

Enterprise Performance Management (EPM) Department Forecasting Training Guide

Table of Contents

Monthly Forecasting Process.....	1
Access the Departmental Entry Form	1
Select Forecast Methods and Launch Business Rule	1
Review and Refine Forecast Using Historical and Account-Level Data	1
Using the Forecast Workspace	2
Getting Started	2
Browser Requirement	2
Login to EPM	2
Navigation	3
Form Navigation	4
Member Selector	4
Search Page Icon	5
Forecasting Form Overview.....	6
Downloading Forms to Excel	6
Forecast Entry	7
Forecast Reports.....	16
5 Year Actuals Report (Dept)	16
Forecast Actuals by Month for Selected Year (Dept).....	17
5 Year Actuals by GL Account (Dept)	18
Forecast Copy – Snapshot for All Months (Dept).....	19
Contacts and Resources.....	20
Budgets, Planning and Analysis Resources.....	20
Knowledge Services Training	20

Department Forecast Overview

Enterprise Performance Management's (EPM) Forecasting enables data-driven decision-making for executives and academics.

Forecasting is a tool intended for colleges and support unit users to aid in preparing a projection for the current year using monthly actuals directly from UT Share. These actuals are summarized for all budgeted and non-budgeted cost centers, plus projects, by unit. The forecast is generated at the "R" and "B" account levels for revenue and expenses, with additional account group breakouts for different tuition and fee types. This tool makes it easy to prepare a forecast by providing easy access to the necessary financial data.

Monthly Forecasting Process

Access the Departmental Entry Form

At the beginning of each month, navigate to the Departmental Entry Form and select the appropriate cost center unit once the actuals for the prior month have been finalized and are available. This ensures that you are working with the most up-to-date financial data for accurate forecasting.

Select Forecast Methods and Launch Business Rule

Choose the appropriate forecast methods for each account group based on the updated actuals. After selecting the methods, save your changes and launch the associated business rule to stage the forecast, ensuring that the current year's actuals are used to project future values accurately.

Review and Refine Forecast Using Historical and Account-Level Data

Utilize the provided historical and account-level forecast reports to evaluate your unit's annual projection. In addition, compare your forecast to the unit's budget found in the last column of the form. Based on this review, adjust the forecast methods and make any necessary changes or additions to refine your forecast, ensuring it reflects realistic projections for the remainder of the year.

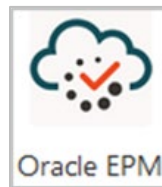
Using the Forecast Workspace

Getting Started

Browser Requirement

- EPM is compatible with Mozilla Firefox and Google Chrome.
- Do not use Internet Explorer or Safari.
- You must enable popups.

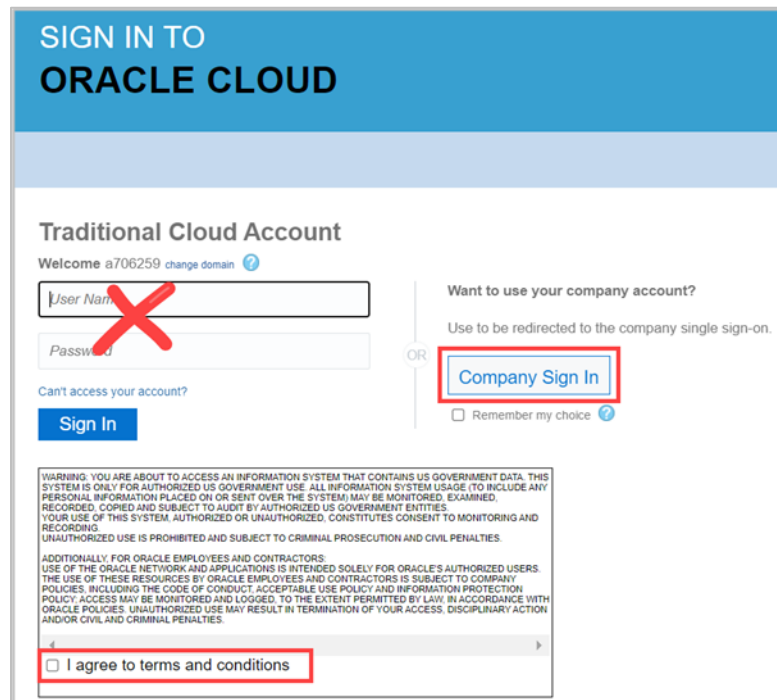
Login to EPM



- Navigate to the UTA Apps page (myapps.uta.edu).
- Click on the Oracle EPM icon.

