

PlanUW Forecast Processes

QUICK REFERENCE GUIDE

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Setting User Variables

Some forms in the application require a User Variable to use, so this section will help users set a value for this user variable. Here are the steps to do so:

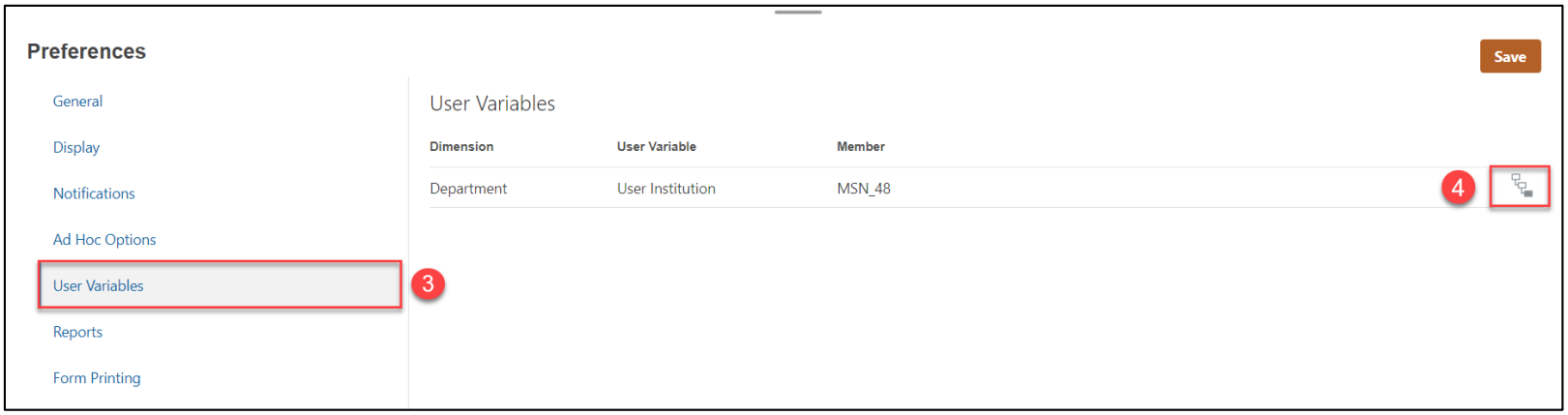
1. Click the **Tools** cluster.
2. Click the **User Preferences** card.



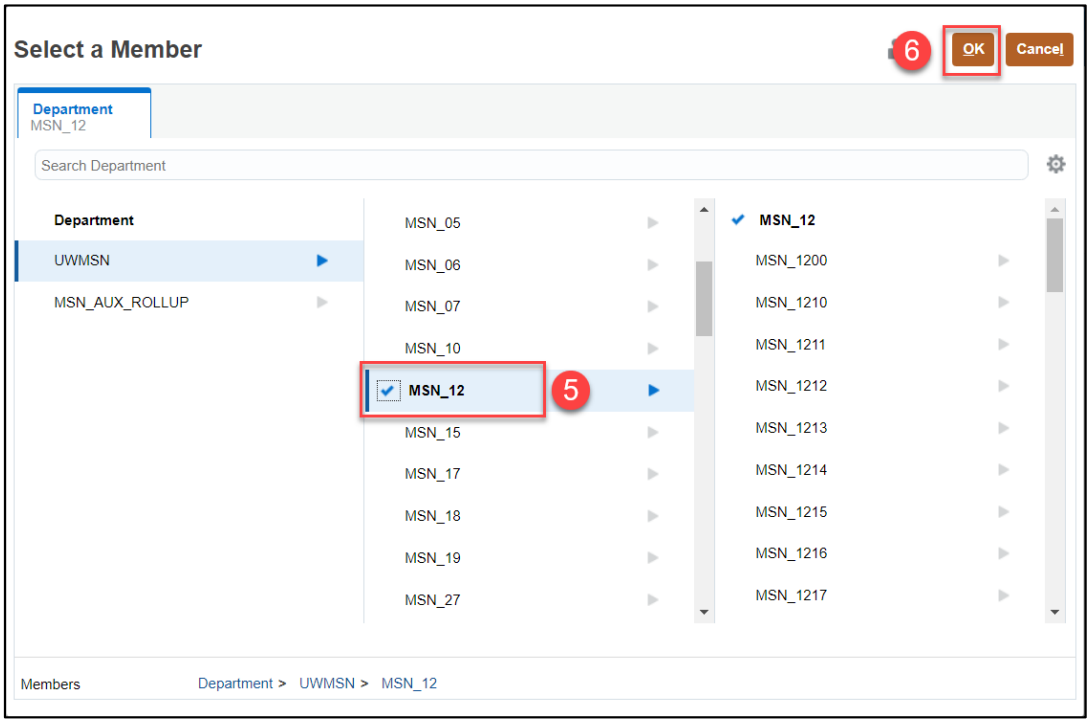
2 QRG

3. Click on the **User Variables** tab.

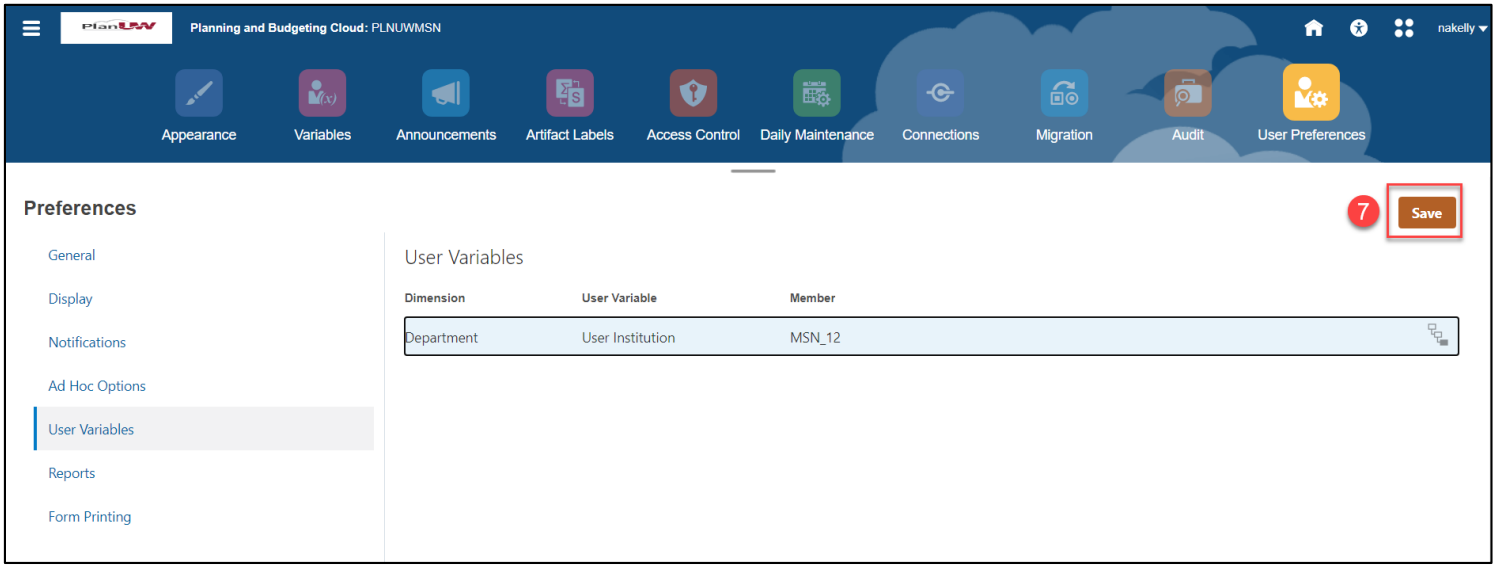
4. Click on the **Member Selector** icon 



5. Select a member from the Department dimension.
6. Click **OK.**



7. Click **Save**


Planning and Budgeting Cloud: PLNUWMSN
nakelly
Appearance
Variables
Announcements
Artifact Labels
Access Control
Daily Maintenance
Connections
Migration
Audit
User Preferences
Preferences
7
Save
General
Display
Notifications
Ad Hoc Options
User Variables
Reports
Form Printing
User Variables
Dimension
User Variable
Member
Department
User Institution
MSN_12

Current-Year Forecast

6 QRG

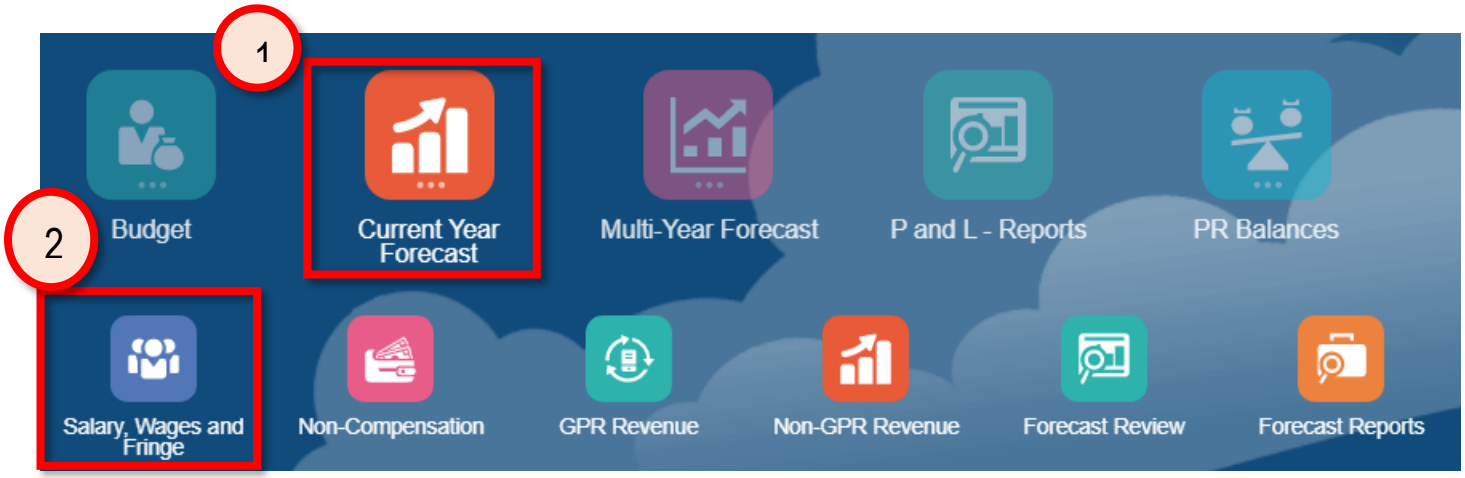
Salary, Wages & Fringe - Input and Review

Step 1.

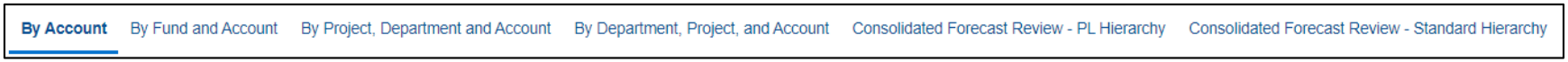
Click on the **Current Year Forecast** tile to begin.

Step 2.

Click on **Salary, Wages and Fringe**

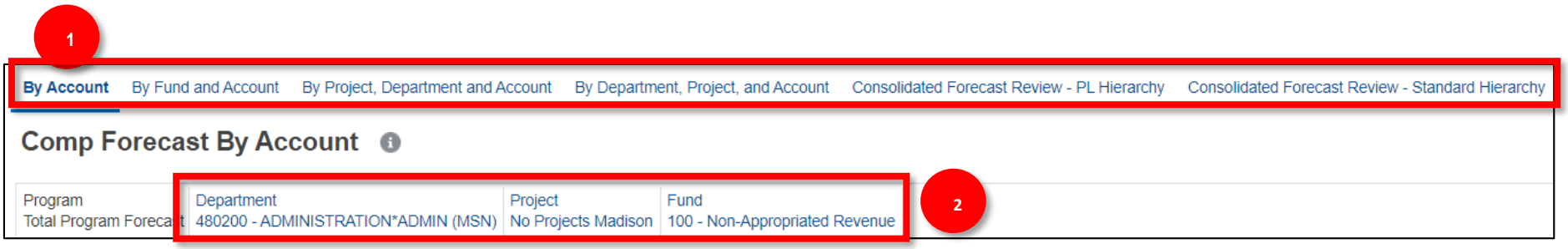


Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use one of the Consolidated Review forms to see total results.

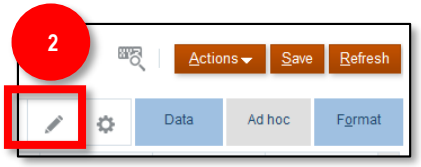


1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**
2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**
5. **Consolidated Review – PL Hierarchy** - Provides historical Actual and Revised Budget data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget, all operating with the **P&L alternate** Account hierarchy.
6. **Consolidated Review – Standard Hierarchy** - Provides historical Actual and Revised Budget data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget, all operating with the **standard** Account hierarchy.

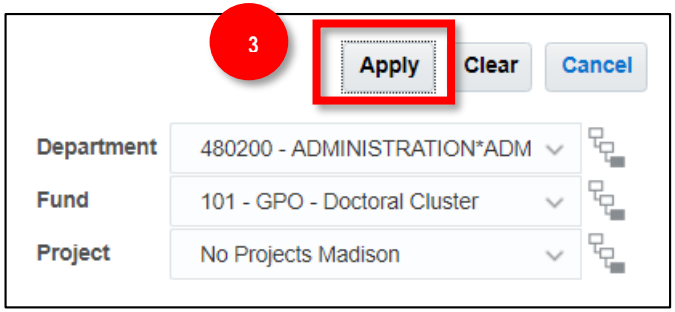
Step 3. Selecting Input Forms and POV (All input forms)



1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



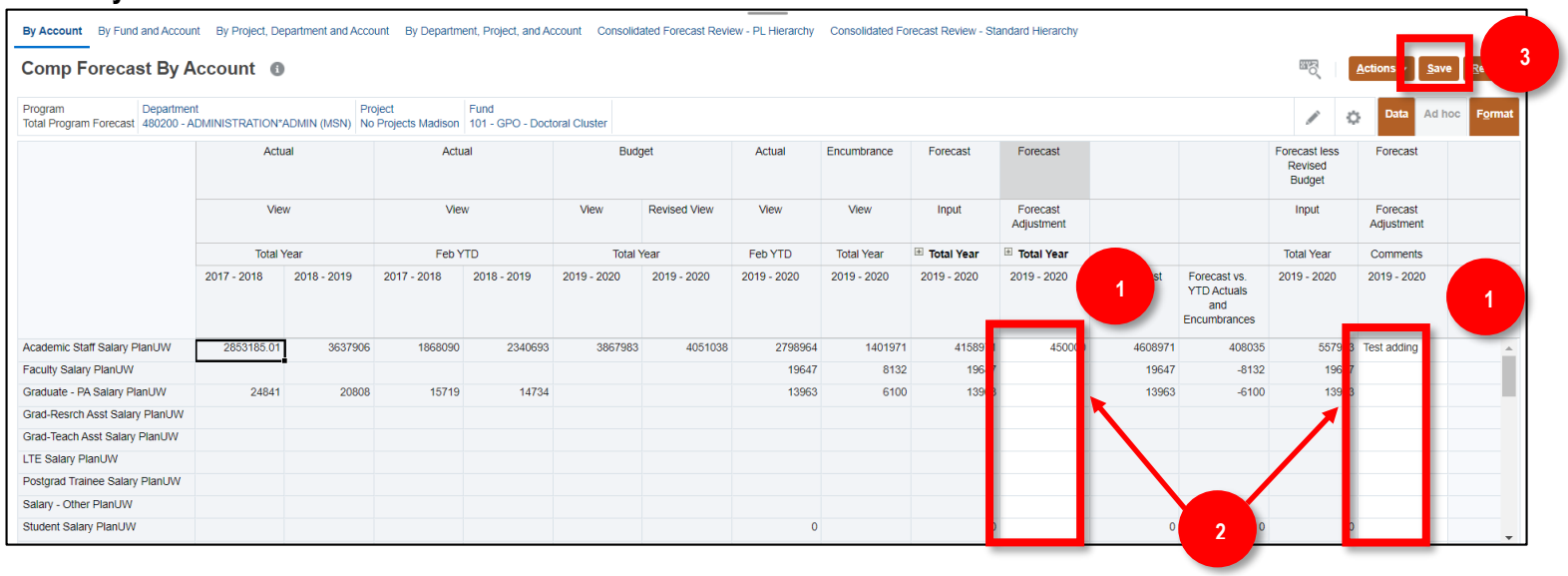
Step 4. Updating Forecast (All input forms)

1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)
2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

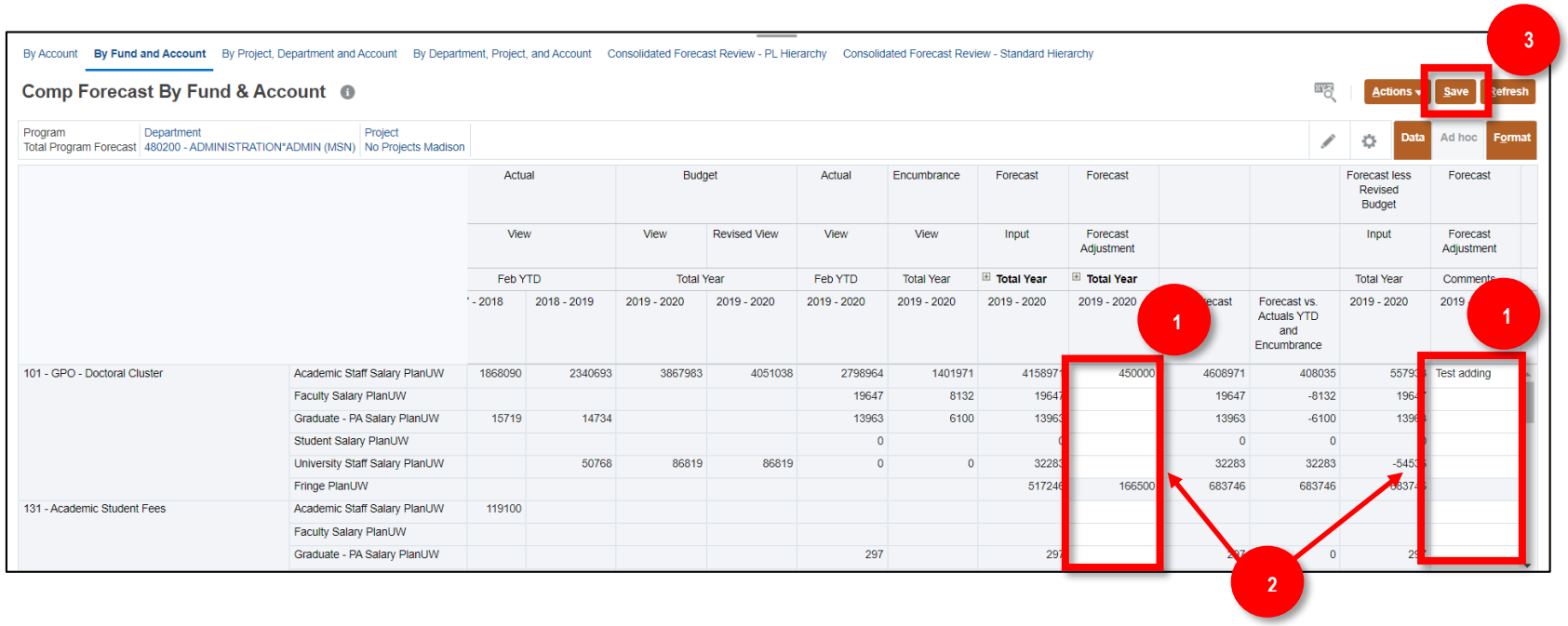
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

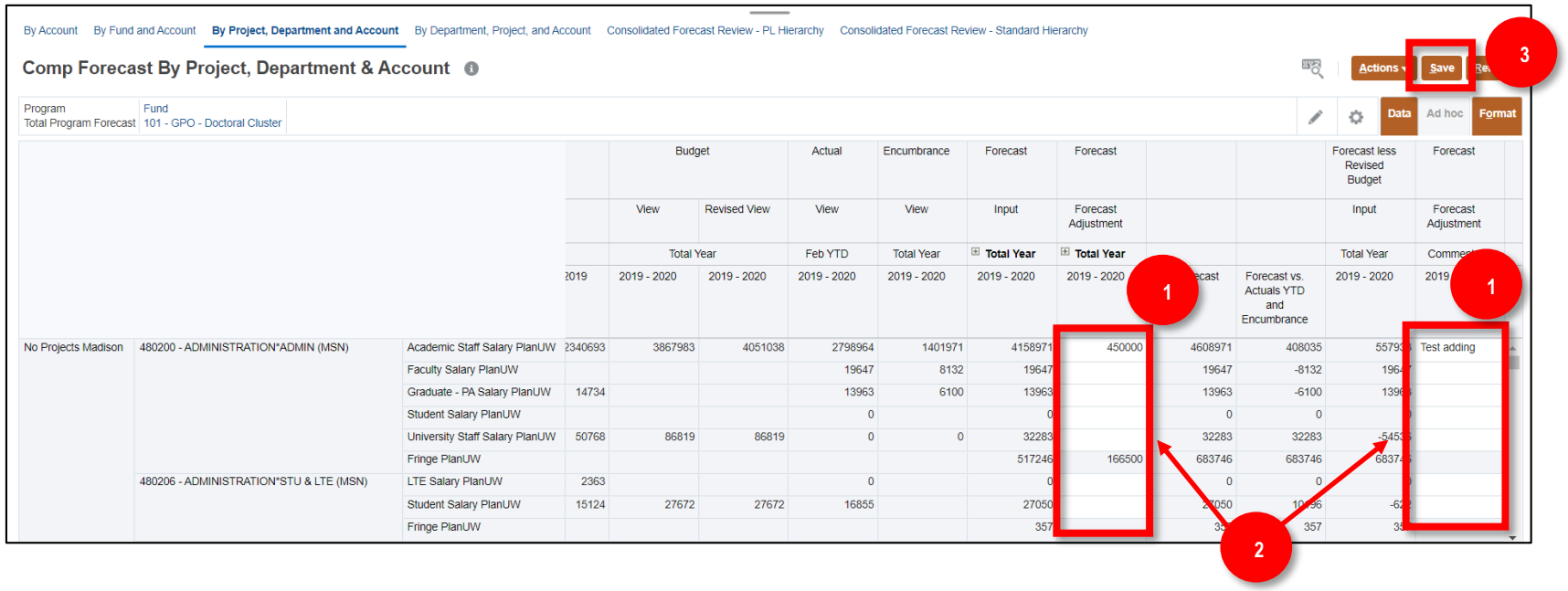
By Account:



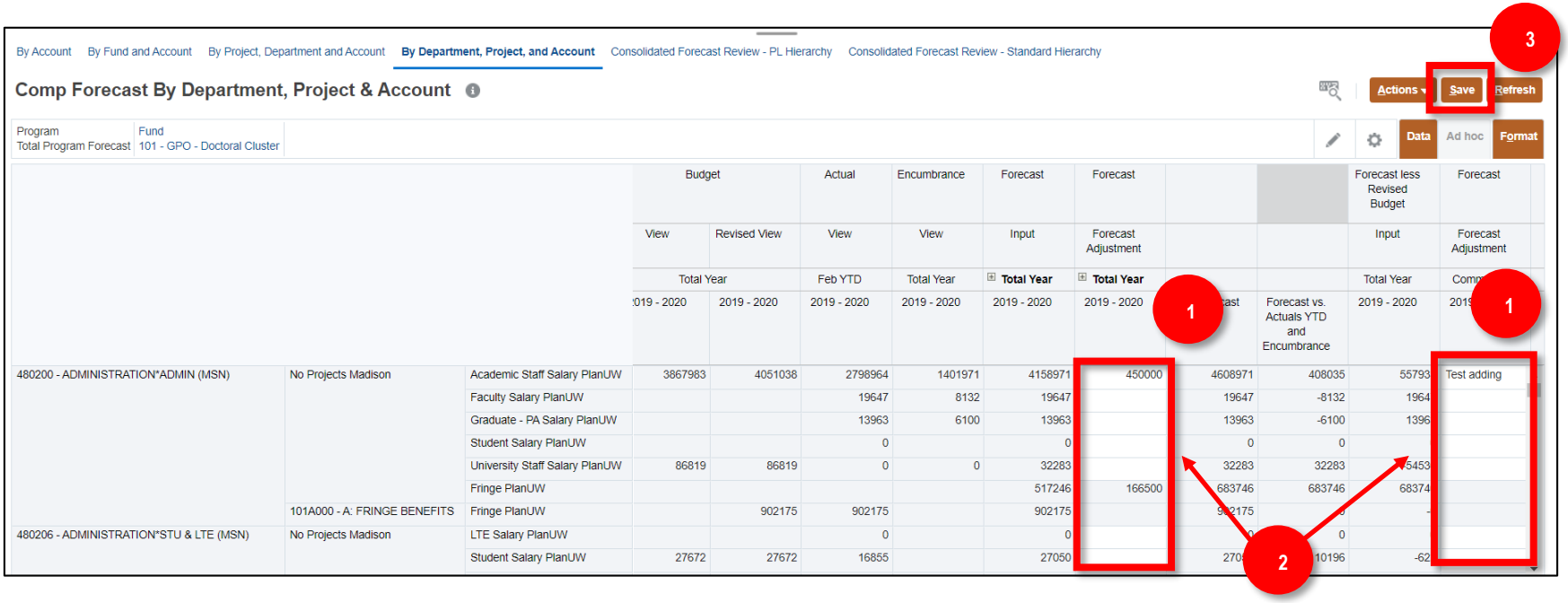
By Fund and Account:

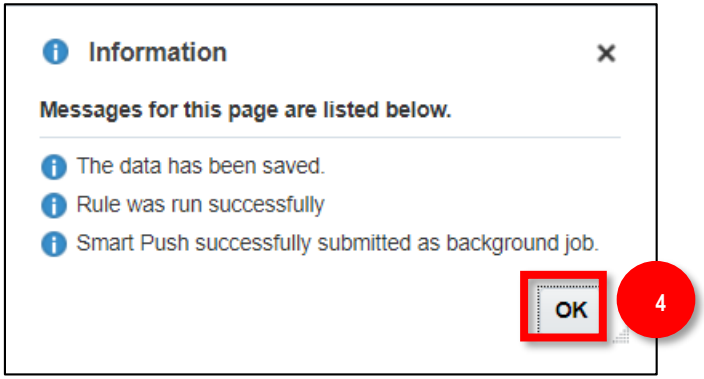


By Project, Department, and Account:



By Department, Project, and Account:



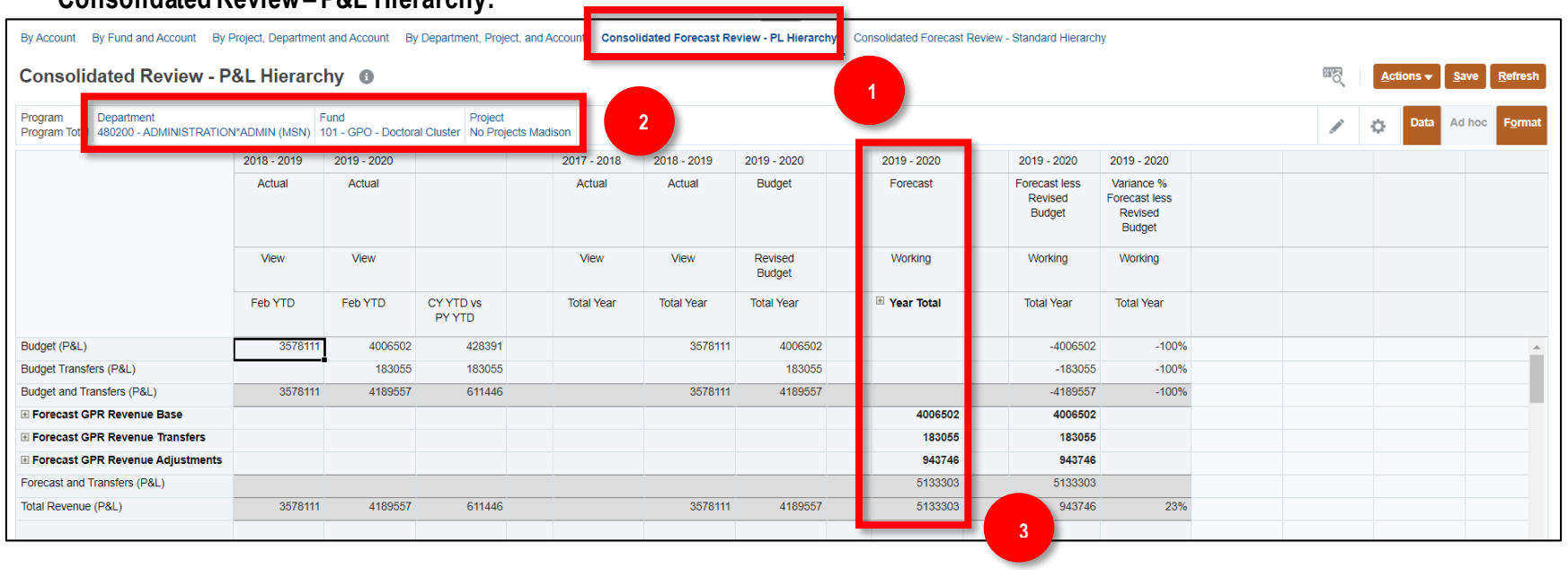


Step 5. Reviewing Forecast

Begin the process of reviewing the data entered in the input forms:

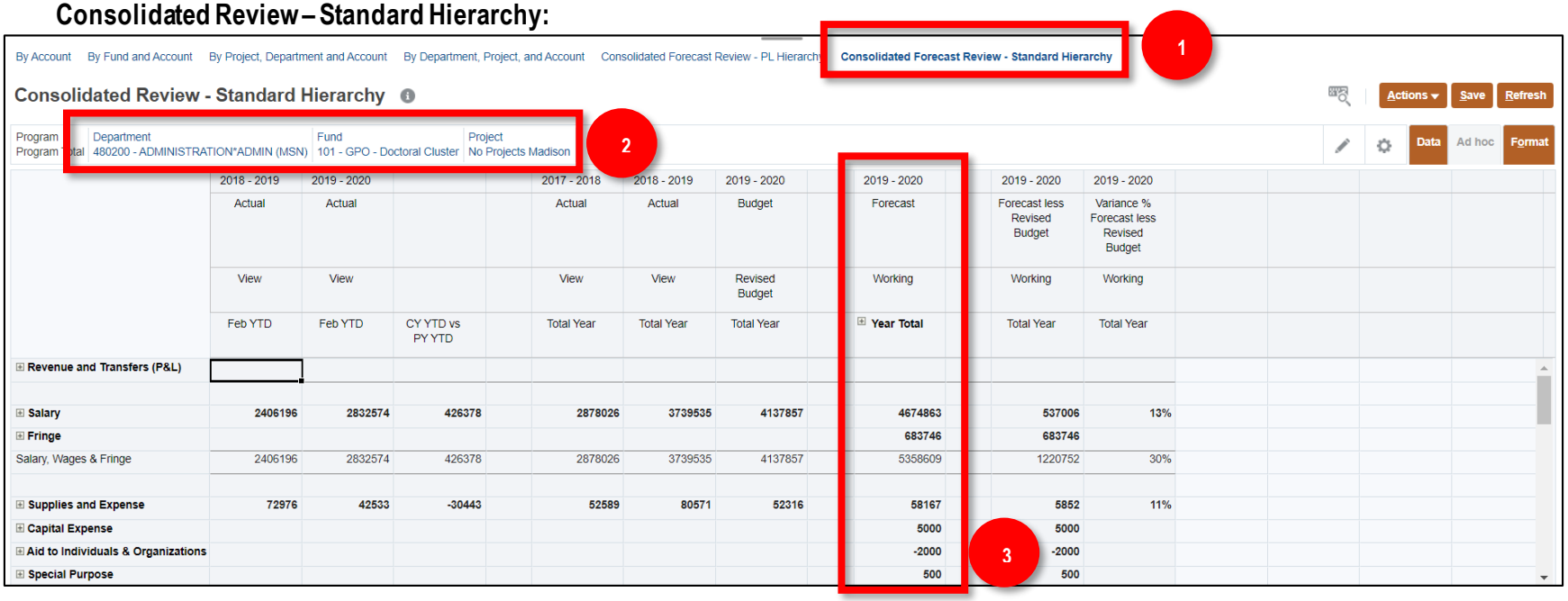
1. Select one of the **Consolidated Review (PL Hierarchy or Standard Hierarchy)** forms at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** column to display updated totals.
4. Return to the Input forms to make updates as needed

Consolidated Review – P&L Hierarchy:



	2018 - 2019	2019 - 2020		2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020
	Actual	Actual		Actual	Actual	Budget	Forecast	Forecast less Revised Budget	Variance % Forecast less Revised Budget
	View	View		View	View	Revised Budget	Working	Working	Working
	Feb YTD	Feb YTD	CY YTD vs PY YTD	Total Year	Total Year	Total Year	Year Total	Total Year	Total Year
Budget (P&L)	3578111	4006502	428391		3578111	4006502		-4006502	-100%
Budget Transfers (P&L)		183055	183055			183055		-183055	-100%
Budget and Transfers (P&L)	3578111	4189557	611446		3578111	4189557		-4189557	-100%
Forecast GPR Revenue Base							**4006502**	**4006502**	
Forecast GPR Revenue Transfers							**183055**	**183055**	
Forecast GPR Revenue Adjustments							**943746**	**943746**	
Forecast and Transfers (P&L)							5133303	5133303	
Total Revenue (P&L)	3578111	4189557	611446		3578111	4189557	5133303	943746	23%

Consolidated Review – Standard Hierarchy:



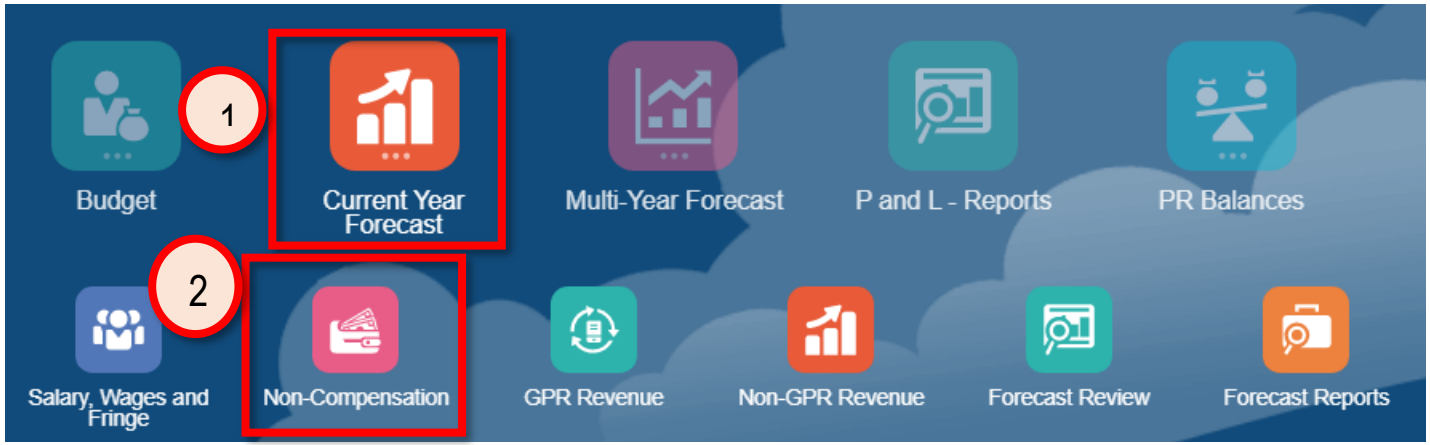
Non-Compensation - Input and Review

Step 1.

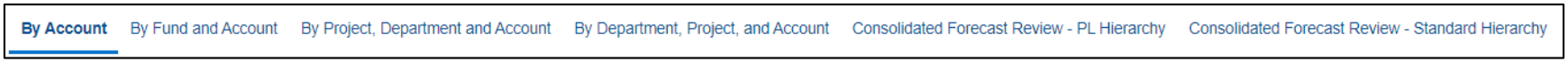
Click on the **Current Year Forecast** tile to begin.

Step 2.

