NUPlans Forecasting Reports

Manual

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NUPlans Forecasting Reports

Forecasting reports enable users to summarize and analyze forecast data. Find all reports in NUPlans Forecasting. From the home page, select Applications > Reports.

- All reports are updated nightly system-wide. During the day, you can update reports to refresh them with any new forecasts entered during the day.
- All reports have printer-friendly views, available via tabs (like Excel) at the bottom of the report and via the hyperlink "View Printer-Friendly Report." Make sure to select the printer-friendly view before you export to Excel or PDF. Expand rows in the printer-friendly tab before exporting to Excel.
- All reports apply zero suppression to rows.
- All reports make past fiscal years available.

Update Reports

There are two forms that enable you to update reports with the most current forecast data.

The forms tell you when reports for each budget grouping were last updated, so you can take that into account when deciding if you need to update the reports again.

Form	Description
Update All Reports	Within a single child budget grouping, you can update all reports. **Steps** 1. Select a child budget grouping. 2. Click Update Reports.
Update Specific Reports	Within a parent or child budget grouping, you can update all of a specific type of report: (1) all Chart String Reports, (2) all Account Category Reports, or (3) the All Funds Reports. **Steps** 1. Select a parent or child budget grouping. 2. Click one of three buttons to update reports: ▪ Update Chart String Reports ▪ Update Account Category Reports ▪ Update All Funds Reports The reports and types are described below.

How does "update" differ from "recalculate?"

Within any given report, you see data for the default criteria, current as of the beginning of the day or as of the latest update using the forms above.

After you change report criteria, you must recalculate to see data matching the new criteria, but the data itself is not updated by clicking Recalculate. Again, you must rely on the update forms to do that.

Chart String Reports

Chart string reports list all chart strings in the budget grouping that match your criteria. They are:

- Chart String Variance
- Chart String Forecast Comparisons with RevExp Subtotals
- RevExp Forecast Comparisons with ChartString Subtotals

Chart String Variance

Compare the budget and forecast (or other options).

Results display net, revenue, and expense for all chart strings that match your criteria (excluding adjustment chart strings). Variances are stated as amounts and percentages between the options you choose to compare.

This report exports well to Excel or PDF.

Steps

1. Select a fund (one element or one consolidated group at a time).
2. Select a Management Level (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
3. Select a parent or child budget grouping.
4a. Select options to compare. The first set of options is financial.

There are six financial options that can be compared to each other:

- o Past Year Actuals (Works with Step 4c)
- o Budget
- o Total Actuals
- o Total Forecast
- o Previous Forecast
- o Performance

4b. Optional: Select two forecasting periods to compare.

4c. Optional: Select two forecasting fiscal years to compare. The default is the current year, and Past Year (Step 4a) is relative to the fiscal year chosen or defaulted here.

5. Click Recalculate.

Results: all base chart strings that match the criteria appear in the report. Net, revenue, and expenses are displayed with variances using the options you requested in step 4.

Sample Excerpt

	Option1 Budget January 2014	Option2 Total Forecast January 2014	Amount Variance	% Variance
Net	228,720	167,744	(60,976)	(26.66%)
Total Revenue	6,833,506	6,833,506	0	0.00%
Revenue	5,518,206	5,518,206	0	0.00%
Revenue - Transfers	1,315,300	1,315,300	0	0.00%
Total Expense	6,604,786	6,665,762	60,976	0.92%
Salary & Benefits Expense	4,236,250	4,297,226	60,976	1.44%
Non-Salary Expense	1,168,536	1,168,536	0	0.00%
Non-Salary Expense - Transfers	1,200,000	1,200,000	0	0.00%

Chart String Forecast Comparisons with RevExp Subtotals

Vertically, this report displays all base chart strings that match your criteria, with separate rows for net, revenue, and expense. Horizontally, the report displays an analysis of the budget, actuals, and forecast over time.

This report exports well to Excel.

Steps

1. Select the Fiscal Year.
2. Select a fund (one element or one consolidated group at a time).
3. Select a Management Level (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
4. Select a parent or child budget grouping.
5. Select months to compare. The open forecasting period defaults in Month 1, and the three prior forecasting periods default in Months 2,3,4.
6. Click Recalculate.

Results: an analysis appears that matches your criteria.

