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Definition of a Forecast

A Forecast is an estimation of the financial position of your Division, Faculty, Department or unit at the end of the current fiscal year. It is comprised of the Actual year-to-date Revenue and Expenditures plus an estimation of the Revenue and Expenditures that will incur for the remainder of the current fiscal year. The Forecast is based on a set of assumptions and projections that are made by the Division, Faculty, Department or unit in conjunction with the Finance department.

Preparation and Submission

A Financial Forecast should be developed at the Cost Centre level or at the Activity-Time-Location (ATL) level for each Cost Centre. If desired, it can be developed and submitted at the financial roll-up level (Faculty or Department level).

Users who wish to submit the forecast at the financial roll up level can do so by entering the consolidated financial forecast amount in any one Cost Centre that is included in the financial roll up and leave the remaining Cost Centres within the roll-up with zero forecast balances.

Forecast Ledgers

Forecast entries can be submitted to four ledgers:

1. **Forecast Current or Working (Optional for all areas)** - To upload your ongoing forecast (Own departmental/faculty use)
2. **Forecast Finance (Mandatory for all areas)** –To submit your forecast to Finance
3. **Forecast Divisional Submission 1* (Academic Division)** -To submit your first forecast to VPA&P
4. **Forecast Divisional Submission 2 (Academic Division)**-No longer used as of Fiscal 2014.

*Note: If you are not part of Vice-President Academic & Provost (VPA&P), you may use Forecast Divisional Submission 1 at your own discretion. The forecast information loaded will not be submitted to VPA&P.
Forecast Submission Due Date

<table>
<thead>
<tr>
<th>Forecast Ledger</th>
<th>Submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecast Divisional Submission 1 (FORECAST1)</td>
<td>The first forecast to VPA&amp;P is due around November each year. Note: Each faculty/department may have a different due date which is set and communicated directly by VPA&amp;P to each area.</td>
</tr>
<tr>
<td>Forecast Finance Submission (FCASTFIN)</td>
<td>Each faculty/department has to submit their forecasts to finance around January each year. Note: Each faculty/department has the same due date which is set and communicated by the department of Finance.</td>
</tr>
</tbody>
</table>

**Forecast Process Summary**

**Step 1** - Enter your forecast entries through one of the two methods:

1. **Forecast Entry Spreadsheet (eReports)** where the template is downloaded from eReports and loaded through PeopleSoft for one Cost Centre at a time (Pgs. 6-18) or

2. **Forecast Mass Upload Template (Downloaded from Finance Website)**
   where forecast entries are uploaded in a batch file-Forecast for one or multiple Cost Centres at a time. (Pgs. 19-26)
   ⚠️ It is recommended to submit the forecast entries using the Forecast Mass Upload Template from your work location.

**Step 2** - Verify your forecasts data by using:

- **Forecast View (eReports)** Used to view your forecast entries (Pgs. 27-29)
  
  📜 Make sure that the Forecast Entry Column is showing the amount for the whole fiscal year.

**Step 3** - Finalize your forecasts through the Forecast Administration page on PeopleSoft. (Pgs. 30-33)

**Step 4** – Verify that all forecasts combinations have been finalized with the correct amount in the right forecast ledger by using the **Forecast Status (eReports)**. This report can also provide information such as the last updated user and last updated time. (Pgs. 34-35)
eReports and PeopleSoft Log-in

Use your Passport York username and password to log in both eReports and PeopleSoft

URL for eReports: https://ereports.uit.yorku.ca/ereports/
URL for PeopleSoft: https://finance.yorku.ca/FINPRD/signon.html

Logging into PeopleSoft Offsite

If you want to access PeopleSoft from a computer off campus, you will first need to connect to York’s Virtual Private Network (https://vpngateway.yorku.ca/vpnyork) using your Passport York Username and Password to ensure a secure connection before connecting to PeopleSoft. Step-by-step VPN instructions are available at http://computing.yorku.ca/students/internet-access/how-to-connect-securely/vpnyork-sslvpn-guide/

⚠️ Do not upload your forecast entries using Mass Upload Template off campus. However, data can be entered and saved in the Mass Upload Template for later upload.
Forecast Modules at a Glance

eReports
Go to Finance>Forecast & Budget Call

E1. To download the forecast template in excel format for forecast entry. (Forecast for once cost centre at a time)

E2. To view the forecast status. (Open, finalized, or closed)

E3. To view the forecast entries. (Used by all areas)

E4. To view the forecast entries in VPA&P format.

