

Enter Data in NUPlans Forecasting

Video Transcript

Introduction

Context

Like all systems, NUPlans Forecasting has data entry conventions that are good to know and follow.

Objectives

In this demonstration, we address the questions:

- What is the data entry default that saves you time?
- What are the steps of forecast data entry?
- How do you use the Amount and %Change columns?
- How do you save your forecast?

Demonstration

We are starting this demo in NUPlans Forecasting inside the Detailed Forecasting application with the Fund 110 Input view on display. For our purposes, we could be in any Input view, so I chose one that is very commonly used. We're looking at non-salary expenses in this video, and I've got two examples to show you along with the data entry conventions. Afterward, we'll get to know the icons on the toolbar.

- Let's tour the view.
 - Vertically, you see first an area called Total Chart Strings that summarizes. No data entry may occur in this area, as it totals your forecasts below.
 - Below are the base chart strings – Operations, a Program, and a Degree Program.
 - Within each chart string, there are rows for revenue and expense totals. This chart string has revenue from transfers and both salary and non-salary expenses.
 - Horizontally, from left to right, you see the columns Budget, Beg CFWD, Total Actuals as of the January close, a Previous Forecast, the current period Forecast, and Default Source.
- Identify the data entry default.
 - The first news I want to share about data entry is the best news. Most of the work of forecasting is done for you. NUPlans assumes that your forecast equals the budget. So in every account where a budget was entered, the forecast is pre-entered with the same value.
 - For example, the budget for Books equals the Forecast for Books, because Budget is the Default Source of the forecast.
 - That means that you can focus your efforts on exceptions.
- Display account codes.
 - To get started with a forecast, locate the base chart string in question and click the plus signs to expand a section: Revenue, Transfers, Salary, or Non-Salary Expenses.
 - For example, expand Non-Salary Expense. Doing so displays the account codes and the white fields where data can be entered.
 - An important point is that you can only forecast in the white fields, and they only appear next to the base chart strings. If you don't see white fields, you could be looking at a parent budget grouping or you could be in a section of the view reserved for totals.
- Show the steps forecast data entry.
 - We discuss the various methods of forecasting training documents in the next video. For now, let's start with this scenario. You need to enter a specific amount. Suppose you

received a final bill from a consultant so you know the amount exactly that represents the year-end total expense for this account.

- Enter the amount. Data you enter is green. Select a method. In this case, the forecast equals the amount, so the method is Use Amount. When you select a method, NUPlans automatically calculates the forecast. Saved data is black, and the result of your forecast is here. [Click into the Forecast column.]
- Let's summarize that.
 - Step 1: if appropriate, enter a % Change or Amount.
 - Step 2: select a Method. It recalculates and saves automatically.
 - And again, you forecast exceptions, when you expect the forecast to differ from the budget. We expand on this topic in the next video. For now, stay with me to see data entry conventions.
- Show and describe the forecast data entry conventions.
 - Let's start with these gold highlights. Like NUPlans Contributor, the highlights emerge to help you confirm the intersection of row and column. This visual guide follows you as you move from cell to cell – with your mouse or with your keyboard's arrow keys.
 - When you locate the appropriate intersection, such as account 75010, you can forecast in any number of ways. For forecast data entry, there are a %Change column, Amount column, and a Method drop-down box.
 - [AMOUNT COLUMN] Click once in a cell to activate the cell and start typing. Click twice to insert the cursor into the cell. In the Amount column, you can enter whole numbers, because we budget and forecast in whole numbers. Positive and negative are allowed.
 - [%CHANGE COLUMN] Likewise, in the % Change column, enter whole numbers, positive or negative. NUPlans converts the numbers to percent format.
 - In the past, decimals were required to enter negative percentages, but as of Fall 2015, that is no longer the case.
 - Green is unsaved data. Click Recalculate to save an amount or percentage prior to selecting a method. Saved data is black.
- Differentiate the forecasting workflow from budgeting (no commit/no submit).
 - Unlike Contributor, there is no difference between public and private views of the data, so there is no such thing as Commit.
 - There is no approval workflow attached to the forecast, so there is no such thing as Submit.
 - Only Recalculate. Just forecast and recalculate.

Summary

To forecast, enter a percentage or amount, as appropriate, and select a method.

- Green is unsaved data; black is saved.
- Use Recalculate to save manually.
- NUPlans recalculates automatically when you select a method.

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