Sample Excerpt

NUPlans Forecasting

Chart String Forecast Comparisons Report with Revenue and Expense Subtotals

		Month 1	
		January	January
		FY14 Budget	Past Year Actuals
110-1061001 Operations	Non-Salary Expense	117,561	102,618
110-1061001 Operations	Non-Salary Expense - Transfers	1,200,000	415,000
110-1061002 Program	**Net**	**0**	**0**
110-1061002 Program	**Total Revenue**	**1,200,000**	**544,126**
110-1061002 Program	Revenue - Transfers	1,200,000	544,126
110-1061002 Program	**Total Expense**	**1,200,000**	**544,126**
110-1061002 Program	Salary & Benefits Expense	314,439	5,345
110-1061002 Program	Non-Salary Expense	885,561	538,781

RevExp Forecast Comparisons with ChartString Subtotals

Vertically, this report displays all base chart strings that match your criteria, one row per chart string and one row per Fund and one row for a total - Total Funds. <u>All rows are net</u>. Horizontally, the report displays an analysis of the budget, actuals, and forecast over time.

This report exports well to Excel.

Steps

1. Select the Fiscal Year.
2. Select a fund (one element or one consolidated group at a time).
3. Select a Management Level (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
4. Select a parent or child budget grouping.
5. Select months to compare. The open forecasting period defaults in Month 1, and the three prior forecasting periods default in Months 2,3,4.
6. Click Recalculate.

Results: an analysis appears that matches your criteria.

Sample Excerpt

NUPlans Forecasting
Revenue and Expense Forecast Comparisons Report with Chart String Subtotals

		Forecast vs.	Forecast vs. October	Forecast vs. October
Net	**Total Funds**	**0.00%**	**167,744**	**0.00%**
Net	**110**	**0.00%**	**283,352**	**0.00%**
Net	110-1061001 Operations	0.00%	(2,653,373)	0.00%
Net	110-1061002 Program	0.00%	1	0.00%
Net	110-1061004 Degree Program	0.00%	2,936,724	0.00%
Net	**160**	**0.00%**	**0**	**0.00%**
Net	160-1061003 Recharge Center	0.00%	0	0.00%

Account Category Reports

Account category reports use an account hierarchy in the style of an income statement to summarize or analyze the forecast. The reports are:

- Account Category Variances
- Account Category Summary Grant vs. Non-Grant
- Account Category Summary by Fund

Account Category Variances

Compare the budget and forecast (or other options).

Results display net, revenue, and expense by account categories. Variances are stated as amounts and percentages between the options you choose to compare.

This report exports well to Excel or PDF.

Steps

1. Select a fund (one element or one consolidated group at a time).
2. Select a Management Level (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
3. Select a parent or child budget grouping.
4a. Select options to compare. The first set of options is financial.

   There are six financial options that can be compared to each other:
   - Past Year Actuals (Works with Step 4c)
   - Budget
   - Total Actuals
   - Total Forecast
   - Previous Forecast
   - Performance

4b. Optional: Select two forecasting periods to compare.

4c. Optional: Select two forecasting fiscal years to compare. The default is the current year, and Past Year (Step 4a) is relative to the fiscal year chosen or defaulted here.

5. Click Recalculate.

Results: an analysis appears that matches your criteria.

Sample Excerpt

NUPlans Forecasting
Account Category Fiscal Year Variance Report

	Option1 Budget January 2014	Option2 Forecast January 2014	Amount Variance	% Variance
Net	228,720	167,743	(60,977)	(26.66%)
Total Revenue	6,833,506	6,833,506	0	0.00%
Revenue: Net Tuition & Fees	*4,123,724*	*4,123,724*	*0*	*0.00%*
Rev: Tuition & Fees	4,123,724	4,123,724	0	0.00%
Rev: Endowment Distributions	1,085,330	1,085,330	0	0.00%
Rev: Gifts	57,500	57,500	0	0.00%
Revenue: Sales, Services & Other	*180,598*	*180,598*	*0*	*0.00%*
Rev: Sales & Services	180,598	180,598	0	0.00%
Revenue: Revenue Transfers In	*1,315,300*	*1,315,300*	*0*	*0.00%*
Rev: Revenue Transfers In Other	1,315,300	1,315,300	0	0.00%

Account Category Summary Grant vs. Non-Grant

Vertically, the report displays all account categories with separate additional rows for net, total revenue, and total expense. Horizontally, the report displays a summary of the budget, actuals, previous forecast, and forecast, followed by variances.