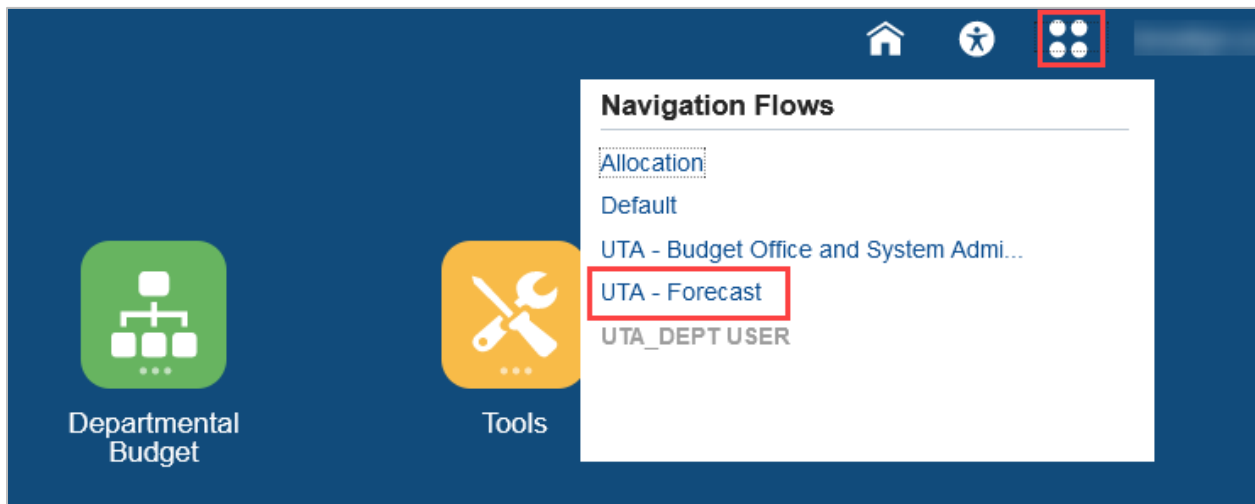
- Click the checkbox towards the bottom of the page for “I agree to terms and conditions”. You may need to scroll down.

- Use the “Company Sign In” button to login with your UTA email and NetID password.