PeopleSoft

Go to YORK>Forecast & Budget

P1. Use to load forecast entries (One Cost Centre at a time)

P2. Use to finalize forecast
Forecast Entry Spreadsheet\textsuperscript{E1} (eReports)

Go to Finance > Forecast & Budget Call > Forecast Entry Spreadsheet

The Forecast Entry Spreadsheet allows you to quickly load the forecast entries that exist in one ledger to another.

For example, you have already entered the forecast entries in the ‘Current or Working’ ledger and would like to enter the same numbers in ‘Finance Submission’. To obtain the forecast entries from ‘Current or Working’, choose ‘Current or Working’ for ‘Forecast Entry Information to populate from’ in the Forecast Entry Spreadsheet criteria page. Once downloaded, save the file and follow the steps detailed in load forecast entries in PeopleSoft on Pg. 10.

**Step 1:** Select/enter the criteria you want to base your report on and click on \textbf{Fetch Report}. This will open up an excel spreadsheet similar to the one shown in step 3.

**Step 2:** Save the excel spreadsheet on your computer or shared drive.

Remember the filename and location for completing step 4(load forecast entries).

\textbf{Warning}: Filename can only be 64 characters long including spaces.
Step 3: Follow these step by step instructions to enter your forecast entries and save your file.

<table>
<thead>
<tr>
<th>STEP</th>
<th>COLUMN</th>
<th>HEADER</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(a)</td>
<td>B</td>
<td>Account</td>
<td>This column should be used for account numbers only.</td>
</tr>
<tr>
<td>1(b)</td>
<td>B</td>
<td>New Accounts Section</td>
<td>If you need to forecast for an account that is not displayed in this spreadsheet, add the new account under the New Accounts section. Click on the link to Chart of Accounts if you do not know the account number.</td>
</tr>
<tr>
<td>2(a)</td>
<td>C</td>
<td>Forecast for Remaining Months</td>
<td>Enter the forecast numbers for the remaining year in this column if you have selected to forecast for the remaining months. Note: Even if you’ll be entering the numbers for the remaining months in this column (Column C), the system will only upload the calculated numbers in Column D (Forecast for Year), where Forecast for the Year (Column D) = YTD Actual Revenues and Expenses (Column G) + Forecast for Remaining Months (Column C). This column will be highlighted in grey if you have made this selection. Enter positive numbers for increase in both revenues and expenses. Do not enter the forecast numbers in this column if it is not highlighted in grey.</td>
</tr>
<tr>
<td>2(b)</td>
<td>D</td>
<td>Forecast for Year</td>
<td>Enter the forecast numbers for the whole year (12 months) in this column if you have selected to forecast for the year. This column will be highlighted in grey if you have made this selection. Enter positive numbers for increase in both revenues and expenses. Do not enter the forecast numbers in this column if it is not highlighted in grey.</td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>Comments</td>
<td>Enter the comments in this column. Comments can be up to 1000 characters including spaces.</td>
</tr>
</tbody>
</table>
The system will automatically calculate the benefit amount if a salary amount is entered without benefit amount or with $0.00 benefit amount. If the benefit account needs to be $0, enter the benefit amount $0.01 so that the system does not automatically calculate the amount.

Columns F to P contain numbers from different sources that can be useful in determining the forecast numbers. Use the headings to determine the source of the information. For instance, the heading for Column F is 2015-16 Budget. This means that the numbers displayed in this column contains the Fiscal 2016 budget entries.