This report exports well to Excel.

Steps

1. Select a month.
2. Select a Fiscal Year.
3. Select a Management Level (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
4. Select a parent or child budget grouping.
5. Click Recalculate.

Results: a summary appears that matches your criteria.

Note: Export to Excel and use Unhide to see additional columns. Grants, Cost Share and Non-Grant Funds details are available after exporting to Excel and unhiding columns.

Export to Excel and Unhide Columns

Click Export ⬇▾ > Snapshot to Excel > OK > Open > OK.

After exporting to Excel…

1. Click the tab Printer-Friendly Report at the bottom of Excel.
2. Select both columns K and AM, right-click, and select Unhide.

Sample Excerpt

NUPlans Forecasting
Account Category Summary Grant v. Non-Grant

	Budget	Total Actuals	Previous Forecast	Forecast	Fcst vs. Budget $	Fcst vs. Budget %
				Total All Funds Including Grants		
Net	(12,000)	(2,184,245)	0	(60,977)	(48,977)	408.14%
Total Revenue	6,833,506	2,823,043	0	6,833,506	0	0.00%
Revenue: Net Tuition & Fees	*4,123,724*	*2,170,779*	*0*	*4,123,724*	*0*	*0.00%*
Rev: Tuition & Fees	4,123,724	2,170,779	0	4,123,724	0	0.00%
Rev: Endowment Distributions	**1,085,330**	**451,400**	**0**	**1,085,330**	**0**	**0.00%**
Rev: Gifts	**57,500**	**25,000**	**0**	**57,500**	**0**	**0.00%**
Revenue: Sales, Services & Other	*180,598*	*36,013*	*0*	*180,598*	*0*	*0.00%*
Rev: Sales & Services	180,598	36,013	0	180,598	0	0.00%
Revenue: Revenue Transfers In	*1,315,300*	*115,542*	*0*	*1,315,300*	*0*	*0.00%*
Rev: Revenue Transfers In Other	1,315,300	115,542	0	1,315,300	0	0.00%
Rev: Intra (RDX) University Revenue	**71,054**	**24,309**	**0**	**71,054**	**0**	**0.00%**
Total Expense	6,845,506	5,007,288	0	6,894,483	48,977	0.72%

Account Category Summary by Fund

Vertically, the report displays all account categories with separate additional rows for net, total revenue, and total expense. Horizontally, the report displays two years of history (actuals), the current year-to-date (actuals), and a summary of the budget, actuals, previous forecast, forecast, and performance, followed by variances.

The report offers one more prompt – fund – than the other account category summary.

This report exports well to Excel.

Steps

1. Select a month.
2. Select a Fiscal Year.
3. Select a Management (one element or one consolidated group at a time). If this is not applicable, you may leave the default as is (All Management Levels).
4. Select a parent or child budget grouping.
5. Select one or more funds, or consolidated grouping of funds.
6. Click Recalculate.

Results: a summary appears that matches your criteria.

Export to Excel

Click Export ⬇️▾ > Snapshot to Excel > OK > Open > OK.

Note: Unlike the other account category report, there are no additional columns to see by unhiding.

Sample Excerpt

NORTHWESTERN UNIVERSITY

Account Category Summary by Fund

NUPlans Forecasting Report
Account Category Summary by Fund

	FY14 Budget	FY14 Total Act	Previous Forecast	Forecast	Performance	Fcst vs. Budget $	Fcst vs. Budget %
Net	(1,150,007)	(1,088,151)	(1,083,633)	(1,150,007)	0	0	0.00%
Total Expense	1,150,007	1,088,151	1,083,633	1,150,007	0	0	0.00%
Expense: Total Salaries & Benefits	*1,052,085*	*1,018,295*	*1,018,325*	*1,052,085*	*0*	*0*	*0.00%*
Exp: Staff Salaries	827,111	796,539	796,562	827,111	0	0	0.00%
Exp: Staff Other Salaries	0	4,787	4,787	0	0	0	0.00%
Exp: Employee Benefits	224,974	216,969	216,976	224,974	0	0	0.00%

All Funds Reports

All Funds Performance Report

The report displays two summaries of Carry Forward (CFWD), fund balance, and performance.

- The first summary is a top-line summary of performance for the entire budget grouping.
- The second is a summary per each fund in the budget grouping.

