**Forecast View – VPA**

Go to Finance > Forecast & Budget Call > **Forecast View-VPA**

The **Forecast View-VPA** report is used primarily by the Office of the Vice-President Academic & Provost (VPA). It presents the Forecast Submission One and Forecast Submission Two in the VPA format where the main difference from the Forecast View report lies within the accounts groupings.

---

**Step 1:**
View Forecast By:

1. **Financial Rollup**- View consolidated report (Sum of all Cost Centres under the Financial Rollup selected) or
2. **Cost Centre**- View single Cost Centre (Sum of ATL entries for a specific Cost centre) or
3. **Activity/Time/Location (ATL)**- View a specific Cost Centre-ATL combination

**Step 2:**
Choose the detail level:

1. **Details**- List all the accounts
2. **Summary**- List by main account groupings

Skip this step if ATL is selected in Step 1.
View by Financial Roll-up

**Step 3 for FRU:**

(1) Select Financial Rollup

View Forecast By: Financial Rollup
Detail Level: Details

(2) Click on

View Forecast By: Financial Rollup
Detail Level: Details

(3) Select the Financial Rollup

Tip#1: Click on the white circle besides the name of the Financial Rollup to select a particular rollup.

Tip#2: All the Financial Rollup names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

(4) Click OK
View by Cost Centre

**Step 3 for CC:**

(1) Select Cost Centre

(2) Enter the Cost Centre number

View by Activity Time Location

**Step 3 for ATL:**

(1) Select Activity/Time/Location (ATL)
Step 4: Select the Fund Code, i.e. 100, 200, or 300.

Step 5: Select the Accounting Period for Actuals. (Accounting period cannot be selected if viewed by Financial Roll-up)

Tip: The numbers shown under the second column, 2014-2015 Current YTD Actuals + Commitments in the VPA report will be as of the period selected.

Step 6: Click on Fetch Report.