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Purpose

To provide an overview and detailed training of the Forecasting aspect of BCIT's new Budget and Forecasting System, Cognos TM1.

Expected Outcome

Complete the May Forecast for one organization code using April and May actuals, and the calendarized budget and understand:

- Adding an Account and Comment
- Drilling to view actuals and purchase orders
- Updating an itemized account
- Additional Spread Functions
- Variances
Demo #1 – Forecasting Navigation and Basics

Objective:
- Understand where the data comes from
- What’s the same
- What’s new - tabs

Login

Forecast – Periodic Entry – Actuals are imported from Banner and highlighted grey, they cannot be changed but you can drill into them for additional detail.

Forecast – Periodic Entry – Current Commitments if there are any.
Forecast – Additional Plan Account, use this to add an item that was not in the original budget.

Forecast – FY Review (Full Year)

Forecast – Previous Periodic Entry – REFERENCE ONLY, figures roll month to month. The Approved Budget comes from Banner and the Full Year is the aggregate of the months. The Full Year will change as
No change to the Labour tabs other than 0’s (zeros) will appear in the actuals columns because dollars spent are associated with an account, not an individual directly.

To add an employee you will still need to select a Program and Fund code to be able to populate the worksheet.

The following behaviours are the same as the Budget Application; please refer to budget training material for additional detail:

- Updating information directly into cells
- Using the spread function
- Copy and Pasting from Excel
- Itemizing an account (re-calculate twice)
NON - STAFF ACCOUNTS

Demo #2 – Add an Account and a Comment

Add an account that was not originally budgeted for needs to be added based on new information. Example: The PMO trailer was recently infested with small bugs and will need to be exterminated, the PMO team will need to temporarily move offices. A new expense of $2000 for rent for 3 months will need to be entered into the forecast. Because this was not originally budgeted a new account will need to be created. *** Note *** you can also create and/or update itemized accounts from the “Forecast – Additional Plan Account”

1) Login  
2) Select Forecasting  
3) Select “Forecast – Additional Plan Account”  
4) Take ownership  
5) Select the corresponding Program and Fund Code (similar to adding a new employee)

6) Recalculate
7) Select the appropriate account for the anticipated revenue or expense. Example: The PMO will need to charge 2000 for rent for 3 months while the trailer is being exterminated starting in Aug.

8) Recalculate

9) Click in “Forecast – Periodic Entry”

10) Recalculate
11) View the results in the “Forecast – Periodic Entry”
12) Click “Forecast – FY Review”
13) Type comments directly into the corresponding cell in the 2011 Current Forecast, Comments Column. Maximum number of characters is 256 and the text does not wrap around.

![Excel spreadsheet showing a forecast entry for 2011 Current Forecast, Comments Column with a comment added: "ROI - 3 months rent, trailer extermination".](image)
Demo #3 - Drill into Actuals

Drilling into actuals allows you to see actual expenditures that have been charged against an account, the information comes from Banner and you can not update months that have passed – they are shaded grey.

1) Identify an account that had no budget allocation for 2010 but has had an expense charged to it. Actuals are uneditable and shaded grey. For example – Account 6180 in the ITS Business Office had no budget assigned to it for 2010 but $606.69 was charged against it in May. Drilling into the actual allows you to see details.

2) Right mouse click on the cell you want to investigate

3) Select Drill, Forecast – Drill Actual

4) View. **NOTE** you can copy and paste into excel (highlight the cells you want to copy, open and excel file and paste) and then sort based on your needs.
Demo #4 – Drill into Purchase Orders

Purchase orders generally exist if there has been a commitment towards that item. You can view purchase orders by drilling into the:

- Current Commitments column
- Monthly actuals
- Budget Variance Column.

For example 6165 – Computer Software Purchases has a commitment of $34,586.15.

1) Right click on May Actuals
2) Move your mouse to Drill
3) Select Forecast – Drill PO
4) View results
Demo #5 – Drill into and Update an Itemized Account

If during the budget process you created an itemized account it will appear in the forecast shaded grey. To change or add information in the itemized account, you will need to drill into the itemized account. If you did not create any itemized accounts during the budget process you will not have any in the forecast application. You can create new itemized accounts from the “Forecast – Additional Plan Account” tab.

Example: In the “Forecast – Periodic Entry” scan the Budget Variance Column. Account 6165- Computer Software Purchases, has a $7,326.14 variance and is also an itemized account (shaded grey).

** NOTE **
- View the original budget by clicking into the Budget application and splitting the window (see below)
- View the previous month’s forecast by dragging the “Forecast – Previous Periodic Entry” to the bottom of the existing window

Budget and Forecast Split Screen

1) Select the cell you wish to view. Non staff itemized accounts are generally shaded grey
2) Right click
3) Highlight Drill
4) Select Forecast – Line Items

5) View results

**NOTE** Actuals for months that have passed will show as 0.00 within the itemized account. Items are charged at the account level not the itemized account level.
6) To change data, for example the $9,761 credit from Mar needs to have a matching debit in Oct due to a change in the Challenge contract. Type directly into the cell.