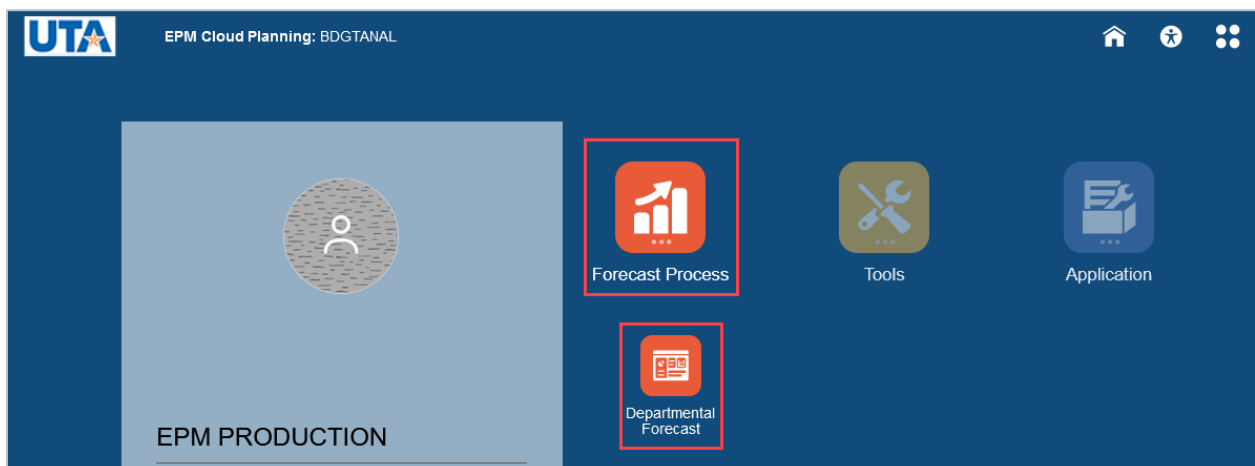
Navigation

1. Starting from the EPM UTA Dept User Homepage, select the four dots that make up the square menu. This can be found at the top far right of the EPM homepage.
2. Under Navigation Flows, select the option for UTA Forecast. This is what will take you to the Forecast Homepage.



Using the four dots will allow you to toggle between the EPM homepage used to prepare our budget for the next fiscal year and Forecasting, enabling you to make data-driven decision-making when it comes to revenue and expenses.

3. Select the Forecast Process Tile
4. Click the Departmental Forecast Tile.



NOTE: This will take you directly to the Department Forecast Entry Form.

The screenshot shows the 'Departmental Forecast Entry' form in the EPM Cloud Planning system. The interface includes a navigation bar with the UTA logo and user information. Below the navigation bar, there are several menu items: 'Departmental Forecast Entry', '5 Year Actuals Report (Dept)', 'Forecast Actuals by Month for ...', '5 Year Actuals by GL Account (...)', and 'Forecast Copy - Snapshot for A...'. The main form area has a title 'Departmental Forecast Entry' and a search icon. Below the title, there are buttons for 'Actions', 'Save', and 'Refresh'. The form includes a 'Cost Center' field with the value 'PRESIDENT_DEPT-F'. Below this, there is a table with columns for fiscal years (FY 2024, FY 2021, FY 2022, FY 2023, FY 2024) and rows for various input categories. The 'Time Series Rate' column is highlighted. The table data is as follows:

	FY 2024	FY 2024	FY 2021	FY 2022	FY 2023	FY 2024		FY 2024	FY 2024	
	Forecast	Forecast	Actuals	Actuals	Actuals	Actuals		Forecast	Forecast	
Central Method	Seeding Process		Forecast Total	Forecast Total	Forecast Total		Seeded Total	Seeded Open Months	Seeded Total	Fcst Adj
BegBalance			YearTotal	YearTotal	YearTotal		YearTotal		YearTotal	YearTotal
R1001 - Exemptions - Fcst Input	Time Series Rate		Time Series Rate							
R1002 - Statutory Tuition - Fcst Input	Time Series Rate		Time Series Rate							
R1003 - Designated Tuition - Fcst Input	Time Series Rate		Time Series Rate							
R1004 - Accel Prog Tuition - Fcst Input	Time Series Rate		Time Series Rate							
R1005 - Diff Tuition-Other - Fcst Input	Time Series Rate		Time Series Rate							
R1006 - MANDATORY - Fcst Input	Time Series Rate		Time Series Rate							

Form Navigation

Member Selector

1. Click on the blue Cost Center title.

The screenshot shows the 'Member Selector' form. The title is 'Departmental Forecast Entry'. Below the title, there is a 'Cost Center' field with the value 'GOVERNMENT RELATIONS_DEPT-F' highlighted in a red box. The form also includes a search icon and a '5 Year Actuals Report (Dept)' button.

2. The Select a Member page will display. On this page you can select the desired cost center unit. You can either type in the unit name or select it from the UTA FORECAST without TOP-SIDE list. Click on it to select it (blue check mark)
3. Once the desired unit is found, click on it. The blue check mark indicates that it has been selected.
4. Click OK.