Click on **Non-Compensation**

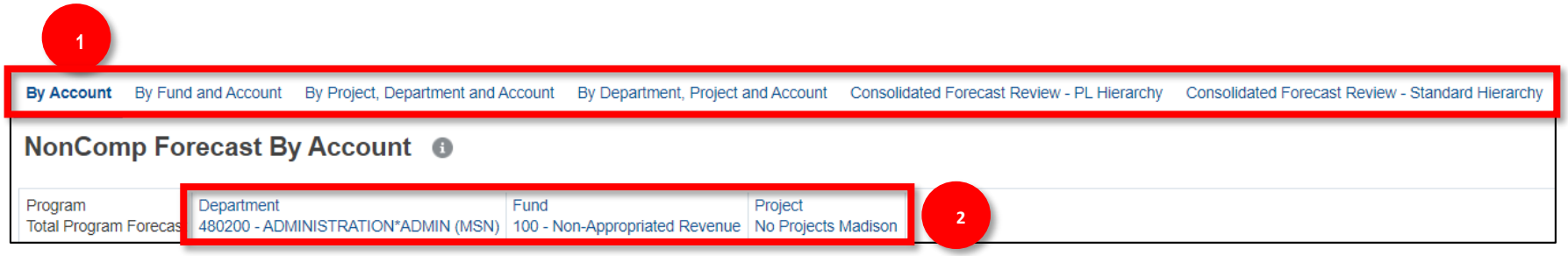


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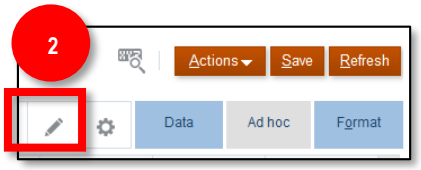
Step 3. Selecting Input Forms and POV (All input forms)



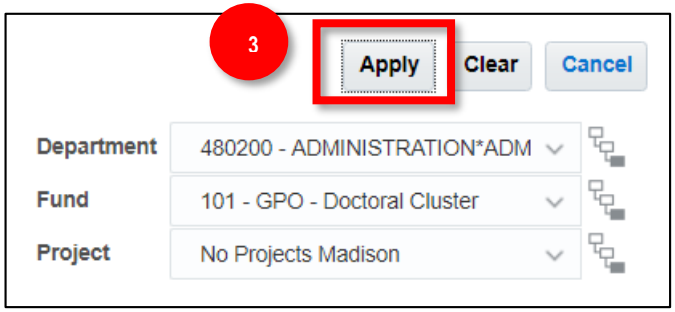
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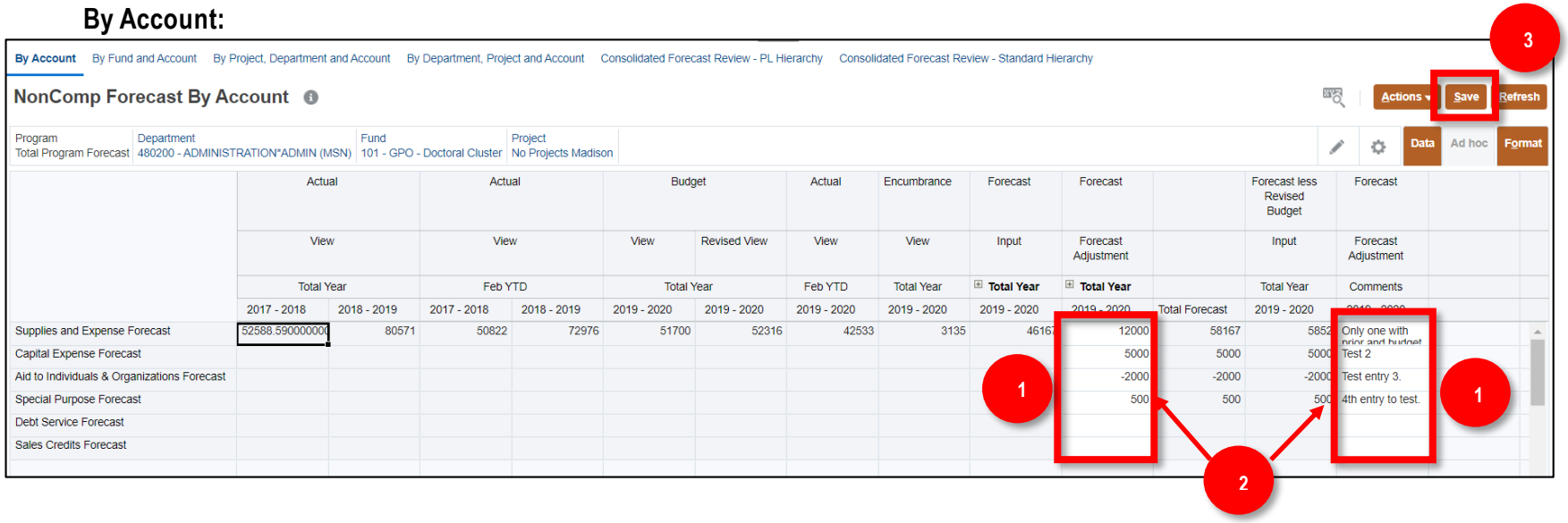
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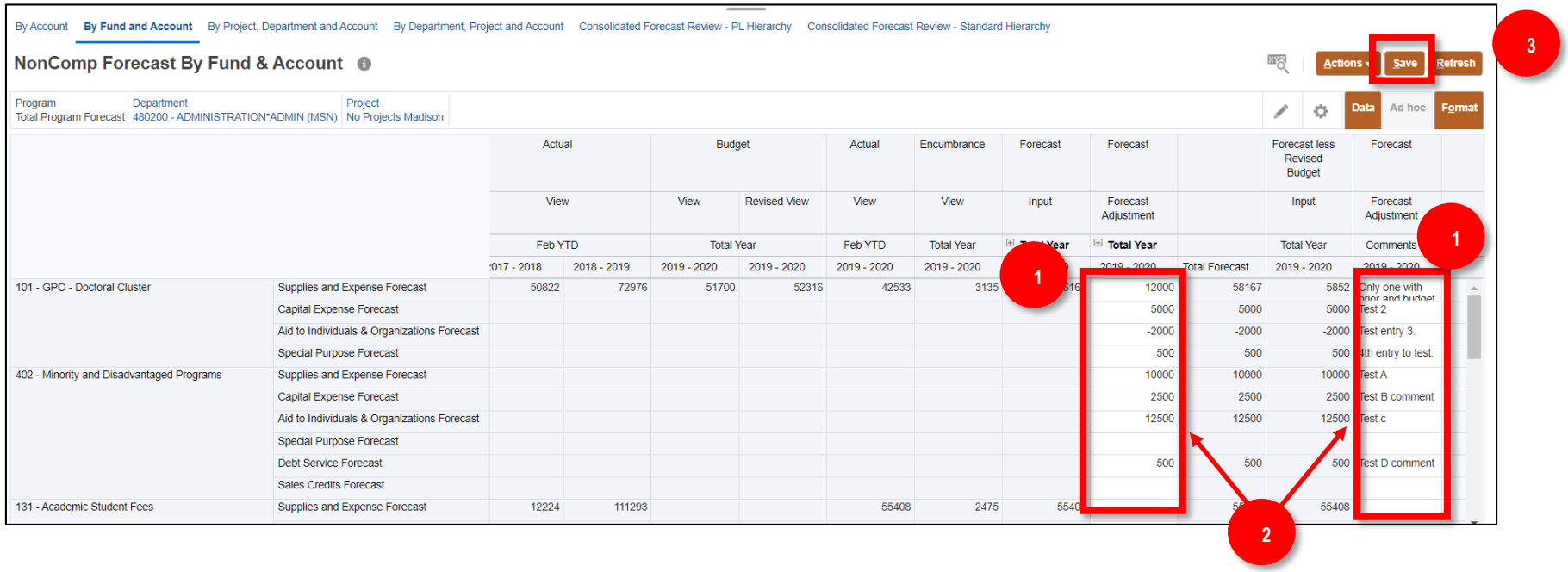
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

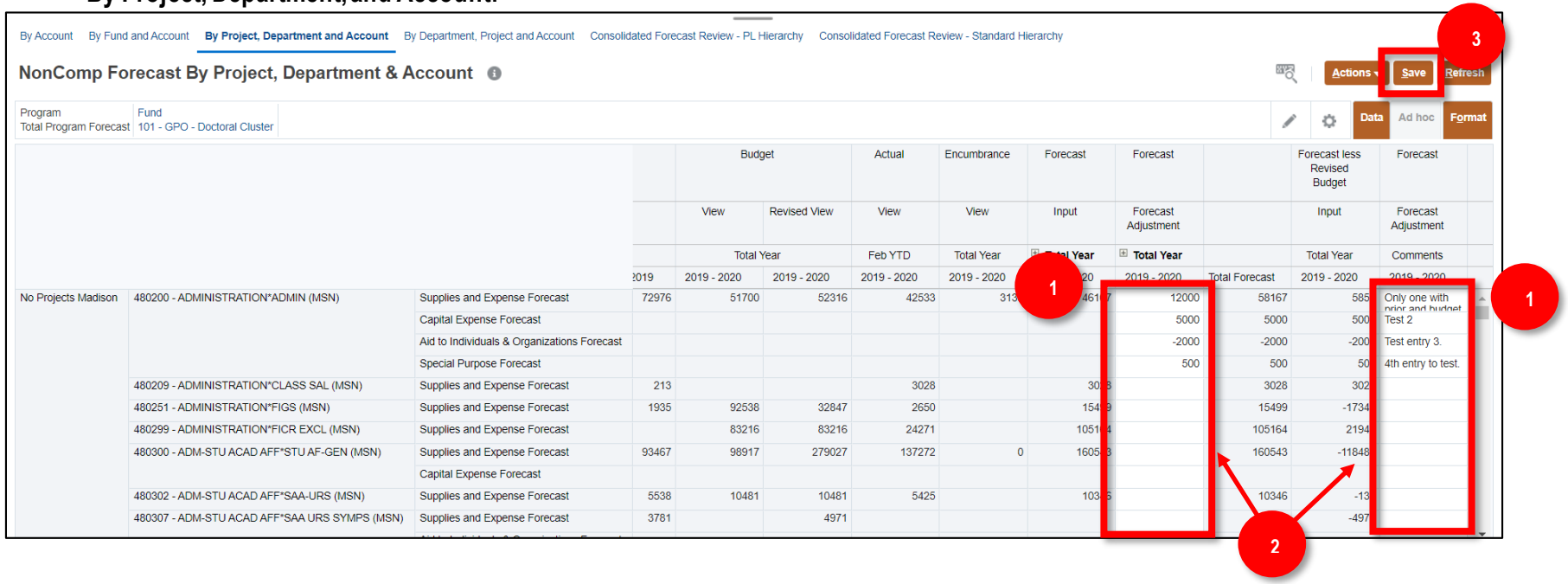
By Account:



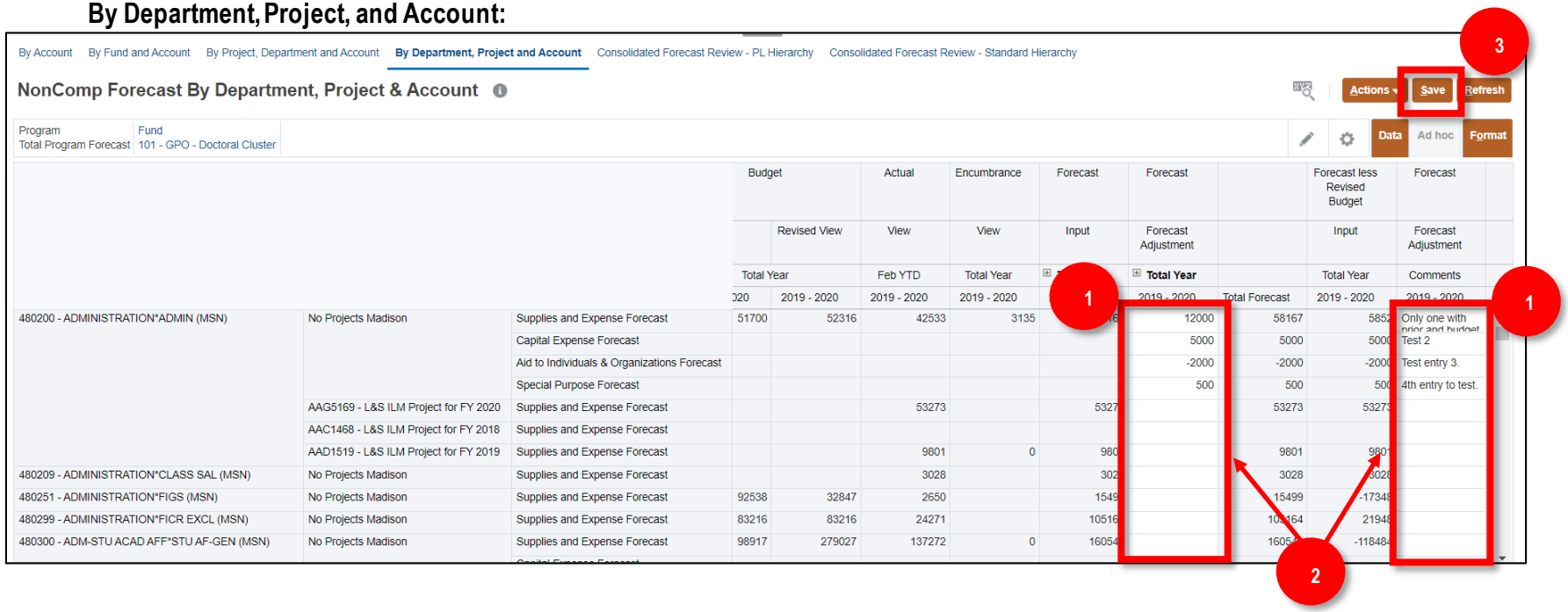
By Fund and Account:

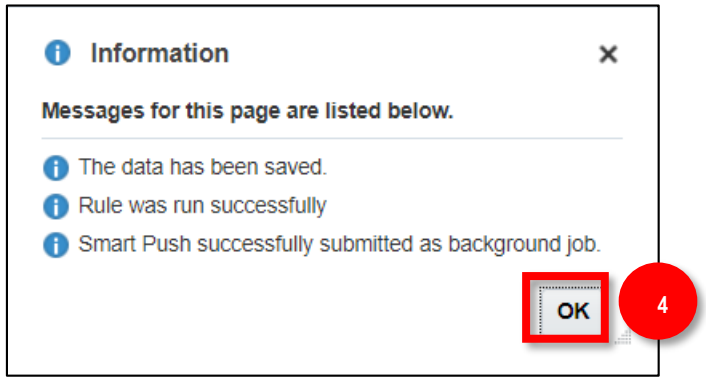


By Project, Department, and Account:



By Department, Project, and Account:



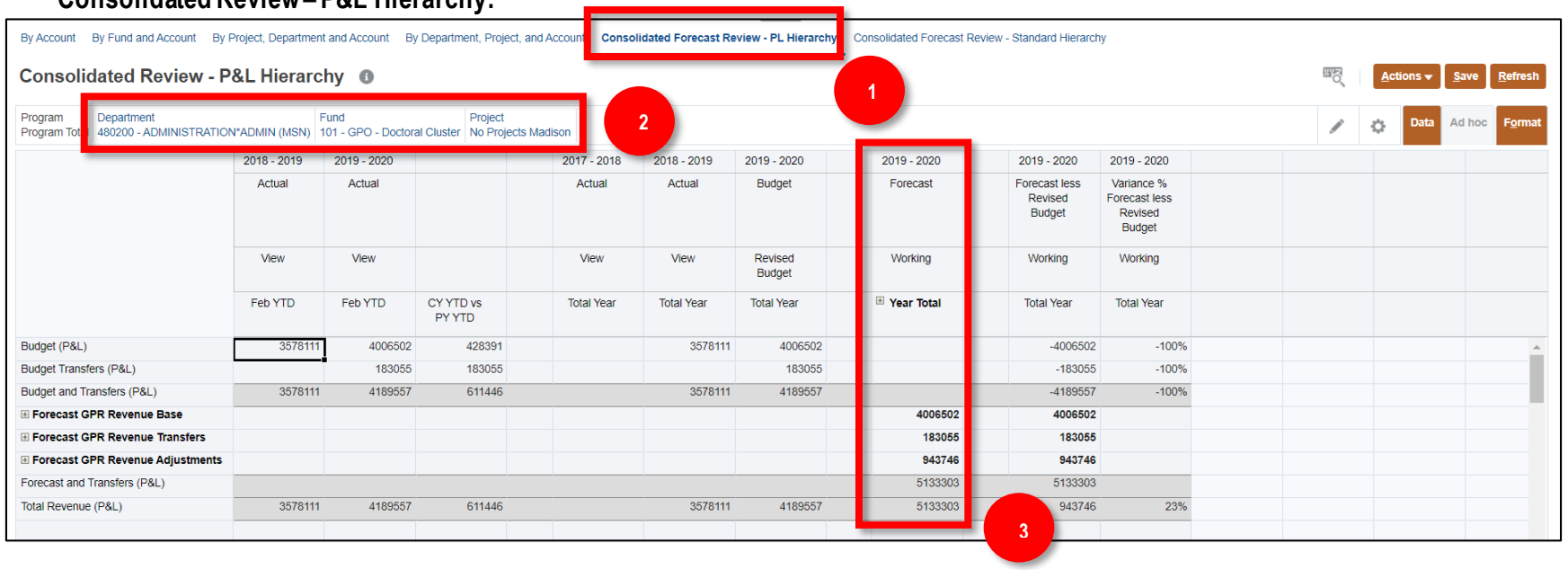


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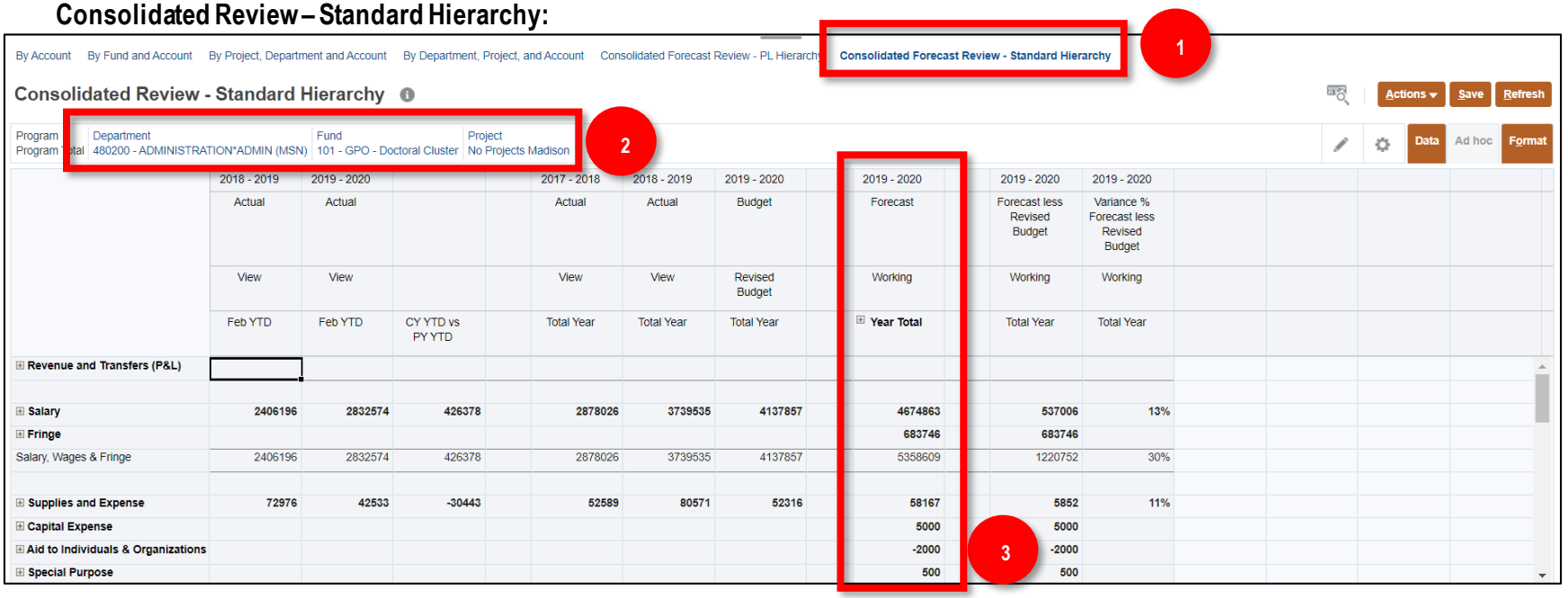
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Consolidated Review – P&L Hierarchy:



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	Actual	Actual		Actual	Actual	Budget	Forecast	Forecast less Revised Budget	Variance % Forecast less Revised Budget
	View	View		View	View	Revised Budget	Working	Working	Working
	Feb YTD	Feb YTD	CY YTD vs PY YTD	Total Year	Total Year	Total Year	Year Total	Total Year	Total Year
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Total Revenue (P&L)	3578111	4189557	611446		3578111	4189557	5133303	943746	23%

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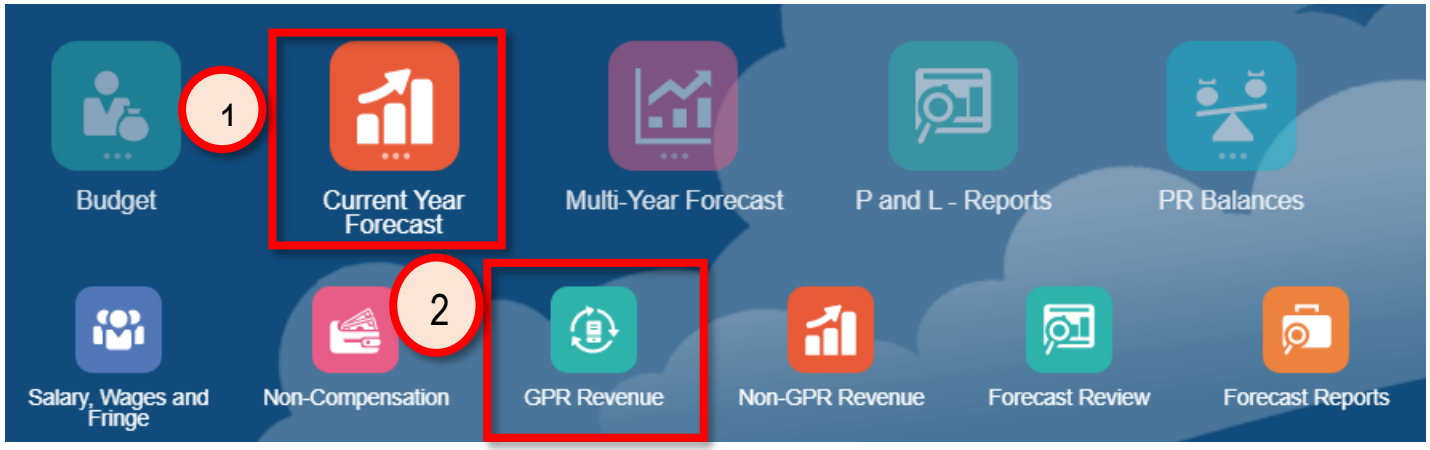
GPR Revenue - Input and Review

Step 1.

Click on the **Current Year Forecast** tile to begin.

Step 2.

Click on **GPR Revenue**



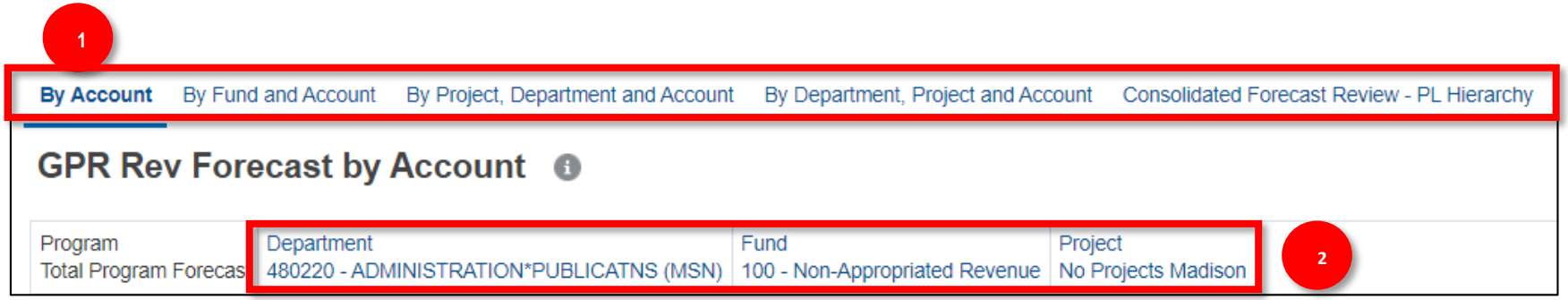
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2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
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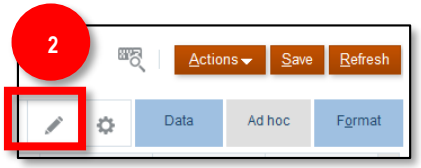
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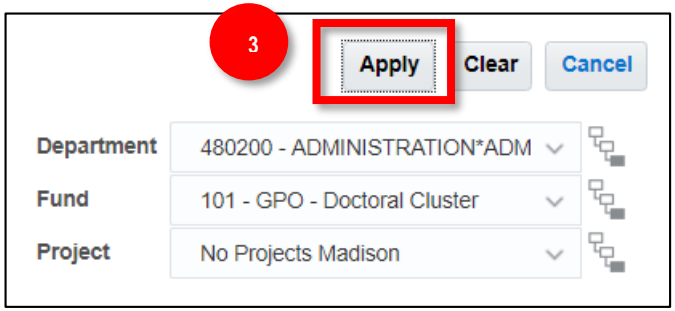
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Step 4. Updating Forecast (All input forms)

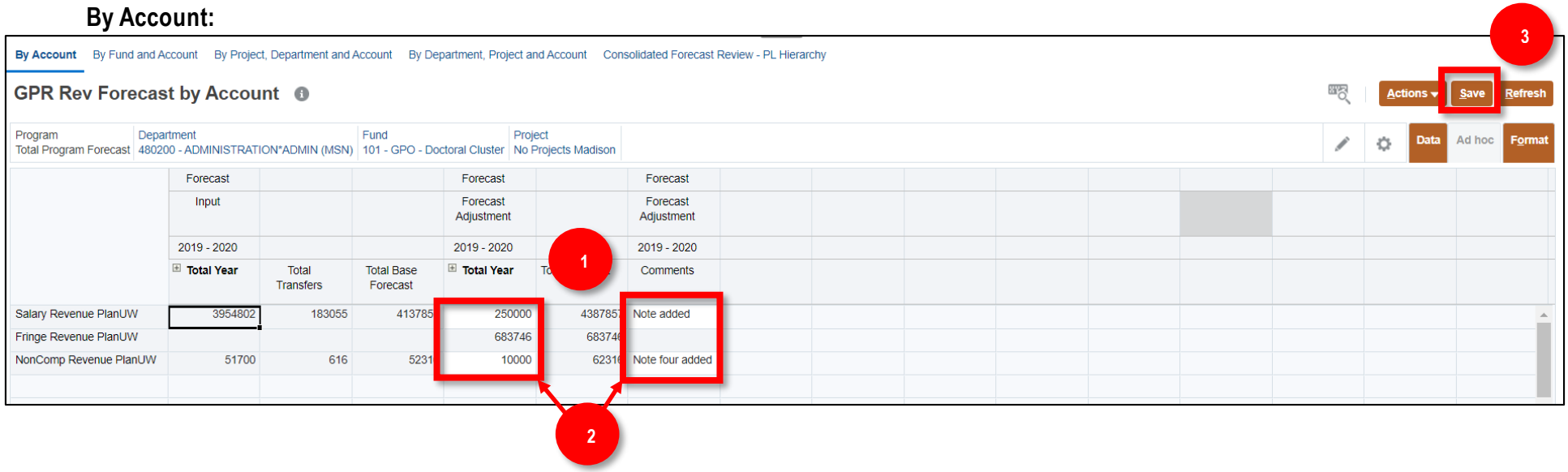
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)

2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

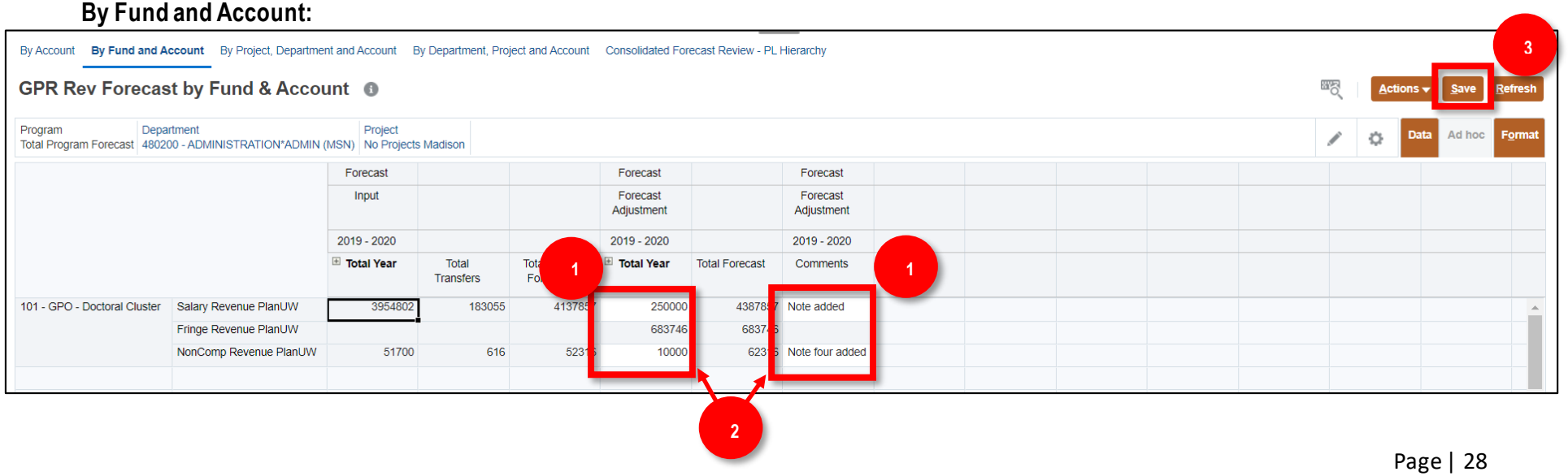
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

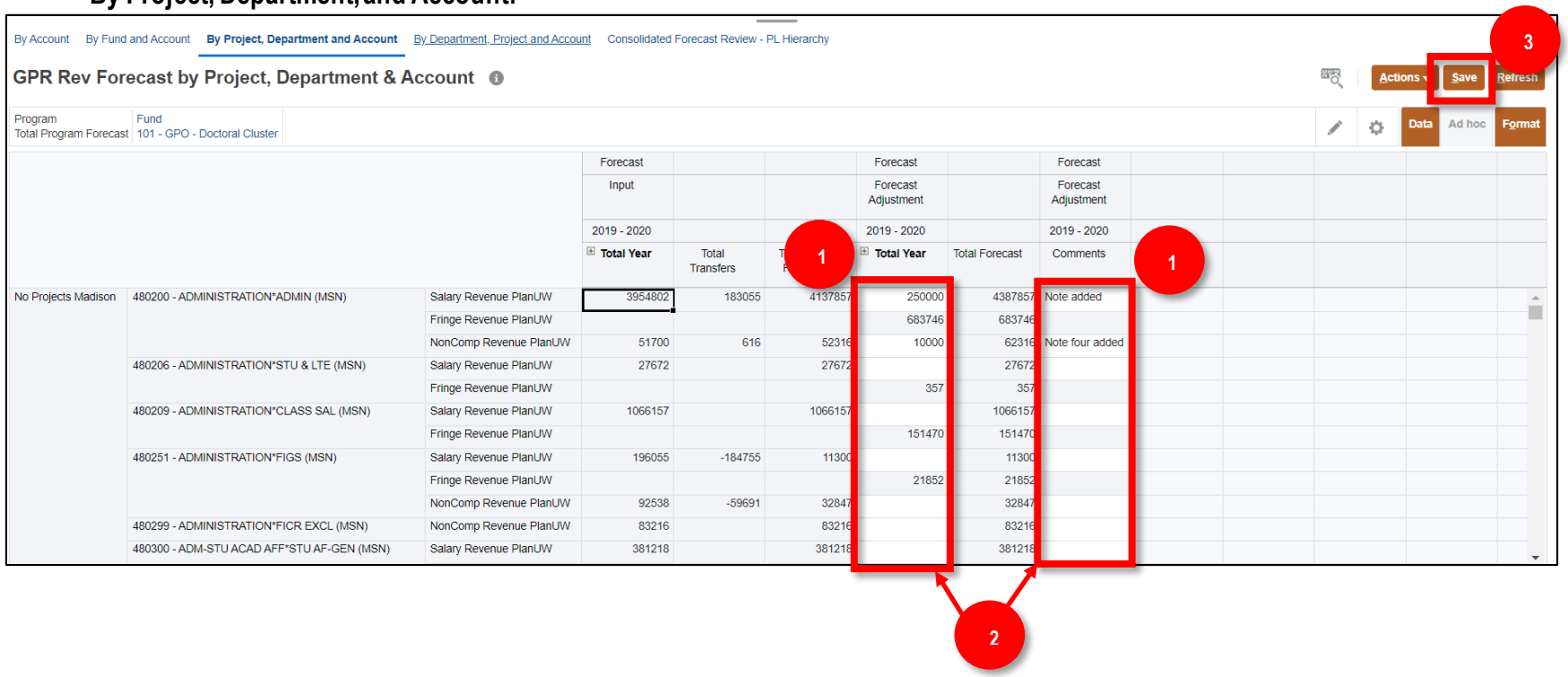
By Account:



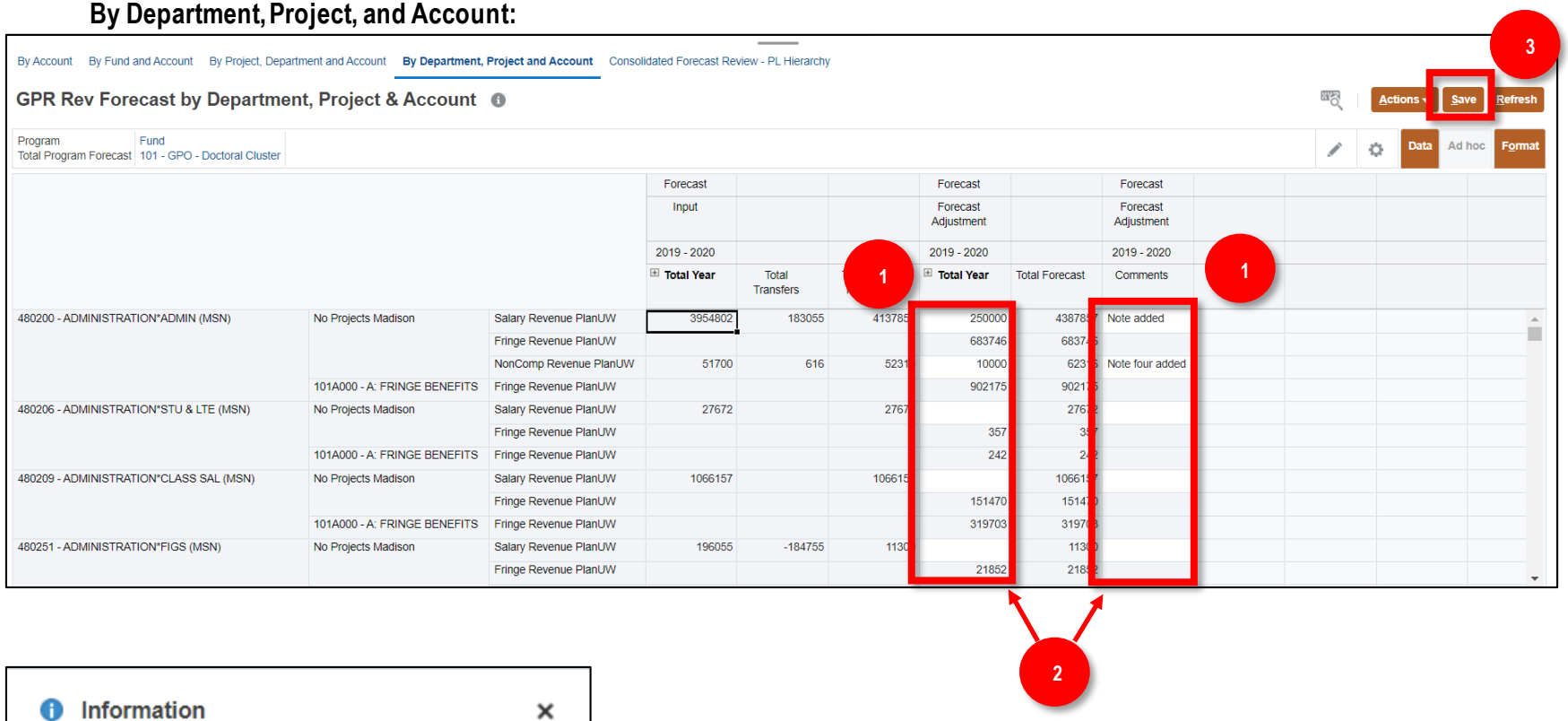
By Fund and Account:

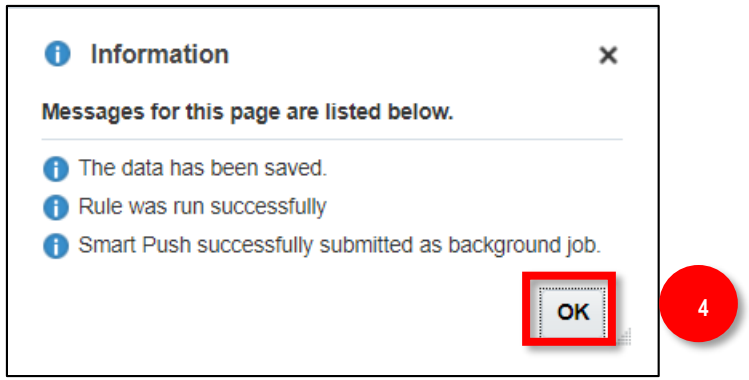


By Project, Department, and Account:



By Department, Project, and Account:



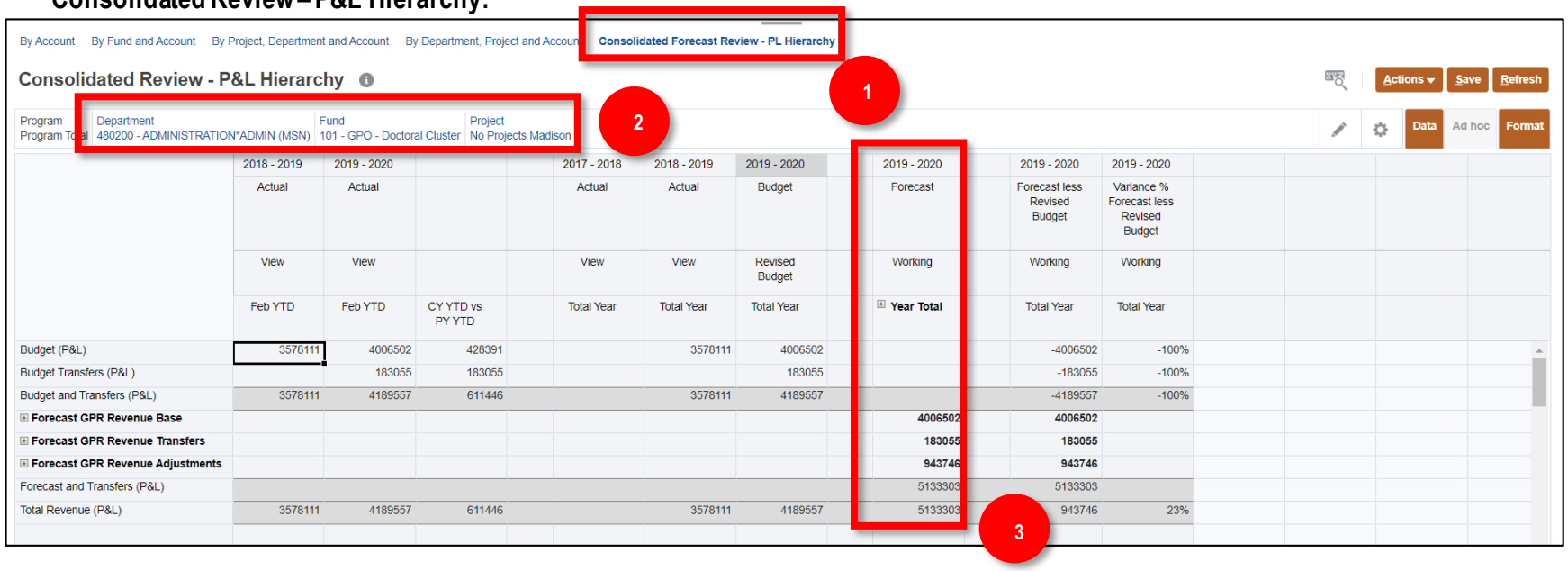


Step 5. Reviewing Forecast

Begin the process of reviewing the data entered in the input forms:

1. Select the **Consolidated Review - PL Hierarchy** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** column to display updated totals.
4. Return to the Input forms to make updates as needed

Consolidated Review – P&L Hierarchy:



Non-GPR Revenue – Input and Review

Step 1.