The report separates operating performance from unrelated financial activity that should rather impact only fund balance. Reflected in the Adjustments column, and entered by Prep File managers in the Adjustments application, such financial activity may include transfers to endowment principle, capital fund transfers, the buildup of carry forward, or the use of carry forward to fund chart strings in deficit.

Note: this report resembles the legacy forecasting template created in Excel and distributed by the Budget Office and Area Finance Offices in years prior to the launch of NUPlans Forecasting.

This report exports well to Excel or PDF.

Steps

1. Select a month.
2. Select a Fiscal Year.
3. Select a parent or child budget grouping.
4. Select "Yes" to see benefit sweep calculations, if applicable.
5. Click Recalculate.

Results: a summary appears that matches your criteria.

Sample Excerpt

NUPlans Forecasting

Operating Performance for All Non-Grant Funds

FY14 Beg CFWD	Additions to Fund Balance	Use of Fund Balance	Operating Performance	Ending Fund Balance
1,560,938	0	0	(60,977)	1,499,961

	FY14 Prev Performance Forecast	FY14 Beg CFWD	FY14 Final Performance	FY14 Performance Adjustment	Ending Fund Balance (Final Performance + Performance Adjustment + Carry Forward)	FY14 Change In CFWD
Non-Grant and Cost Share Funds	-	1,585,938	(60,977)	-	1,524,961	(60,977)
All Non-Grant Funds	(228,720)	1,560,938	(60,977)	-	1,499,961	(60,977)
Operating Funds Sub-Total	(228,720)	1,359,635	(60,977)	-	1,298,658	(60,977)
Unrestricted	(283,351)	1,257,227	-	-	1,257,227	-
110 - General Unrestricted	(283,351)	1,257,227	-	-	1,257,227	-
171 - Designated	54,631	59,891	(60,977)	-	(1,086)	(60,977)
160 - Recharge	-	32,919	-	-	32,919	-
172- Self-Supporting	-	9,598	-	-	9,598	-
Gift (310, 320, 330)	-	76,232	-	-	76,232	-
Endowment (440, 450)	-	125,071	-	-	125,071	-
Cost Share (191, 192, 193)	228,720	25,000	-	-	25,000	-

All Funds Performance Report – Prep File Summary

Like the All Funds Performance report, this version of the report displays summaries of Carry Forward (CFWD), fund balance, and performance.

- The first summary is a top-line summary of performance for the entire budget grouping.
- The second is a summary per each fund in the budget grouping.

Unlike the All Funds Performance report, this version of the report includes data entered at the Prep File level in the All Funds Performance input view Prep File Input. That is, the data sources of this report include both Prep File Input all child budget groupings.

The report separates operating performance from unrelated financial activity that should rather impact only fund balance. Reflected in the Adjustments column, and entered by Prep File managers in the Adjustments application, such financial activity may include transfers to endowment principle, capital fund transfers, the buildup of carry forward, or the use of carry forward to fund chart strings in deficit.

Note: this report resembles the legacy forecasting template created in Excel and distributed by the Budget Office and Area Finance Offices in years prior to the launch of NUPlans Forecasting.

This report exports well to Excel or PDF.

Steps

1. Select a month.
2. Select a Fiscal Year.
3. Select a Prep File.
4. Select "Yes" to see benefit sweep calculations, if applicable.
5. Click Recalculate.

Results: a summary appears that matches your criteria.

Sample Excerpt

Operating Performance for All Non-Grant Funds

FY14 Beg CFWD	Additions to Fund Balance *	Use of Fund Balance *	Operating Performance	Ending Fund Balance
0	6,612	(8,890)	633,000	630,722

* This report calculates Additions to and Use of Fund Balance for gifts and endowments at the prep file level.
The All Funds Performance Report calculates those amounts based on data in lower level budget groupings.

