



# PlanUW – Current Year Forecast Divisional Training V1.2

Fall 2020



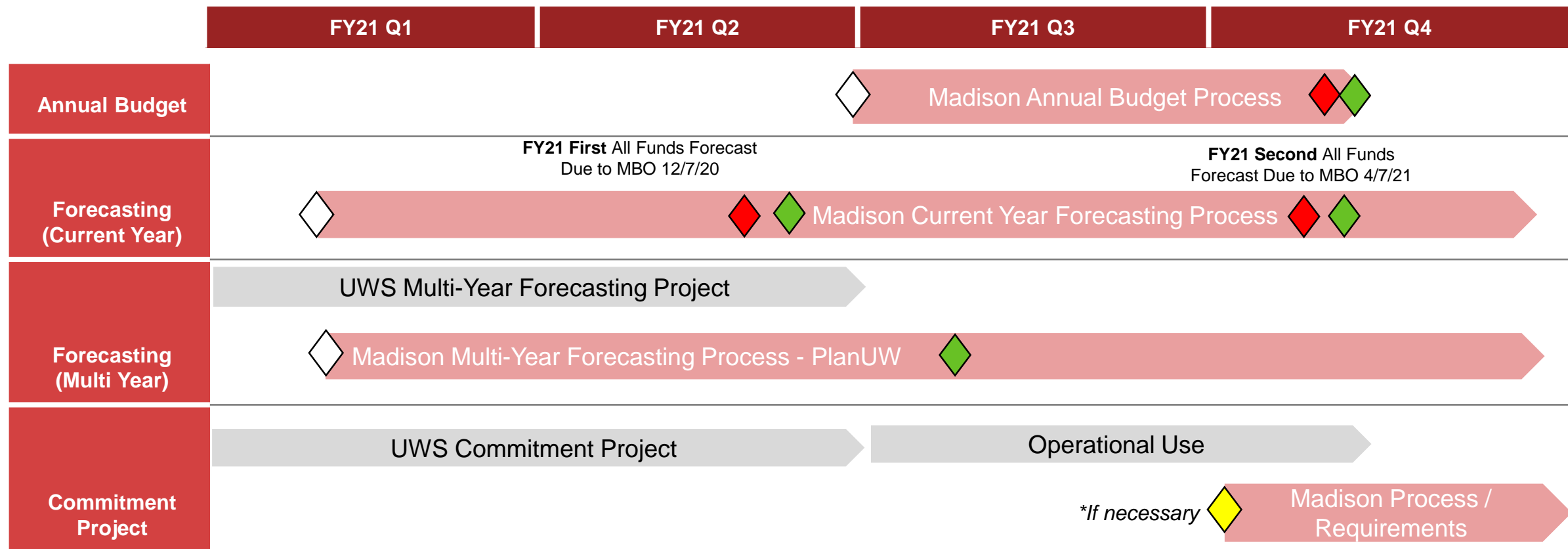
## Goals of Divisional Training Session

- Provide an overview of PlanUW Work Streams in FY21
- Introduce Forecasting in PlanUW
  - Goals
  - Process
  - Data Flow and Frequency
  - Availability
  - Support and Resources
- Application Overview
  - General Navigation
  - Data Entry
  - Reports



[Forecast Training Power Point](#)

# PlanUW – Planning and Forecast Work Streams (FY21)



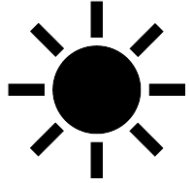
**Additional Notes:**

- UWS submissions for Current Year will be (12/21/20 and April'21), Multi-Year Forecasting will occur in Jan'21
- Current and Multi-Year Forecasting will be rolled out in Q1 of FY21 to all divisions
- Current Year Forecasting: FY21 will require two submissions to divisional forecast submissions from units to central campus. Future years will be done on a quarterly basis. Submissions will be for all funds.
- Multi-Year Forecasting: No UW-Madison specific deliverables have been set for the Multi-Year Forecasting work streams. **The 3 and 5 year campus exercises will be delivered outside of PlanUW due to adjustments that are made to historical actuals.**

Status Legend:

- Process Start
- Submission to Central Campus
- Est. submission to UWS
- PPMO Stage Gate

## Forecasting – Uncertainty of FY21



We understand there are a lot of unknowns at this time

We will be providing general assumptions to use (as available) throughout the year to assist with divisional forecasting

# Forecasting: Goals



## Be of the right complexity to advance our mission

- System can be flexed for use inside divisions as needed (DeptID; Project)
- Ability to Forecast yet to be received budget authority (GPR Revenue)
- System generated calculations (Initial Forecast Seeding; GPR Fringe)