Click on the **Current Year Forecast** tile to begin.

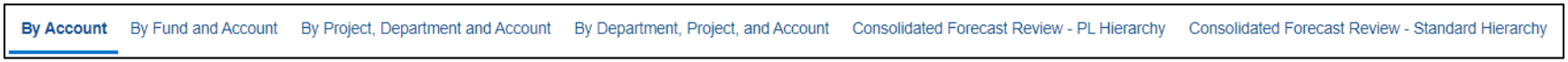
Step 2.

Click on **Non-GPR Revenue**



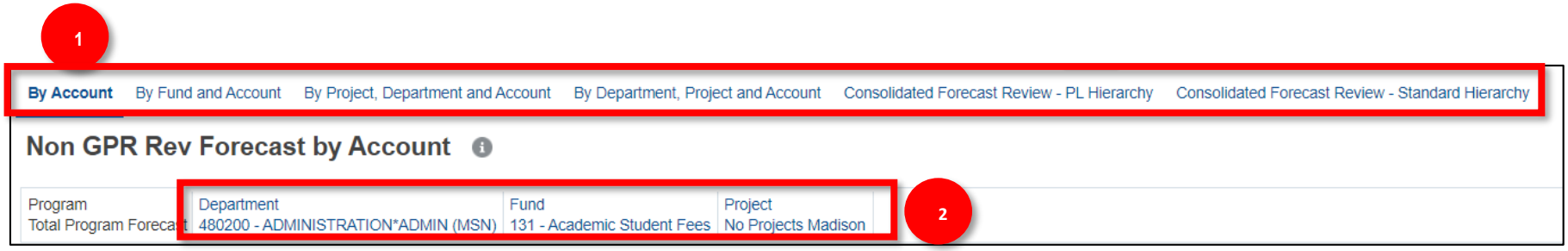
Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use one of the Consolidated Review forms to see total results.

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1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**
2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**
5. **Consolidated Review – PL Hierarchy** - Provides historical Actual and Revised Budget data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget, all operating with the **P&L alternate** Account hierarchy.
6. **Consolidated Review – Standard Hierarchy** - Provides historical Actual and Revised Budget data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget, all operating with the **standard** Account hierarchy.

Step 3. Selecting Input Forms and POV (All input forms)

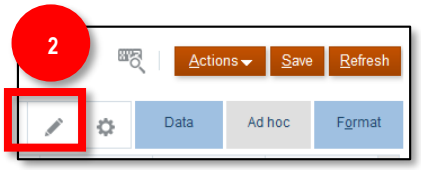


1. Select the desired form by clicking on the form title at the top of the page

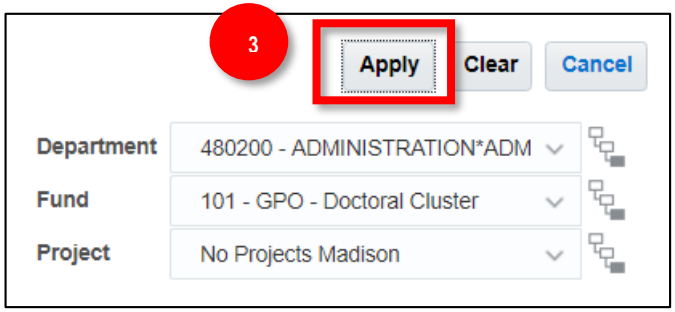
2. Change the **POV** (Point of View)

    a. by selecting any blue member available in the POV selection area.

    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Updating Forecast (All input forms)

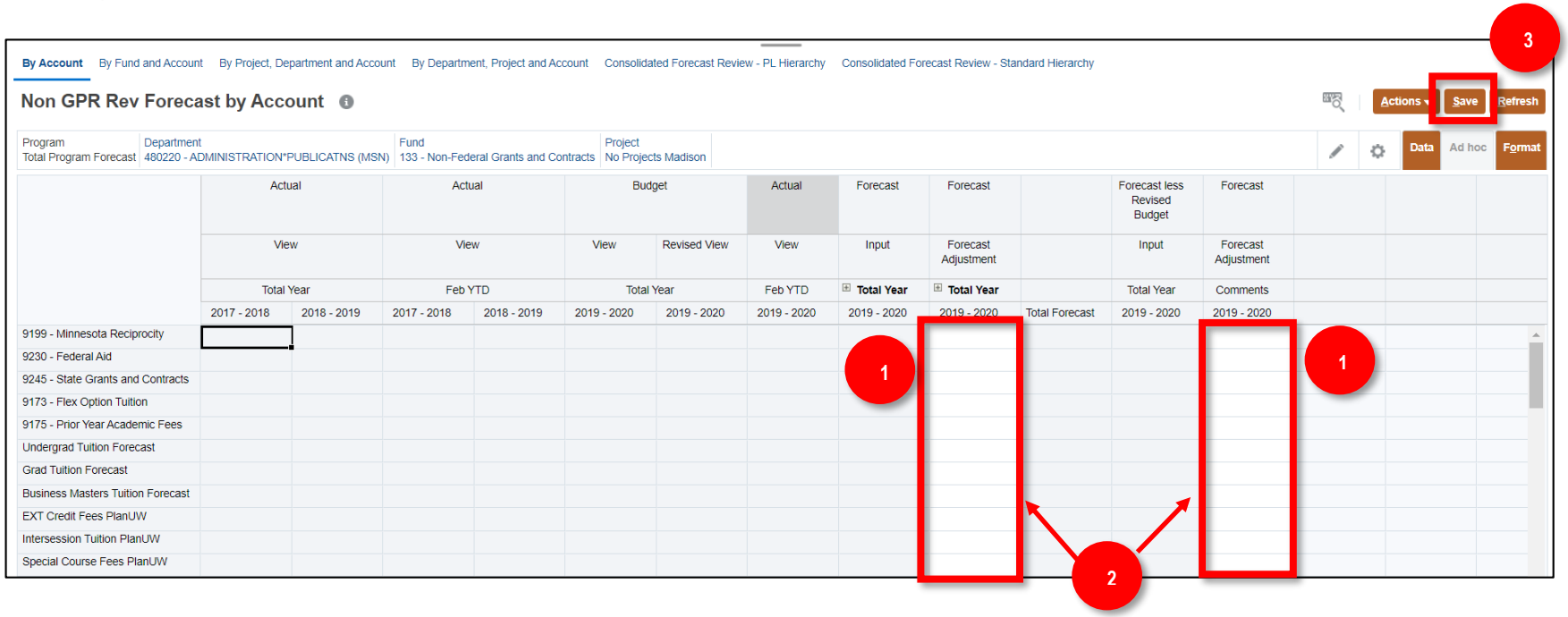
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)

2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

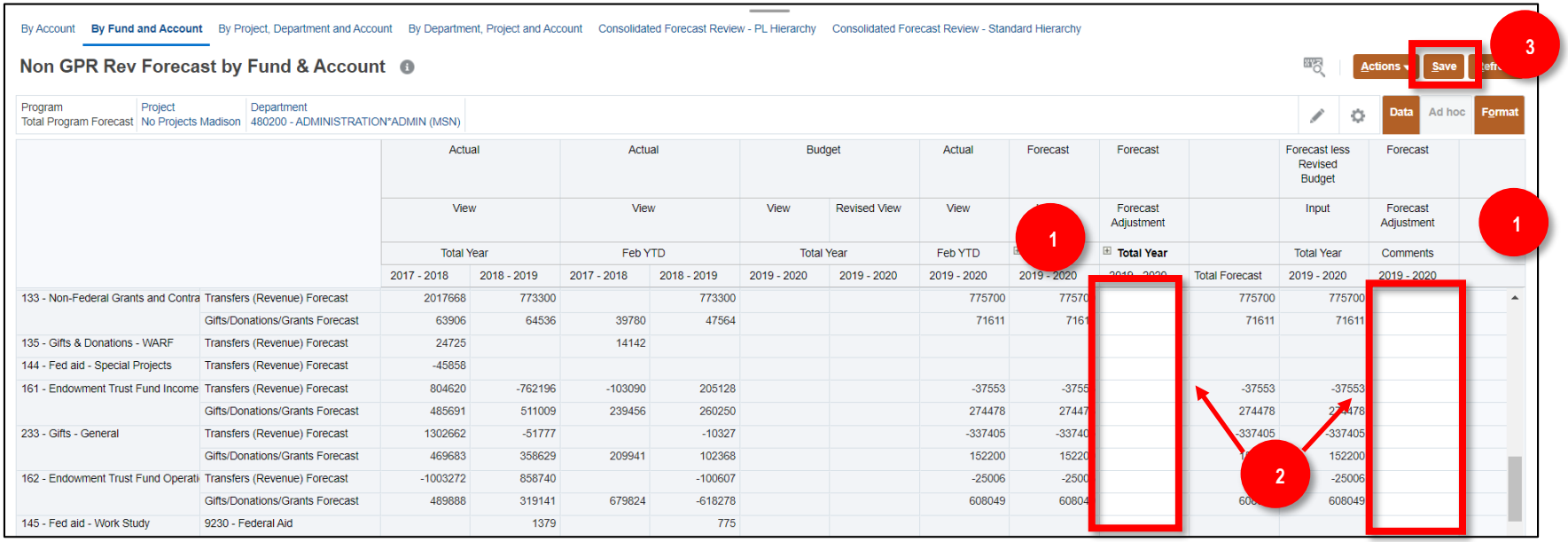
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

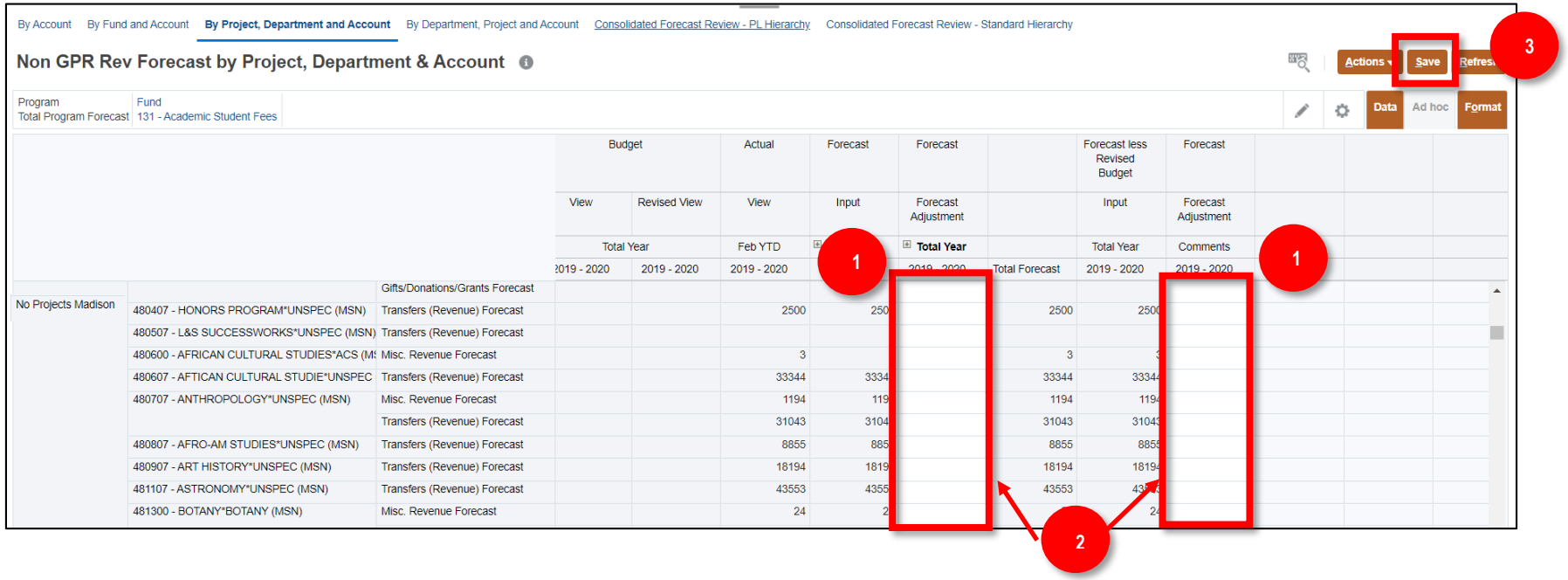
By Account:



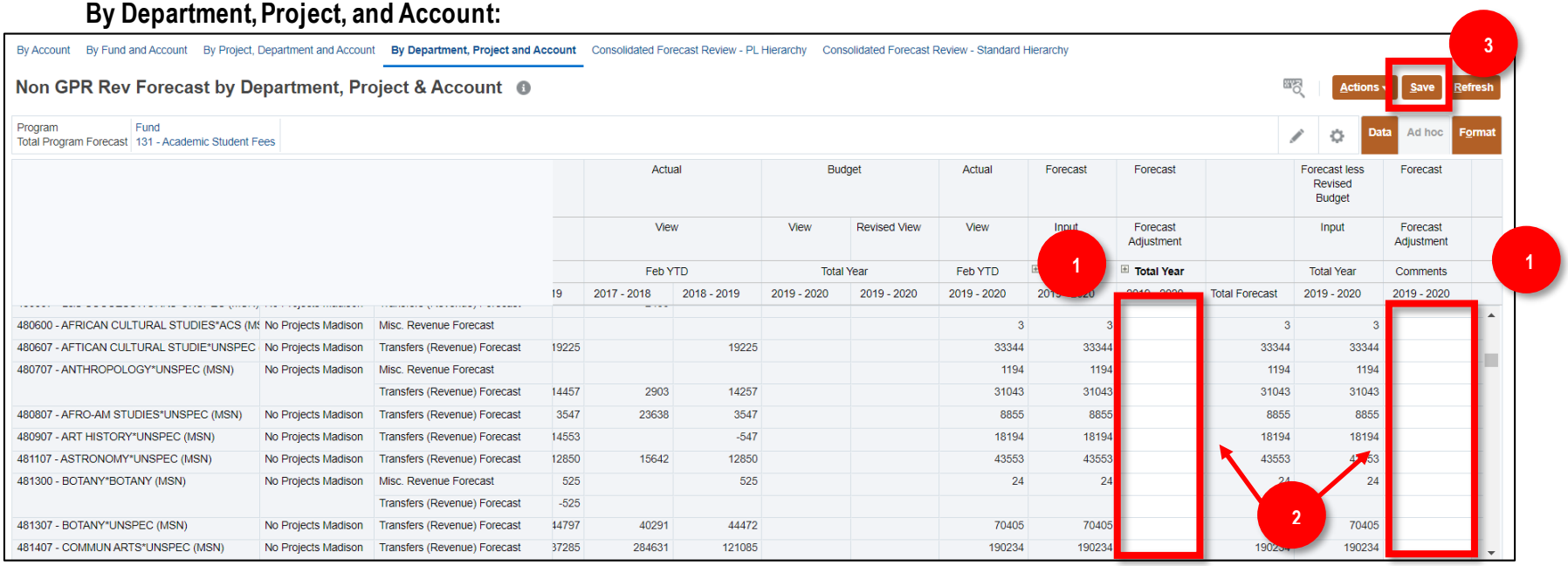
By Fund and Account:

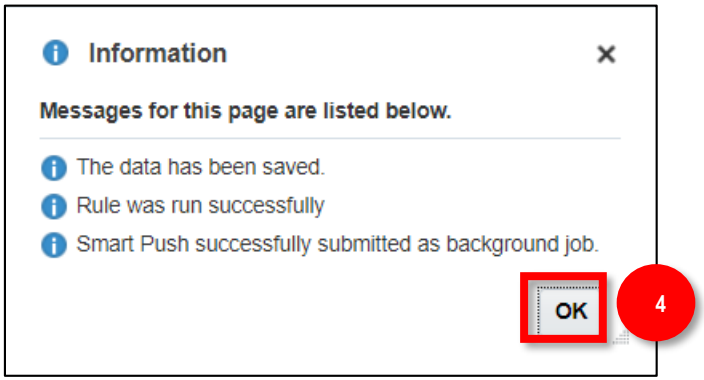


By Project, Department, and Account:



By Department, Project, and Account:



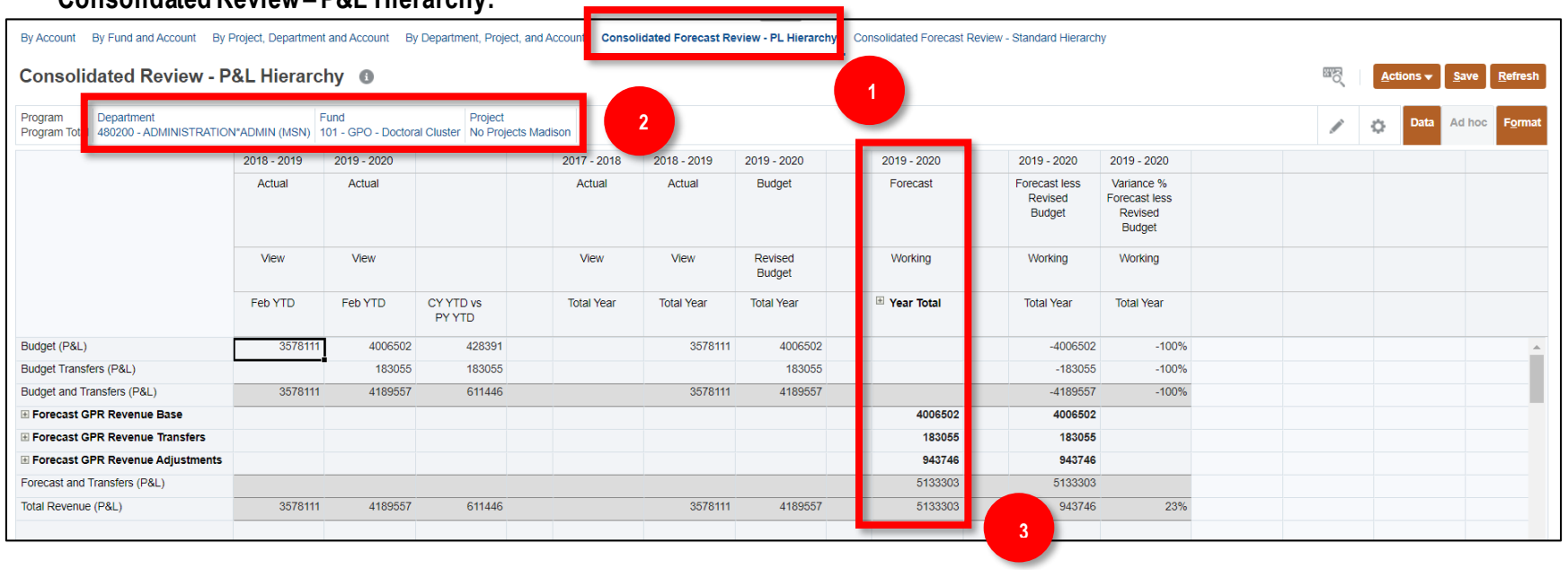


Step 5. Reviewing Forecast

Begin the process of reviewing the data entered in the input forms:

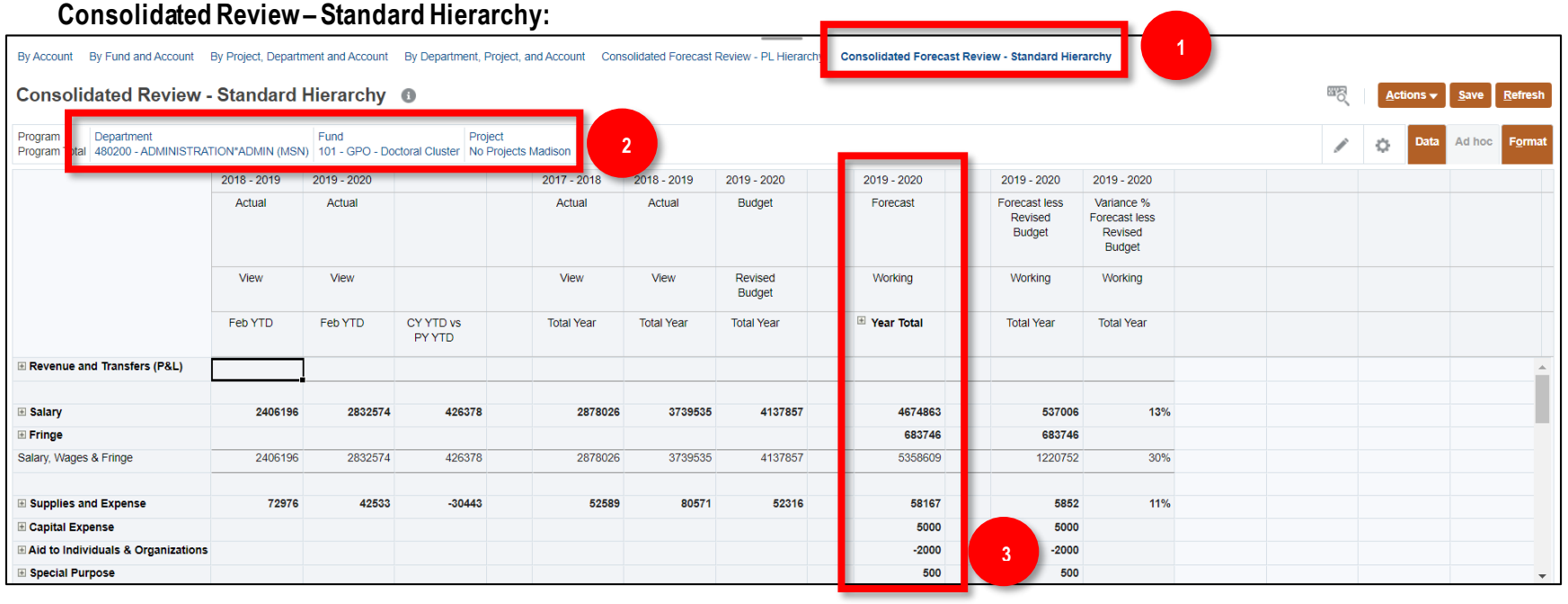
1. Select one of the **Consolidated Review (PL Hierarchy or Standard Hierarchy)** forms at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** column to display updated totals.
4. Return to the Input forms to make updates as needed

Consolidated Review – P&L Hierarchy:



	2018 - 2019	2019 - 2020		2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020
	Actual	Actual		Actual	Actual	Budget	Forecast	Forecast less Revised Budget	Variance % Forecast less Revised Budget
	View	View		View	View	Revised Budget	Working	Working	Working
	Feb YTD	Feb YTD	CY YTD vs PY YTD	Total Year	Total Year	Total Year	Year Total	Total Year	Total Year
Budget (P&L)	3578111	4006502	428391		3578111	4006502		-4006502	-100%
Budget Transfers (P&L)		183055	183055			183055		-183055	-100%
Budget and Transfers (P&L)	3578111	4189557	611446		3578111	4189557		-4189557	-100%
Forecast GPR Revenue Base							4006502	4006502	
Forecast GPR Revenue Transfers							183055	183055	
Forecast GPR Revenue Adjustments							943746	943746	
Forecast and Transfers (P&L)							5133303	5133303	
Total Revenue (P&L)	3578111	4189557	611446		3578111	4189557	5133303	943746	23%

Consolidated Review – Standard Hierarchy:



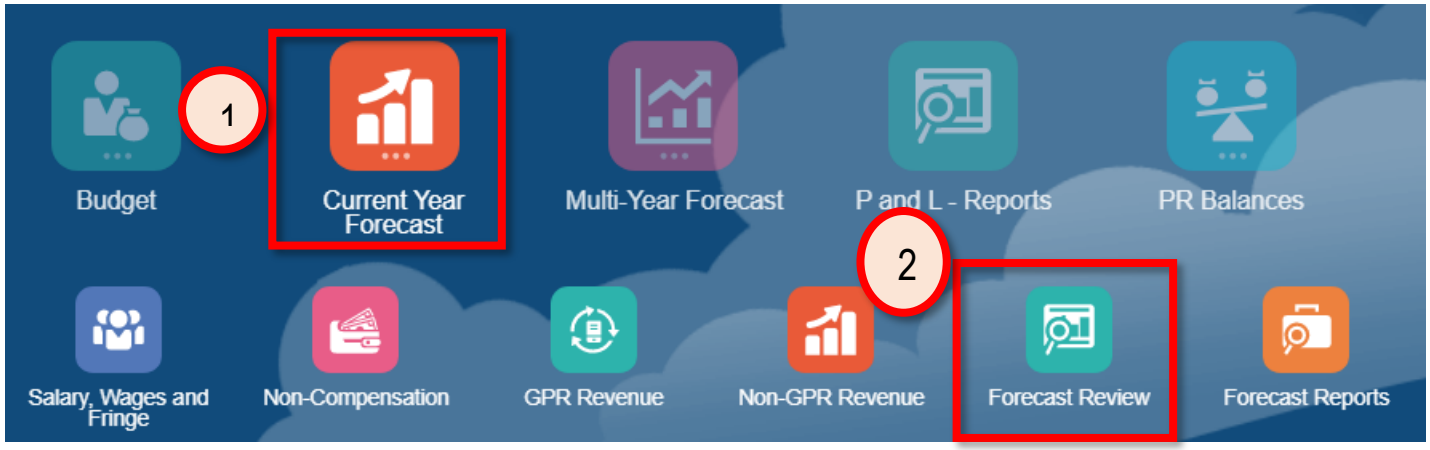
Forecast Review

Step 1.

Click on the **Current Year Forecast** tile to begin.

Step 2.

Click on **Forecast Review**



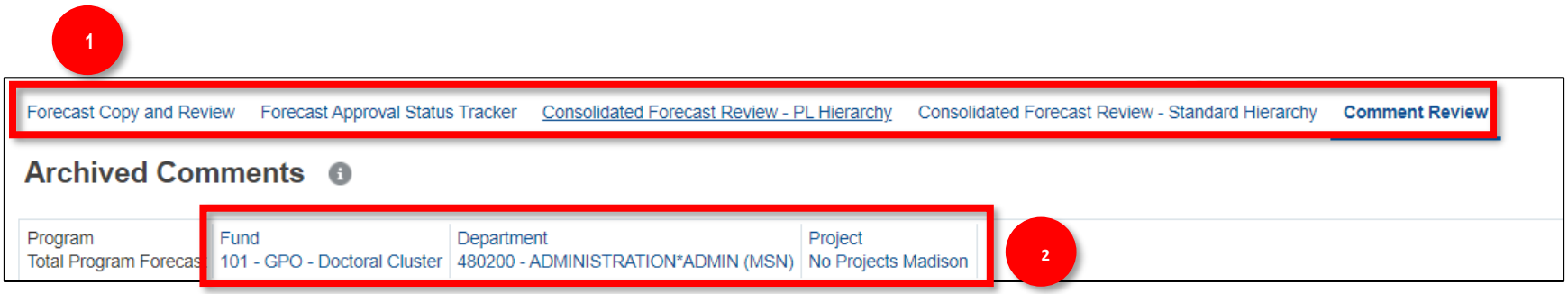
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There are 5 forms available to choose from for review:

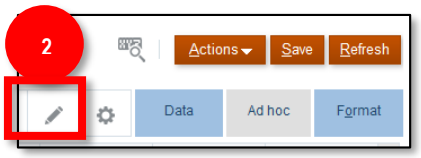


1. **Forecast Copy and Review –** This tab includes two forms on one dashboard:
   a. **Forecast Approval Status Tracker by Fund** - Power Users can copy versions of their working Forecast so that it can no longer altered via the Input forms. Dependent on your security level, functionality may differ.
   b. **Consolidated Review – Forecast Version Comparison –** Review data between Forecast Working, Forecast Final, and Forecast Campus Review datasets.
2. **Forecast Approval Status Tracker-** As you work through data entry, and finish your forecasting process the Forecast Status Tracker provides a snapshot into your progress.
3. **Consolidated Review – PL Hierarchy-** Provides historical Budget and Actual data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget and CY vs PY Actuals Year to Date, with the P&L alternate Account hierarchy.
4. **Consolidated Review – Standard Hierarchy-** Provides historical Budget and Actual data, an overview of total forecast, as well as the variance of Forecast vs Revised Budget and CY vs PY Actuals Year to Date, with the standard Account hierarchy.
5. **Comment Review –** Provides a way to see forecast adjustment comments, as well as archived comments.

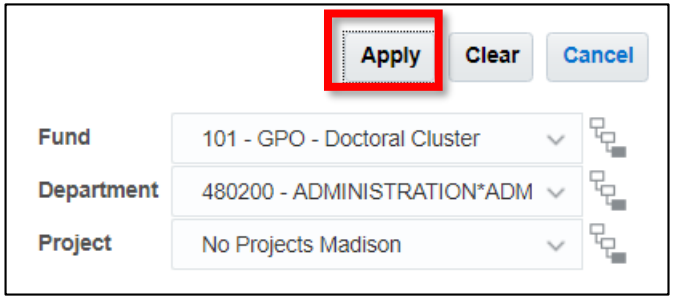
Step 3. Selecting Forms and POV (All review forms)



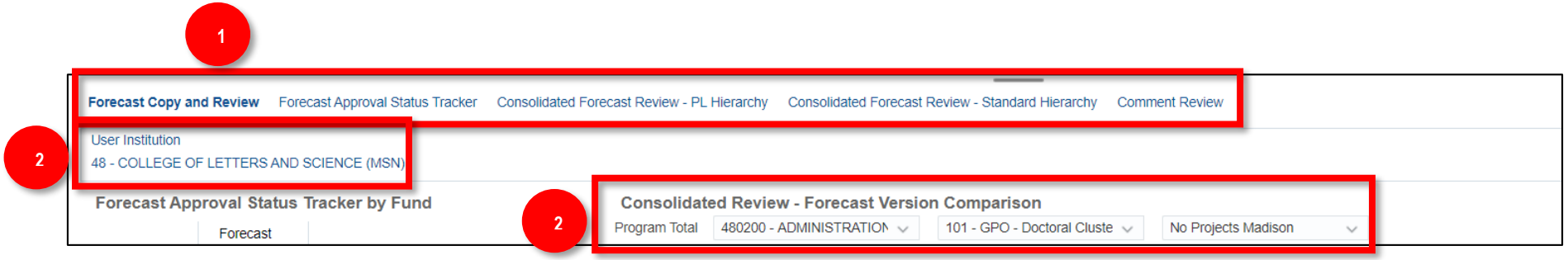
1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



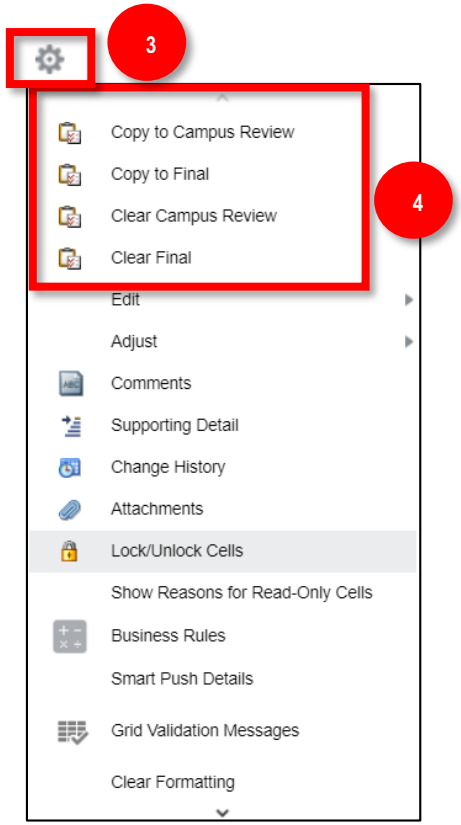
Step 4a. Forecast Copy and Review



1. Select the **Forecast Copy and Review** by clicking on the form title at the top of the page

2. Change the **POV** (Point of View) on the selected page by selecting any blue member available in the POV selection area. Since this is a dashboard, the POV selections are separate between the two forms.

3. Click on the **Actions** menu, which is under this icon. Your security level may impact this form's functionality.



4. Select the option as needed:

    a. Copy to Campus Review – Copies the Working version to the Campus Review Version.

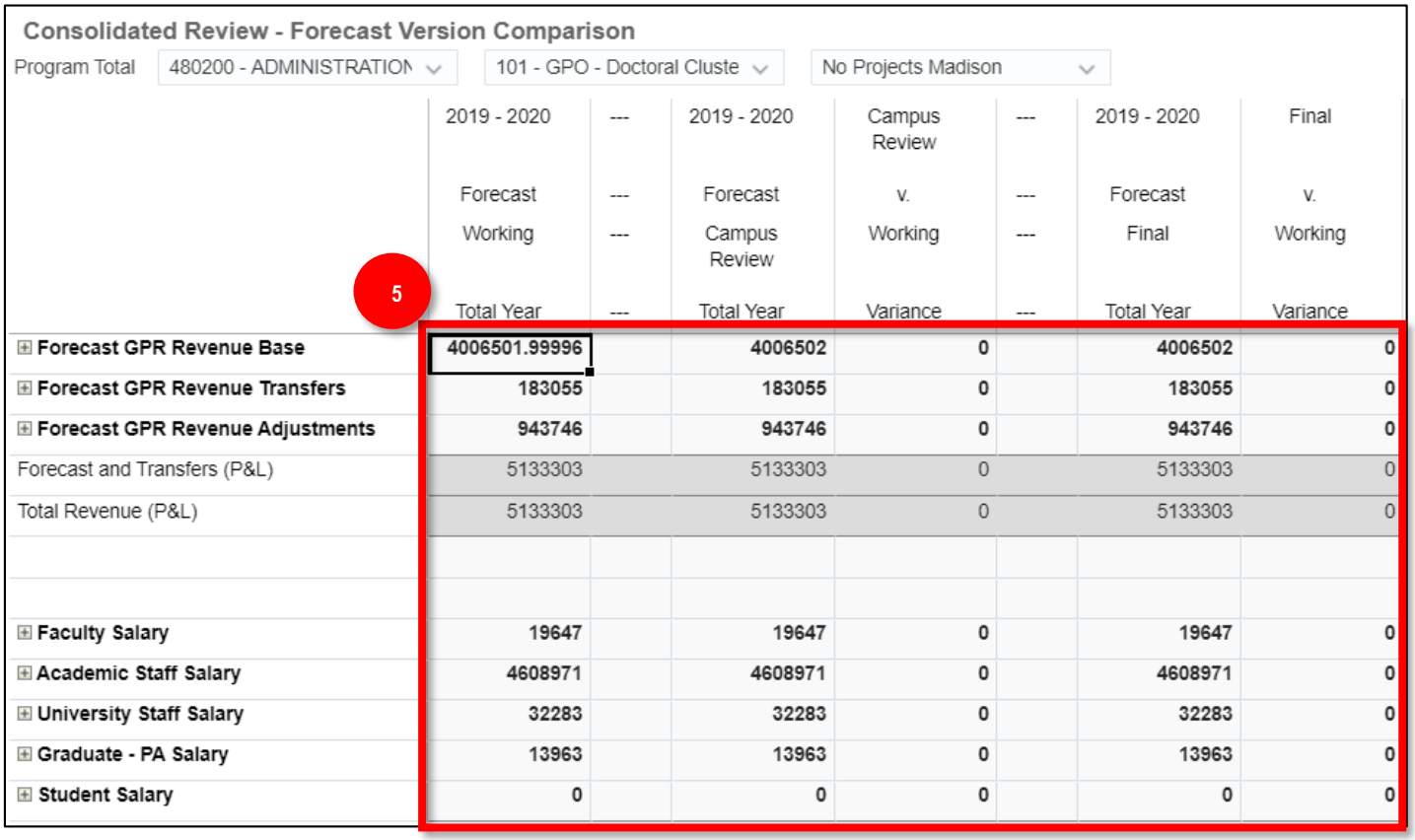
    b. Copy to Final – Copies the Working Version to the Final Version.

    c. Clear Campus Review – Clears the Campus Review version so that a new copy can be made.

    d. Clear Final – Clears the Final version so that a new copy can be made.