	FY14 Prev Performance Forecast	FY14 Beg CFWD	FY14 Final Performance	FY14 Performance Adjustment	Ending Fund Balance (Final Performance + Performance Adjustment + Carry Forward)	FY14 Change In CFWD
⊟ **Non-Grant and Cost Share Funds**	**627,000**	**-**	**630,880**	**(158)**	**630,722**	**630,722**
⊟ **All Non-Grant Funds**	**627,000**	**-**	**630,880**	**(158)**	**630,722**	**630,722**
⊟ *Operating Funds Sub-Total*	*627,000*	*-*	*633,000*	*(2,708)*	*630,292*	*630,292*
⊟ *Unrestricted*	*627,000*	*-*	*633,000*	*(2,708)*	*630,292*	*630,292*
110 - General Unrestricted	627,000	-	627,000	(3,200)	623,800	623,800
151 - Allen Center	-	-	2,000	492	2,492	2,492
156 - Evanston Univ House & Food Svc	-	-	4,000	-	4,000	4,000
Gift (310, 320, 330)	-	-	3,200	2,920	6,120	6,120
Endowment (440, 450)	-	-	(5,320)	(370)	(5,690)	(5,690)

Forecast Results Reports

Two forecasting reports display a single line summary per Prep File of forecast results. The reports are:

- Forecast Results Report
- Forecast Results Report with Auto Balancing

Like the All Funds Performance Report, Forecast Results Reports are a summary of your area at the highest level. Unlike the All Funds Performance Report, there are additional columns for prior year actuals, this year's budget, and this year's actuals. While Forecast Results Reports culminate with ending fund balance, unlike All Funds Performance, they do not display the change in carry forward created by this year's forecast and adjustments.

Forecast Results Report

Vertically, there is one row in the report per Prep File within your area for the net of revenue and expenses in every column displayed.

Horizontally, you see last year's total actuals, this year's beginning carry forward, budget, actuals, performance forecast, performance adjustments, and ending fund balance.

This report exports well to Excel.

Steps

1. Select a month (the current forecasting period defaults).
2. Select a year (the current year defaults).
3. Select one or more funds. The default is "All Non-Grant Funds."
4. Click Recalculate. Results: a summary appears that matches your criteria.

Sample Excerpt

			Month:	April
	NORTHWESTERN UNIVERSITY	**Forecast Results Report**	Fiscal Year:	2014
			Fund:	All Non-Grant Funds

NUPlans Forecasting
Forecast Results Report

	FY13 Act	FY14 Prev Performance Forecast	FY14 Beg CFWD	FY14 Budget	FY14 Total Actuals	FY14 Performance Forecast	FY14 Performance Adjustment	Ending Fund Balance (Performance Forecast + Performance Adjustment + Carry Forward)
⊟ **Admin**	14,914,903	(125,767,368)	506,076,400	(24,482,659)	(125,647,349)	(134,464,928)	60,670,007	432,337,483
⊟ NU	14,914,903	(125,767,368)	506,076,400	(24,482,659)	(125,647,349)	(134,464,928)	60,670,007	432,337,483
⊟ ▒▒▒▒▒	(1,153,721)	0	0	(1,150,007)	(1,080,325)	0	0	0
▒▒▒▒▒	(1,153,721)	0	0	(1,150,007)	(1,080,325)	0	0	0

Report Column	Source Column*
FYXX Actuals (Previous Year)	FYXX Actuals
FYXX Beg CFWD	FYXX Beg CFWD
FYXX Budget	Budget
FYXX Total Actuals	Total Actuals
FYXX Performance Forecast	Total Forecast

*All columns are sourced from the forecasting applications.

Forecast Results Report with Auto Balancing

Vertically, there is one row in the report per Prep File within your area for the net of revenue and expenses in every column displayed.

Horizontally, the report has two more columns for areas that use automatic balancing. In addition to a column for the budget, there are columns for automatic balance amounts and for the total budget.

This report exports well to Excel.

Steps

1. Select a month (the current forecasting period defaults).
2. Select a year (the current year defaults).
3. Select one or more funds. The default is "All Non-Grant Funds."
4. Click Recalculate. Results: a summary appears that matches your criteria.

Sample Excerpt

FY13 Act	FY14 Prev Performance Forecast	FY14 Beg CFWD	FY14 Budget	FY14 Automatic Balancing	FY14 Total Budget	FY14 Total Actuals	FY14 Performance Forecast	FY14 Performance Adjustment	Ending Fund Balance (Performance Forecast + Performance Adjustment + Carry Forward)
(996,834)	(3,135,650)	11,945,847	(3,376,120)	3,376,120	0	(13,108,380)	(2,624,717)	739,741	10,060,871
26,749	(16,467)	26,749	0	0	0	(1,332,464)	(16,467)	0	10,282
(128,525)	(345,465)	1,484,755	(410,629)	410,629	0	(1,342,719)	(122,900)	5,909	1,367,764
31,937	85,191	1,750,748	(236,211)	236,211	0	(567,619)	85,191	51,436	1,887,375
(81,835)	34,946	2,111,612	(137,931)	137,931	0	(1,522,768)	34,946	0	2,146,558
32,951	(60,084)	60,084	(17,180)	17,180	0	(63,727)	(60,084)	0	0
75,841	(440,189)	381,052	(20,661)	20,661	0	(2,541,925)	144,904	0	525,956
224,212	(183,389)	941,622	(395,565)	395,565	0	(1,195,116)	(183,389)	0	758,233
(1,118,164)	(2,210,193)	5,189,225	(2,157,943)	2,157,943	0	(4,522,042)	(2,506,918)	682,396	3,364,703