EPM Department Forecasting Guide

Select a Member

Cost Center
"VP MKTING MSNG ENGMNT_DEPT-F.UTA FORECAST without TOP-SIDE(Shared)"

Search Cost Center

Cost Center	UTA FORECAST	VP MKTING MSNG ENGMNT_DEPT-...
Cost Center	UTA FORECAST	VP MKTING MSNG ENGMNT_DEPT-...
UTA FORECAST	UTA FORECAST without TOP-SIDE	VP DEVELOPMENT_DEPT-F.UTA F...
UTA FORECAST	UTA FORECAST without TOP-SIDE	UNIVERSITY ADVANCEMENT_DEPT...
		DEAN OF CAPPA_DEPT-F.UTA FO...
		DEAN OF CAPPA_DEPT-F.UTA FO...
		BUSINESS_DEPT-F.UTA FORECAS...

Members Cost Center > UTA FORECAST > UTA FORECAST without TOP-SIDE

- The Cost Center title box will turn yellow. Click the Go Arrow to refresh the page to the new cost center unit.

Departmental Forecast Entry

Cost Center
[UTA FORECAST without TOP-SIDE].[VP MKTING MSNG ENGMNT_DEPT-F:]

Go Arrow

Search Page Icon

- Click on the magnifying glass icon.
- Enter search parameter.
- Line will be highlighted.

Find

SMART CONHI

B4000 - Maintenance & Operations - Budget Input	Prior Year Actuals + HEPI	253,588,402
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NOTE: This function allows for text and/or numbers search only on the displayed form.

Forecasting Form Overview

The forms inside the EPM Forecast are cloud service pages modeled after an Excel worksheet that are used to view, enter, and update forecast data.

Different cell colors in a data form indicate the following:

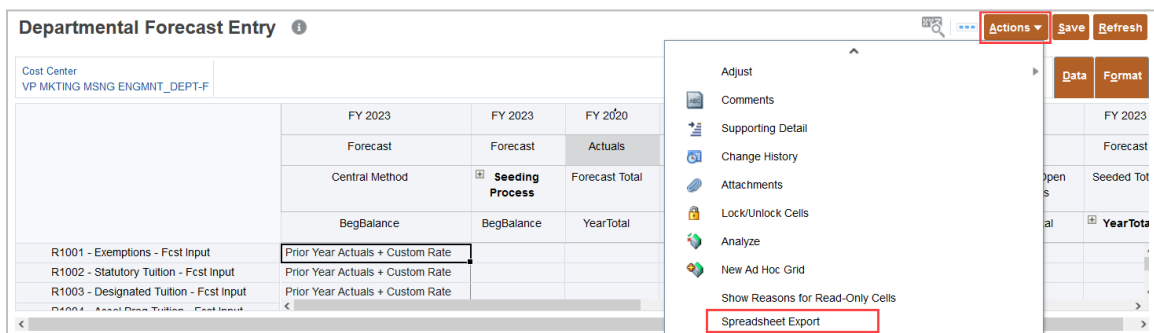
- White: Data was entered or changed in a cell and saved.
- Yellow: Data was entered or changed in a cell, but not saved.
- Gray: Data cannot be edited or changed, read-only cells.
- Comments: A triangle in the upper-right corner of a cell indicates that a comment is in the cell.

Seeded Total	Fcst Adj	Forecast Total
+ YearTotal	+ YearTotal	YearTotal
0	45,000	917,187
912,187	12,000	917,187
945,657	50,000	995,657
734,674		734,674
48,790		48,790

Downloading Forms to Excel

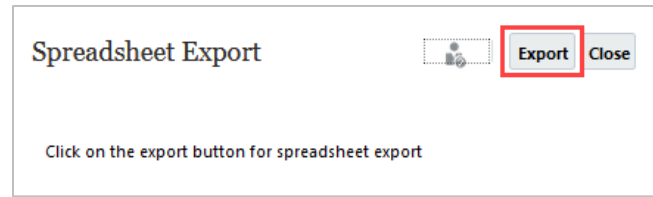
EPM allows you to download any of the forms to an Excel spreadsheet.

1. Once on the desired form click the Actions button found in the top right.
2. Select the option “Spreadsheet Export” from the actions list.



3. Click Export.

The spreadsheet can now be found in your downloads folder.