7) Save and Recalculate
8) Click into Periodic Entry
9) Recalculate

10) To view the itemized account again, drill into the itemized account

11) Recalculate, changes will appear
Demo #6 - Additional Spread Functions

Example – ITS needs to add $5000 to keys and locks associated with the rental space for the PMO while the trailer is being exterminated. Rather than charging the 5000 over the three months, ITS has decided to spread the additional cost over the remainder of the year based on the pattern of the average of the last three years.

1) Right click in the full year column
2) Click Data Spread
3) Choose Relative Proportional Spread

4) Choose Forecast Version in the dialogue box
5) Select P3YA for this example. The dialogue box returns.
6) Click Select
7) Enter the Value and Update action

Value: 11000


Update Action:  
- Replace
- Add
- Subtract

Apply  Cancel

8) Click Apply
9) View results
PERCENT CHANGE EXAMPLE

Increase cost of office stationary by 12% due to an increase in the HST.

1) Select either the “Full Year” column or the month in which you wish the % change to apply. In this example let's apply from July 1st.
2) Right click July in account 6105 – Office Stationary
3) Choose Data Spread
4) Select Percentage Change
5) Enter appropriate information and hit apply
6) View results
Demo #7 - Variances

Example #1: Account 9310 - Travel Administration has a $2,440.83 variance at the end of May. The approved budget is $8000.00, the original calendarized budget had a 0 variance. Splitting the windows allows us to see that the original calendarized budget and the forecast at the same time. In the original budget the $8000 was spread equally over 12 months, $666.67 for each month.

**NOTE** You can drag and drop tabs to split the screen and view two tabs at once.

1) Open “Forecast - Periodic Entry”
2) Identify a negative variance
3) Drag and drop the “Forecast - Previous Periodic Entry” to the bottom of the page to view the original budget.
   a. Left click on the “Forecast – Previous Periodic Entry” tab, hold the mouse down
   b. Drag the icon to the bottom of the window
   c. When you see the dotted line release the left click
4) To view the actual expenditure, drill into the actual cell

5) View

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<th>FISCAL_YR</th>
<th>PERIOD</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
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<tr>
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<td>-445.3</td>
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</table>

6) Add comments in Forecast FY Review...insert screen shot
Example #2 - Account 8105 – Consultant Fees, the approved budget is $10,000 and the original calendarized budget had a 0 variance. As of the end of May there is a positive variance of $1,666.67.

**NOTE** For information only, there is a commitment associated with this account. You can drill into the current commitment or monthly cells for further detail on the purchase order.

1) Right click in the current commitment cell

2) Select Drill

3) Select Forecast – Drill PO
4) View Results

<table>
<thead>
<tr>
<th>FUND</th>
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<td>28105</td>
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<td>2009-08-05</td>
<td>14:06</td>
<td>07</td>
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<tr>
<td>101</td>
<td>4210</td>
<td>28105</td>
<td>501</td>
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<td>16:00</td>
<td>10</td>
<td>Telecom Consulting Services</td>
<td>25200</td>
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</table>

STAFF ACCOUNTS

Demo #8 – Variance in staff accounts

Example – An employee went on Maternity Dec 31 2009, and will return March 31 2010. A temporary backfill was hired as of May 1st. Note that the temporary employee’s job step and benefits are different from the permanent employee.

1) Identify an account with a variance. For example 5312- Temp – Comp. Res. Prog/Analyst has a negative variance of $7127.92
2) Click back into the Budget application
3) Select Budget
4) Select the appropriate Organization Code, in this case 421005 – Program Management Office. Splitting screens is helpful here.
5) Notice here that there is no account 5312 because the original budget did not account for the maternity leave and associate temporary back fill.

6) Click back into the “Forecast – Periodic Entry”
7) Drill into the April or May actual to view additional information

8) View results

<table>
<thead>
<tr>
<th>FISCAL_YR</th>
<th>PERIOD</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PPROG</th>
<th>DOC</th>
<th>CODE</th>
<th>ACTIVITY</th>
<th>DATE</th>
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<td>421005</td>
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<td>2010-05-26</td>
<td>2669.97</td>
<td>FTE</td>
<td></td>
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</table>

9) Click into “Forecast – Modify Employee” you can’t update the temporary FTE here because there is no FTE data associated. The reason the employee shows up in the “Forecast – Modify Employees” is because there are actuals associated with this employee.

10) Click back to “Forecast – Labour Summary”
UPDATE CONTRACT LABOUR INFORMATION

11) Drill into the specific employee
12) Select Forecast – Modify Employee

Notice FTE is set to 0

13) Update FTE status, enter 1 in each month the contract employee will be working full time
14) Recalculate

15) Close individual employee information
16) Click back to “Forecast – Periodic Entry”
17) Recalculate
**Update maternity leave labour information**

18) Drill into individual employee information for the employee on maternity leave

![Employee information screen](image1)

19) Update FTE information keeping in mind the return to work date 12/31/2010. Enter 0 for the months the FTE will be away and keep for the months when they have returned

20) Recalculate

![FTE information screen](image2)

21) Click into “Forecast – Periodic Entry”

22) View results

![Forecast screen](image3)

** Note that vacation pay has not been populated**
23) Manually enter vacation pay based on 10% of monthly salary
24) Recalculate

25) View overall result in “Forecast – Periodic Entry”

26) Click into “Forecast – Labour Summary”
27) View results, notice FTE status

28) Submit