The Forecast Detail Level (Cost Centre level or ATL level) and the Cost Centre information are displayed on the top-left corner.
The **Forecast Statuses** for each forecast ledger and the **Forecast Detail Level** are displayed in the top-middle of the spreadsheet.

<table>
<thead>
<tr>
<th></th>
<th>G</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>York Financial Forecast Report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Balances as at January 20XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Forecast Detail Level: Cost Centre</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forecast Statuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current or Working Submission: Open at an Unselected Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Submission: Open at the Cost Centre Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divisional Submission One: Finalized at the Cost Centre Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divisional Submission Two: Finalized at an Unselected Level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The budget and/or forecast columns may be empty if they have been entered at the Cost Centre level and you are viewing the report at the ATL level.

**Step 4:** Load the forecast entry file using PeopleSoft application.

Click on the link shown on the Forecast Entry Spreadsheet to go to PeopleSoft login page and login using your Passport York username and password.

![Excel spreadsheet](https://finance.yorku.ca/FINPRD/signon.html)

The PeopleSoft Finance link is also found under eReports “Related Links” section.

**Related Links**
- University Information Technology
- Finance Department Website
- Peoplesoft Finance
Load Forecast Entries \(^P1\) (PeopleSoft)
https://finance.yorku.ca/FINPRD/signon.html

Summary

1. Go to York>Forecast & Budget>Forecast Import
2. From the **Forecast Import** module, click on **Search**.
3. Select the Run Control ID **FORECAST IMPORT**
4. Delete previous attachment if any by clicking on . (Skip this step if this is your first time)
5. Click on to open the **Ledger** selection menu
6. Select the appropriate ledger from the ledger selection menu
7. Click on to attach an excel file
8. Click on **Browse...** to find the excel file in the saved area and double click on the filename to select the file. Once selected, click on **Upload**.
   📝 If you are experiencing some issues at this stage, retry with a shorter filename of up to 64 characters.
9. Click on **Run** to run the process
10. Click on **OK** to confirm running the process
11. Click on **Process Monitor** to see the status
   (a) If the Run status shows **‘Success’** → Forecast has been successfully uploaded.
   (b) If the Run status shows **‘No Success’** → Forecast could not be uploaded.
12. To view the error message log:
   (1) Click on **Details**
   (2) Click on **View Log/Trace**
   (3) Click on **Y GL LED IMP xxxxxx.LOG** to view the error message
13. If the file did not load (No Success Status), correct all the errors and save the file, and repeat Step 1 to 12.

⚠️ To skip detailed steps & Mass Upload sections, go to Pg. 27 to learn how to verify your forecast entries by using the Forecast View report.
Detailed Step By Step Process

1. Go to York>Forecast & Budget>**Forecast Import**

2. From the **Forecast Import** module, click on **Search**
3. Select the Run Control ID `FORECAST_IMPORT`

Forecast Import
Enter any information you have and click Search. Leave fields blank for all.

- Find an Existing Value
- Add a New Value

Search Criteria

Run Control ID: begins with
- Case Sensitive

Search Results

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Language Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET_IMPORT</td>
<td>English</td>
</tr>
<tr>
<td>FORECAST_IMPORT</td>
<td>English</td>
</tr>
</tbody>
</table>

4. Delete previous attachment if any by clicking on

- The filename of the attached file will be displayed besides “Attached File:”. In the example below, the attached filename is “ATL_example” and is in an excel (xlsx) format.

Excel File Forecast Ledger Import Request

Run Control ID: `FORECAST_IMPORT`

Process Request Parameters

- Business Unit: YORK
- *Ledger: `FCASTFIN`
- Fiscal Year: 2013
- Character Set: `ISO_8859-1`
- Validate ChartFields: All Common ChartFields
- Attached File: `financial_forecast_year-eReports.xlsx`
5. Click on to open the **Ledger** selection menu.