## Sustain and produce more efficiencies

- Ability to enter current or multi-year forecasts
- Supporting information brought into the system (Actuals, Encumbrances)
- Year round access
- Data housed in one system



## Provide meaningful metrics and information

- Reporting built on end user feedback
- Alternative Hierarchy has been created to account for accounting challenges (e.g. GPR as Revenue)
- Balances are available and updated based on forecast data
- Alignment with other campus reporting (P&L)
- Provides leadership (Division & Campus) with timely and accurate data to inform decision making

# Forecasting: Process

## How is the Forecast Developed?



### (1) Base Forecast (Forecast Input)

\*\*Seeded Forecast

+

Actuals for the Months that are Closed



### (2) Forecast Adjustments

Manual entry of data by end users to adjust the forecast



### (3) Total Forecast

\*\*Seeded Forecast: The seeded forecast is determined by taking the final/redbook budget (e.g. FY21) and then spreading it out on a monthly bases based on historical data posting. There are three options currently built into the system: Average of prior two years; Prior year; Flat Spread of 1/12. The system determines which method to use based on whether actuals posted. As an example: if there were actuals in FY19 and FY20 the spread of the budget would be based on the monthly average of the two prior years. We will evaluate other options that you may find helpful to incorporate into FY22 (or beyond).



Box Links:

[Example of Actuals Replacing Seeded Forecast](#)

[Seed and Spread File - Go to your divisional folder](#)

## Forecasting: Process

The below table outlines the level of detail at which the forecast was built and also the level of detail that users will enter forecast data into PlanUW

Category (Dimension)	PlanUW Requirement
Level of Detail: <b>Department</b>	Sub Department (i.e. MSN_482000)
Level of Detail: <b>Fund</b>	All Funds Available, Entry by Fund
Level of Detail: <b>Program</b>	Total Program (Roll up all Programs)
Level of Detail: <b>Project</b>	Projects are available but need to be manually entered by System Administrators
Level of Detail: <b>Account</b>	Forecast Account (detail on following slide)



**NOTE:** While all forecasts are built at the sub department level, that does not mean that every sub department needs a forecast. Lump sum forecasts can be loaded to a single sub department within a Department or Division.

# Forecasting: Process

## Forecasting Accounts:

Major Class	# of Forecast Accounts
Revenue	24
Salary	10
Fringe	1
S&E	1
Capital Expense	1
Aid to Individuals & Organizations	1
Special Purpose	1
Debt Service	1
Sales Credits	1

Major Class	Forecast - PlanUW Account
Revenue	9199 - Minnesota Reciprocity
	9230 - Federal Aid
	9240 - State Appropriations
	9245 - State Grants and Contracts
	Application Fees Forecast
	Continuing Ed Fees Forecast
	Differential Tuition PlanUW
	EXT Credit Fees PlanUW
	Food Service Forecast
	Gifts/Donations/Grants Forecast
	Grad Tuition Forecast
	Housing Forecast
	Interession Tuition PlanUW
	Misc Fee Forecast
	Misc. Revenue Forecast
	Other Tuition Forecast
	Parking Revenue Forecast
	Segregated Fees Forecast
	Special Course Fees PlanUW
	Textbook Sales & Rental Forecast
	Transfers (Revenue) Forecast
	Tuition - Law School PlanUW
	Tuition Forecast
	Undergrad Tuition Forecast



# Forecasting: Process

Major Class	Forecast - PlanUW Account
Salary	Academic Staff Salary Forecast
	Faculty Salary Forecast
	Grad-Resrch Asst Salary Forecast
	Grad-Teach Asst Salary Forecast
	Graduate - PA Salary Forecast
	LTE Salary Forecast
	Postgrad Trainee Salary Forecast
	Salary - Other Forecast
	Student Salary Forecast
	University Staff Salary Forecast
Fringe	Fringe PlanUW
S&E	Supplies and Expense Forecast
Capital Expense	Capital Expense Forecast
Aid to Individuals & Organizations	Aid to Individuals & Organizations Forecast
Special Purpose	Special Purpose Forecast
Debt Service	Debt Service Forecast
Sales Credits	Sales Credits Forecast

A mapping file is provided in the Box training folder, click on the below link to view:






[PlanUW Account – Budget – Forecast Mapping File](#)

Using the file you can see the full mapping from account code to Forecast accounts. The file also includes mapping for budget accounts.