NOTE: **Only Power users at their respective institutions can perform these actions.**

5. Review that the data in the form looks correct.



Consolidated Review - Forecast Version Comparison

Program Total | 480200 - ADMINISTRATION | 101 - GPO - Doctoral Cluste | No Projects Madison

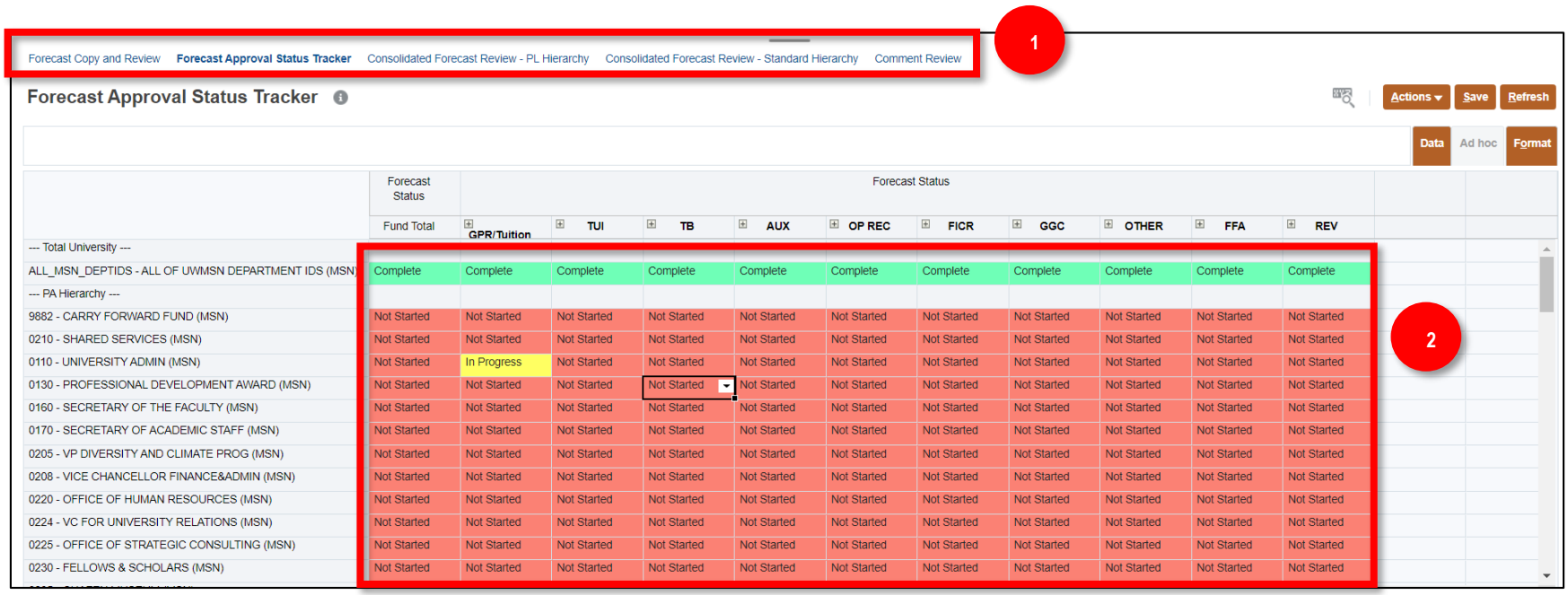
5

	2019 - 2020 Forecast Working Total Year	---	2019 - 2020 Forecast Campus Review Total Year	Campus Review v. Working Variance	---	2019 - 2020 Forecast Final Total Year	Final v. Working Variance
Forecast GPR Revenue Base	**4006501.99996**		**4006502**	**0**		**4006502**	**0**
Forecast GPR Revenue Transfers	**183055**		**183055**	**0**		**183055**	**0**
Forecast GPR Revenue Adjustments	**943746**		**943746**	**0**		**943746**	**0**
Forecast and Transfers (P&L)	5133303		5133303	0		5133303	0
Total Revenue (P&L)	5133303		5133303	0		5133303	0
Faculty Salary	**19647**		**19647**	**0**		**19647**	**0**
Academic Staff Salary	**4608971**		**4608971**	**0**		**4608971**	**0**
University Staff Salary	**32283**		**32283**	**0**		**32283**	**0**
Graduate - PA Salary	**13963**		**13963**	**0**		**13963**	**0**
Student Salary	**0**		**0**	**0**		**0**	**0**

Step 4b. Forecast Approval Status Tracker

Begin the process of reviewing the forms:

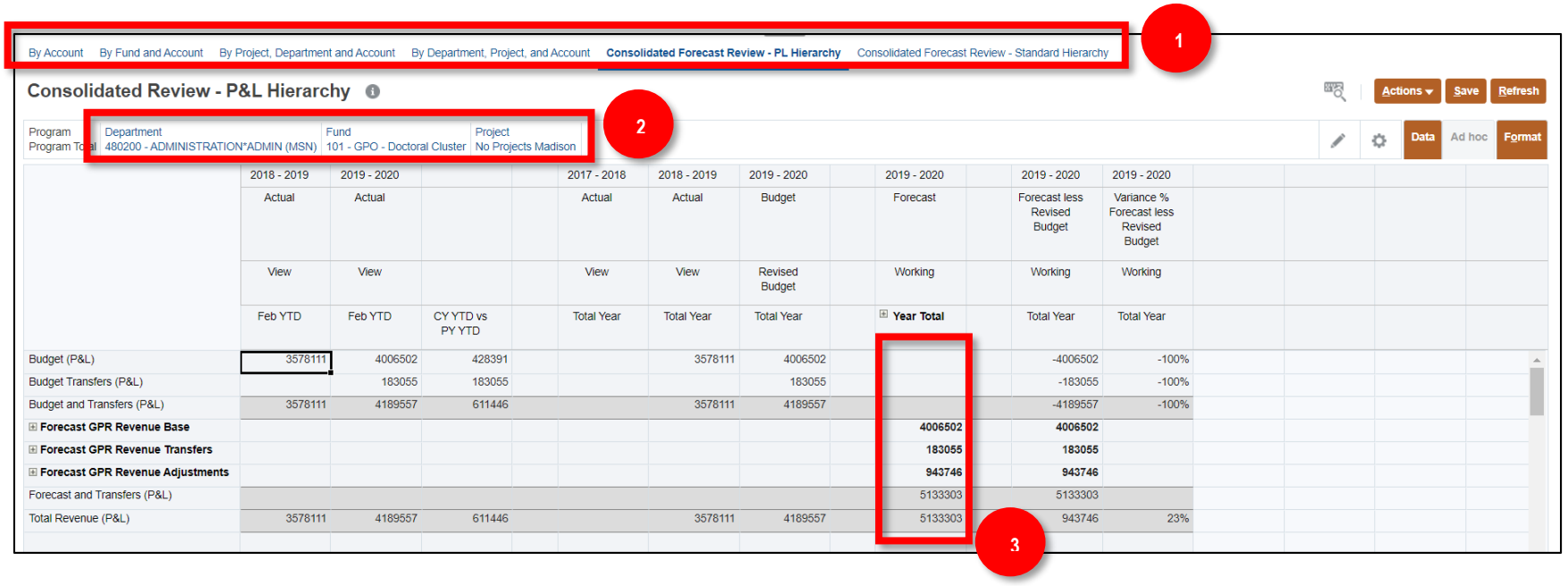
1. Select the form at the top of the page.
2. Review the status data displayed, make updates as needed using this form's smartlist functionality.



Step 4c. Consolidated Forecast Review – PL Hierarchy

Begin the process of reviewing the data entered in the input forms:

1. Select the **Consolidated Forecast Review - PL Hierarchy** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** column to display updated totals.
4. Return to the Input forms to make updates as needed

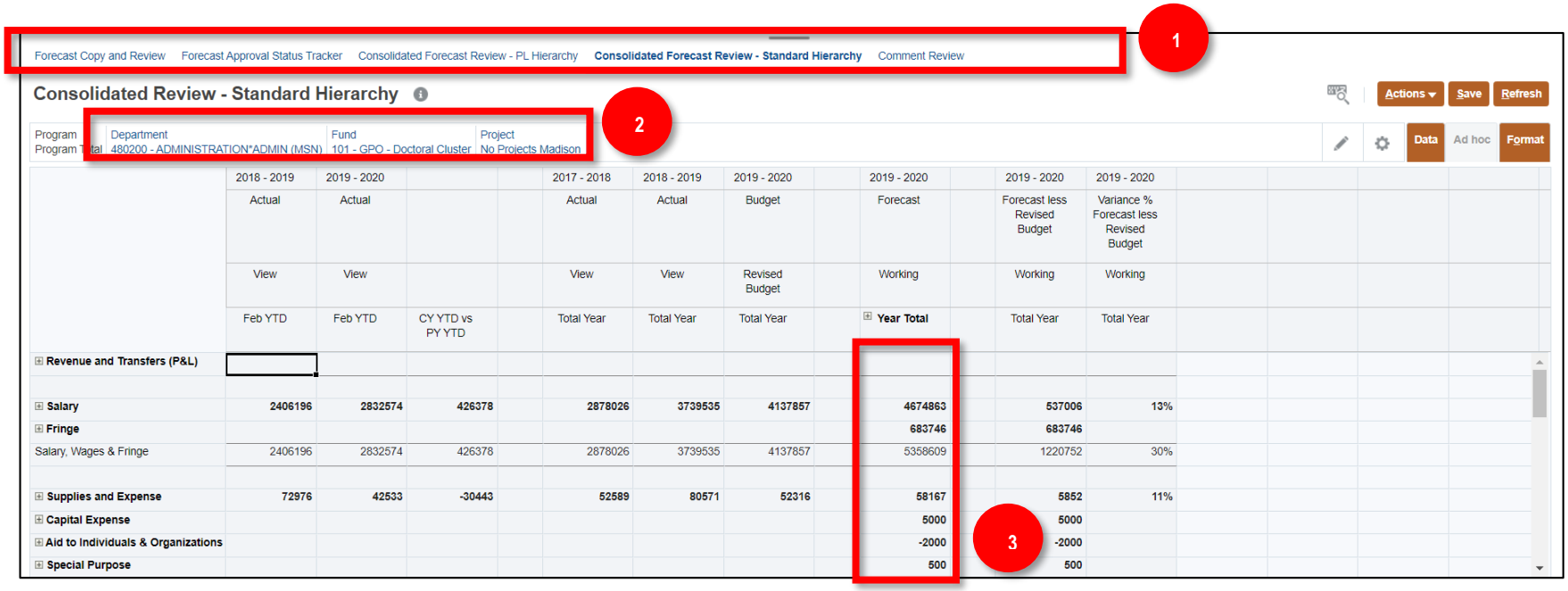


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Step 4d. Consolidated Forecast Review – Standard Hierarchy

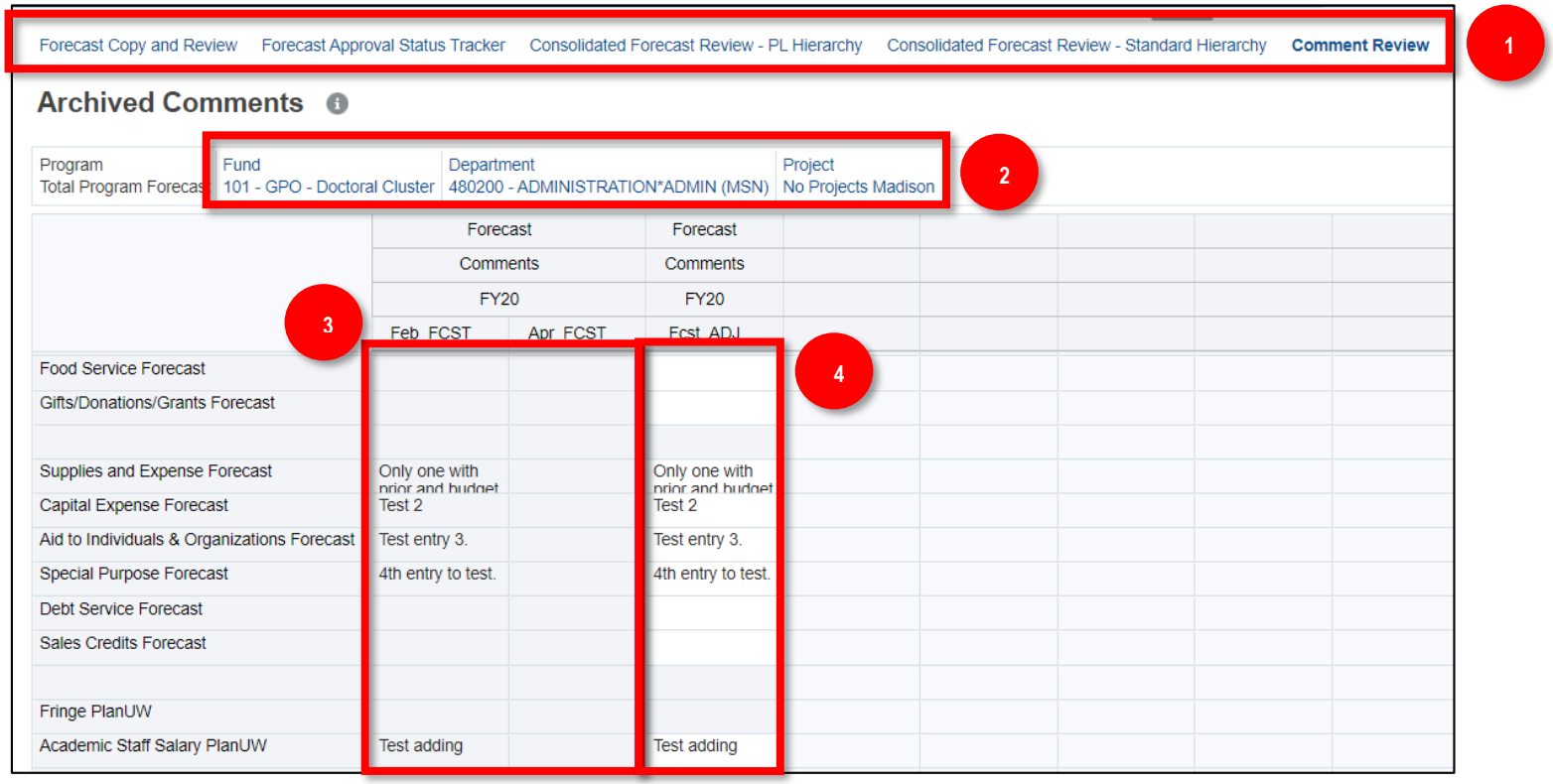
Begin the process of reviewing the data entered in the input forms:

1. Select the **Consolidated Forecast Review - Standard Hierarchy** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** column to display updated totals.
4. Return to the Input forms to make updates as needed



Step 4e. Comment Review

1. Select the **Comment Review** form at the top of the page.
2. Select the **POV** where data was input.
3. Review the archived comments columns, if available.
4. Update the current comments as needed.



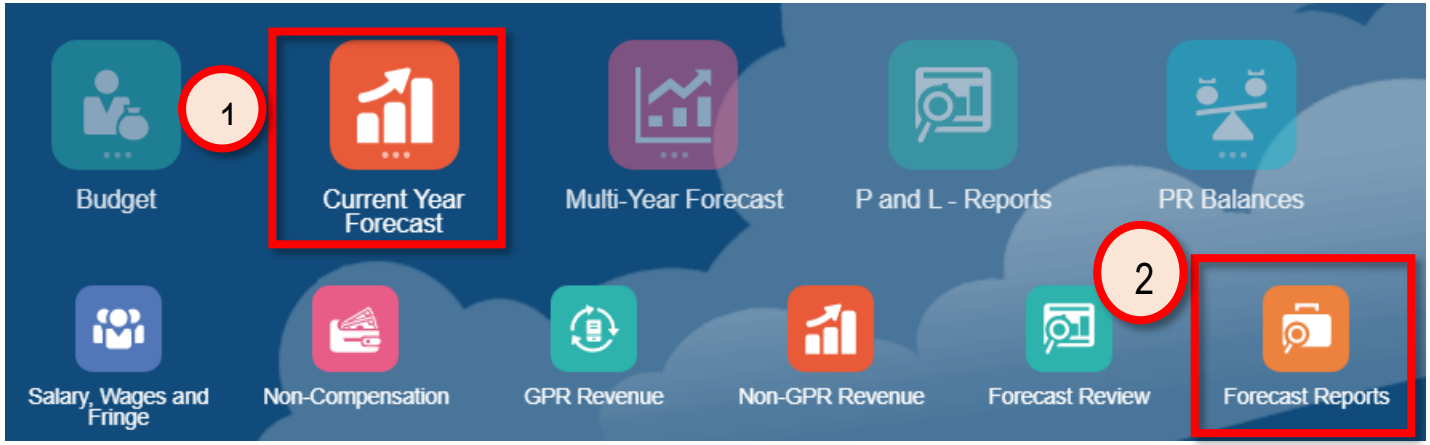
Forecast Reports

Step 1.

Click on the **Current Year Forecast** tile to begin.

Step 2.

Click on the **Forecast Reports** tile.



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There are 14 reports available for review:

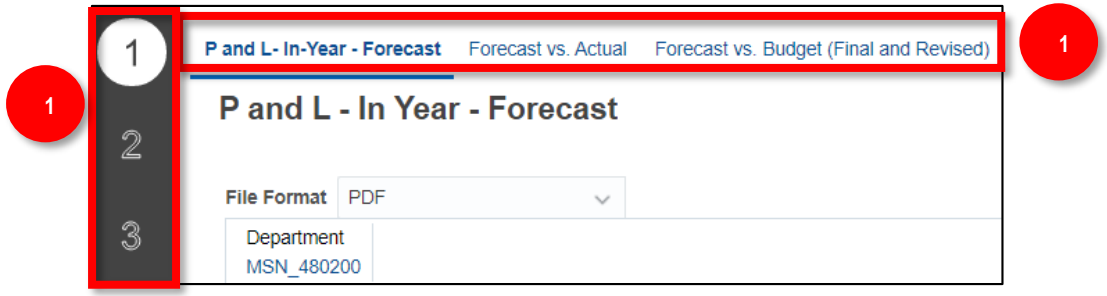
1. **P and L – In Year - Forecast**
2. **Forecast vs. Actual**
3. **Forecast vs. Budget (Revised and Final)**
4. **UWS Fund Balance Report**
5. **Forecast (Threshold) – Division**
6. **Forecast (Threshold) – Division and Project**
7. **Forecast (Threshold) – Department**
8. **Forecast (Threshold) – Department and Project**
9. **Forecast (Threshold) – Subdepartment**
10. **Forecast (Threshold) – Subdepartment and Project**
11. **Forecast Working vs. Previous Version**
12. **Forecast vs. Actual – Selectable Version/Project**
13. **Forecast vs. Budget (Revised and Final) – Selectable Version/Project**
14. **P and L – In Year – Forecast – Selectable Version**

Step 3. Selecting Reports (All Reports)

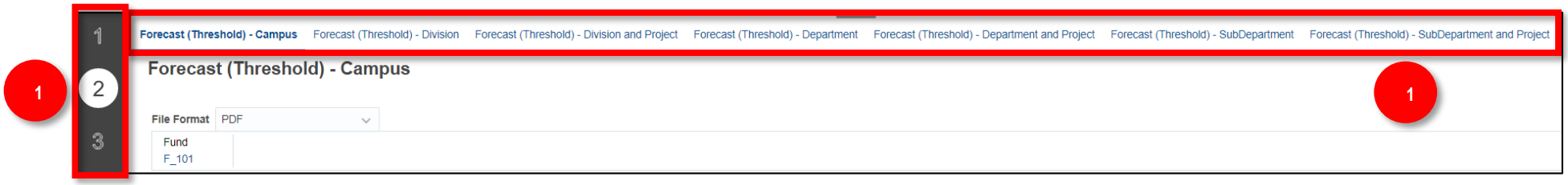
1. Select the desired Report by clicking on the form title at the top of the page. If you do not see the desired report, click on the different levels of reports available.

2. Change the **POV** (Point of View) by selecting any blue member available on the top left of the form.

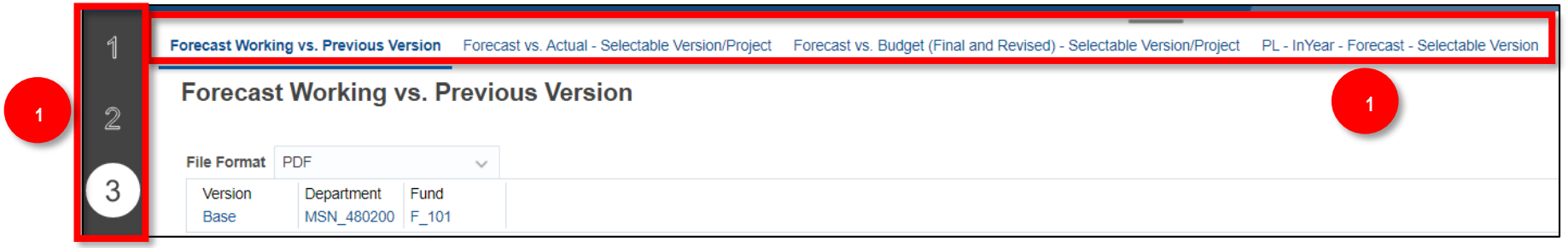
1st Level:

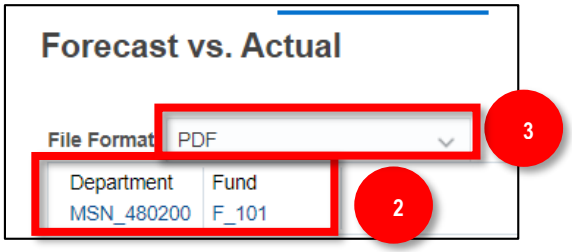


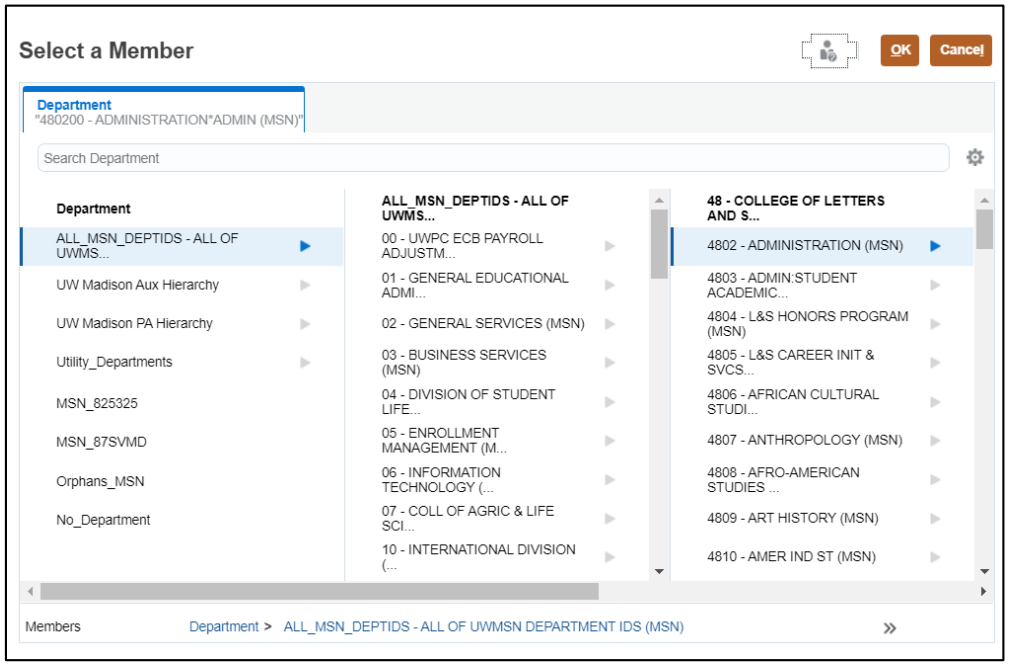
2nd Level:



3rd Level:







NOTE: When selecting a version, users should remember to always choose the **Working**, **Final**, **Campus Review or one of the Monthly Forecast (ex. Feb Forecast)** versions. Selecting the other versions may only return partial or no information for the report.

3. Select the File Format (PDF, HTML, Excel) in the dropdown menu.
   - **HTML** format gives the user an HTML version of the report in the application. This version has the drill down functionality on select reports, which users can drill down a hierarchy. This format allows users to export to Excel that shows the report data in a Smartview query.
   - **PDF** format gives the user a PDF version of the report in the application, which is easily downloadable into a PDF file.
   - **Excel** format gives the user a link to an Excel file which shows report data in cells. Some formatting may not be available in this report format.

4. Review the report in the file format chosen.

P&L In-Year Forecast

Department: 480200 - ADMINISTRATION*ADMIN (MSN)
Scenario: Forecast
Version: Working
Program: Total Program
Project: Total Project

	PL Fund Total	GPR – General Prog Operations	T&F - Academic Fee Revenue	GO - GENERAL OPERATIONS	G&C - Grants & Contracts	GIFTS - Gifts and Endowments
Revenue (P&L)	$498,290	-	-	-	$71,611	$426,678
Revenue Transfers (P&L)	$412,742	-	$12,000	-	$775,700	($374,958)
Revenue and Transfers (P&L)	**$911,032**	**-**	**$12,000**	**-**	**$847,311**	**$51,721**
Forecast GPR Revenue Base	$4,006,502	$4,006,502	-	-	-	-
Forecast GPR Revenue Transfers	$183,055	$183,055	-	-	-	-
Forecast GPR Revenue Adjustments	$1,845,920	$1,845,920	-	-	-	-
Forecast and Transfers (P&L)	**$6,035,477**	**$6,035,477**	**-**	**-**	**-**	**-**
Total Revenue (P&L)	**$6,946,509**	**$6,035,477**	**$12,000**	**-**	**$847,311**	**$51,721**
Sales Credits	**($56,052)**	**-**	**-**	**($56,052)**	**-**	**-**
Faculty Salary	$24,647	$19,647	-	-	-	$5,000
Academic Staff Salary	$4,649,249	$4,608,971	-	-	$38,479	$1,799
University Staff Salary	$47,283	$32,283	-	-	-	$15,000
Postgrad Trainee Salary	-	-	-	-	-	-
Graduate - RA Salary	-	-	-	-	-	-
Graduate - PA Salary	$63,736	$13,963	$297	-	$18,312	$31,165
Graduate - TA Salary	$1,800	-	-	-	-	$1,800
LTE Salary	-	-	-	-	-	-
Student Salary	$390	-	-	-	-	$390
Salary	**$4,787,105**	**$4,674,863**	**$297**	**-**	**$56,791**	**$55,154**
Fringe	$1,621,179	$1,585,920	-	-	$24,917	$10,342
Salary, Wages & Fringe	**$6,408,285**	**$6,260,784**	**$297**	**-**	**$81,708**	**$65,497**
Supplies and Expense	$276,601	$131,242	$55,408	$1,386	$13,519	$75,048
Capital Expense	$14,082	$7,500	$6,582	-	-	-
Aid to Individuals & Organizations	$62,600	$10,500	-	-	-	$52,100
Special Purpose	$500	$500	-	-	-	-
Debt Service	$500	$500	-	-	-	-
NonComp Expense (P&L)	**$354,284**	**$150,242**	**$61,990**	**$1,386**	**$13,519**	**$127,148**
Total Expense (P&L)	**$6,706,517**	**$6,411,025**	**$62,287**	**($54,666)**	**$95,226**	**$192,645**
Net Profit Loss (P&L)	**$239,993**	**($375,548)**	**($50,287)**	**$54,666**	**$752,085**	**($140,924)**
Carryover (P&L)	-	-	-	-	-	-
Prior Year Encumbrance (P&L)	$616	$616	-	-	-	-
GPR Carryover (P&L)	**$616**	**$616**	**-**	**-**	**-**	**-**
Beginning Fund Balance	$9,202,152	-	($268,718)	$206,622	$2,674,512	$6,589,736
Beginning Fund Balance/Carryover (P&L)	**$9,202,768**	**$616**	**($268,718)**	**$206,622**	**$2,674,512**	**$6,589,736**
Net Profit Loss (P&L)	$239,993	($375,548)	($50,287)	$54,666	$752,085	($140,924)
Ending Fund Balance (P&L)	**$9,442,760**	**($374,933)**	**($319,005)**	**$261,288**	**$3,426,598**	**$6,448,812**

Multi-Year Forecast



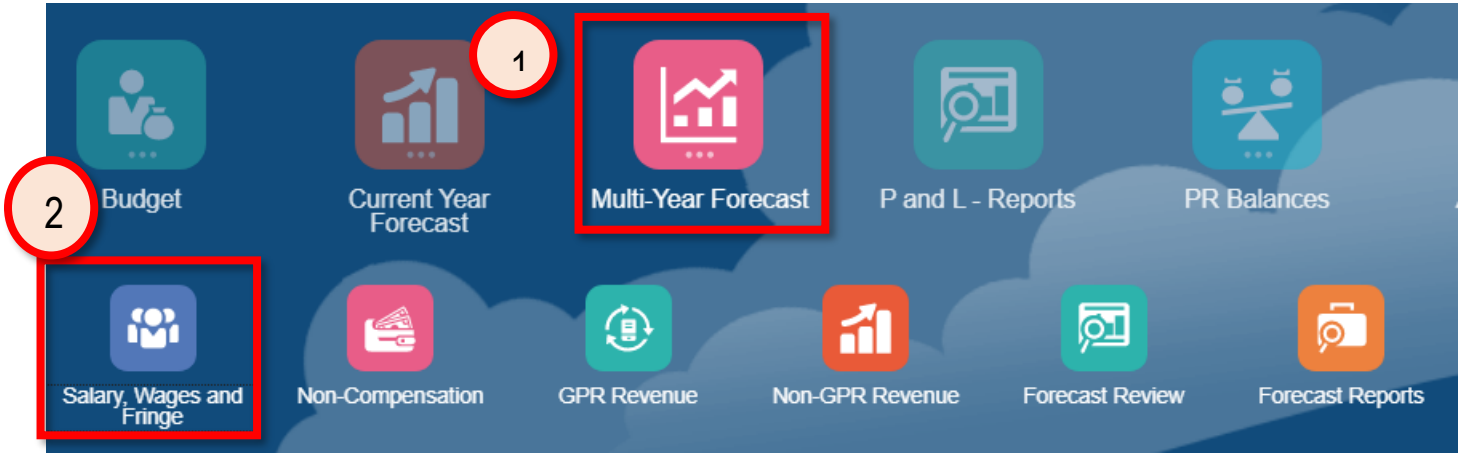
Salary, Wages & Fringe - Input and Review

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

Click on **Salary, Wages and Fringe**

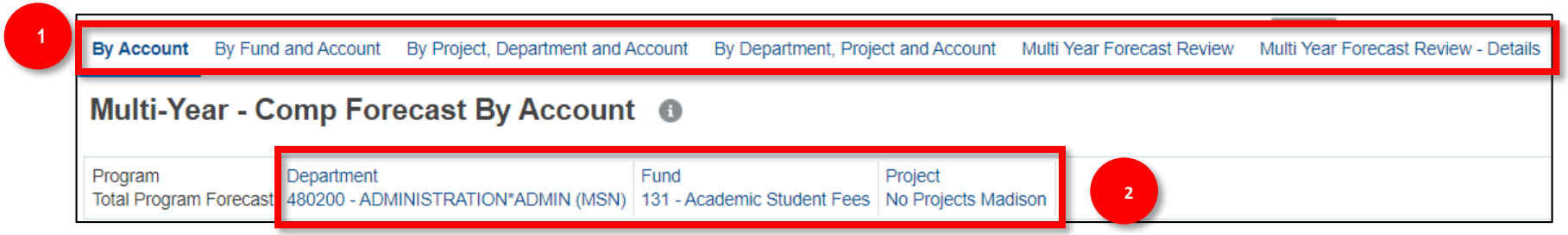


Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use the Multi-Year Review form and Multi-Year Review Detail report to see total results.

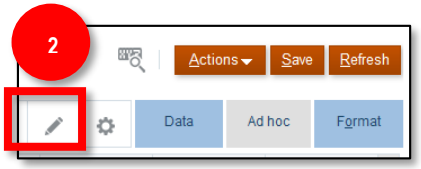


1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**
2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**
5. **Multi-Year Forecast Review** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, across different fund groups, with selectable Project and Department.
6. **Multi-Year Forecast Review - Details** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, with selectable Project, Fund, and Department, in a report format.

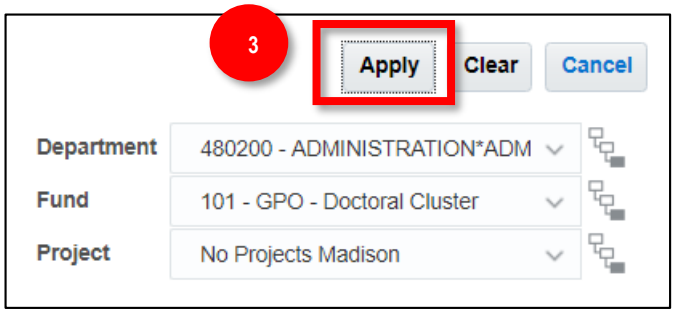
Step 3. Selecting Input Forms and POV (All input forms)



1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Updating Forecast (All input forms)

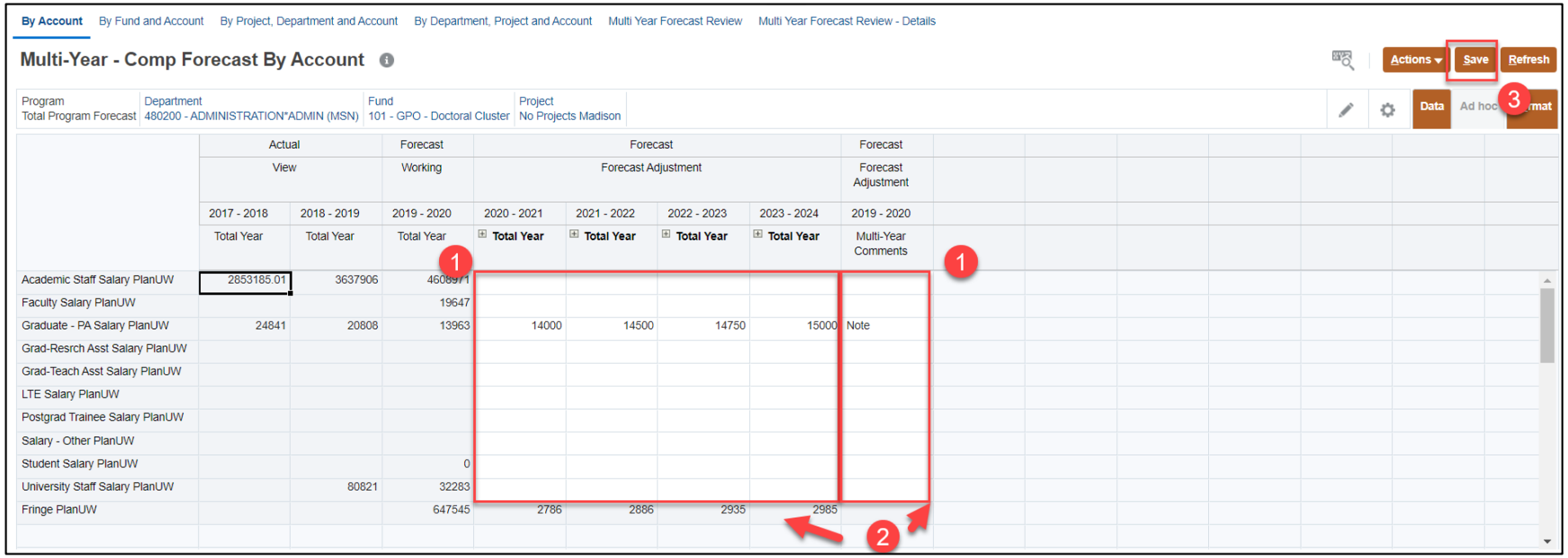
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Columns and Forecast Adjustments **Multi-Year Comments** column (both white and editable)

2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

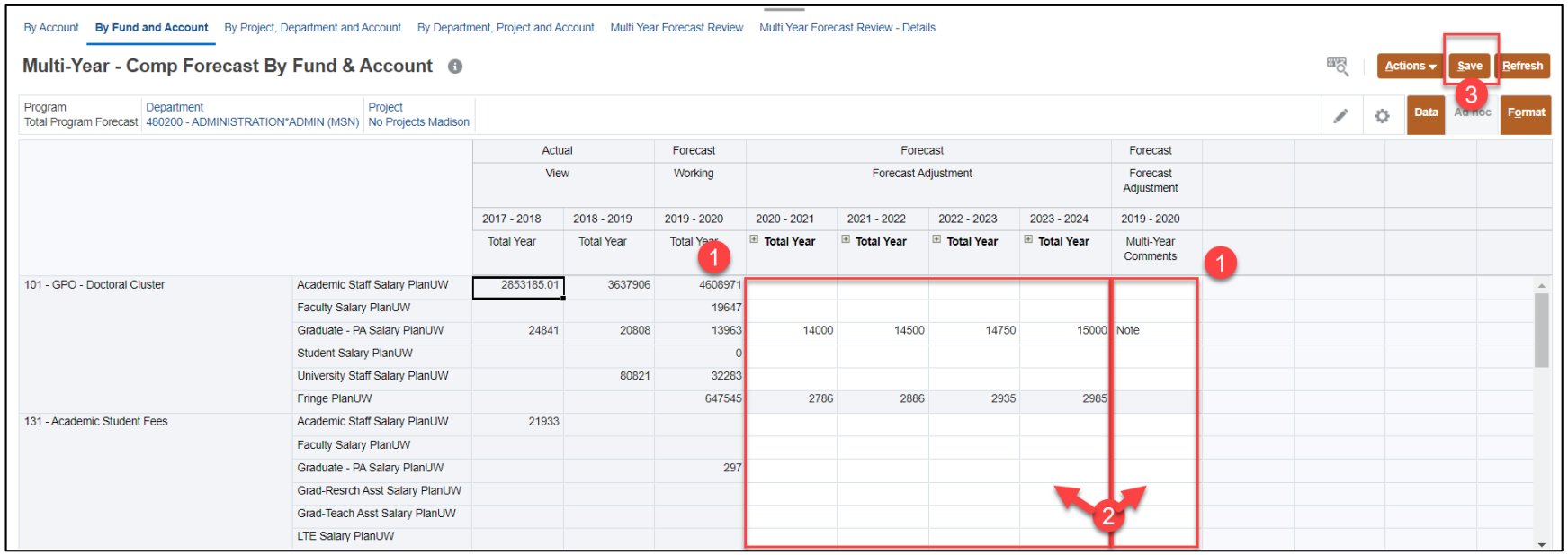
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

