects	3		
🗈 YUDC - YUDC		(f)	
主 YUF - York University Fou			
INACTIVE NODES - Inac	tive Nodes		
ollapse All   Expand All	FinalNext	First Page 🕚 21 of 737 🛞 Last Page	



# Step 4: Click on Finalize

Budget Administration (Year 1)	Forecast Admin
Budget Administration(Rolling)	Forecast Administration
Eudget Import	SettD: YORK Fiscal Year: 2023
Forecast Administration	Fund Code: 200 Q Operating Fund
Forecast Import	
	Cost Centres:
	CostCentre     Range of Cost Centres     Financial Rollup     FINANCE     Select Financial Rollup
	Comments:
	Close Reopen Reset Finalize
	Save Notify

## **<u>Step 5:</u>** A message similar to the one below pop-up. Click on **Yes**

Message
This process will FINALIZE the specified forecasts for the Fiscal Year = 20xx, Fund = 200 and Cost Centre Rollup = FINANCE (20001,43)
When finalizing forecasts this process will finalize any forecasts with the specified criteria and having a Forecast Status = OPEN.
Do you wish to continue? Step 5



# Forecast Status<sup>E2</sup> (eReports)

Forecast Status	X	Step 1
Forecast Fiscal Year:	20 XX 🗸	
Search Status Report by:	Cost Centre	Step 2(a) for FRU
Financial Rollup:		Step 2(b) for CC
Cost Centre:		
Forecast Entry:	Finance Submission	Step 3
Fund:	All Funds	Step 4
Status:	All Statuses	→ Step 5
	Fetch Report	Step 6

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

**Step 1:** 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

## Step 2(b) for FRU:

- 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.

+ **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

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

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ost		C/C Status	Manager	Activity	Time	Location	Level	Forecast Status	Current YTD Actual Revenue	Current YTD Actual Expenses + Commitments	Forecast Revenue	Forecast Expenses	Date Last Updated	Last Operator
		Active	Smith,Peter	722113			Unselected	Open	-	-	-			FINPROD
31000 C	Cost Centre 231000	Active	Smith,Peter			00481	Unselected	Open	-	-	-	-	09/11/2012	FINPROD
(s) ity t: cos cen 310	p: N/A 2310 > Div 25750 tre ( 00 (	231000     > Div of Finance&Administra 25750 File-Comptroller     tre Cost Centre Description     Cost Centre 231000     Cost Centre 231000     Cost Centre 231000	p: NA 23100 > Div of Finance&Administration > Finar 25750 #N-Comptoiler t CIC CiC Cost Centre Description Status 0 Cost Centre 231000 Active 00 Cost Centre 231000 Active	p. NA	p. NA 23100 > Div of Finance&Administration > Finance Department > Comptroller 25750 File-Comptroller tr Cric Cost Centre Description Status Manager Activity 00 Cost Centre 231000 Active Simth-Peter 2010 Simth-Peter	p: NA Text 23100 > Div of Finance&Administration > Finance Department > Comptroller's Office 25750 Fine-Comptroller t CIC CIC text Centre Description Status Manager Activity Time O Cost Centre 23100 Active Smith Peter	All Funds pr NA         s           pr NA         s           > Div of FinanceBAdministration > Finance Department > Comptroller's Office           25750         FIN-Comptroller           t         C/C           tre         Cost Centre Description           Status         Manager           Activity         Time           Cost Centre 25:000         Active           Cost Centre 23:000         Active           Cost Centre 23:000         Active	All Funds private Status: All private All private Status: All private Status: All private Status: All private Status: All private All private All private Status: All private All private Status: All private All private All private Status: All private All priv	All Funds private Status: All status: All private Status: All private Status: All status: All private Status St	All Funds private Status: All private All	All Funds private status: All private status: All status: All private status: All private status: All private status: All status: All private stat	All Punds prive Status: All prive Prive Comptroller's Office 2010 0 Finance&Administration > Finance Department > Comptroller's Office 2010 1 Finance&Administration > Finance Department > Comptroller's Office 2010 Current YTD Adtual to Cot Centre Description Status Manager Activity Time Location Level Status Revenue Commitments Revenue 0 Cost Centre 201000 Adtue Smith Peter 72113 Unselected Open 0000 Cost Centre 201000 Adtue Smith Peter 00451 Unselected Open 0000 Cost Centre 201000 Adtue Smith Peter 00451 Unselected Open 0000 Cost Centre 201000 Adtue Smith Peter 00451 Unselected Open 0000 Cost Centre 201000 Adtue Smith Peter 00451 Unselected Open 0000 Cost Centre 201000 Cost Centre 20100 Cost Centre 201000 Cost Centre 201000 Cost Centre 201000 Cost Centre 20100 Cost Centre 201000 Cost Centre 20100 Cost Centre 20100 Cost Centre 201000 Cost Centre 20100 Cost Centre 20100 Cost Centre 20100 Cost Centre 201000 Cost Centre 20100 Cost Cent	All Punds private status: All private private status: All private	All Punds private status: All pri NA private status: All > Div of Finance&Administration > Finance Department > Comptroller's Office 2010 / Cost Centre Description 3titus Manager Activity Time Location Level Status Revenue Commitments Revenue Expenses Updated 0 Cost Centre Description Adule Smith/Peter 2013 Unselected Open 061110012 0 Cost Centre 201000 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 Cost Centre 20100 Adule Smith/Peter 00421 Unselected Open 00112012 0 C

YORK

# **Reset and Reopen**

Contact Nockie Cheung (<u>nockie@yorku.ca</u>) 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	1. Will <u>not</u> erase previous data entries
2. Can choose to enter by Cost Centre or ATL	2. Can only enter at the same level as previously selected, i.e. 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.	<b>TIP:</b> Request to <u>reopen</u> if you've accidentally finalized your forecast

# **Forecast Status Definition**

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

# Forecast View - VPA<sup>E4</sup> (eReports)

Forecast View - VPA	×
Forecast Fiscal Year	
View Forecast By	Stop 2
Detail Level	Stop 2 for EDU
Financial Rollup	
Cost Centre Fund	
Activity	
Time	step e tot title
Accounting Period to use for Actuals	D Star 5
	Fetch Report> Step 6

## Go to Finance > Forecast & Budget Call > Forecast View – VPA

**<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.
- (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

Financial Forecast Guideline and Training Manual



#### 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**.

🔍 eReports - Mozilla Firefox 📃 💷 💌
https://ereportsqa.uit. <b>yorku.ca</b> /ereports/portal/parameters/brc
Choose a Financial Rollup from Fiscal 20xx: X
View sub-rollups of: UNIVERSITY
<ul> <li>UNIVERSITY</li> <li>President of QA</li> <li>Academic Division</li> <li>Advancement Division</li> <li>Div. of Research &amp; Innovation</li> <li>Div of Finance&amp;Administration</li> <li>General Institutional</li> <li>Fin Stmt Only Ancillary Orgs</li> <li>Courtesy Fund 900</li> <li>All Projects</li> <li>YUDC</li> <li>York University Foundation</li> </ul>
Cancel 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.

**<u>Step 4:</u>** Choose the Fund code. (i.e. 100, 200, or 300)

**<u>Step 5:</u>** Choose the Accounting Period for Actuals

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



# **Contact Information**

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