Forecast Entry

The forecast seeding process enables users to establish their preferred forecasting method for specific budgeted accounts. This generates a forecasted estimate for open periods in the current fiscal year. Once the periods have been closed, the actual data is then loaded from UT Share to replace previous forecast calculations.

The first column of the entry form below shows the Central Method forecasting methods. These are the Budget Office selections for each account group and is there for informational purposes only. However, you may copy and paste the Central Method selection(s) for some or all of the account groups to the Fcst Method column, if desired. See directions below.

1. Use the [Member Selector](#) to choose the desired department.

2. From the Departmental Forecast Entry form, select the  Plus Icon in the Seeding Process titled cell. This opens the cells used to set your preferred seeding method.

FY 2023
Forecast
 Seeding Process
BegBalance

Departmental Forecast Entry		FY 2023				FY 2020	FY 2021
Forecast		Forecast				Actuals	Actuals
Central Method	Fcst Method	HEPI_RatePull	Custom Rate	Seeding Process	Forecast Total	Forecast Total	
BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	YearTotal	YearTotal	
R1001 - Exemptions - Fcst Input	3 Year Avg						
R1002 - Statutory Tuition - Fcst Input	Prior Year Actuals + Custom Rate						
R1003 - Designated Tuition - Fcst Input	Manual						
R1004 - Accel Prog Tuition - Fcst Input	3 Year Avg						
R1005 - Diff Tuition-Other - Fcst Input	3 Year Avg						
R1006 - MANDATORY - Fcst Input	3 Year Avg					-30	
R1007 - PROGRAM-LAB FEES - Fcst Input	3 Year Avg						
R1008 - OPTIONAL FEES - Fcst Input	3 Year Avg						

EPM Department Forecasting Guide

- Once open, select a cell from the Fcst Method column to generate the dropdown menu of forecasting methods.

Departmental Forecast Entry ⓘ

Cost Center
PRESIDENT_DEPT-F

	FY 2024	FY 2024			FY 2021	FY 2022	FY 2023	FY 2024	
	Forecast	Forecast			Actuals	Actuals	Actuals	Actuals	
	Central Method	Fcst Method	HEPI	Search	Forecast Total	Forecast Total	Forecast Total	Seeded Total	Seeded Open Months
	BegBalance	BegBalance	BegBalance	Name	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
R1001 - Exemptions - Fcst Input	Time Series Rate	<input type="text" value="Time Series Rate"/>		Time Series Rate					
R1002 - Statutory Tuition - Fcst Input	Time Series Rate			3 Year Avg					
R1003 - Designated Tuition - Fcst Input	Time Series Rate			Prior Year Actuals + HEPI					
R1004 - Accel Prog Tuition - Fcst Input	Time Series Rate			Prior Year Actuals + Custom Rate					
R1005 - Diff Tuition-Other - Fcst Input	Time Series Rate			Manual					
R1006 - MANDATORY - Fcst Input	Time Series Rate								
R1007 - PROGRAM-LAB FEES - Fcst Input	Time Series Rate								
R1008 - OPTIONAL FEES - Fcst Input	Time Series Rate								
R1009 - TUITION DISCOUNTING - Fcst Input	Manual								
R1100 - Sponsored Programs - Budget Input	Time Series Rate								
R1200 - Net Sales Services Education - Budget Input	Time Series Rate								

The drop-down list shows all the forecasting methods set up by the Budget Office.

- “Time Series Rate” calculates a forecast estimate for each open month based on that month’s prior year actuals multiplied by the rate of increase/decrease for the current year YTD closed month actuals vs prior year YTD closed month actuals. Thus, the Time Series Rate is based on the YTD closed month trend vs the prior year. This calculated rate will be displayed automatically in the Custom Rate column.