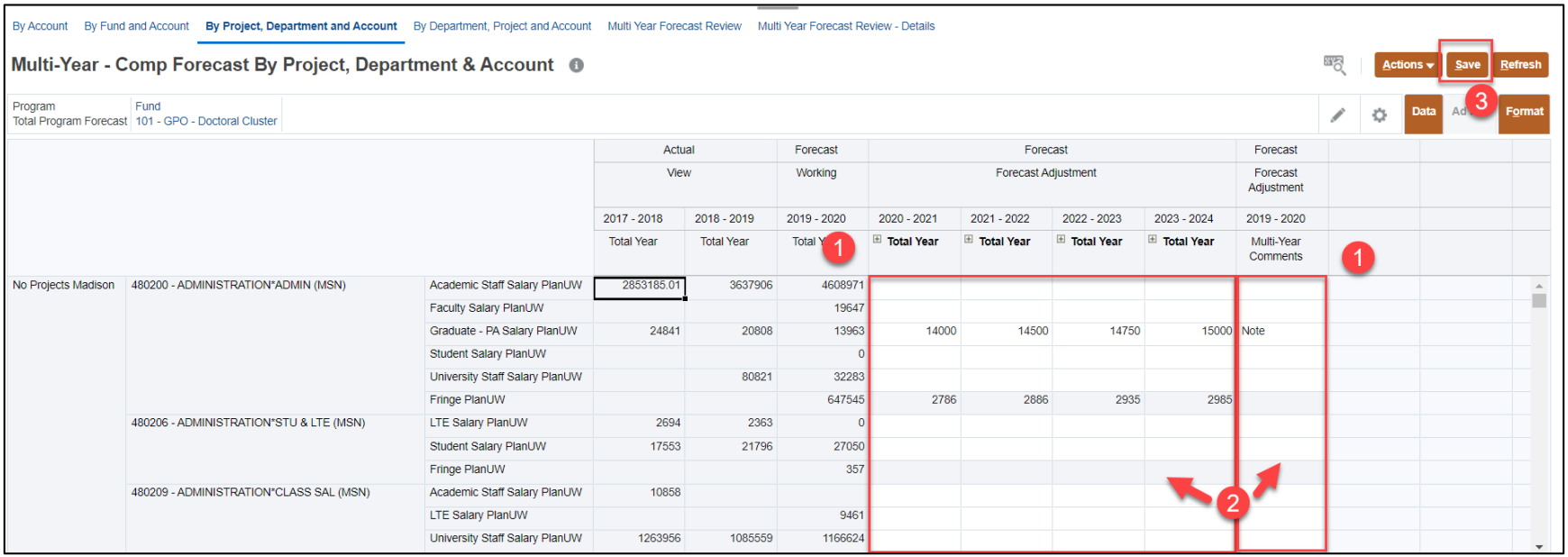
By Account:


By Account
By Fund and Account
By Project, Department and Account
By Department, Project and Account
Multi Year Forecast Review
Multi Year Forecast Review - Details
Multi-Year - Comp Forecast By Account
Actions
Save
Refresh
Program
Total Program Forecast
Department
480200 - ADMINISTRATION*ADMIN (MSN)
Fund
101 - GPO - Doctoral Cluster
Project
No Projects Madison
Data
Ad hoc
Actual
View
Forecast
Working
Forecast
Forecast Adjustment
Forecast
Forecast Adjustment
2017 - 2018
2018 - 2019
2019 - 2020
2020 - 2021
2021 - 2022
2022 - 2023
2023 - 2024
2019 - 2020
Total Year
Total Year
Total Year
Total Year
Total Year
Total Year
Total Year
Multi-Year Comments
Academic Staff Salary PlanUW 2853185.01 3637906 4608971
Faculty Salary PlanUW 19647
Graduate - PA Salary PlanUW 24841 20808 13963 14000 14500 14750 15000 Note
Grad-Resrch Asst Salary PlanUW
Grad-Teach Asst Salary PlanUW
LTE Salary PlanUW
Postgrad Trainee Salary PlanUW
Salary - Other PlanUW
Student Salary PlanUW 0
University Staff Salary PlanUW 80821 32283
Fringe PlanUW 647545 2786 2886 2935 2985
1
2
3

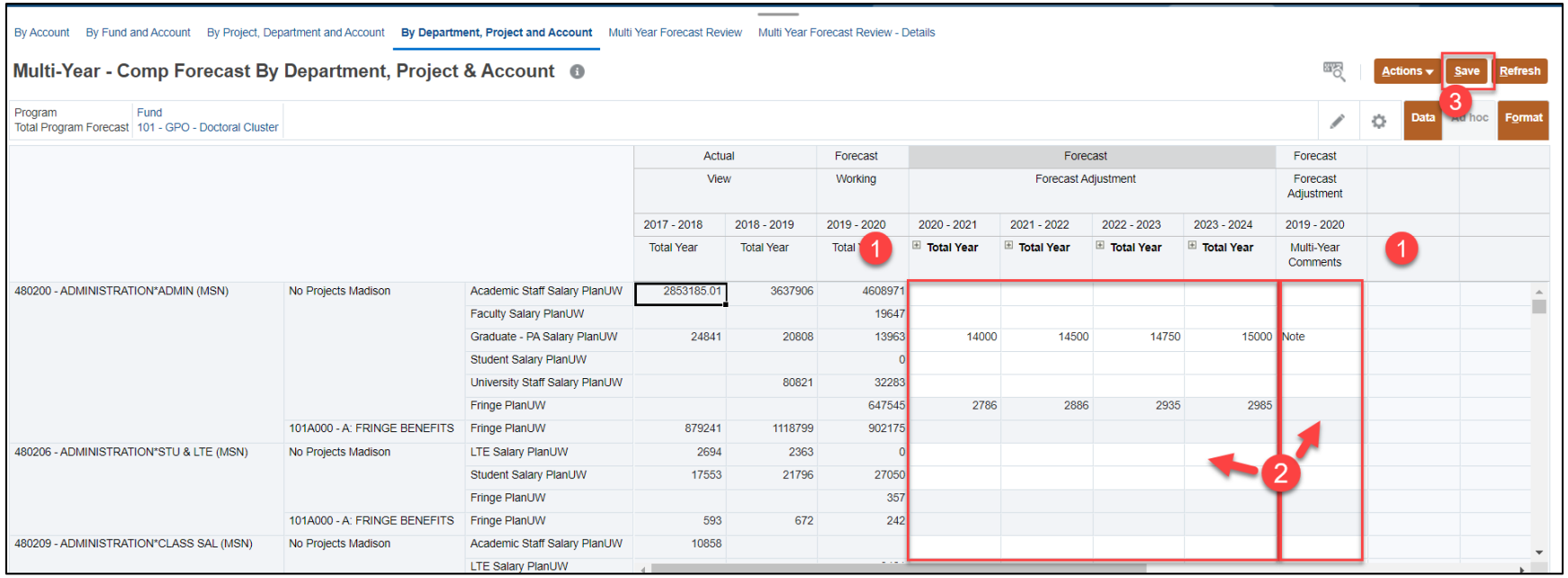
By Fund and Account:

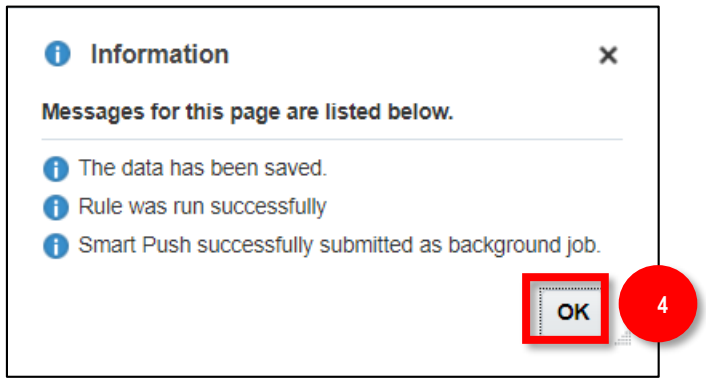


By Project, Department, and Account:



By Department, Project, and Account:

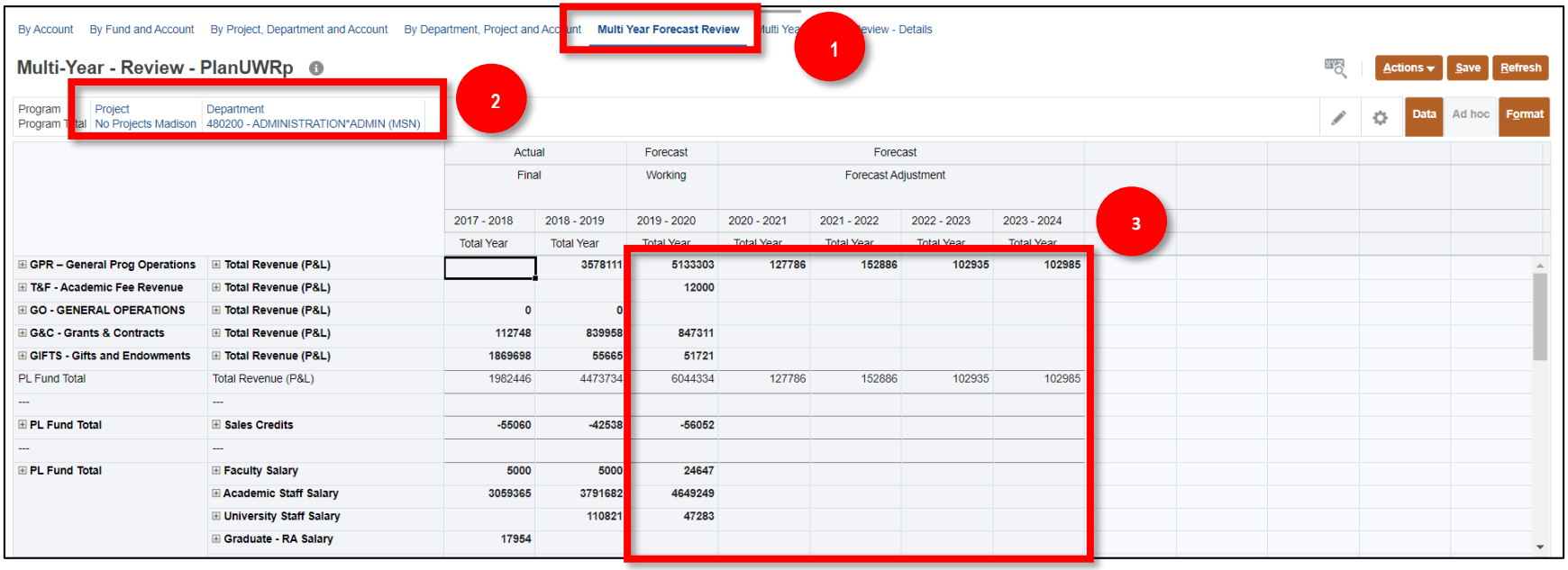




Step 5. Reviewing Forecast

Begin the process of reviewing the data entered in the input forms:

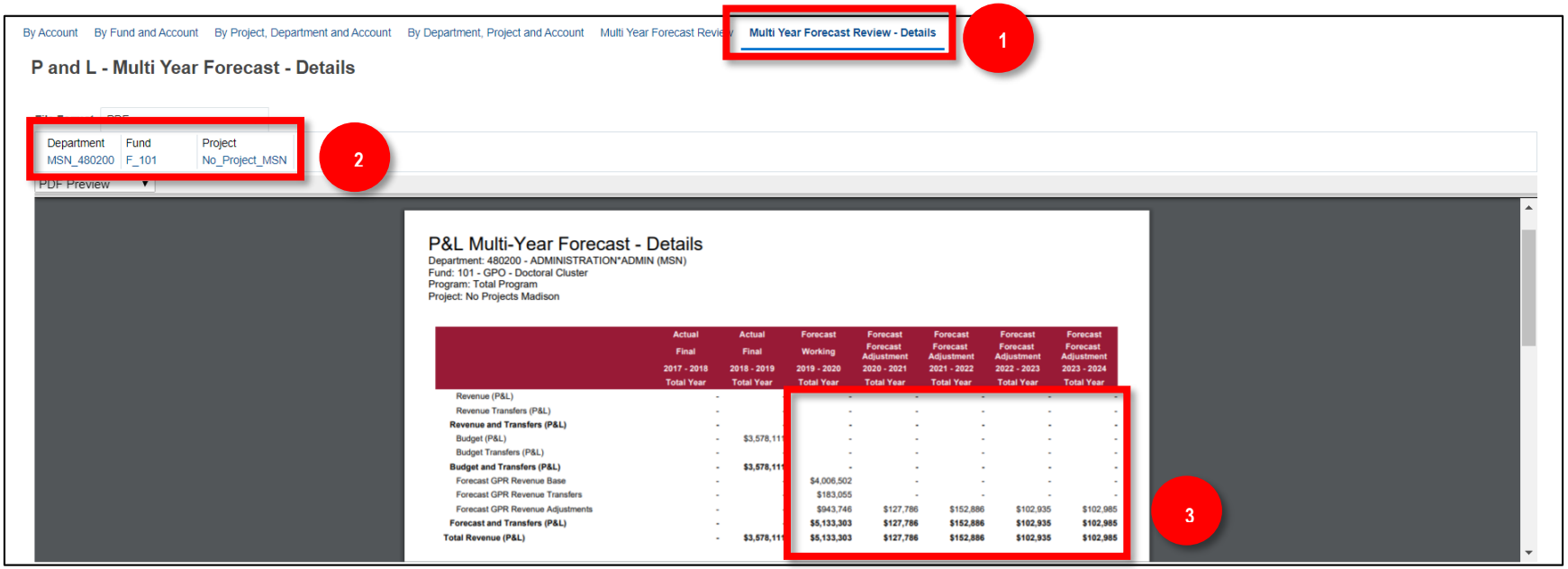
1. Select **Multi-Year Forecast Review** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



		Actual Final		Forecast Working	Forecast Forecast Adjustment			
		2017 - 2018 Total Year	2018 - 2019 Total Year	2019 - 2020 Total Year	2020 - 2021 Total Year	2021 - 2022 Total Year	2022 - 2023 Total Year	2023 - 2024 Total Year
GPR – General Prog Operations	Total Revenue (P&L)		3578111	5133303	127786	152886	102935	102985
T&F - Academic Fee Revenue	Total Revenue (P&L)			12000				
GO - GENERAL OPERATIONS	Total Revenue (P&L)	0	0					
G&C - Grants & Contracts	Total Revenue (P&L)	112748	839958	847311				
GIFTS - Gifts and Endowments	Total Revenue (P&L)	1869698	55665	51721				
PL Fund Total	Total Revenue (P&L)	1982446	4473734	6044334	127786	152886	102935	102985
---	---							
PL Fund Total	Sales Credits	-55060	-42538	-56052				
---	---							
PL Fund Total	Faculty Salary	5000	5000	24647				
	Academic Staff Salary	3059365	3791682	4649249				
	University Staff Salary		110821	47283				
	Graduate - RA Salary	17954						

Another way to review the data is to open the report:

1. Select **Multi-Year Forecast Review - Details** report at the top of the page.
2. Select the **POV** where data was input or aggregated to, as well as the **File Format.**
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



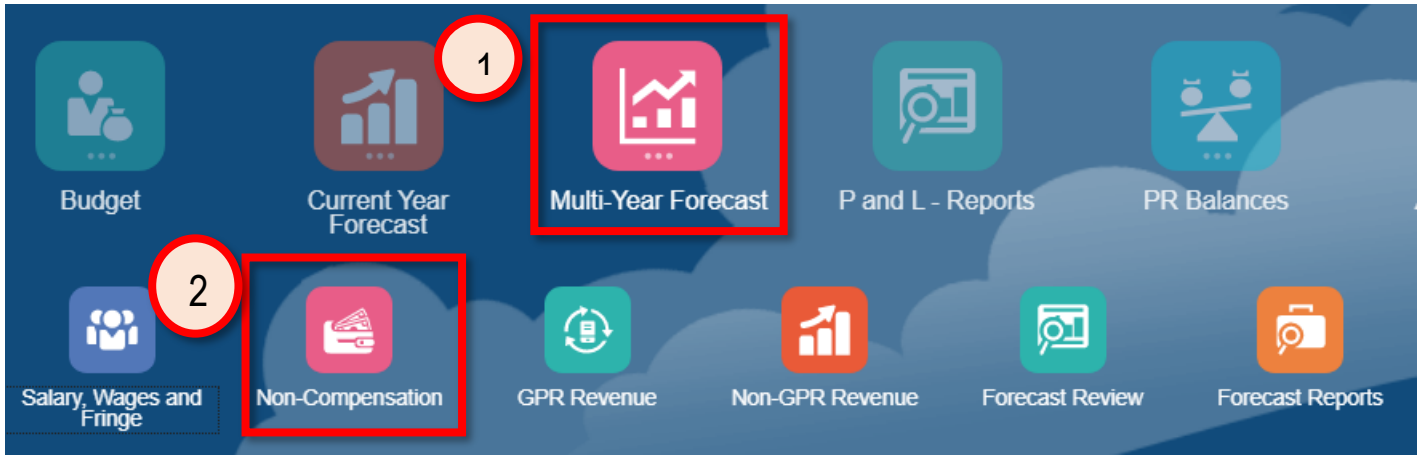
Non-Compensation - Input and Review

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

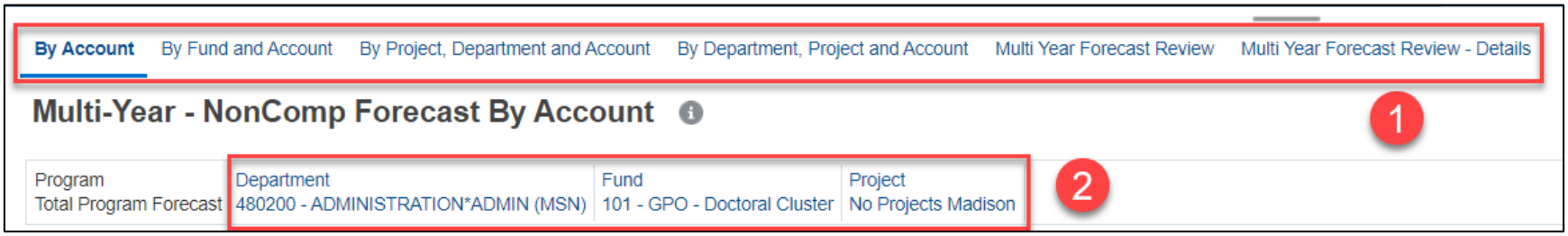
Click on **Non-Compensation**



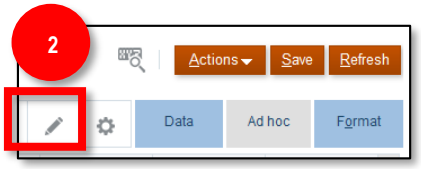
Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use the Multi-Year Review form and Multi-Year Review Detail report to see total results.

1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**
2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**
5. **Multi-Year Forecast Review** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, across different fund groups, with selectable Project and Department.
6. **Multi-Year Forecast Review - Details** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, with selectable Project, Fund, and Department, in a report format.

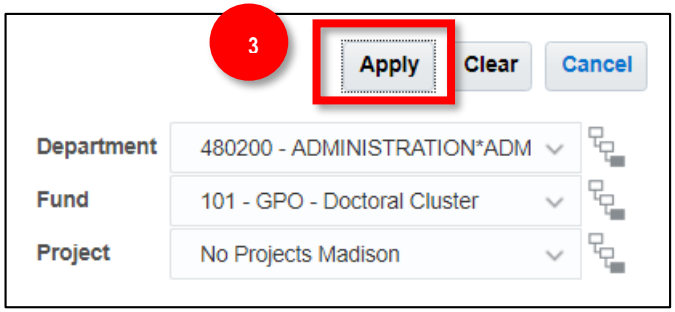
Step 3. Selecting Input Forms and POV (All input forms)



1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Updating Forecast (All input forms)

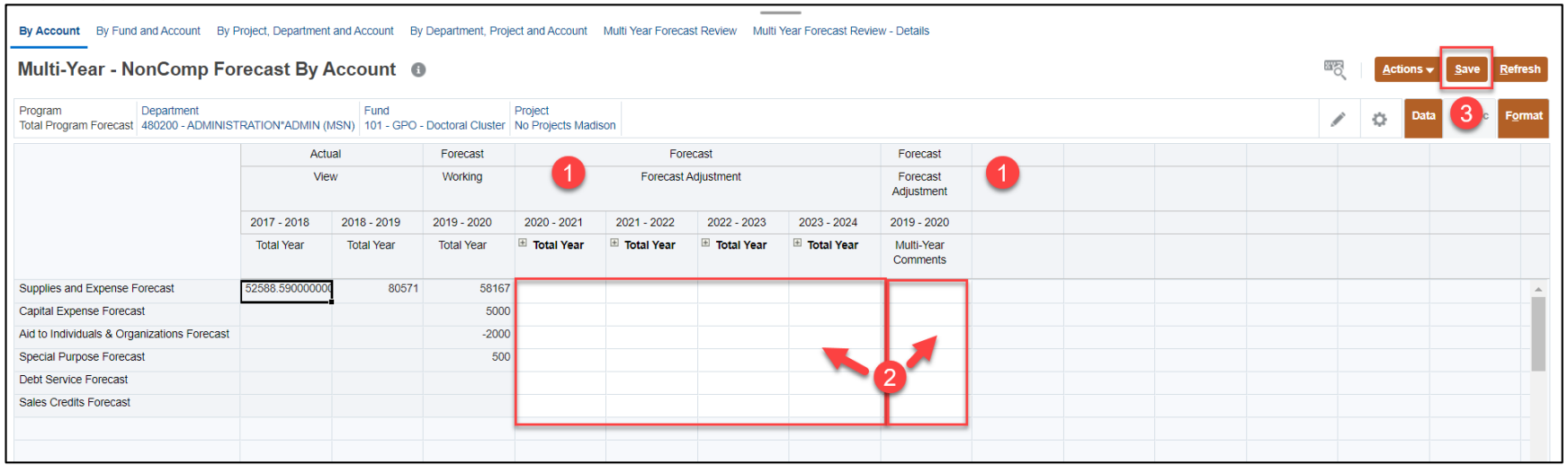
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)

2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

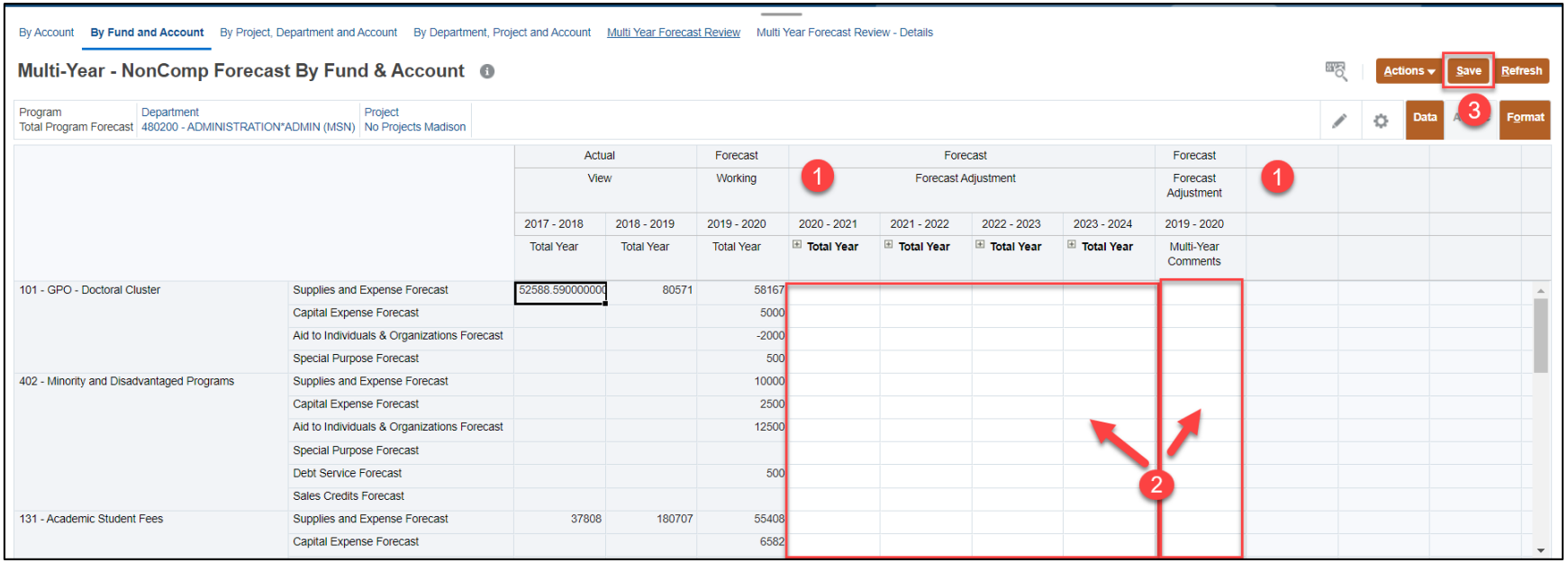
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

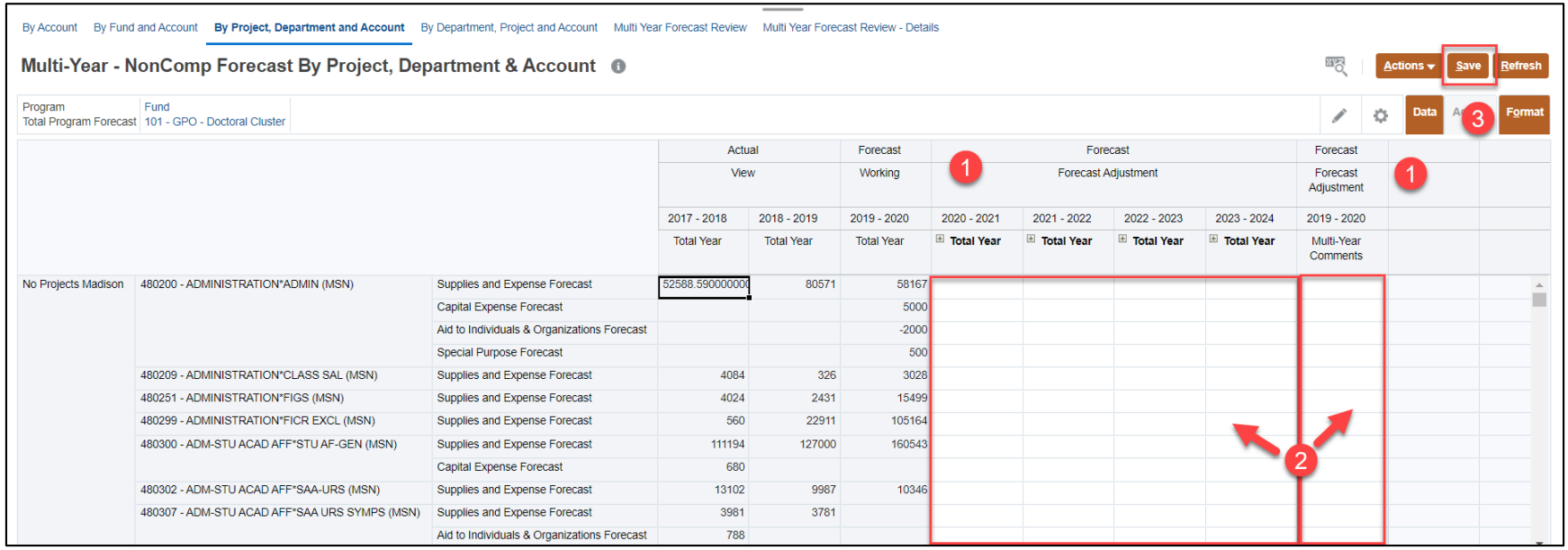
By Account:



By Fund and Account:

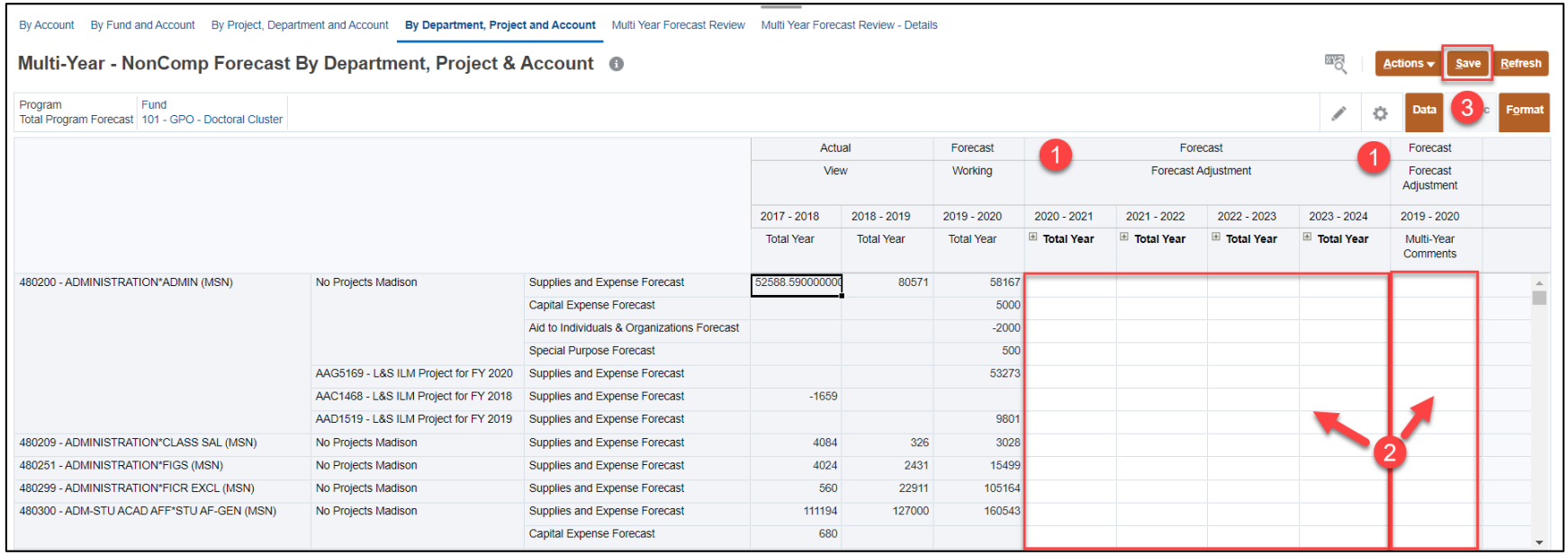


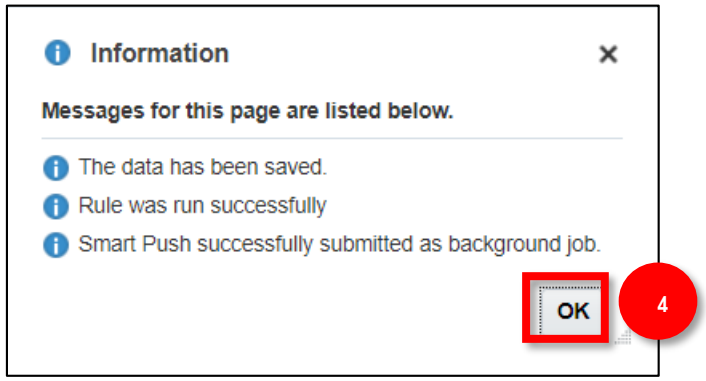
By Project, Department, and Account:



			Actual View		Forecast Working	Forecast Forecast Adjustment				Forecast Forecast Adjustment	
			2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2019 - 2020	
			Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Multi-Year Comments	
No Projects Madison	480200 - ADMINISTRATION*ADMIN (MSN)	Supplies and Expense Forecast	52588.590000000	80571	58167						
		Capital Expense Forecast			5000						
		Aid to Individuals & Organizations Forecast			-2000						
		Special Purpose Forecast			500						
	480209 - ADMINISTRATION*CLASS SAL (MSN)	Supplies and Expense Forecast	4084	326	3028						
	480251 - ADMINISTRATION*FIGS (MSN)	Supplies and Expense Forecast	4024	2431	15499						
	480299 - ADMINISTRATION*FICR EXCL (MSN)	Supplies and Expense Forecast	560	22911	105164						
	480300 - ADM-STU ACAD AFF*STU AF-GEN (MSN)	Supplies and Expense Forecast	111194	127000	160543						
		Capital Expense Forecast	680								
	480302 - ADM-STU ACAD AFF*SAA-URS (MSN)	Supplies and Expense Forecast	13102	9987	10346						
	480307 - ADM-STU ACAD AFF*SAA URS SYMPS (MSN)	Supplies and Expense Forecast	3981	3781							
		Aid to Individuals & Organizations Forecast	788								

By Department, Project, and Account:

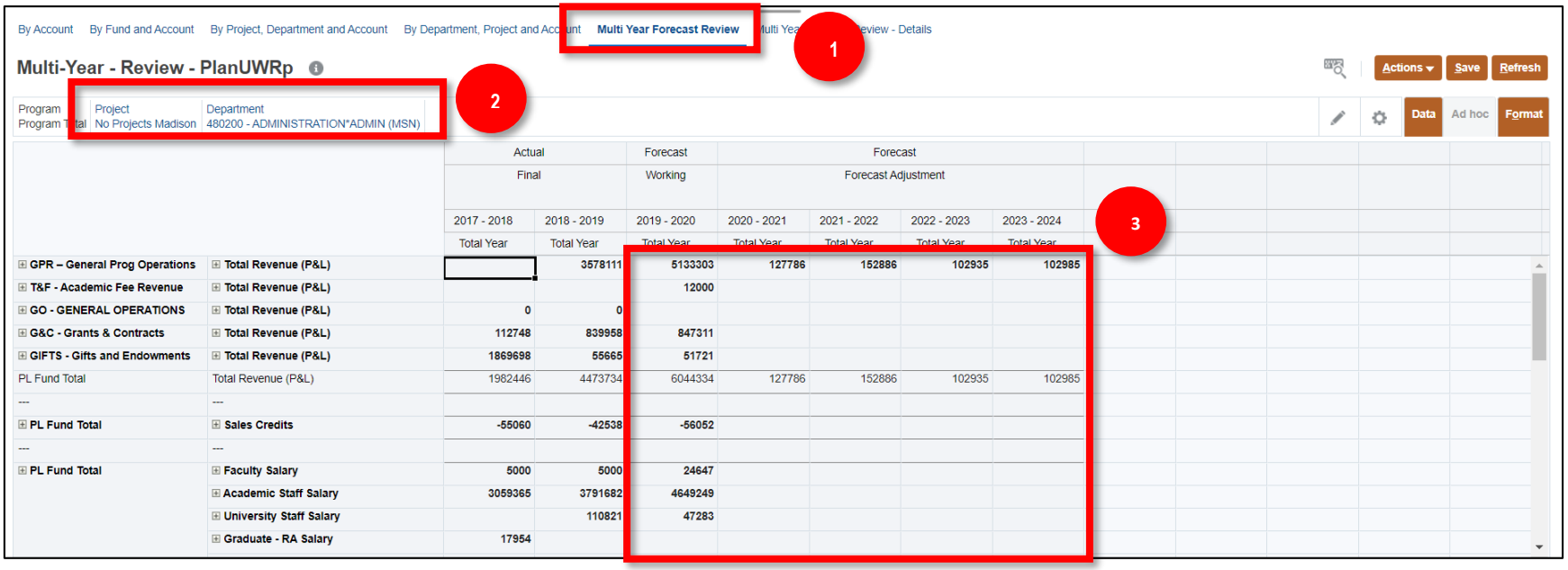




Step 5. Reviewing Forecast

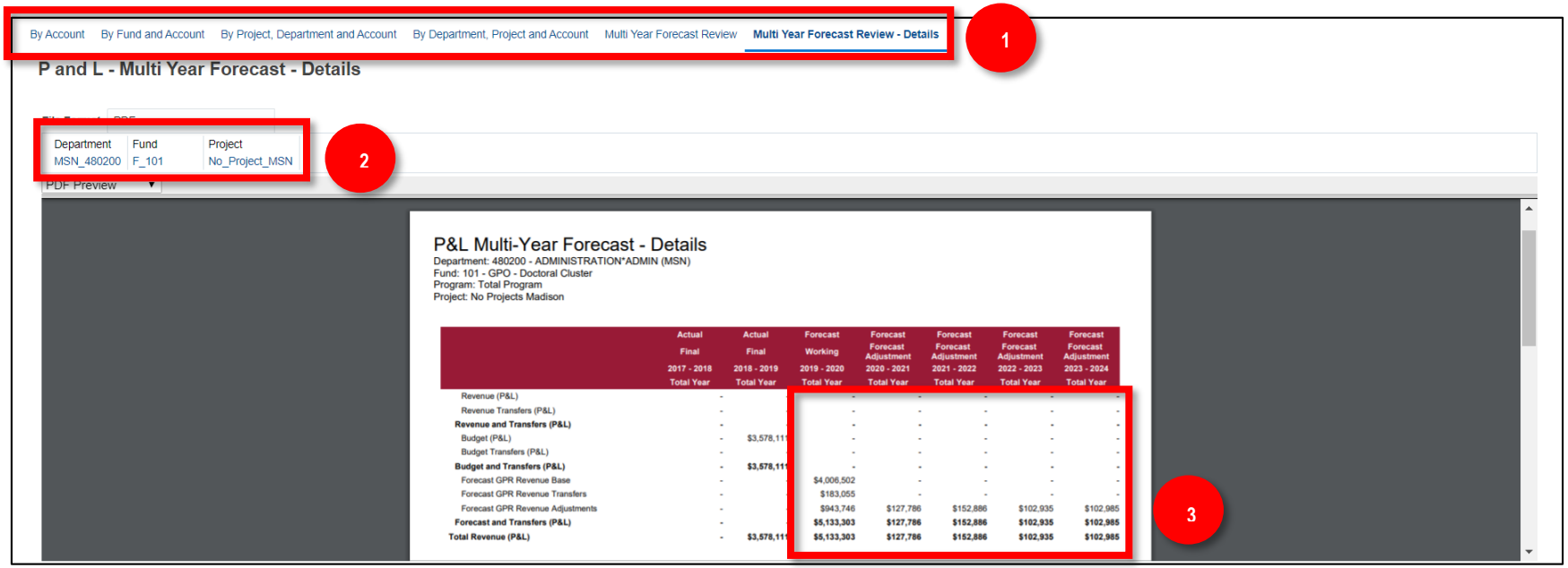
Begin the process of reviewing the data entered in the input forms:

1. Select **Multi-Year Forecast Review** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



Another way to review the data is to open the report:

1. Select **Multi-Year Forecast Review - Details** report at the top of the page.
2. Select the **POV** where data was input or aggregated to, as well as the **File Format.**
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



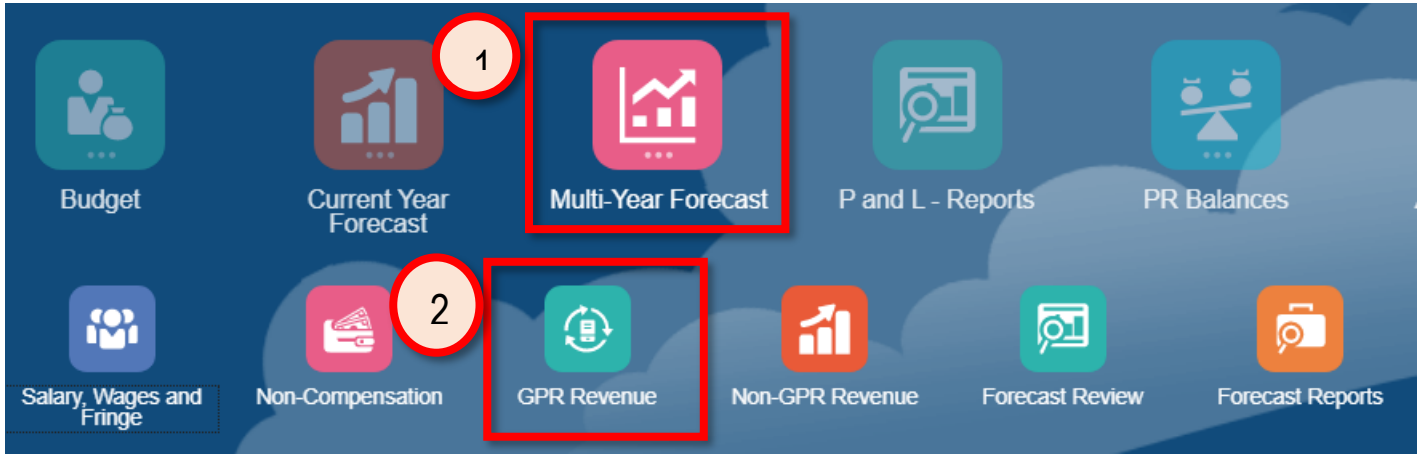
GPR Revenue - Input and Review

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

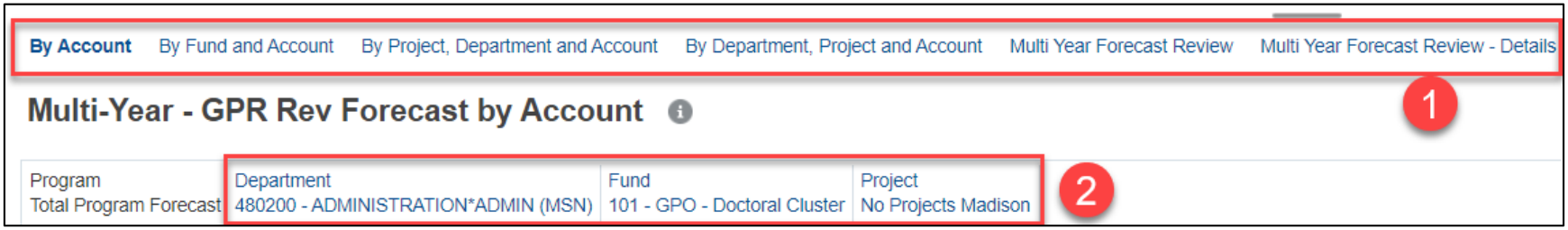
Click on **GPR Revenue**



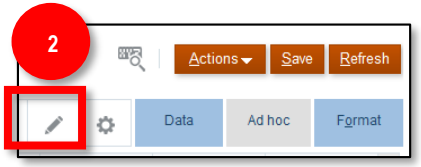
Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use the Multi-Year Review form and Multi-Year Review Detail report to see total results.