6. Select the appropriate ledger from the ledger selection menu.

⚠️ Ensure that the appropriate ledger is selected when submitting your forecast. Inappropriate ledger selection is one of the common mistakes.

💡 See Pg. 2 for ledger information.
7. Click on ✉️ to attach an excel file

![Excel File Forecast Ledger Import Request](image)

- Business Unit: YORK
- *Ledger: FCASSTFIN
- Fiscal Year: 201X
- Character Set: ISO_8859-1
- Validate ChartFields: All Common ChartFields
- Attached File:

8. Click on Browse... to find the excel file in the saved area and double click on the filename to select the file. Once selected, click on Upload.

If you are experiencing some issues at this stage, retry with a shorter filename of up to 64 characters.

![File Attachment](image)
9. Click on Run to run the process

10. Click on OK to confirm running the process

11. Click on Process Monitor to see the status
(a) If the Run status shows ‘**Success**’ → Forecast has been successfully uploaded.

(b) If the Run status shows ‘**No Success**’ → Forecast could not be uploaded.

12. To view the error message log:
   (1) Click on **Details**
(2) Click on View Log/Trace

(3) Click on Y_GL_LED_IMP xxxxxx.LOG to view the error message
(4) All the errors are listed after Forecast Level in the error log.

The details of the errors are indicated in this error log. For instance, “Line 105 : Duplicate account entered: 467000” indicates that line 105 contains the duplicate entry for account 467000.

13. If the file did not load (No Success Status), correct all the errors and save the file, and repeat Step 1 to 12.

To skip Mass Upload section, go to Pg. 27 to learn how to verify your forecast entries by using the Forecast View report.
Mass Forecast Upload *(Available on the Finance Website)*
Use the Mass Forecast Upload to enter the forecasts for one or many Cost Centres via a batch file.

⚠️ Close all other workbook/worksheets with macros when using the Mass Forecast Upload template.

⚠️ Skip this section and follow the worksheets, ‘Mass Upload Instructions’, and ‘Important Points to Remember’ found on the Mass Upload Template for quick instructions if you are familiar with the mass budget upload.

**Excel 2016 Only**

**Step 1:** Download and Open the Mass Forecast Upload template from the finance website *(http://www.yorku.ca/finance/)*.

**Step 2:** You will see a BLOCKED CONTENT warning, ignore and proceed to Step 3

**Step 3:** Using the Save As function, save another copy on your personal computer. Make sure it is saved as an Excel Macro-Enabled Workbook (*.xlsm)*

**Step 4:** Close and reopen your newly saved file. The BLOCKED CONTENT warning will not show up anymore. Continue to **Step 5** on Page 21.
Excel 2010 Only

**Step 1:** Download the Mass Forecast Upload template from the finance website (http://www.yorku.ca/finance/).

**Step 2:** Click on [Yes] to open the file.

![Microsoft Excel warning message]

**Step 3:** Enable editing/content/macros.

1. Click [Enable Editing] to be able to enter the forecast data in this template.

![Microsoft Excel Enable Editing dialog]

2. Click [Enable Content] to enable the macros in this template. Note: If the macros are not enabled, you will be able to enter your forecast entries but will not be able to stage the data and submit.

![Microsoft Excel Security Warning]

**Step 4:** Save the template on your personal computer or shared drive. Close and reopen your newly saved file. Make sure it is saved as an Excel Macro-Enabled Workbook (*.xlsm) Continue to **Step 5** on Page 21.
For Both EXCEL 2010 & 2016

**Step 5:** Use the **Data Input** worksheet to enter your forecast entries.

⚠️ If you are copying the data from another Excel worksheet, paste the information using Paste Special Values.
Step 6: Enter the data as per column headings.

