




NUPlans Forecasting for Internal Reviewers


The purpose of this job aid is to describe the steps related to forecasting reviews in NUPlans.

Whether an Internal Review, Departmental Review, or Operational Review, this job aid can help Budget Managers, Reviewers, Associate Deans, and VPs navigate the forecasting review process. Your participation in the review process below may depend on your security access profile. You can see much of your profile on the NUPlans Forecasting home page.

Process

This process may differ between schools and units of the University.

#	Steps	Notes
1	<p>Log in to NUPlans Forecasting.</p> <ol style="list-style-type: none"> 1. Login to the NU Portal and click Finance. 2. Under System Login, click NUPlans Web. 3. In the TM1 Server field, select “nu_forecasting.” 4. Click Log In. Result: the application opens with the Home page on display. 	Refer to related job aid.
2	<p><u>Note:</u> Forecasting displays the same budget grouping(s) that you budgeted. You may have access to multiple budget groupings and to “parent” budget groupings.</p> <ul style="list-style-type: none"> • By default, the <u>parent</u> budget grouping is displayed to you, if applicable. The parent summarizes all forecasts made in child budget groupings that rollup to it. No data entry is allowed in the parent budget grouping. • Within NUPlans Forecasting, toggle between the parent and <u>child</u> budget groupings with the Context toggle [G_BudgetGrouping]. Edits are allowed within child budget groupings. 	<p>Parent  Parent 001</p> <p>Child  Training 001</p>
3	<p><u>Optional:</u> View forecasts at the account code level (Detailed Forecasting).</p> <ul style="list-style-type: none"> • Open the Detailed Forecasting folder. <ul style="list-style-type: none"> ▪ Click the name of any “Input” view to see associated forecasts (by fund). ▪ Click “Variances by Fund” to see a summary at the fund level. Only funds with variances between the budget and forecast appear in the view. Balanced funds do not. 	See related training for more
4	<p><u>Optional:</u> View forecasts at the chart string level (Chart String Forecasting).</p> <ul style="list-style-type: none"> • Open the Chart String Forecasting folder. <ul style="list-style-type: none"> ▪ Click “Chart String Input” to see all base chart strings with a summary of revenue and expense for each one. This view allows data entry. ▪ “Chart String Forecasting by Management Level” is view only. 	See related training for more
5	<p><u>Optional:</u> View forecasts by account category (Summary Forecasting).</p> <ul style="list-style-type: none"> • Click the name of any “Input” view to see associated forecasts (by category). • Click “Summary Totals” to see a view-only summary by account category. • For a key of the categories, navigate to the Reference folder and open the form “Export Account Category Hierarchy.” Follow directions on the form to export the key into Excel, which shows all account codes that rollup to each category. 	See related training for more

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6	<p><u>Optional:</u> Request and view forecasting reports.</p> <ul style="list-style-type: none"> • Open the Reports folder. • All reports are updated nightly, but you can also update reports on demand. <ul style="list-style-type: none"> ▪ Use the form “Update All Reports” to refresh all reports for a particular budget grouping. ▪ Use the form “Update Specific Reports” to refresh a report for all child budget groupings that rollup to a parent level. ▪ On any specific report, click Recalculate to display data matching your selected criteria. Data is current as of the latest update (see above). • Multiple reports enable summaries and analyses. Reports include: <ul style="list-style-type: none"> ▪ All Funds Performance Report – a summary of performance, carry forward, and fund balance. It most closely resembles legacy forecast templates. ▪ Account Category Variances – a comparison of the budget to the forecast (or other options) by account category. ▪ Chart String Variance – a comparison of the budget to the forecast (or other options) with revenue and expense by chart string. 	See related training for more
7	<p><u>Optional:</u> You may export any view or report.</p> <ul style="list-style-type: none"> • The option to use with all views and most reports is “Snapshot to Excel.” <ul style="list-style-type: none"> ▪ Click the Export icon > Snapshot to Excel > OK. • The reports named above work well in PDF. <ul style="list-style-type: none"> ▪ Click the Export icon > Export to PDF > OK. 	Export 
8	<p>Notify Area colleagues that the departmental review of the forecast is complete.</p> <ul style="list-style-type: none"> • NUPlans sends a notification email to recipients that you select. A sample of the email is on the next page. • Open the Workflow folder, click the form “Submit Budget Grouping” and follow directions on the form to send the notification. <ul style="list-style-type: none"> ▪ You may select a parent or child budget grouping. ▪ You may select up to five recipients of the email. Names/NetIDs in the list are others with access to the same budget grouping(s), including Area Budget Managers and/or Budget Analysts. ▪ You may select yourself from the list. You may forward this email to stakeholders without access to NUPlans, if any. ▪ To deselect someone (remove them from the recipient list) use the option “Do not send email.” 	

Related Training Materials

Visit the Café Training Curriculum > Budgeting > FMS716 and FMS717 for related training materials:

- FMS716 – Log in to NUPlans Forecasting, job aid
- FMS716 – NUPlans Forecasting Basics, reference
 - Definitions of all applications, dimensions, columns, and methods
 - Steps for exporting views to Excel
- FMS717 – NUPlans Forecasting Reports, reference

Notification Email