1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**
2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**
4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**
5. **Multi-Year Forecast Review** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, across different fund groups, with selectable Project and Department.
6. **Multi-Year Forecast Review - Details** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, with selectable Project, Fund, and Department, in a report format.

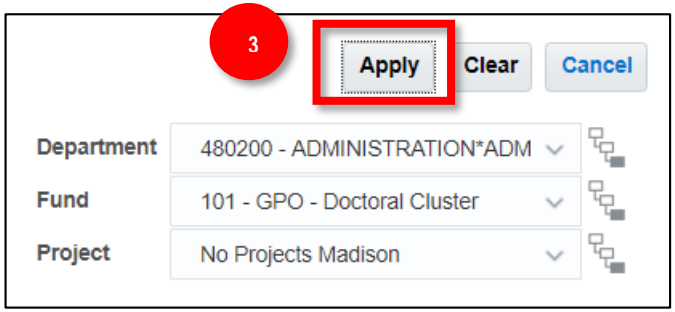
Step 3. Selecting Input Forms and POV (All input forms)



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    a. by selecting any blue member available in the POV selection area.
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3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Updating Forecast (All input forms)

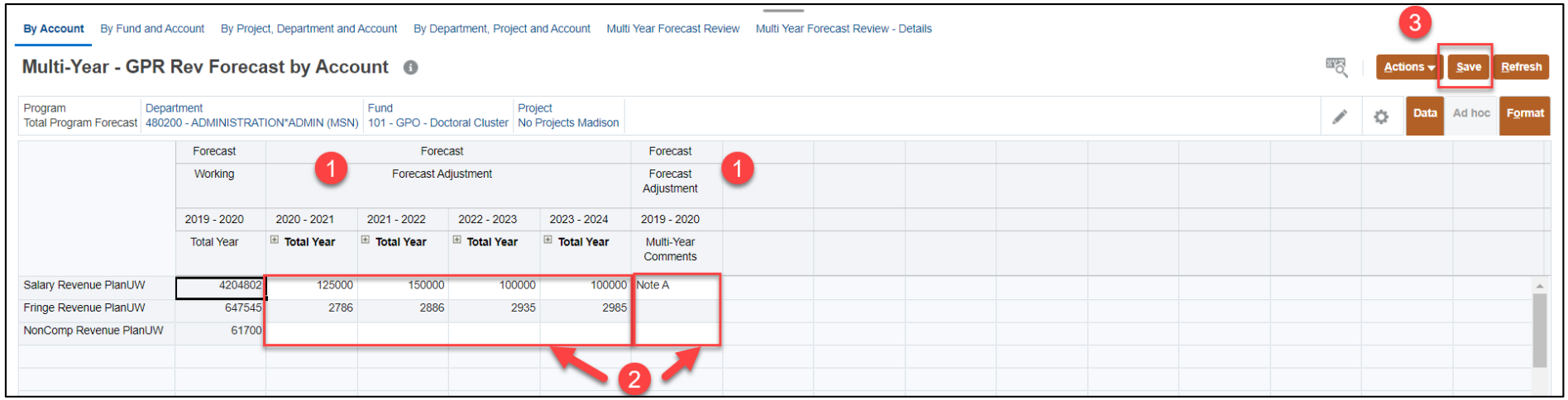
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)

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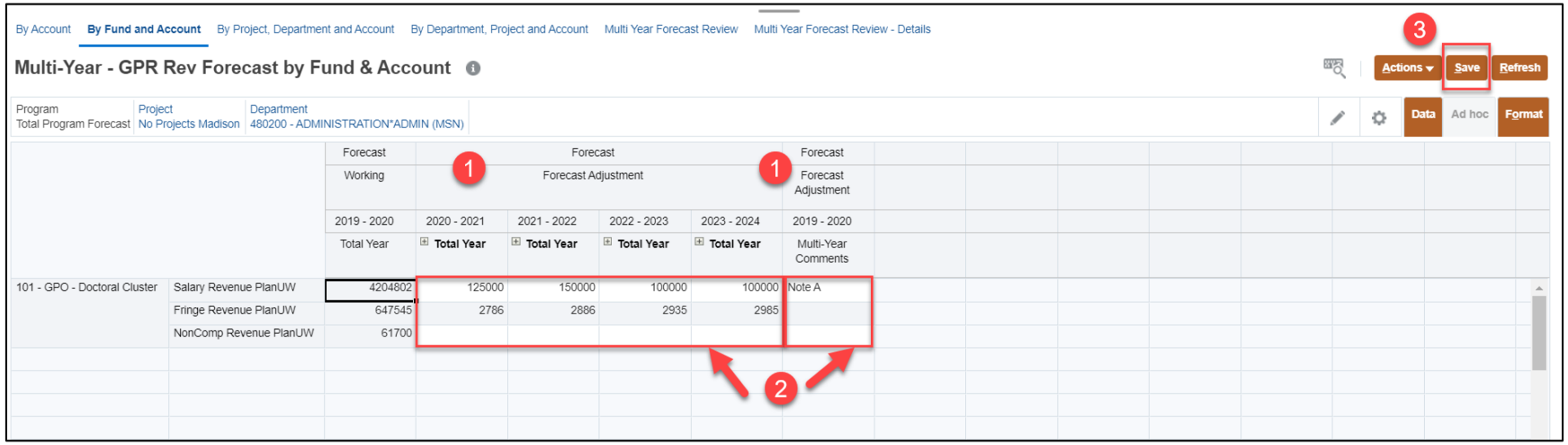
3. Click **Save** to save the entered information.

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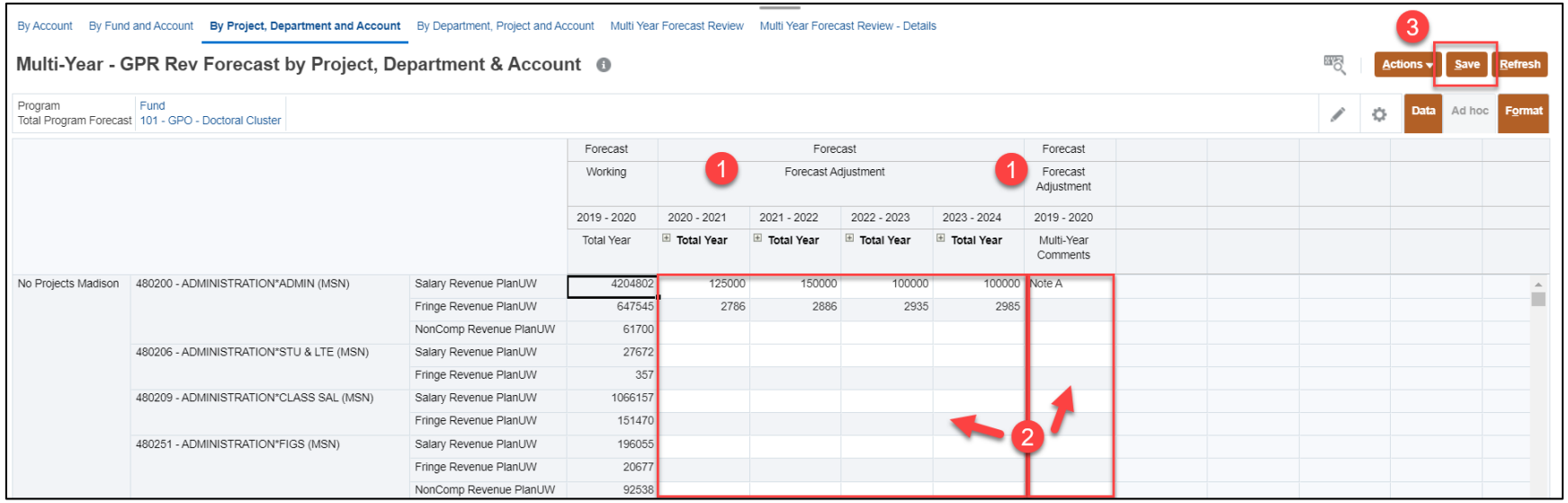
By Account:



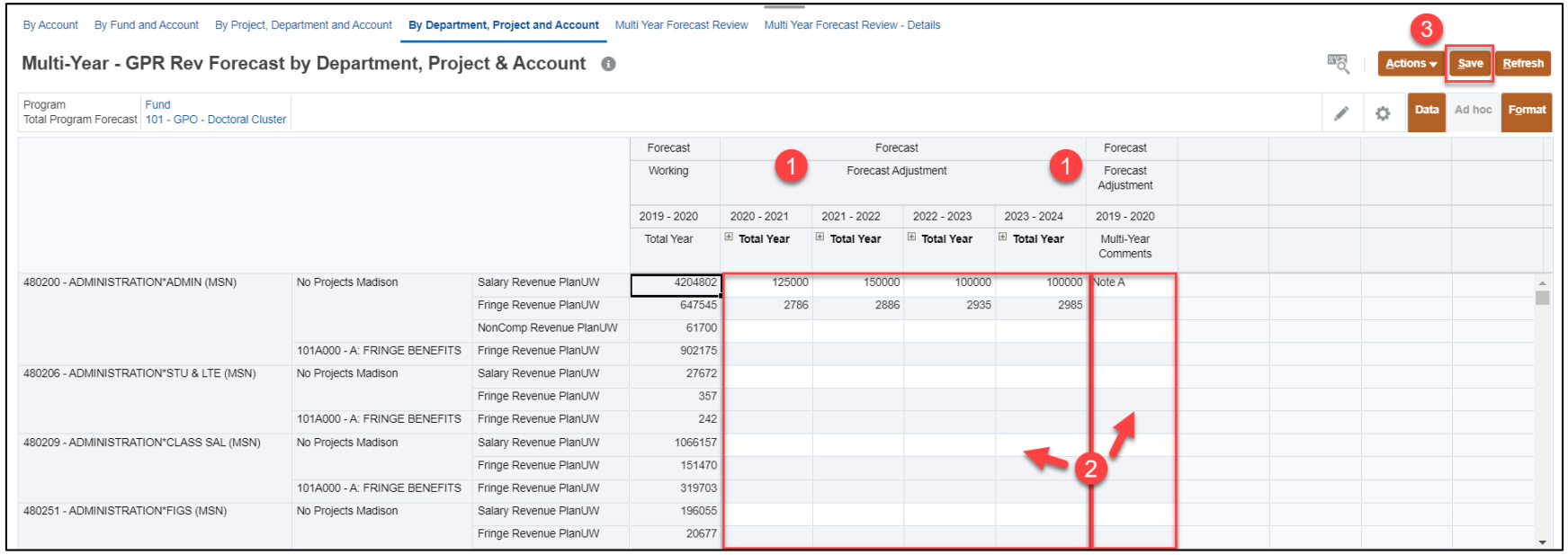
By Fund and Account:

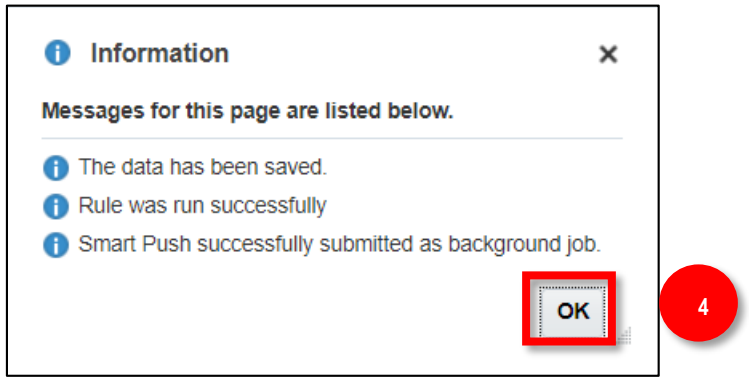


By Project, Department, and Account:



By Department, Project, and Account:

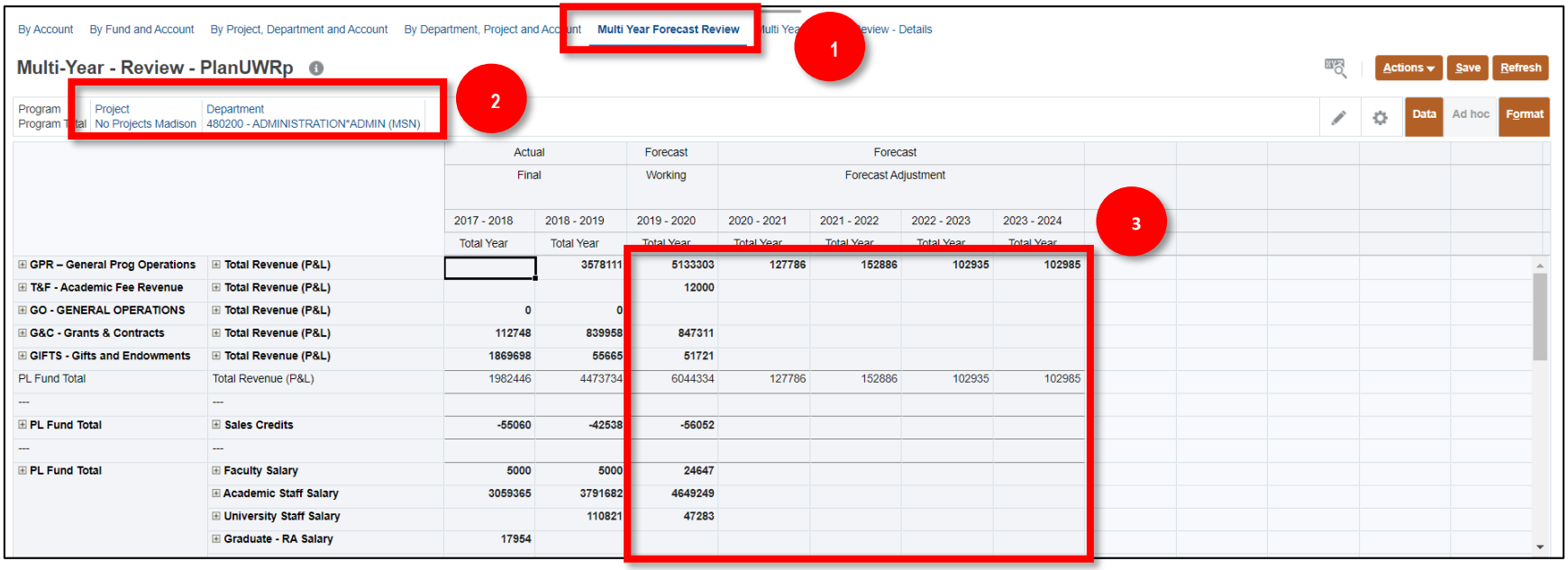




Step 5. Reviewing Forecast

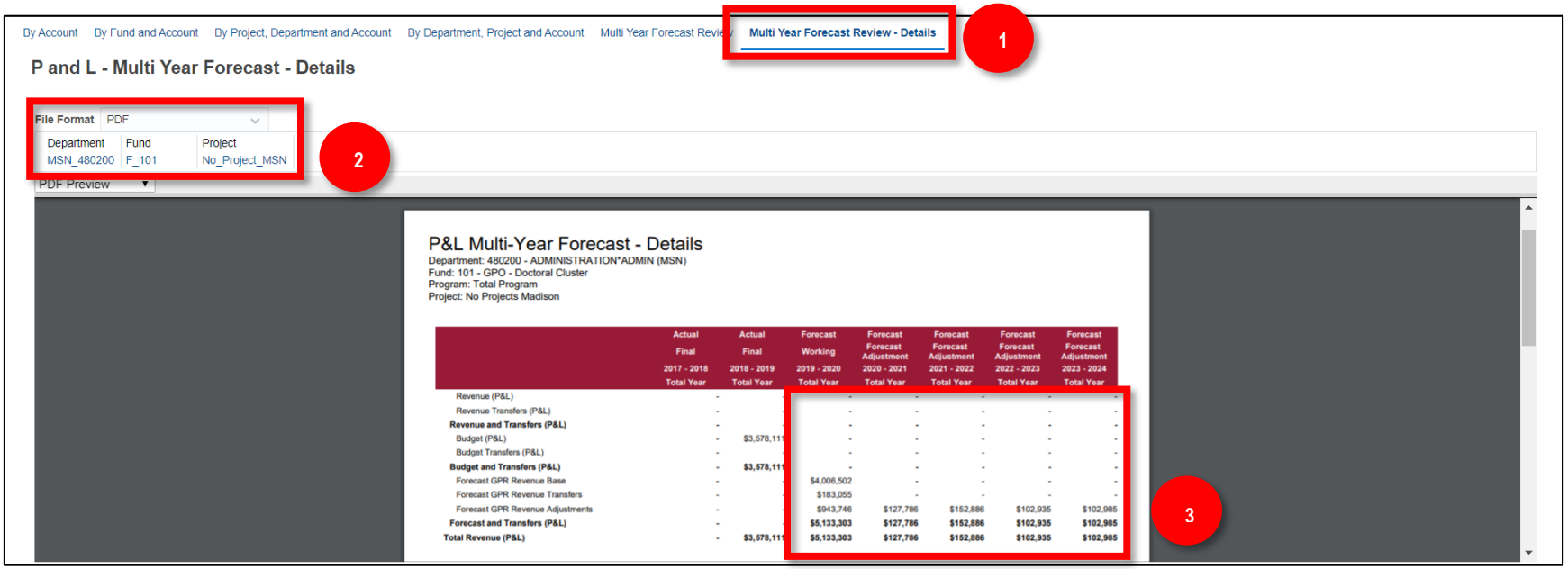
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4. Return to the Input forms to make updates as needed



Another way to review the data is to open the report:

1. Select **Multi-Year Forecast Review - Details** report at the top of the page.
2. Select the **POV** where data was input or aggregated to, as well as the **File Format.**
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



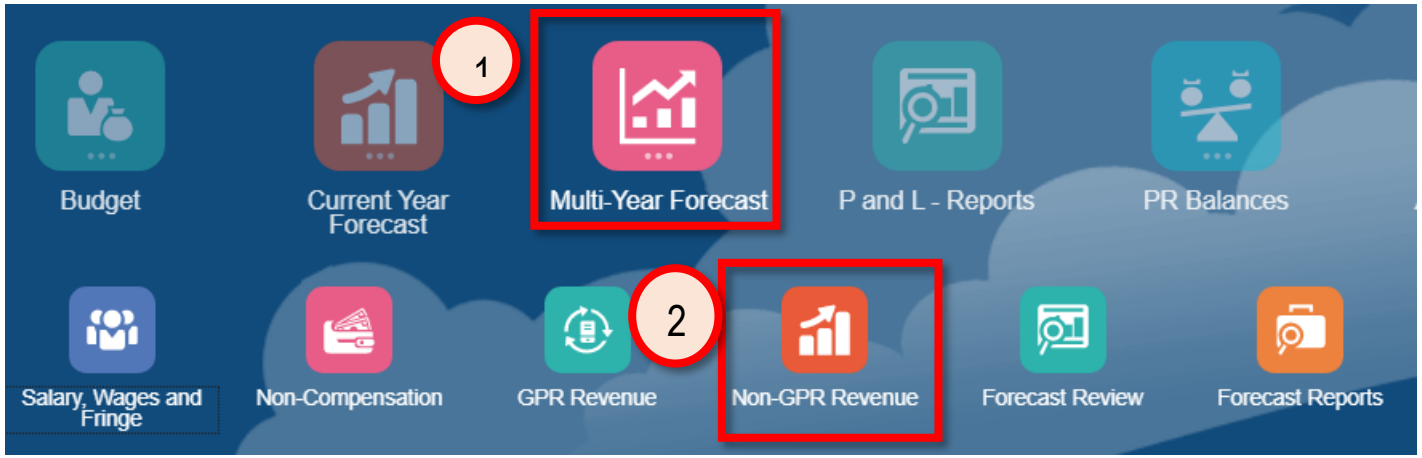
Non-GPR Revenue – Input and Review

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

Click on **Non-GPR Revenue**



Enter forecast amounts by Account, by Fund and Account, by Project Department and Account, or by Department Project and Account. These forms all work with the same datasets, but each presents a different way to view the data. Also, use the Multi-Year Review form and Multi-Year Review Detail report to see total results.

1. **By Account** - Provides forecasting to a single **Department** (Subdepartment level), **Fund,** and **Project** by **Account**

2. **By Fund and Account** - Provides forecasting to selected **Department** and **Project** by **Funds** and **Account**

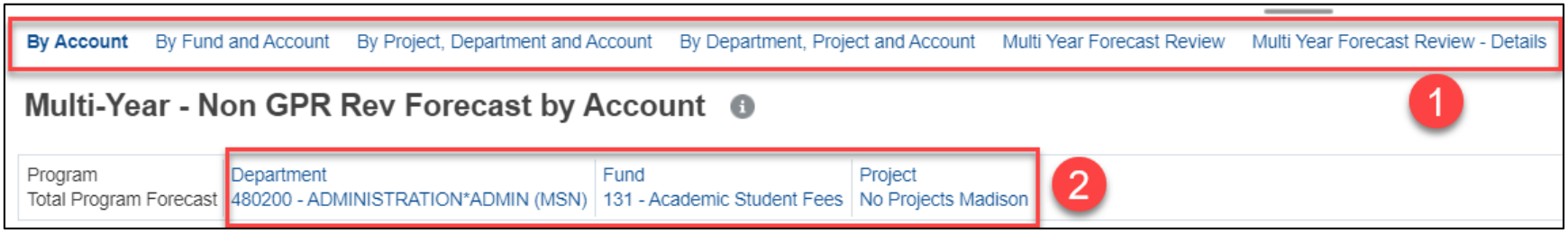
3. **By Department, Project, and Account -** Provides forecasting to selected **Fund** by **Department**, **Project**, and **Account**

4. **By Project, Department, and Account -** Provides forecasting to selected **Fund** by **Project**, **Department**, and **Account**

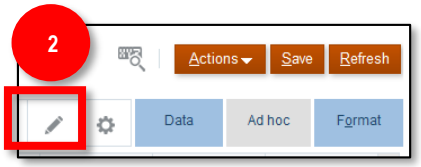
5. **Multi-Year Forecast Review** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, across different fund groups, with selectable Project and Department.

6. **Multi-Year Forecast Review - Details** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, with selectable Project, Fund, and Department, in a report format.

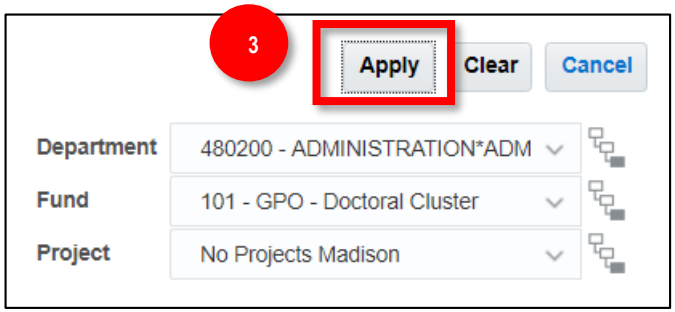
Step 3. Selecting Input Forms and POV (All input forms)



1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Updating Forecast (All input forms)

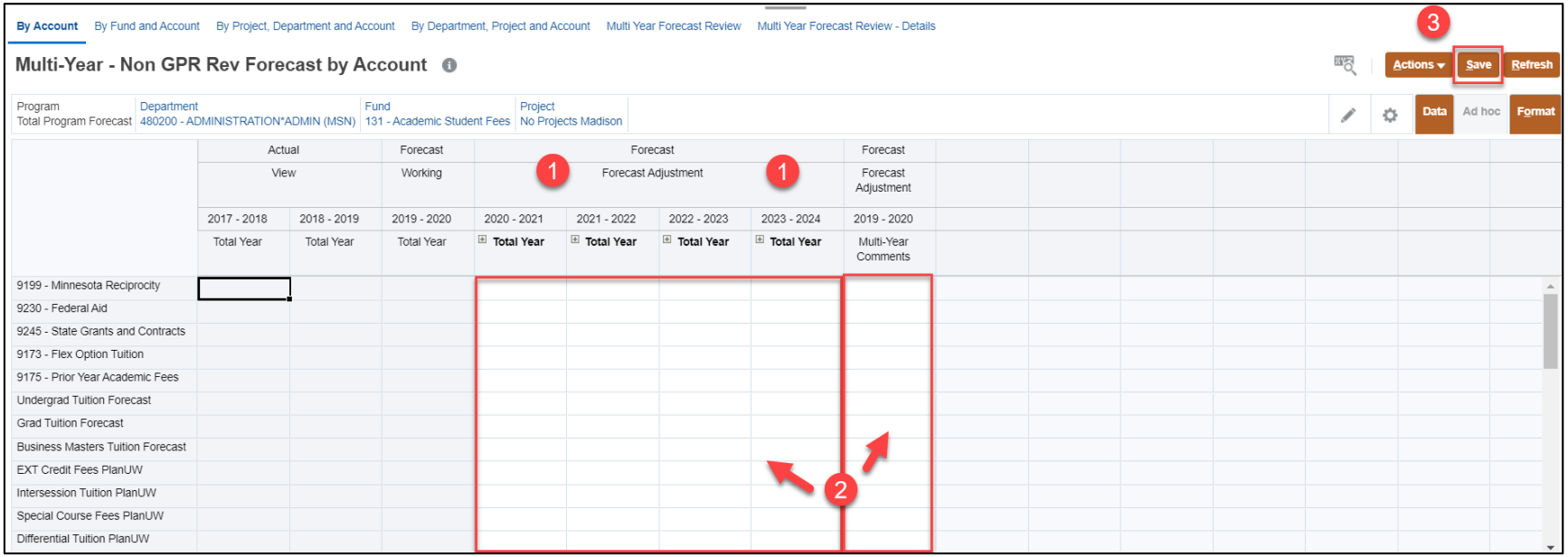
1. Before adding information, confirm that the form contains the Forecast Adjustment **Total Year** Column and Forecast Adjustments **Comments** column (both white and editable)

2. Enter the **Forecast information** on the **Total Year** column (expandable by open Month) and add any comments, if needed, in the **Comments** column

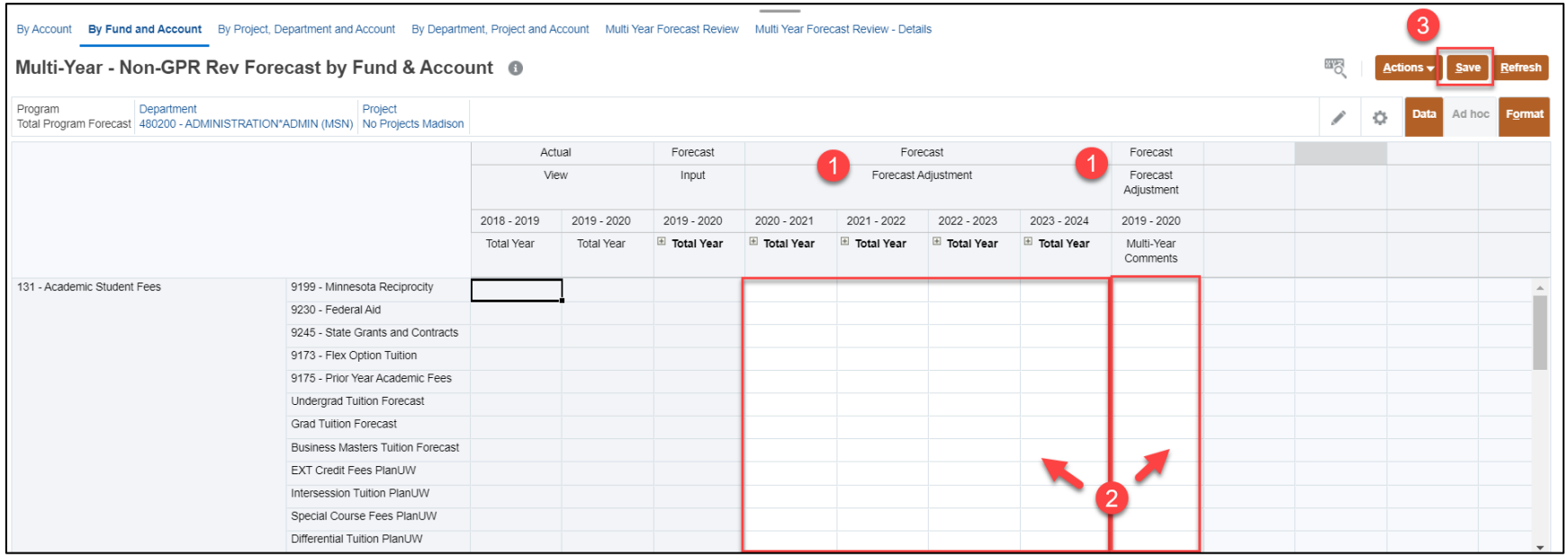
3. Click **Save** to save the entered information.

4. Click **OK** on the pop-up window confirming that the data has been saved to the form.

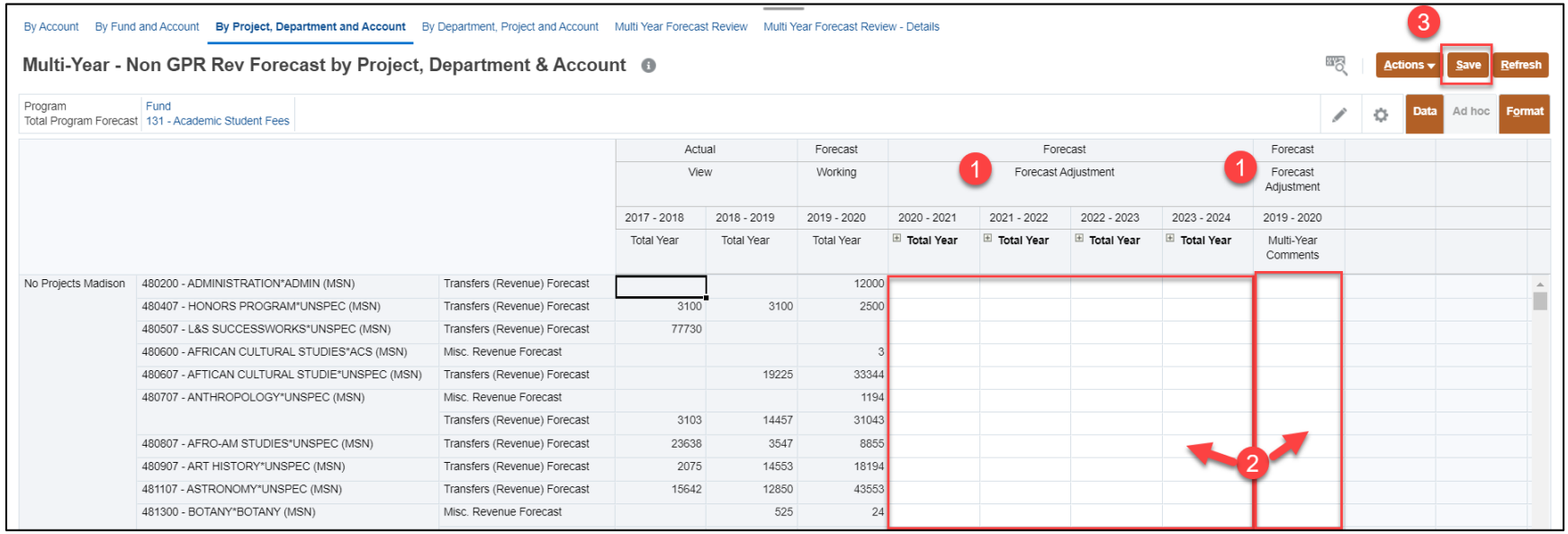
By Account:


By Account
By Fund and Account
By Project, Department and Account
By Department, Project and Account
Multi Year Forecast Review
Multi Year Forecast Review - Details
3
Multi-Year - Non GPR Rev Forecast by Account
Actions
Save
Refresh
Program
Total Program Forecast
Department
480200 - ADMINISTRATION*ADMIN (MSN)
Fund
131 - Academic Student Fees
Project
No Projects Madison
Data
Ad hoc
Format
Actual
View
Forecast
Working
Forecast
Forecast Adjustment
1
1
Forecast
Forecast Adjustment
2017 - 2018
2018 - 2019
2019 - 2020
2020 - 2021
2021 - 2022
2022 - 2023
2023 - 2024
2019 - 2020
Total Year
Total Year
Total Year
Total Year
Total Year
Total Year
Total Year
Multi-Year Comments
9199 - Minnesota Reciprocity
9230 - Federal Aid
9245 - State Grants and Contracts
9173 - Flex Option Tuition
9175 - Prior Year Academic Fees
Undergrad Tuition Forecast
Grad Tuition Forecast
Business Masters Tuition Forecast
EXT Credit Fees PlanUW
Intersession Tuition PlanUW
Special Course Fees PlanUW
Differential Tuition PlanUW
2

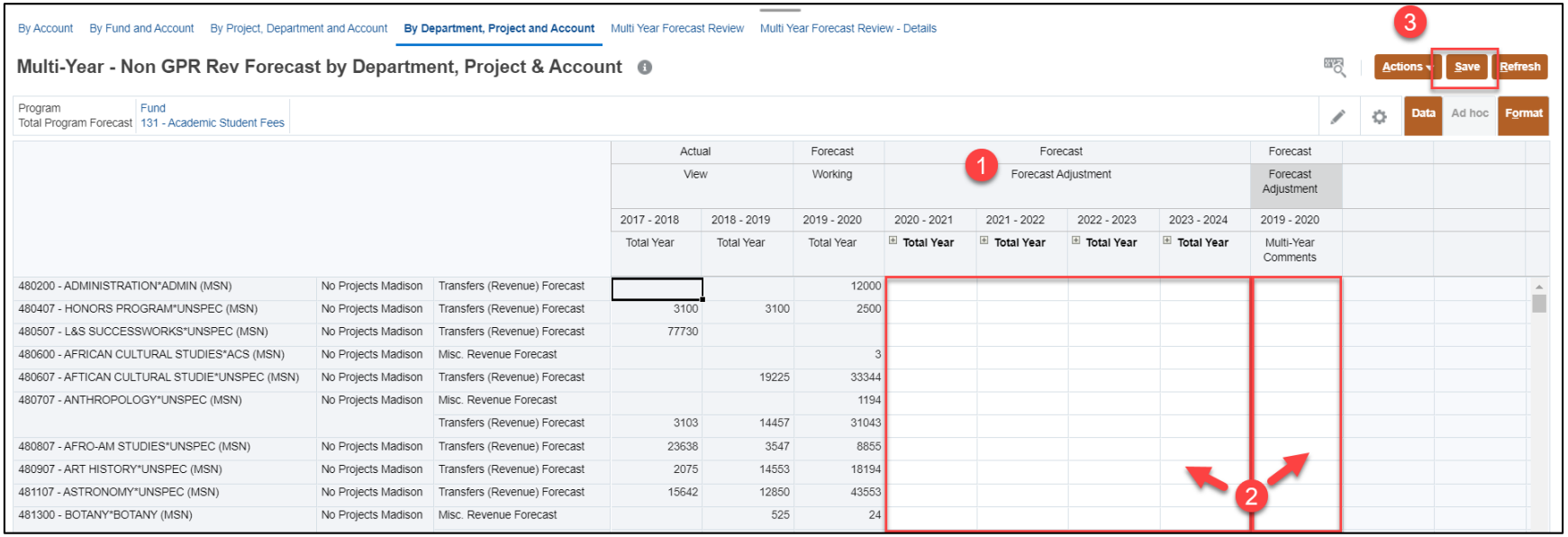
By Fund and Account:

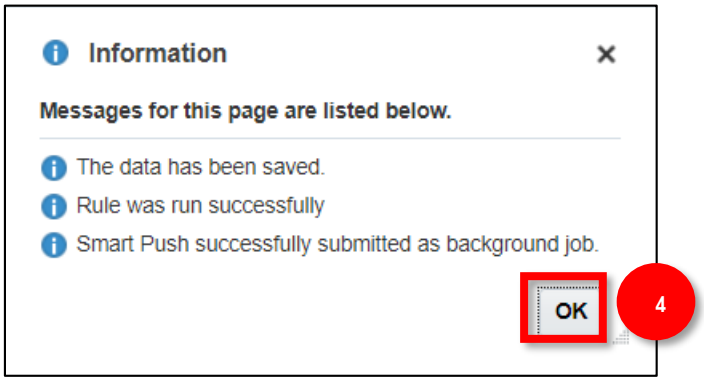


By Project, Department, and Account:



By Department, Project, and Account:

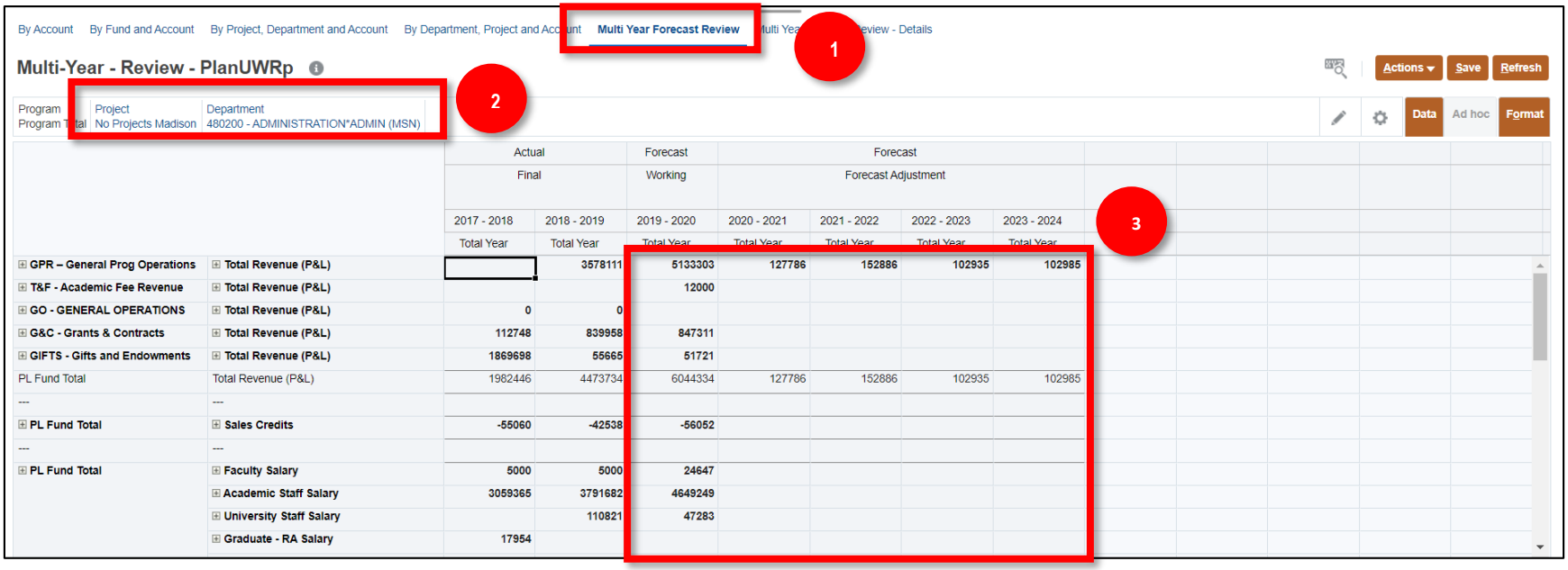




Step 5. Reviewing Forecast

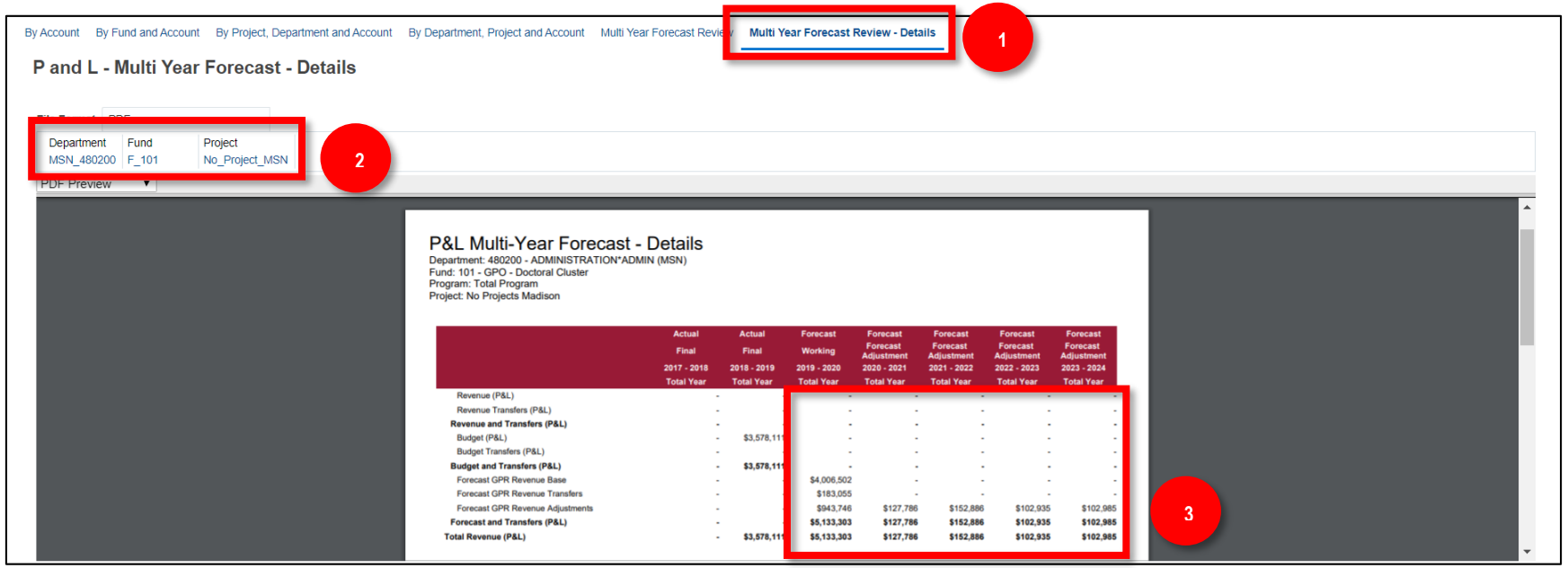
Begin the process of reviewing the data entered in the input forms:

1. Select **Multi-Year Forecast Review** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



Another way to review the data is to open the report:

1. Select **Multi-Year Forecast Review - Details** report at the top of the page.
2. Select the **POV** where data was input or aggregated to, as well as the **File Format.**
3. Review the **Forecast Working Year Total** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



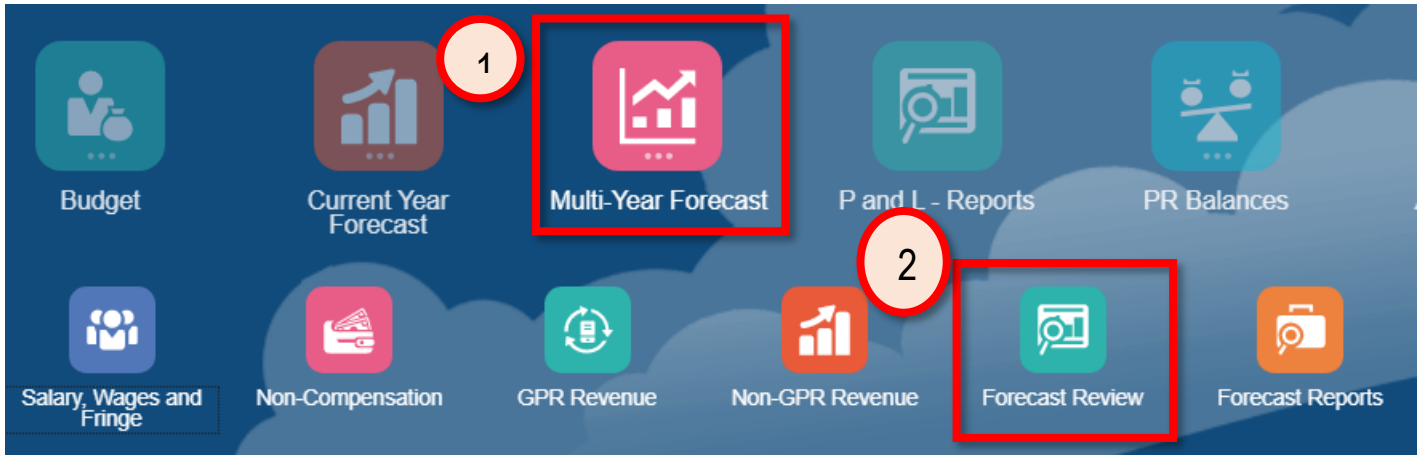
Forecast Review

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

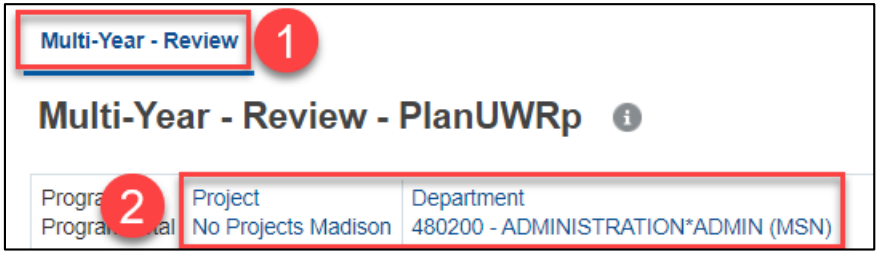
Click on **Forecast Review**



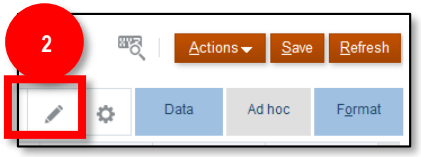
Here there is a form available to review data:

1. **Multi-Year Review** - Provides historical Actual data, current year working forecast data, and forecast adjustment data for the multiple forecasting years, across different fund groups, with selectable Project and Department.

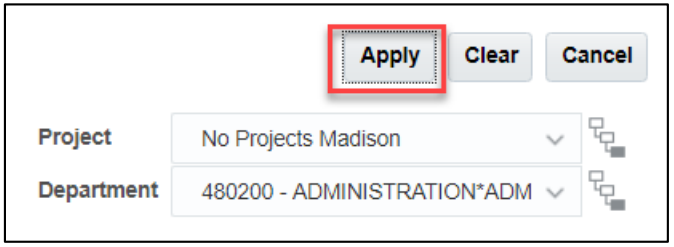
Step 3. Selecting Forms and POV (All review forms)



1. Select the desired form by clicking on the form title at the top of the page
2. Change the **POV** (Point of View)
    a. by selecting any blue member available in the POV selection area.
    b. Or by clicking the pencil icon on the right top corner and selecting members from the drop-down menu



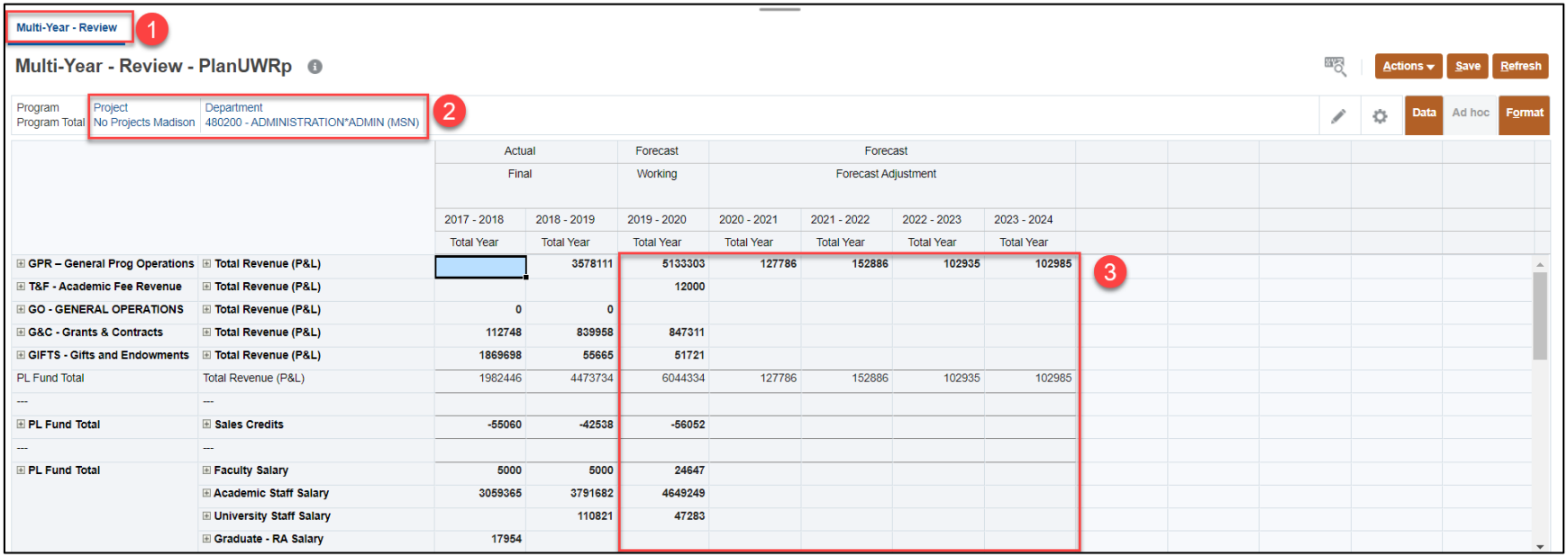
3. Once member combination is selected, click on the forward arrow icon  to commit changes or Apply to save.



Step 4. Multi-Year Review

Begin the process of reviewing the data entered in the input forms:

1. Select the **Multi-Year Review** form at the top of the page.
2. Select the **POV** where data was input or aggregated to.
3. Review the **Forecast Working Total Year** and **Forecast Adjustment** columns to display updated totals.
4. Return to the Input forms to make updates as needed



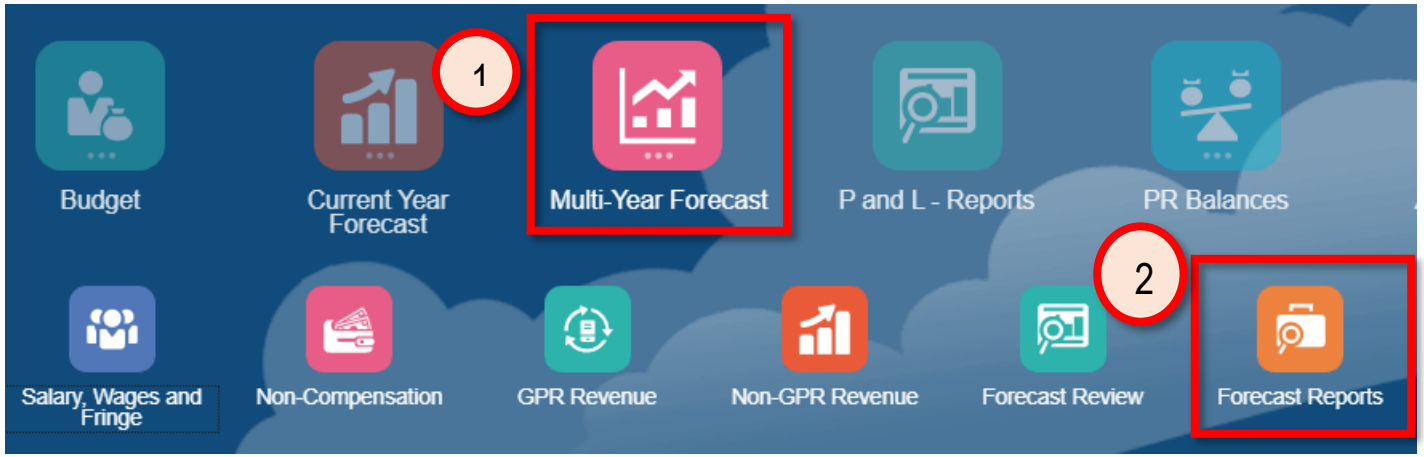
Forecast Reports

Step 1.

Click on the **Multi-Year Forecast** tile to begin.

Step 2.

Click on the **Forecast Reports** tile.



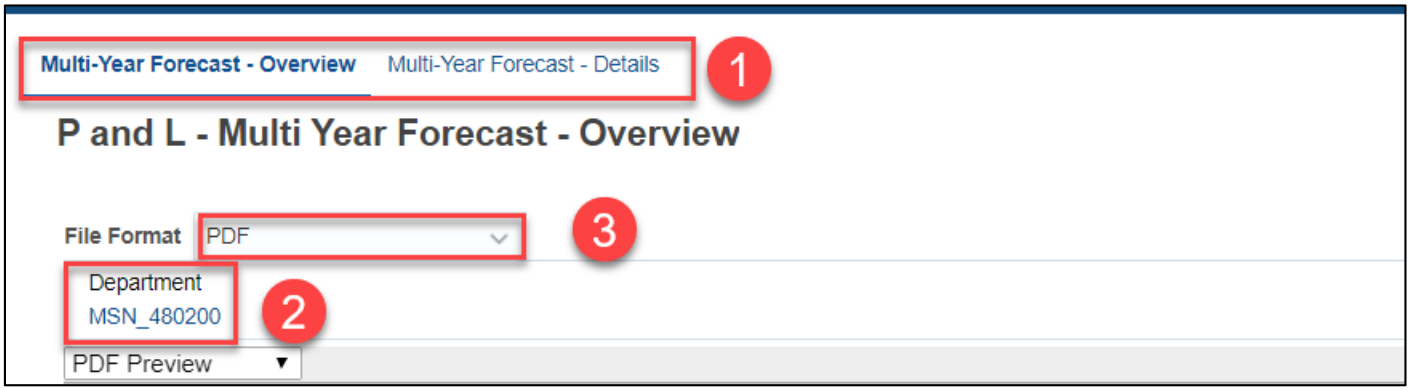
There are 2 reports available for review:

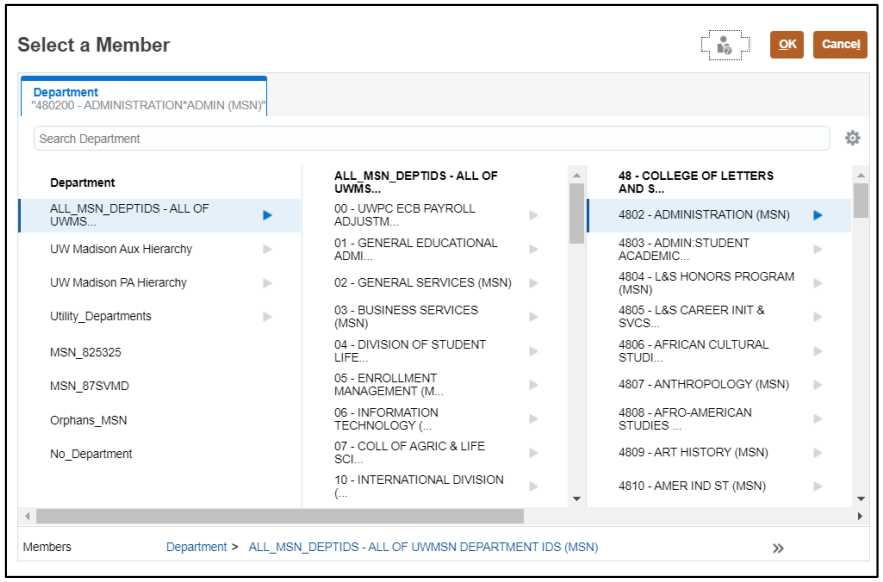
1. **Multi-Year Forecast – Overview**
2. **Multi-Year Forecast – Details**

Step 3. Selecting Reports (All Reports)

1. Select the desired Report by clicking on the form title at the top of the page. If you do not see the desired report, click on the different levels of reports available.

2. Change the **POV** (Point of View) by selecting any blue member available on the top left of the form.





NOTE: When selecting a version, users should remember to always choose the **Working**, **Final**, **Campus Review or one of the Monthly Forecast (ex. Feb Forecast)** versions. Selecting the other versions may only return partial or no information for the report.

3. Select the File Format (PDF, HTML, Excel) in the dropdown menu.
   - **HTML** format gives the user an HTML version of the report in the application. This version has the drill down functionality on select reports, which users can drill down a hierarchy. This format allows users to export to Excel that shows the report data in a Smartview query.
   - **PDF** format gives the user a PDF version of the report in the application, which is easily downloadable into a PDF file.
   - **Excel** format gives the user a link to an Excel file which shows report data in cells. Some formatting may not be available in this report format.

4. Review the report in the file format chosen.

P&L Multi-Year Forecast - Overview

Department: 480200 - ADMINISTRATION*ADMIN (MSN)
Program: Total Program
Project: Total Project

		Actual Final 2017 - 2018 TotalYear	Actual Final 2018 - 2019 TotalYear	Forecast Working 2019 - 2020 TotalYear	Forecast Forecast Adjustment 2020 - 2021 TotalYear	Forecast Forecast Adjustment 2021 - 2022 TotalYear	Forecast Forecast Adjustment 2022 - 2023 TotalYear	Forecast Forecast Adjustment 2023 - 2024 TotalYear
GPR – General Prog Operations	Total Revenue (P&L)	-	$3,578,111	$6,035,477	$127,786	$152,886	$102,935	$102,985
EP - Extension Programs	Total Revenue (P&L)	-	-	-	-	-	-	-
T&F - Academic Fee Revenue	Total Revenue (P&L)	-	-	$12,000	-	-	-	-
AE - Auxiliary Oper and Hospitals	Total Revenue (P&L)	-	-	-	-	-	-	-
GO - GENERAL OPERATIONS	Total Revenue (P&L)	-	-	-	-	-	-	-
G&C - Grants & Contracts	Total Revenue (P&L)	$112,748	$839,958	$847,311	-	-	-	-
GIFTS - Gifts and Endowments	Total Revenue (P&L)	$1,869,698	$55,665	$51,721	-	-	-	-
CLEARING - Clearing/suspense/Custody	Total Revenue (P&L)	-	-	-	-	-	-	-
UNSPEC - Unspecified	Total Revenue (P&L)	-	-	-	-	-	-	-
PL Fund Total	**Total Revenue (P&L)**	**$1,982,446**	**$4,473,734**	**$6,946,509**	**$127,786**	**$152,886**	**$102,935**	**$102,985**
PL Fund Total	**Sales Credits**	**($55,060)**	**($42,538)**	**($56,052)**	-	-	-	-
PL Fund Total	Faculty Salary	$5,000	$5,000	$24,647	-	-	-	-
PL Fund Total	Academic Staff Salary	$3,059,365	$3,791,682	$4,649,249	-	-	-	-
PL Fund Total	University Staff Salary	-	$110,821	$47,283	-	-	-	-
PL Fund Total	Postgrad Trainee Salary	-	-	-	-	-	-	-
PL Fund Total	Graduate - RA Salary	$17,954	-	-	-	-	-	-
PL Fund Total	Graduate - PA Salary	$35,868	$21,773	$63,736	$14,000	$14,500	$14,750	$15,000
PL Fund Total	Graduate - TA Salary	$7,500	$500	$1,800	-	-	-	-
PL Fund Total	LTE Salary	-	-	-	-	-	-	-
PL Fund Total	Student Salary	-	$4,624	$390	-	-	-	-
	Salary	**$3,125,686**	**$3,934,399**	**$4,787,105**	**$14,000**	**$14,500**	**$14,750**	**$15,000**
PL Fund Total	Fringe	$986,136	$1,199,247	$1,621,179	$2,786	$2,886	$2,935	$2,985
	Salary, Wages & Fringe	**$4,111,823**	**$5,133,646**	**$6,408,285**	**$16,786**	**$17,385**	**$17,685**	**$17,985**
PL Fund Total	Supplies and Expense (P&L)	$230,797	$331,945	$276,601	-	-	-	-
PL Fund Total	Capital Expense	-	$22,674	$14,082	-	-	-	-
PL Fund Total	Aid to Individuals & Organizations	$67,129	$84,900	$62,600	-	-	-	-
PL Fund Total	Special Purpose	-	-	$500	-	-	-	-
PL Fund Total	Debt Service	-	-	$500	-	-	-	-
	NonComp Expense (P&L)	**$297,926**	**$439,519**	**$354,284**	-	-	-	-
PL Fund Total	Transfers (Expense)	($10,820)	($4,067)	-	-	-	-	-
	Total Expense (P&L)	**$4,343,868**	**$5,526,561**	**$6,706,517**	**$16,786**	**$17,385**	**$17,685**	**$17,985**

Action Menus

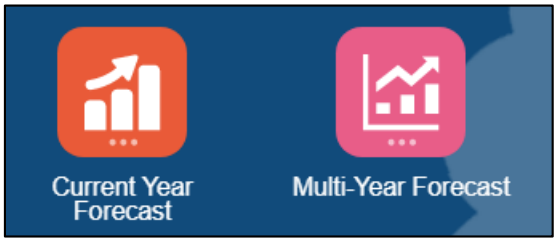
There are additional functions available on select forms called action menus. Action menus allow the user to perform business rules that help in the forecasting process.

Some of these rules, which are only available to power users, were described in the **Forecast Review** subsection of the **Current Year Forecast** section. This section will describe two actions that can be performed by planning users and power users, but not viewers.

Open Forecast Accounts

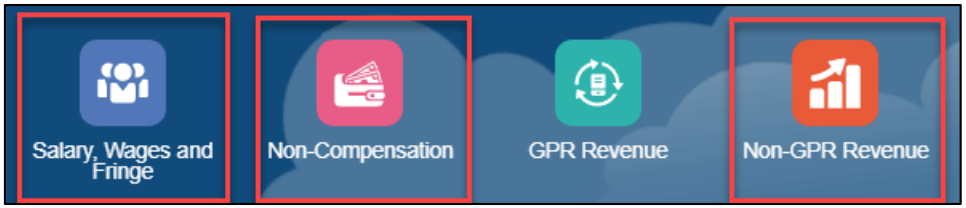
Step 1.

Click on either the **Current Year Forecast** or **Multi-Year Forecast** tile to begin.



Step 2.

Click on one of the **Salary Wages and Fringe, Non-Compensation,** or **Non-GPR Revenue** tiles.



Step 3.

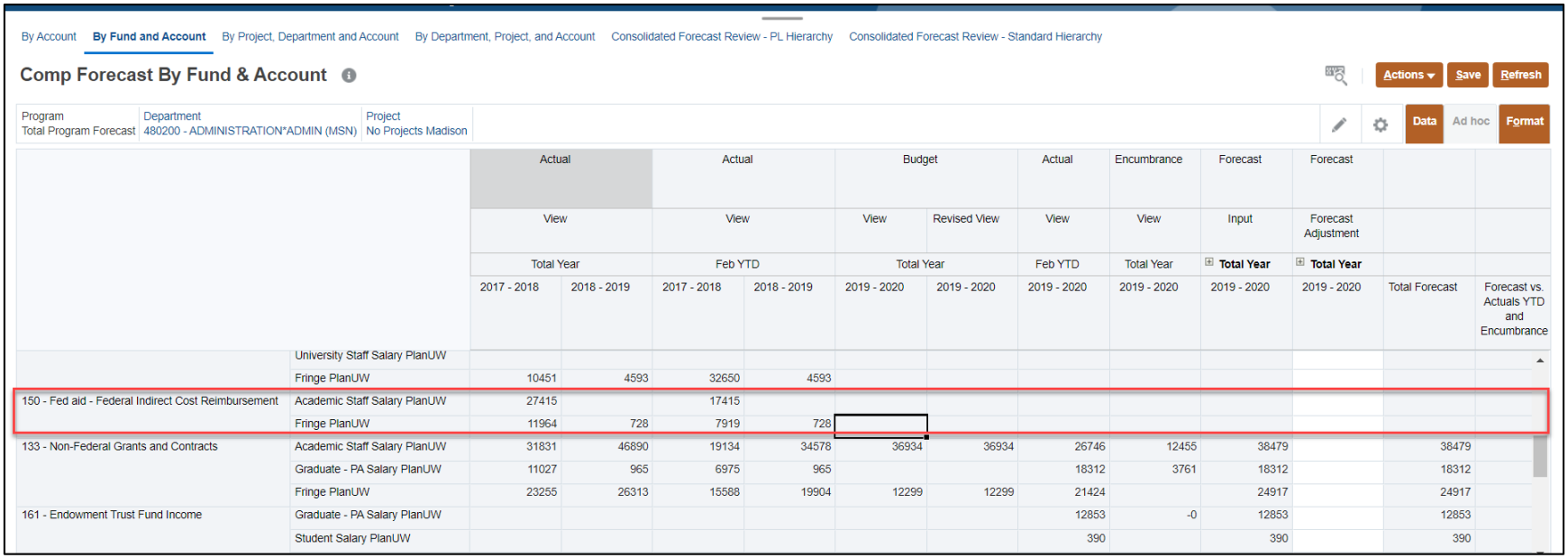
Select one of the following forms:

- By Fund and Account
- By Project, Department, and Account
- By Department, Project and Account



Step 4.

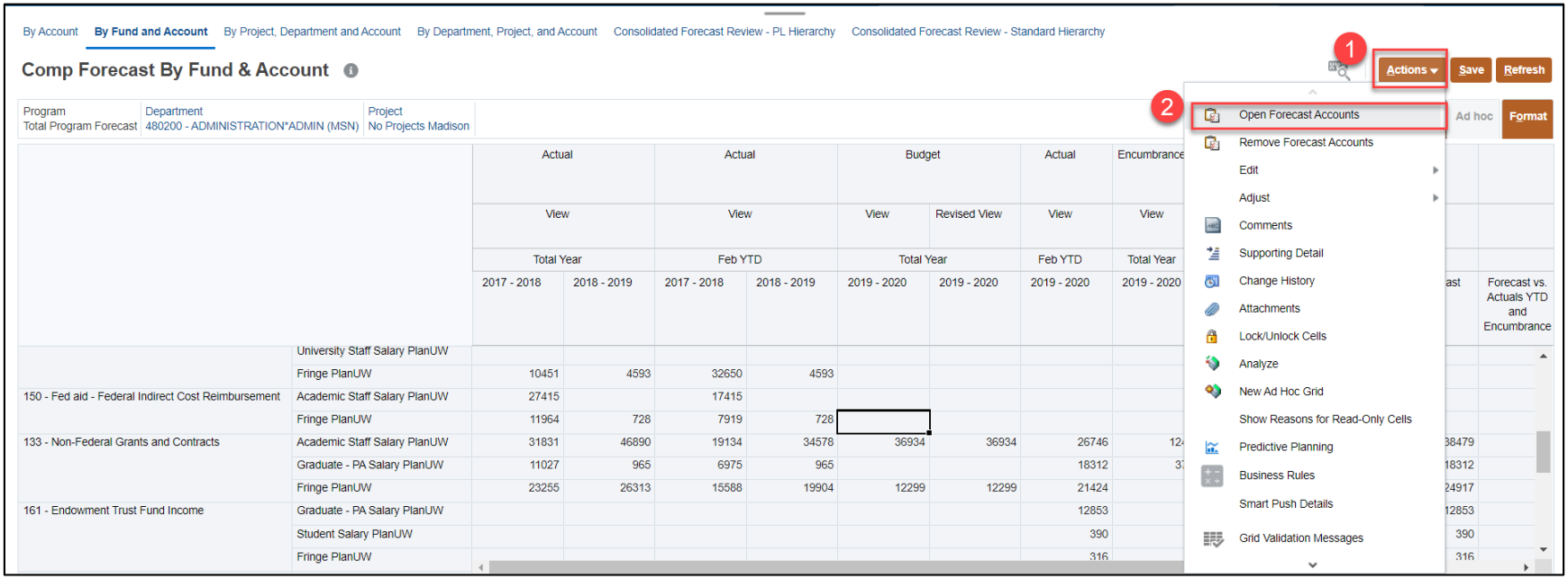
Locate an intersection that you would like to open forecast accounts on from the form.



		Actual		Actual		Budget		Actual	Encumbrance	Forecast	Forecast		
		View		View		View	Revised View	View	View	Input	Forecast Adjustment		
		Total Year		Feb YTD		Total Year		Feb YTD	Total Year	Total Year	Total Year		
		2017 - 2018	2018 - 2019	2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	Total Forecast	Forecast vs. Actuals YTD and Encumbrance
	University Staff Salary PlanUW												
	Fringe PlanUW	10451	4593	32650	4593								
150 - Fed aid - Federal Indirect Cost Reimbursement	Academic Staff Salary PlanUW	27415		17415									
	Fringe PlanUW	11964	728	7919	728								
133 - Non-Federal Grants and Contracts	Academic Staff Salary PlanUW	31831	46890	19134	34578	36934	36934	26746	12455	38479		38479	
	Graduate - PA Salary PlanUW	11027	965	6975	965			18312	3761	18312		18312	
	Fringe PlanUW	23255	26313	15588	19904	12299	12299	21424		24917		24917	
161 - Endowment Trust Fund Income	Graduate - PA Salary PlanUW							12853	-0	12853		12853	
	Student Salary PlanUW							390		390		390	

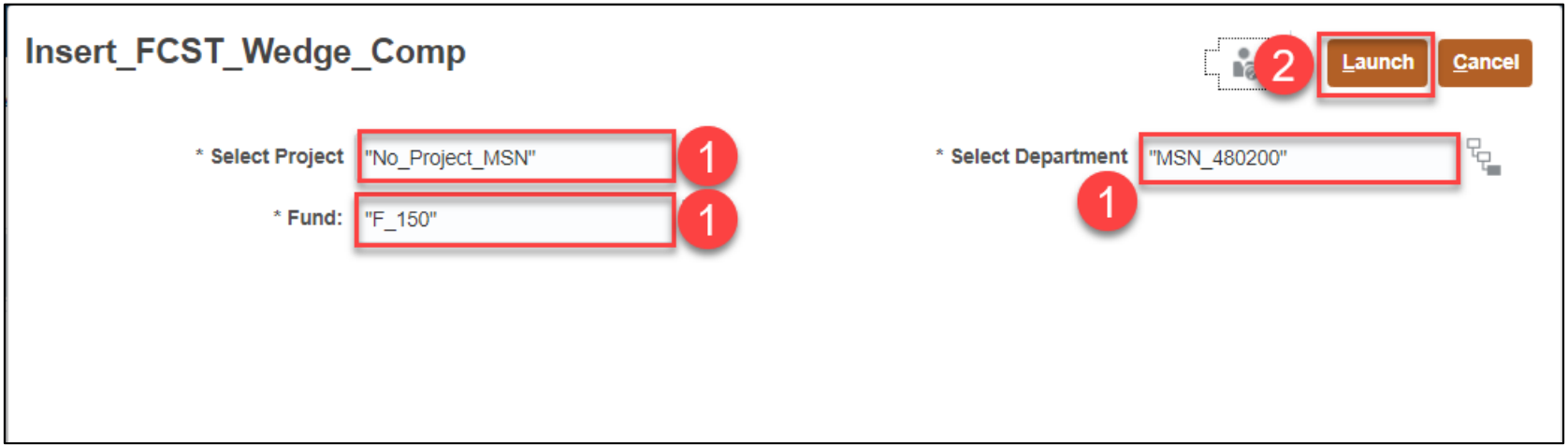
Step 5.

1. Click the **Actions** button
2. Click **Open Forecast Accounts**



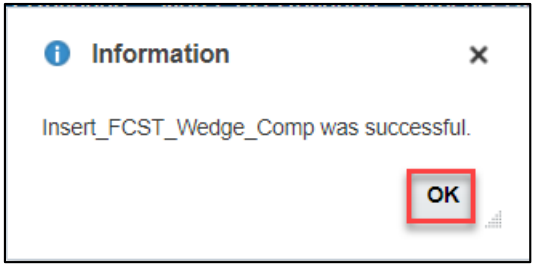
Step 6.

1. Enter the correct members in the text boxes where you will open the forecast accounts.
2. Click the **Launch** button

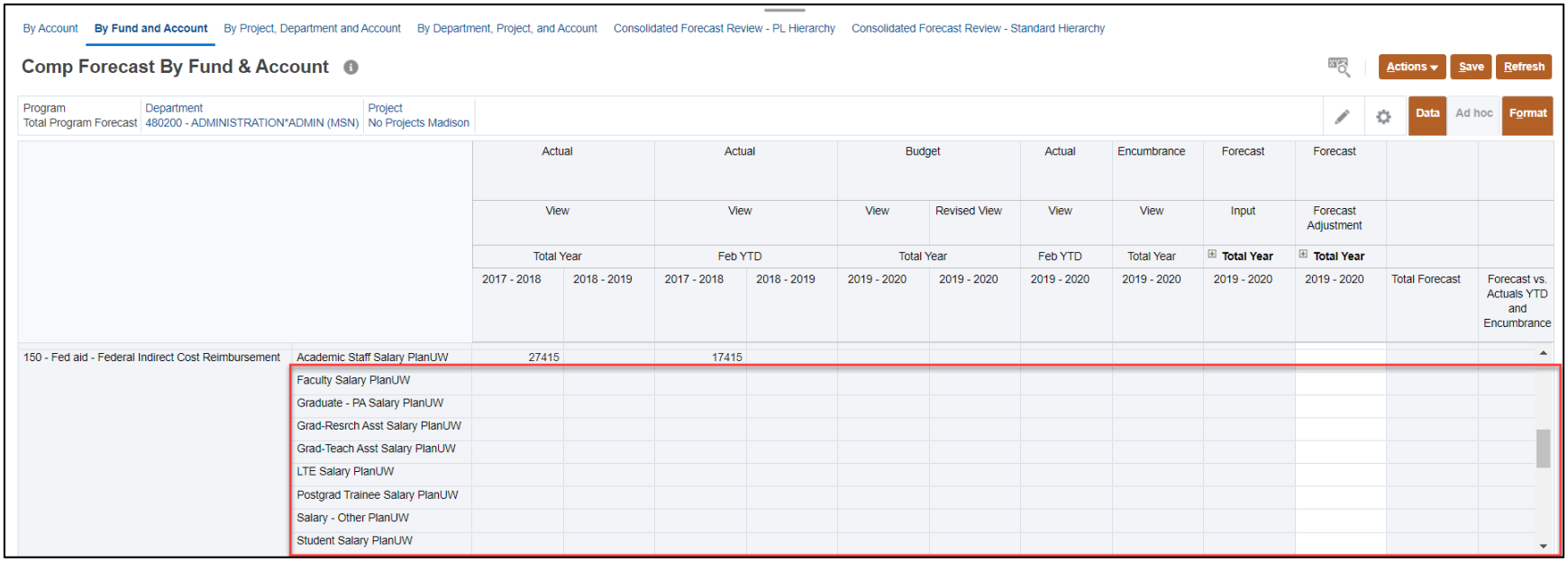


Step 7.