1. **Business Unit:** YORK
2. **Ledger:** FCASTCURR, FCASTFIN, or FORECAST 1

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCASTCURR</td>
<td>Forecast Current or Working</td>
</tr>
<tr>
<td>FCASTFIN</td>
<td>Forecast Finance</td>
</tr>
<tr>
<td>FORECAST1</td>
<td>Forecast Division Submission 1</td>
</tr>
<tr>
<td>FORECAST2</td>
<td>Forecast Division Submission 2</td>
</tr>
</tbody>
</table>

See Pg. 2 for ledger information.

3. **Fiscal Year:** Enter current fiscal year (YYYY).
4. **Forecast Level:** CC or ATL
5. **Account**
6. **Fund Code**
7. **Cost Centre**
8. **Activity, Time and Location**
9. **Forecast amount for the whole fiscal year**

Enter positive numbers when forecasting for increase in both revenues and expenses.

10. **Comments:** Comments can be up to 1000 characters including spaces

Step 7(a)&(b):

From the **Add-Ins** tab, click on **Stage Data for Submission**. This will copy the data from the **Data Input** worksheet to **Staging & Submission** worksheet.

Note: Once you click on **Stage Data for Submission**, this will direct you to the **Staging & Submission** worksheet.
**Step 8:**
From the tab, click on . This will prompt you to enter your Passport York username and password.

**Step 9:** Enter your Passport York username and password and then on .

**Step 10:** Once you finish entering your Passport York username and password, the results for each forecast entry line will be posted under Column A (Status).

All the lines with status have been successfully posted.

All the lines with status failed and are not posted.

The status may take a few seconds to a few minutes to appear depending on the number of lines entered.
Step 11: Click on to post these results to the Data Input worksheet. Note: Once you click on , this will direct you to the Data Input worksheet.

Step 12: Review the results/status for each forecast entry line.

- All the lines with the status have been successfully posted. (Lines can be viewed in real-time on the Forecast View report)
- All the lines with status failed and have not been posted. From the Data Input worksheet, correct all the rows with Error Status and repeat Step 6 to 10.

Hover the mouse over the Status for each error line will show you the error message.

If you want to amend an line, delete the ‘OK’ status message from the Data Input worksheet before repeating Step 7 to 10. (Lines with ‘OK’ status do not get reloaded).

To skip How to properly apply a filter section, go to Pg. 27 to view your forecast entries by using the Forecast View report.
How to properly apply a filter

**Step 1:** Select the 4th Row.

Left-click on the letter ‘4’ to select the 4th row. Row 4 will be highlighted to indicate its selection.
**Step 2:** Go to the Data tab and then click on .

**Step 3:** Click on  at the lower-right corner of the 'Status' header to open the drop-down menu.

**Step 4:** From the drop-down menu, click on the checkbox besides 'OK' to uncheck the OK box.

**Step 5:** From the drop-down menu, click on .
**Forecast View**

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

**Step 1:** Choose to view either by:

1. **Financial Roll-up** - Consolidated report of all Cost Centres under the selected Financial Roll-up.
2. **Cost Centre** - Numbers will be consolidated at Cost Centre Level if entered at ATL level. Otherwise, report will look similar to Forecast Entry Spreadsheet.
3. **Activity/Time/Location (ATL)** - View at detailed level. If numbers were entered at Cost Centre level, the numbers will still be shown but comments will be missing under the Cost Centre without ATL combinations.

**Step 2:** Choose to view by:

1. **Details** - List all the accounts
2. **Summary** - List by main account groupings
**Step 3:**

**View by Financial Roll-up only**

**Step 3 for FRU:** Click on to open the Financial Roll-up selection window. Select the Financial Roll-up and click on OK.

![Financial Roll-up Selection Window](image)

- Click on the white circle besides the name of the Financial Rollup to select a particular rollup.
- 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.

**View by Cost Centre only**

**Step 3(a) for cc:** Show single or all submissions:

1. **Single**—Show forecast information for one ledger only
2. **All**—Show forecast information for all ledgers

**Step 3(b) for cc:** Select the Forecast Ledger
Step 3(c) for cc: Enter the Cost Centre number

View by ATL only

Step 3 for ATL: Enter the Activity Code, Time Code, and/or Location Code.