Report Column	Source Column
PY Actuals (Previous Year)	FYXX Actuals (where XX is the previous year)
FYXX Beg CFWD	FYXX Beg CFWD
FYXX Budget	Budget
FYXX Automatic Balancing	Automatic Balancing • This column is visible in the "expanded" views of the forecasting applications. For example, when in Detailed Forecasting, select the subset "Detailed Input – Expanded" from the columns dimension, "G_Forecast_Info."
FYXX Total Budget	Not Applicable • This column is calculated by the report itself. There is no source column in the forecasting applications. • The calculation is FYXX Budget + FYXX Automatic Balancing = FYXX Total Budget.
FYXX Total Actuals	Total Actuals
FYXX Performance Forecast	Total Forecast

Fund Balances by Chart String Reports

Two reports display asdf. The reports are:
- Fund Balances by Chart String
- Fund Balances by Chart String with Auto Balancing

Forecast Results Report

View XXXX for the entire Prep File.

Vertically, there is one row in the report per Prep File within your area.

Horizontally, results display xxx.

This report exports well to Excel or PDF.

Steps
1. Select a month.
2. Select a year.
3. Select one or more funds.
4. Click Recalculate.

Results: a summary appears that matches your criteria.

Sample Excerpt

Export Reports to Excel

Expand rows in the printer-friendly tab before exporting to Excel.

1. Click the Export icon 📥 .
2. Select Snapshot to Excel. Result: a dialog opens like the one shown at right.
3. Ignore the option to "Choose dimension titles to export."
4. Click OK. Result: a download dialog appears.
5. Select Open.
6. Click OK.

Result: Excel opens with the report you exported.
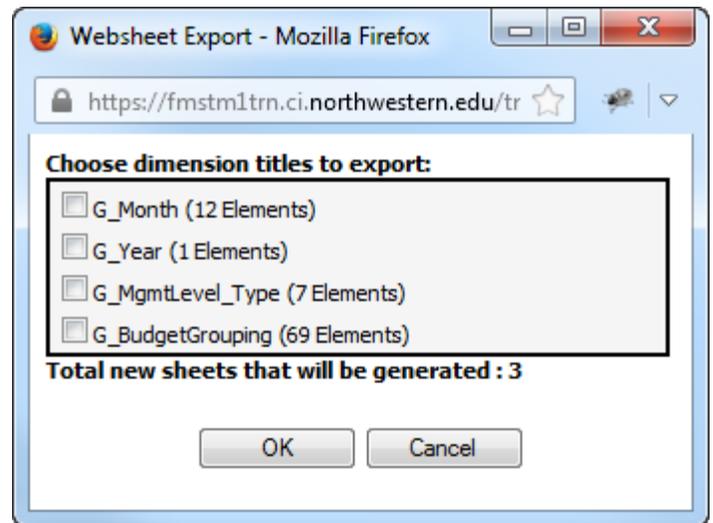
Export Reports to PDF

Before you export to PDF, click "View Printer-Friendly Report" to ensure that you export a version of the report without prompts and buttons.

1. Click the Export icon 📥 .
2. Select Export to PDF. Result: a dialog opens like the one shown above right.
3. Ignore the option to "Choose dimension titles to export."
4. Click OK. Result: a download dialog appears.
5. Select Open.
6. Click OK.

Result: PDF opens with the report you exported.

Using the Printer-Friendly Tab

As stated previously, you should expand/collapse rows in the printer-friendly tab prior to exporting to Excel.

If you expand/collapse in the main tab, that will not cause the same rows to expand/collapse in the printer-friendly tab. After you export, you will not be able expand/collapse in Excel. So, as a rule, manipulate the printer-friendly tab first and then export.