You should get a message that the rule ran successfully. Click **OK**.



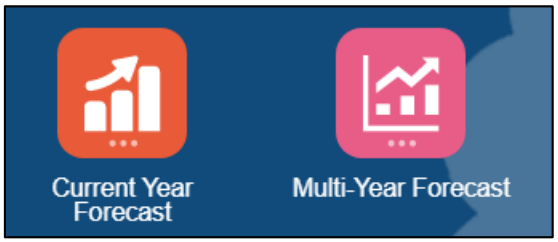
Now, review that this intersection now has opened forecast accounts:



Remove Forecast Accounts

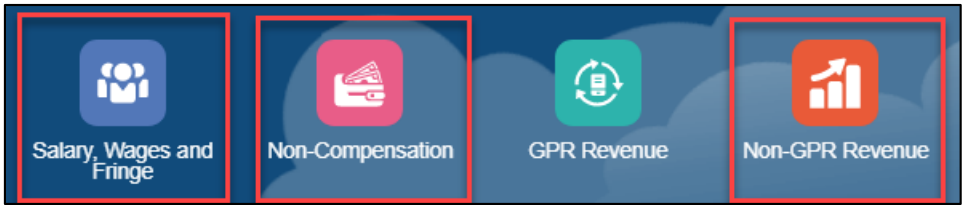
Step 1.

Click on either the **Current Year Forecast** or **Multi-Year Forecast** tile to begin.



Step 2.

Click on one of the **Salary Wages and Fringe, Non-Compensation,** or **Non-GPR Revenue** tiles.



Step 3.

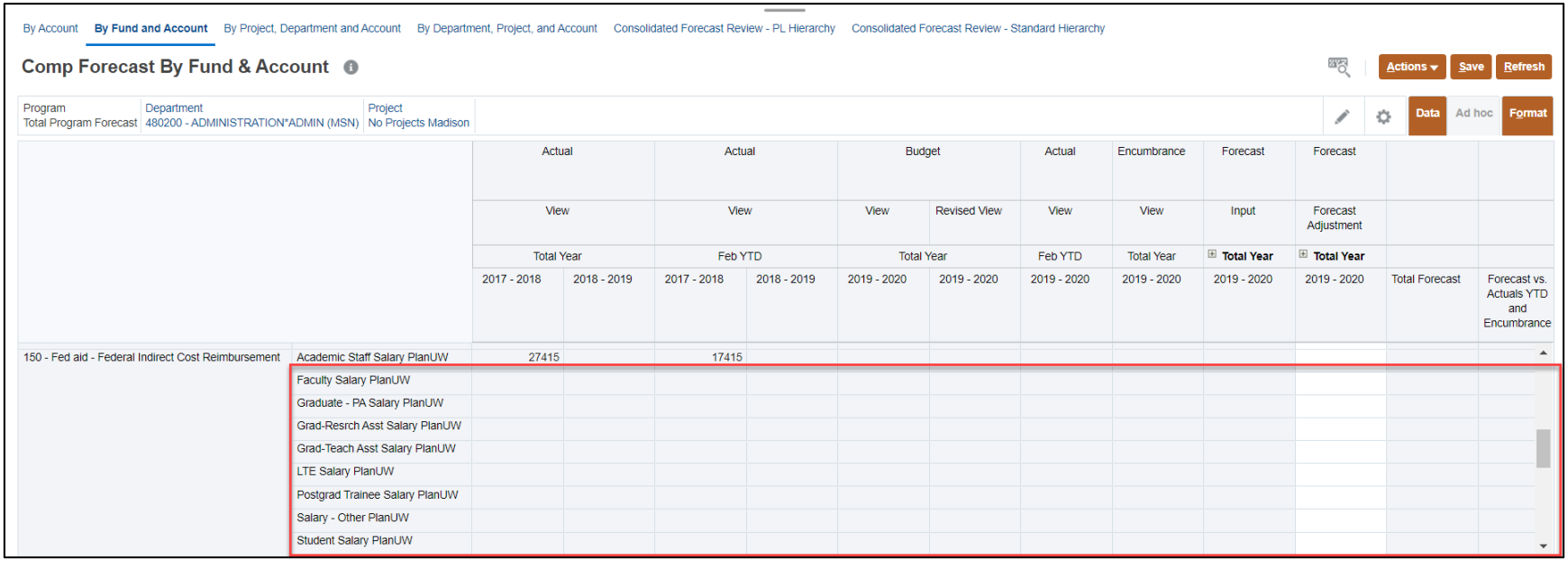
Select one of the following forms:

- By Fund and Account
- By Project, Department, and Account
- By Department, Project and Account



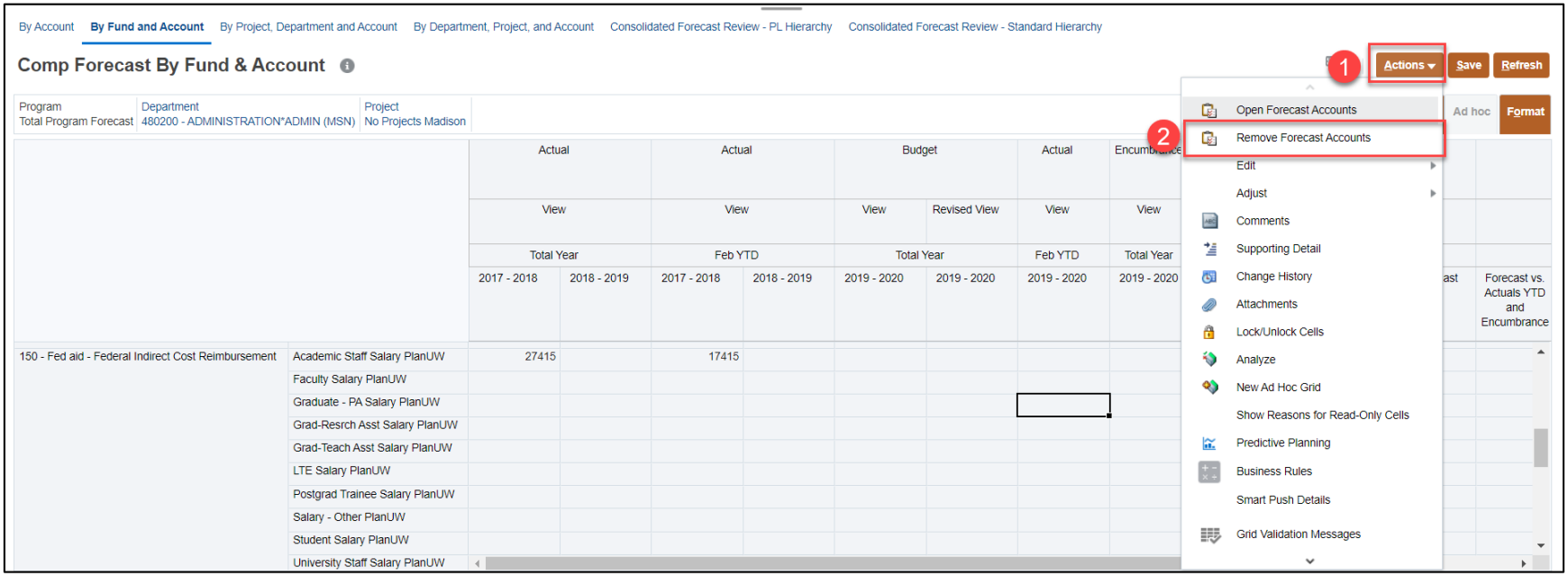
Step 4.

Locate an intersection from which you would like to remove forecast accounts on the form.



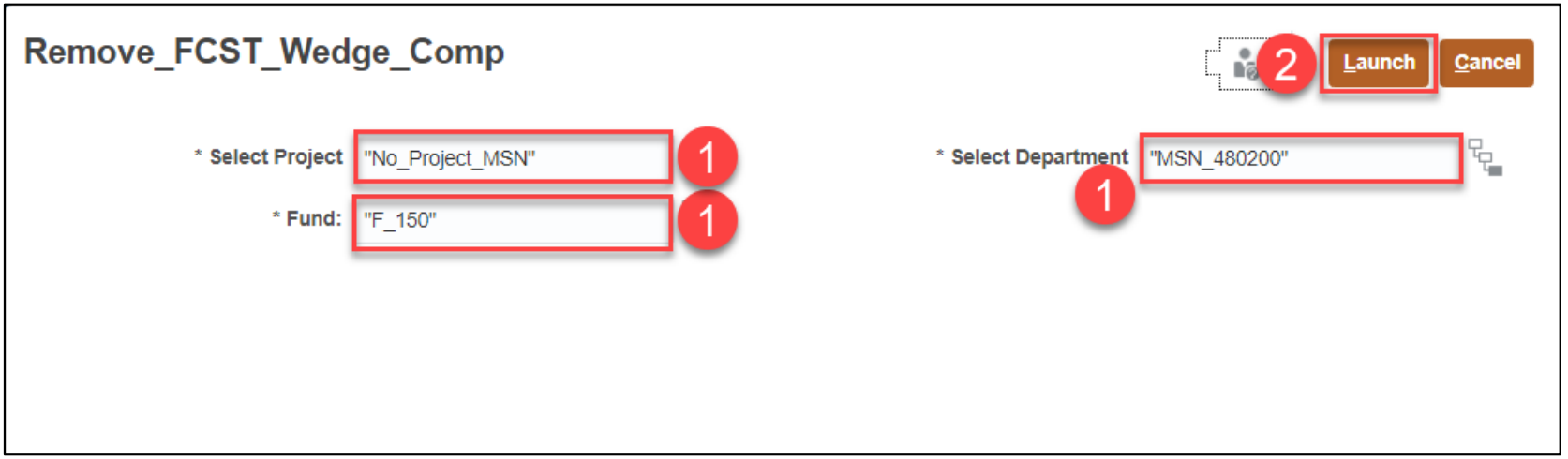
Step 5.

3. Click the **Actions** button
4. Click **Remove Forecast Accounts**



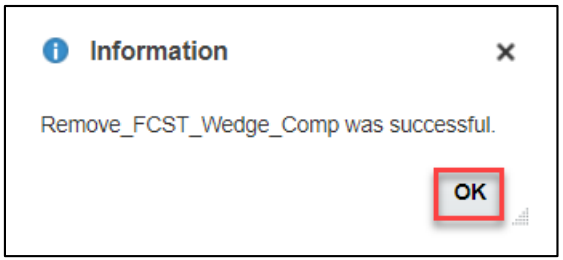
Step 6.

3. Enter the correct members in the text boxes where you will remove the forecast accounts.
4. Click the **Launch** button

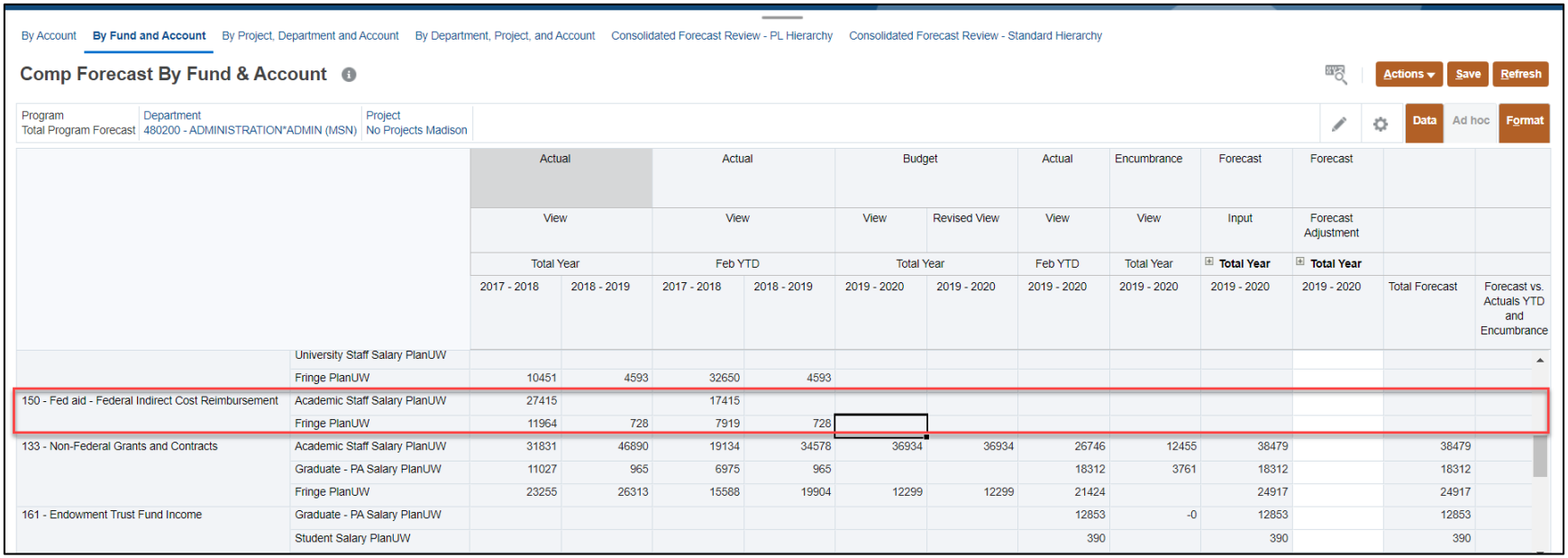


Step 7.

You should get a message that the rule ran successfully. Click **OK**.



Now, review that this intersection now has opened forecast accounts:



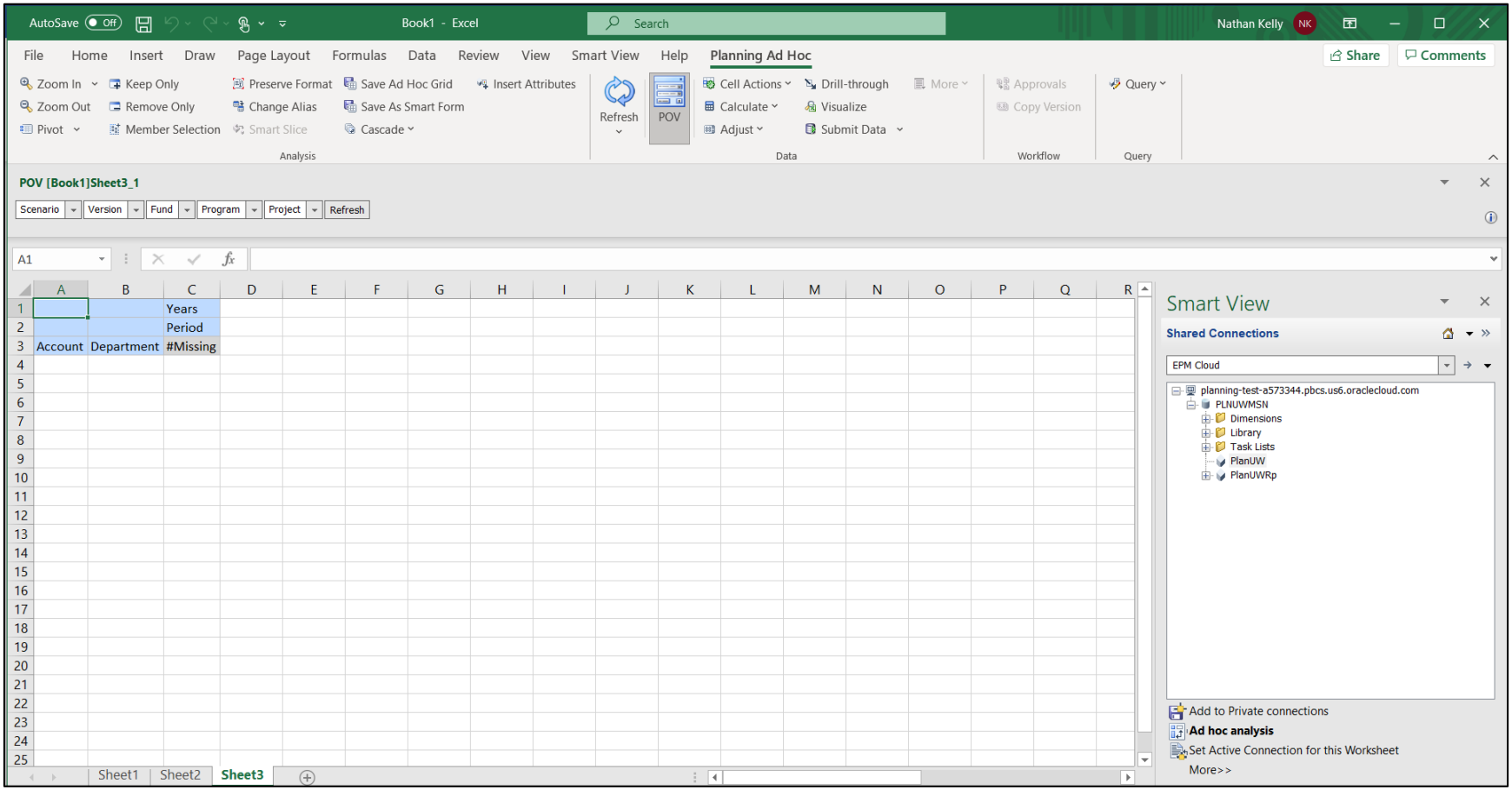
		Actual		Actual		Budget		Actual	Encumbrance	Forecast	Forecast		
		View		View		View	Revised View	View	View	Input	Forecast Adjustment		
		Total Year		Feb YTD		Total Year		Feb YTD	Total Year	Total Year	Total Year		
		2017 - 2018	2018 - 2019	2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	Total Forecast	Forecast vs. Actuals YTD and Encumbrance
	University Staff Salary PlanUW												
	Fringe PlanUW	10451	4593	32650	4593								
150 - Fed aid - Federal Indirect Cost Reimbursement	Academic Staff Salary PlanUW	27415		17415									
	Fringe PlanUW	11964	728	7919	728								
133 - Non-Federal Grants and Contracts	Academic Staff Salary PlanUW	31831	46890	19134	34578	36934	36934	26746	12455	38479		38479	
	Graduate - PA Salary PlanUW	11027	965	6975	965			18312	3761	18312		18312	
	Fringe PlanUW	23255	26313	15588	19904	12299	12299	21424		24917		24917	
161 - Endowment Trust Fund Income	Graduate - PA Salary PlanUW							12853	-0	12853		12853	
	Student Salary PlanUW							390		390		390	

Smart View Visual Reference

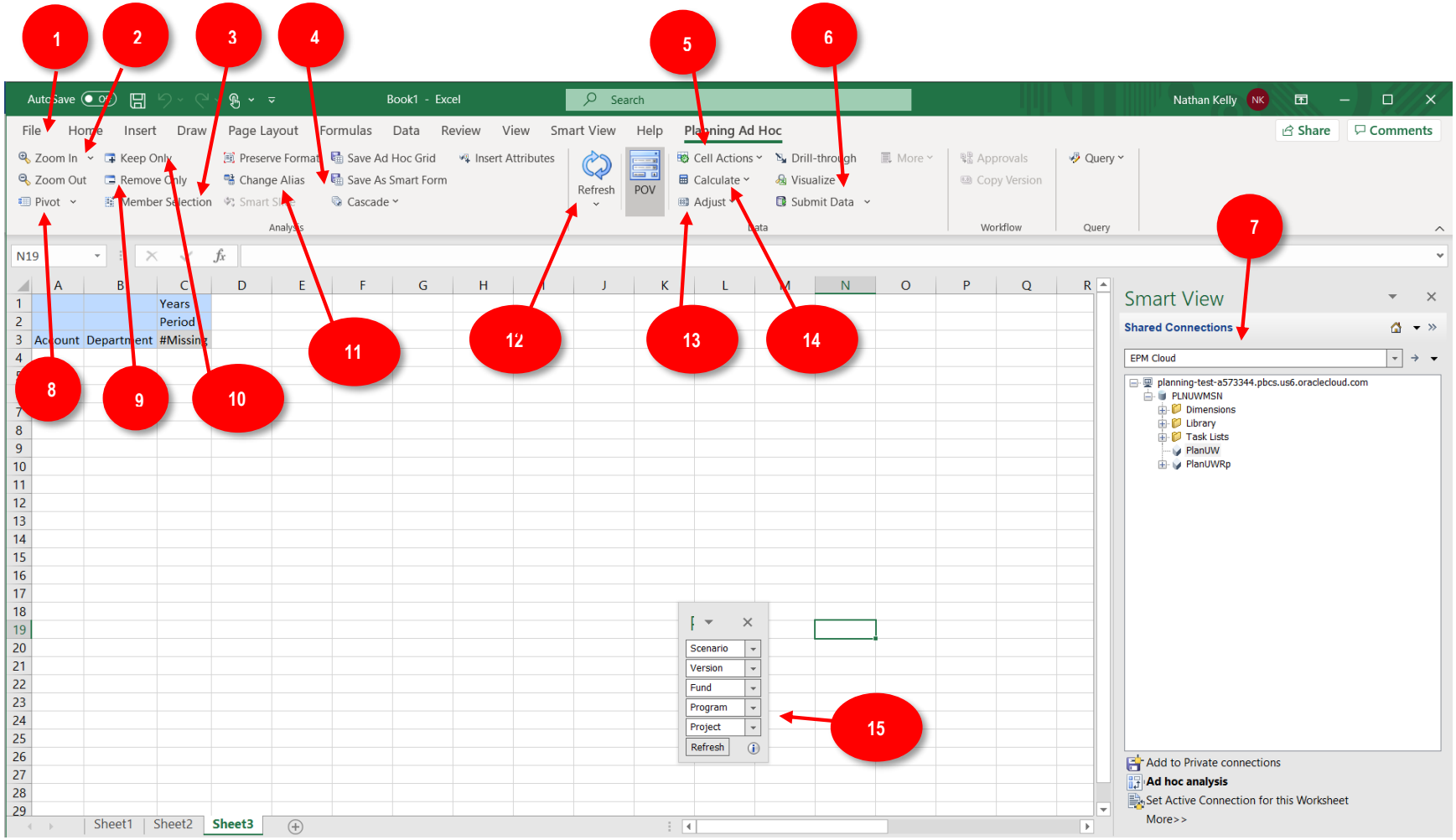
ORACLE®

SMART VIEW

SMART VIEW HOME PAGE

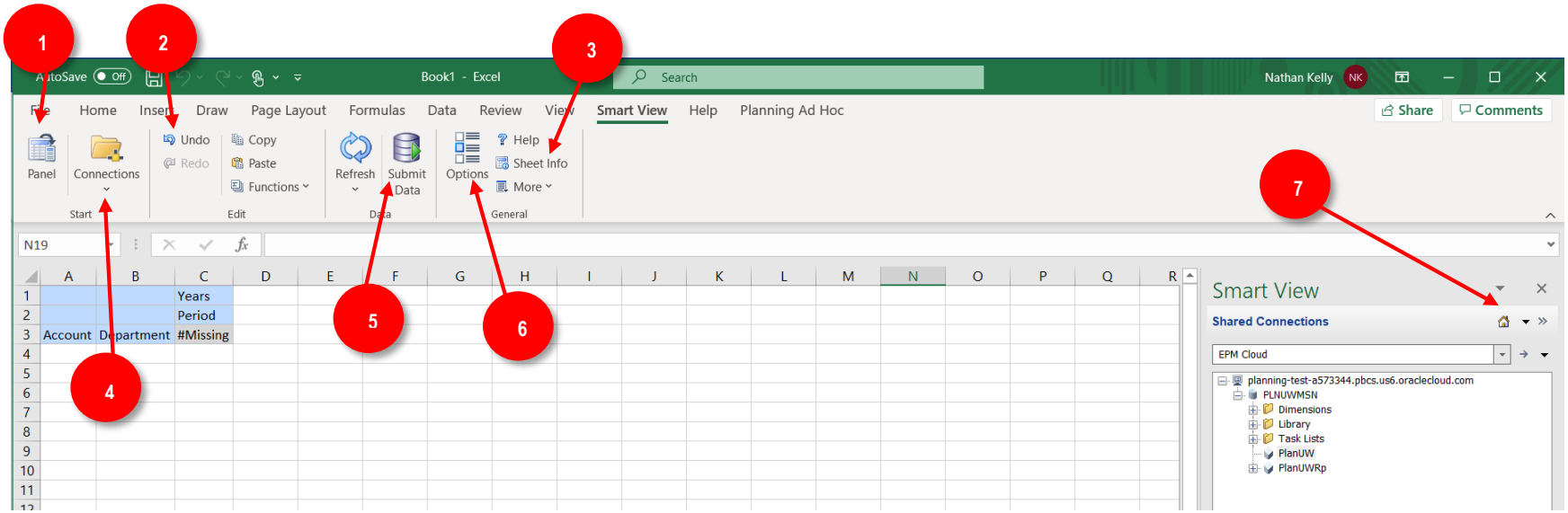


PLANNING TAB ICON DESCRIPTION



1. **Zoom In** – Retrieve data for the selected members as specified for Zoom In Level in Smart View Options, or select from the drop-down menu.
2. **Zoom Out** – Zoom out on data in the selected cell.
3. **Member Selection** – Select members for the POV.
4. **Cascade** – Create separate reports for members of one dimension on separate sheets in a worksheet. You can cascade reports in the current workbook or in a new workbook.
5. **Cell Actions** – Perform actions on or view information associated with the selected cell.
6. **Submit Data** – Save data updates in the worksheet to the data source.
7. **Task List** – Guide users through their process.
8. **Pivot** – Pivot a dimension or member.
9. **Remove Only** – Delete all selected member and associated data.
10. **Keep Only** – Delete all members and associated data except the selected members.
11. **Change Alias** – Select an alias table for the grid.
12. **Refresh** – Refresh the data on the current worksheet from the data source.
13. **Adjust** – Select options for adjusting the value of the selected data cells.
14. **Calculate** – Select options for calculating data.
15. **POV** – Use dropdowns to choose members.

SMART VIEW TAB ICON DESCRIPTION

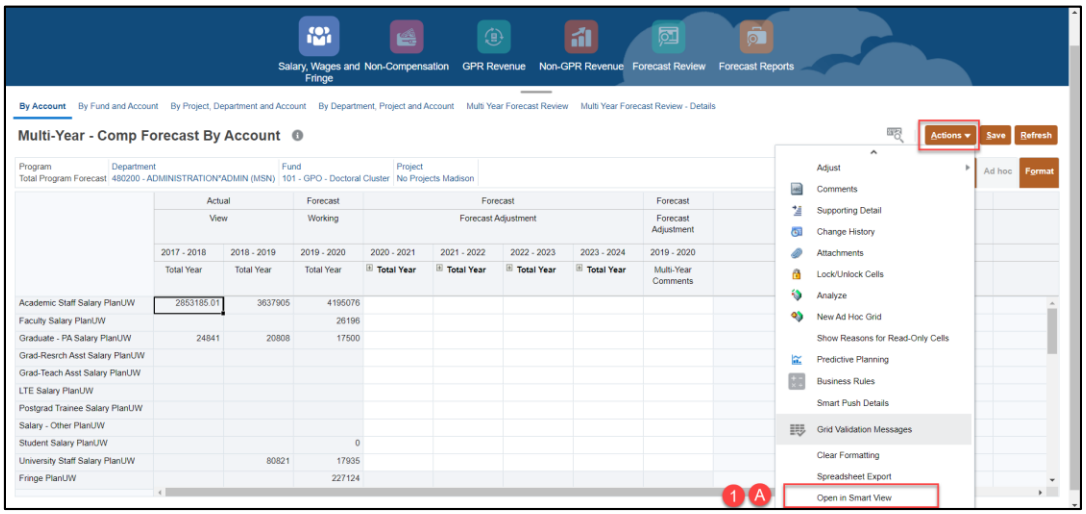


1. **Panel** – Access and manage shared and private connections, task lists, and extensions.
2. **Undo** – Undo the previous ad hoc operation.
3. **Sheet Info** – Display general and connection info for worksheet.
4. **Connections** – Display active or recently used connections, reset the current connection to default, or access Reporting and Analysis documents.
5. **Submit Data** – Data should be entered at Level 0 and submitted once the spreadsheet is completed.
6. **Options** – Set a variety of options for working with Smart View including Member, Data, Advanced, Formatting, Cell Style and Extension Options.
7. **Panel** – Access and manage shared and private connections, task lists, and extensions

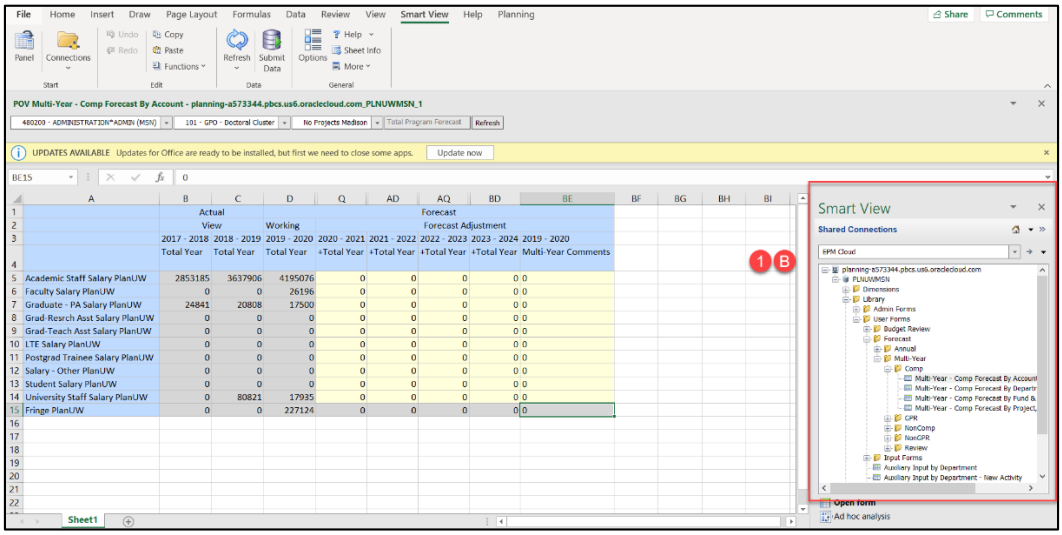
Smart View Data Entry

To enter data in a form via Smart View:

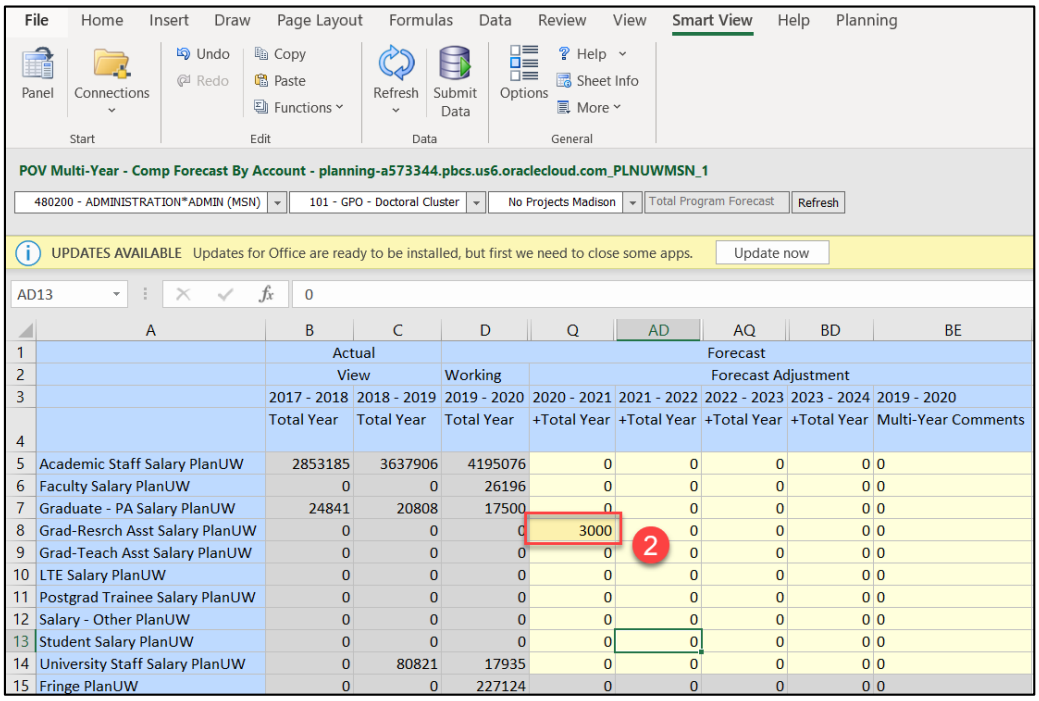
1. Access a form in Smart View by either:
    a. Clicking Actions menu on a form in the application, then clicking **Open in Smart View**



    b. Opening Excel, logging into Smart View, and selecting a form in the Panel.

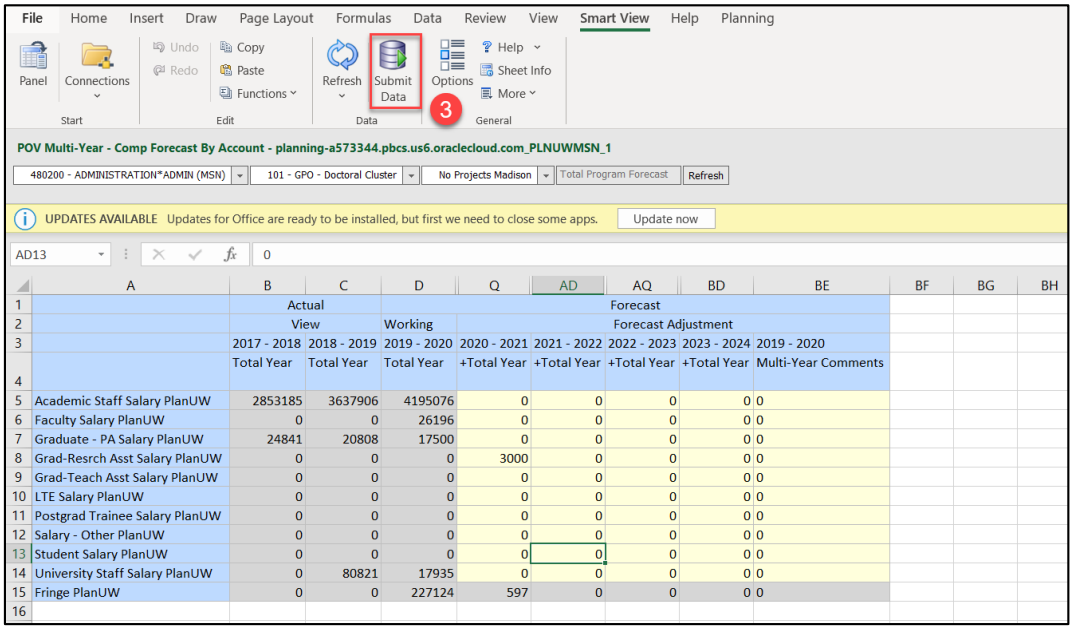


2. Enter data into a yellow cell on the form. When you click enter, the cell color should change to a darker shade of yellow.



	A	B	C	D	Q	AD	AQ	BD	BE
1		Actual			Forecast				
2		View		Working	Forecast Adjustment				
3		2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2019 - 2020
4		Total Year	Total Year	Total Year	+Total Year	+Total Year	+Total Year	+Total Year	Multi-Year Comments
5	Academic Staff Salary PlanUW	2853185	3637906	4195076	0	0	0	0	0
6	Faculty Salary PlanUW	0	0	26196	0	0	0	0	0
7	Graduate - PA Salary PlanUW	24841	20808	17500	0	0	0	0	0
8	Grad-Resrch Asst Salary PlanUW	0	0	0	3000	0	0	0	0
9	Grad-Teach Asst Salary PlanUW	0	0	0	0	0	0	0	0
10	LTE Salary PlanUW	0	0	0	0	0	0	0	0
11	Postgrad Trainee Salary PlanUW	0	0	0	0	0	0	0	0
12	Salary - Other PlanUW	0	0	0	0	0	0	0	0
13	Student Salary PlanUW	0	0	0	0	0	0	0	0
14	University Staff Salary PlanUW	0	80821	17935	0	0	0	0	0
15	Fringe PlanUW	0	0	227124	0	0	0	0	0

3. Click the Submit button on the top of the screen. The data is now saved and the cell should go back to the lighter shade of yellow.



	A	B	C	D	Q	AD	AQ	BD	BE	BF	BG	BH
1		Actual			Forecast							
2		View		Working	Forecast Adjustment							
3		2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2019 - 2020			
4		Total Year	Total Year	Total Year	+Total Year	+Total Year	+Total Year	+Total Year	Multi-Year Comments			
5	Academic Staff Salary PlanUW	2853185	3637906	4195076	0	0	0	0	0			
6	Faculty Salary PlanUW	0	0	26196	0	0	0	0	0			
7	Graduate - PA Salary PlanUW	24841	20808	17500	0	0	0	0	0			
8	Grad-Resrch Asst Salary PlanUW	0	0	0	3000	0	0	0	0			
9	Grad-Teach Asst Salary PlanUW	0	0	0	0	0	0	0	0			
10	LTE Salary PlanUW	0	0	0	0	0	0	0	0			
11	Postgrad Trainee Salary PlanUW	0	0	0	0	0	0	0	0			
12	Salary - Other PlanUW	0	0	0	0	0	0	0	0			
13	Student Salary PlanUW	0	0	0	0	0	0	0	0			
14	University Staff Salary PlanUW	0	80821	17935	0	0	0	0	0			
15	Fringe PlanUW	0	0	227124	597	0	0	0	0			
16												