Step 4: Choose the Fund code. (i.e. 100, 200, or 300)

Step 5: Choose the Accounting Period for Actuals (Selection is not available for view by Financial Roll-up)

Step 6: Click on [Fetch Report].

When viewing by Financial Roll-up, clicking on the Financial Roll-up name highlighted in blue will give you the Forecast View reports for all the Cost Centres that are under that Financial Roll-up.

When viewing by Cost Centre for all ledgers, click on the Forecast Entry hyperlinked in blue to drill-down to the ledger details to see the comments for one of the four ledgers.
Finalize Forecast\textsuperscript{P2} (\textit{PeopleSoft})

YORK>Forecast & Budget>Forecast Administration

\begin{itemize}
  \item \textbf{Step 1:} Enter/Select the Fund Code, i.e. 100, 200, or 300
  \item \textbf{Step 2:} Enter/Select the Ledger, i.e. FCASTFIN, or FORECAST1
  \item \textbf{Step 3:} Select to finalize by either
    \begin{enumerate}
      \item \textbf{Cost Centre}
    \end{enumerate}
      \begin{itemize}
        \item \textbf{(a)} Select \textbf{CostCentre}
          \begin{itemize}
            \item \textbf{Click on the white circle besides Cost Centre to select this option.}
          \end{itemize}
        \item \textbf{(b)} Enter/Select the cost centre number.
      \end{itemize}
\end{itemize}
2. **Range of Cost centres**

   ![Cost Centres Interface]

   (a) Select **Range of Cost Centres**
   - Click on the white circle besides **Range of Cost Centres** to select this option.

   (b) Enter the lowest value in the range

   (c) Enter the highest value in the range

3. **Financial Roll-up**

   ![Cost Centres Interface]

   (a) Select **Financial Rollup**

   (b) Click on **Select Financial Rollup**

   (c) Click on **Find**

   ![Display and Select TreeNodes]

   - **UNIVERSITY-UNIVERSITY**
     - [PRESIDENT DIV - Division of the President]
     - [ACADEMIC DIVISION - Academic Division]
     - [ADVANCEMENT DIVISION - Advancement Division]
     - [RESEARCH & INNOVATION - Dir of Research & Innovation]
     - [FINANCE & ADMIN. DIV - Div of Finance & Administration]
     - [PROVISIONS & RESERVE - General Institutional]
     - [FS ONLY AINLARY - Fin Stmt Only Ancillary Orgs]
     - [COURTESY - Courtesy Fund 300]
     - [PROJECTS - All Projects]
     - [YUDC - YUDC]
     - [YUF - York University Foundation]
     - [INACTIVE NODES - Inactive Nodes]

   - **Set ID:** YORK
   - **Effective Date:**
(d) Enter the Financial Roll-up that you want to Finalize. (Make sure to uncheck Exact Matching)

(e) Click on Find

(f) Click on Select if this is the node that you want to finalize. The node you’ve selected to finalize is highlighted in grey.
Step 4: Click on **Finalize**

Step 5: A message similar to the one below pop-up. Click on **Yes**
Forecast Status\textsuperscript{E2} (\textit{eReports})

Go to Finance > Forecast & Budget Call > Forecast Status

![Forecast Status E2](image)

**Step 1:** Choose to view either by

(1) **Cost Centre** - View one single Cost Centre at a time. (Skip Step 2(a) if this option is selected)

or

(2) **Financial Roll-up** - View all Cost Centres under the selected Financial Roll-up at once.

(Skip Step 2(b) if this option is selected)

**Step 2(a) for FRU:**

1. Select the Financial Roll-up by clicking on \(\text{\textbullet}\). (This icon will appear after selecting Financial Roll-up in Step 1).
2. Once you finish clicking on \(\text{\textbullet}\), a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click \(\text{OK}\).

⚠️ All the Financial Roll-up 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.