# Forecasting: Process

The forecast scenario will be updated monthly. Actuals replace forecast following each month's close. This will give users the ability to forecast on a monthly basis (if desired). The following table aligns the forecast cycle with the different forecast components throughout the fiscal year:

Forecast Cycle	Date Forecast is Expected to be Open/Available	Actual Data 	Seeded Forecast Data 	Forecast Adjustment 
August Forecast		July	August – June	August – June
September Forecast (TODAY)	September 15	July – Aug	September – June	September – June
October Forecast	October 15	July - September	October - June	October - June
November Forecast (1 <sup>st</sup> Submission)	November 15	July - October	November - June	November - June
December Forecast	December 15	July - November	December - June	December - June
January Forecast	January 15	July - December	January - June	January - June
February Forecast	February 15	July - January	February - June	February - June
March Forecast (2 <sup>nd</sup> Submission)	March 15	July - February	March - June	March - June
April Forecast	April 15	July - March	April - June	April - June
May Forecast	May 15	July - April	May - June	May - June
June Forecast	June 15	July - May	June - June	June - June



# Forecasting: Process

## Division

Divisions will determine their own internal processes and procedures for developing the Total Forecast submissions



Actuals + Seeded Forecast



Forecast Adjustments



Current Year  
Total Forecast



### Resources to assist:

MBO Analyst  
PlanUW System Admins  
Training Material  
Video Tutorials  
Open Labs

## Central Campus

### Division to Central Campus Forecast Submission Dates



**First Forecast – Due December 7th, 2020**



**Second Forecast – Due April 7th, 2021**

### Central Campus Requirements and Data Use

All Funds

Central Campus will review Divisional submissions at the Division level in FY21 (Caveat – units that are structured at the department level will be reviewed at the Department level)

Used to build campus wide projected year end financial projection for campus leadership

Used for decision making and follow-ups with Divisions as appropriate

Inform campus submission to UWS for forecast projections

# Forecasting: Process

## Division

Divisions will determine their own internal processes and procedures for developing the Total Forecast submissions



Divisions can select a singular DeptID to enter data for the entire Division by Fund (Budget only DeptID could be used for this approach)

 [Mapping File: Budget Only DeptID's](#)



Divisions can also use any other DeptID approach they would like to meet their needs..... This could include a different approach based on fund or other meaningful criteria



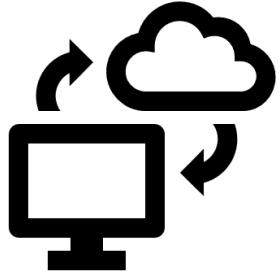
As you gain more experience, approach can be adjusted

## Forecasting: Data Flow and Frequency

Data coming into PlanUW	Frequency
Budget (Final)	Annual – native to PlanUW
Budget Transfers	Monthly (10 <sup>th</sup> day)
Actuals (include period 998)	Monthly (10 <sup>th</sup> day); Period 998 will be subject to FY closing, likely available in mid-late August
Encumbrances	Monthly (10 <sup>th</sup> day) *Note – encumbrance data will be valid as of the day it is brought into the system, this is only being brought in for reference. We are currently reviewing this practice to determine if an adjustment needs to be made to bring the data in sooner
Beginning Balances	Annual (*starting in FY20)
Compensation Administration Tool (CAT)	3 times per day – only operational during budget season
Planning Allocation (PA)	Nightly – only operational during budget season

NOTE: Budget Transfers; Actuals; Encumbrances are validated on the next business day they are brought into PlanUW. This may cause a delay in your ability to see the data in reports.

## Forecasting: Availability



PlanUW is a cloud system



If something looks off, please let us know!



Daily Maintenance Window: Midnight to 1 a.m.

Quarterly Patches: Not a set schedule, depends on patching needs

Cube Clean-Up: 5:15 a.m. – 6 a.m.

Unplanned outages (infrequent but have occurred)

In the event there is an unplanned service outage or quarterly patch information we will use email to communicate information and updates.

## Forecasting: Support and Resources




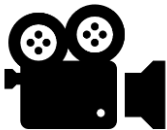
Your MBO Analyst - <https://mbo.wisc.edu/budgetcontacts/>




Technical issues: PlanUW System Administrators – email: [planuw-msn-mbo@vc.wisc.edu](mailto:planuw-msn-mbo@vc.wisc.edu)



Training Material –  ([click here](#))



Video Vignettes –  ([click here](#))



Office Hours – Every Tues and Thurs from 11 – 12:30 from 9/29 – 11/5 (5 weeks)

## Forecasting: Important Dates Over The Next Few Months



**November 10<sup>th</sup>** – October Actuals/Budget Transfers/Encumbrances will be brought in and the November Forecast will be opened



**September 24<sup>th</sup> – December 3<sup>rd</sup>** – Office Hours from 11 – 12:30 every Tuesday and Thursday



**December 7<sup>th</sup>, 2020 (or before)** – First FY21 Divisional Forecast (all funds) to be provided to MBO



## Forecasting: Feedback



We need your feedback – this is a new process for all of us!