**Step 2(b) for CC:** Enter the Cost Centre number
**Step 3:** Select either (1) Current or Working, (2) Finance Submission, or (3) Divisional Submission 1.

See Pg. 2 for ledger information.

**Step 4:** Select either

1. **All Funds** - Includes Fund 100, 200, & 300 cost centres
2. **100** - Fund 100 cost centres only
3. **200** - Fund 200 cost centres only
4. **300** - Fund 300 cost centres only

**Step 5:** Select either

1. **All Statuses** - Includes both cost centres that are open or finalized
2. **Open** - Open cost centres/cost centres with ATL combination only
3. **Finalized** - Finalized cost centres/cost centres with ATL combination only

**Step 6:** Click on **Fetch Report**. This will generate a report similar to the one below.
**Reset and Reopen**

Contact Financial Reporting if you need to reset or reopen your Cost Centres.

Their main differences are summarized below:

<table>
<thead>
<tr>
<th>Reset</th>
<th>Reopen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Erase previous data entries</td>
<td>1. Will not erase previous data entries</td>
</tr>
<tr>
<td>2. Can choose to enter by Cost Centre or ATL</td>
<td>2. Can only enter at the same level as previously selected, i.e. Cost Centre or ATL</td>
</tr>
</tbody>
</table>

💡 Request to **reset** the Cost Centre if you want to forecast at a different level than previously selected and entered.

💡 Request to **reopen** if you’ve accidentally finalized your forecast.

---

**Forecast Status Definition**

<table>
<thead>
<tr>
<th>Forecast Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open at an Unselected Level</td>
<td>• Never forecasted for this Cost Centre.</td>
</tr>
<tr>
<td></td>
<td>• Option to choose between ATL and Cost Centre available</td>
</tr>
<tr>
<td>Open at a Cost Centre Level</td>
<td>• Forecast entries exist.</td>
</tr>
<tr>
<td></td>
<td>• Can only forecast at Cost Centre level</td>
</tr>
<tr>
<td>Open at Activity/Time/Location Level</td>
<td>• Forecast entries exist.</td>
</tr>
<tr>
<td></td>
<td>• Can only forecast at ATL level</td>
</tr>
<tr>
<td>Finalized at the Cost Centre Level</td>
<td>• Cannot enter any forecast entries as it has been finalized.</td>
</tr>
<tr>
<td></td>
<td>• Forecast entries exist at the Cost Centre level.</td>
</tr>
<tr>
<td>Finalized at the Activity/Time/Location Level</td>
<td>• Cannot enter any forecast entries as it has been finalized.</td>
</tr>
<tr>
<td></td>
<td>• Forecast entries exist at the ATL level</td>
</tr>
</tbody>
</table>
Step 1: Choose to view either by:

1. **Financial Roll-up**: Consolidated report of all Cost Centres under the selected Financial Roll-up.
2. **Cost Centre**: Numbers will be consolidated at Cost Centre Level if entered at ATL level.
3. **Activity/Time/Location (ATL)**: View at detailed level.

Step 2: Choose to view by:

1. **Details**: List all the accounts
2. **Summary**: List by main account groupings
Step 3: View by Financial Roll-up only

**Step 3 for FRU:** Click on to open the Financial Roll-up selection window. Select the Financial Roll-up and click on OK.

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

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.

View by Cost Centre only

**Step 3 for cc:** Enter the Cost Centre number

View by ATL only

**Step 3 for ATL:** Enter the Activity Code, Time Code, and/or Location Code.

**Step 4:** Choose the Fund code. (i.e. 100, 200, or 300)

**Step 5:** Choose the Accounting Period for Actuals

**Step 6:** Click on Fetch Report.
Contact information

1. Smita Shah, Manager of Financial Systems & Analysis
   Tel: 416-736-2100 ext. 44701
   E-mail: shahs@yorku.ca

   Tel: 416-736-2100 ext. 40583
   E-mail: nockie@yorku.ca