Departmental Forecast Entry ⓘ

Cost Center
PRESIDENT_DEPT-F

	FY 2024	FY 2024			FY 2021	
	Forecast	Forecast			Actuals	
	Central Method	Fcst Method	HEPI_RatePull	Custom Rate	Seeding Process	Forecast Total
	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	YearTotal
Forecasted Revenue						2,970,051
B2100 - TA Salaries - Fcst Input	Time Series Rate	3 Year Avg			3 Year Avg	
B3000 - Staff Benefits - Fcst Input	Time Series Rate	Time Series Rate		8.16	Time Series Rate	212,188
B4000 - Maintenance & Operations - Budget Input	Time Series Rate	Time Series Rate		36.13	Time Series Rate	355,827
B4100 - Travel - Budget Input	Time Series Rate	Time Series Rate		96.68	Time Series Rate	3,357
B4200 - Utilities Expense - Budget Input	Time Series Rate	Time Series Rate			Time Series Rate	
B4300 - Scholarships & Fellowships - Budget Input	Time Series Rate	Time Series Rate			Time Series Rate	
B4400 - Capital - Budget Input	Time Series Rate	Time Series Rate			Time Series Rate	

EPM Department Forecasting Guide

- “3 Year Avg” calculates a forecast estimate for open month based on that month’s actuals average of the past 3 years.

NOTE: You can find the prior three fiscal years listed on the Departmental Forecast Entry form following the Seeding Process columns. In addition, the 5 Years Actuals Report (Dept), Forecast Actuals by Month for Selected Year (Dept), and the 5 Years Actuals by GL Account (Dept) reports can also be used for forecasting analysis.

Departmental Forecast Entry i

Cost Center PRESIDENT_DEPT-F		FY 2024					FY 2021	FY 2022	FY 2023
		Forecast		Forecast			Actuals	Actuals	Actuals
		Central Method	Fcst Method	HEPI_RatePull	Custom Rate	Seeding Process	Forecast Total	Forecast Total	Forecast Total
		BegBalance	BegBalance	BegBalance	BegBalance	BegBalance	YearTotal	YearTotal	YearTotal
Forecasted Revenue							2,970,051	17,352,048	19,741,578
B1000 - A&P Salaries - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg	1,140,166	1,100,491	1,257,576
B1100 - Classified Salaries - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg	57,866	63,840	61,851
B1200 - Wages Expense - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg			
B1210 - Student Wages - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg			754
B2000 - Faculty Salaries - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg			
B2100 - TA Salaries - Fcst Input	Time Series Rate	3 Year Avg				3 Year Avg			

- “Prior Year Actuals + HEPI” calculates a forecast estimate for each open month based on that month’s prior fiscal year actuals amount plus the HEPI rate found in the HEPI_RatePull column multiplied by the prior year amount. The HEPI rate must be set up by the Budget Office for it to correctly calculate the Forecast Year total. Blank HEPI rate cells will result in the forecast total being set to the prior fiscal year month amounts.

Cost Center VP MIKTING MSNG ENGMNT_DEPT-F		FY 2023				
		Forecast		Forecast		
		Central Method	Fcst Method	HEPI_RatePull	Custom Rate	Seeding Process
		BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate	Prior Year Actuals + HEPI	4.5			Prior Year Actuals + HEPI
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate					
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate					
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate					
B2000 - Faculty Salaries - Fcst Input	Prior Year Actuals + Custom Rate					
B2100 - TA Salaries - Fcst Input	Prior Year Actuals + Custom Rate					
B3000 - Staff Benefits - Fcst Input	Prior Year Actuals + Custom Rate					

EPM Department Forecasting Guide

- “Prior Year Actuals + Custom Rate” calculates a forecast estimate for each open month based on that month’s prior fiscal year actuals amount plus the custom rate multiplied by the prior year amount where the rate is set by the department user.

Departmental Forecast Entry					
Cost Center VP MKTING MSNG ENGMNT_DEPT-F					
	FY 2023		FY 2023		
	Forecast		Forecast		
	Central Method	Fcst Method	HEPL_RatePull	Custom Rate	Seeding Process
	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
R9000 - Non-Mandatory Transfer In - Budget Input	3 Year Avg				
R9100 - State Agency Transfer In - Budget Input	3 Year Avg				
R9200 - Interfund Transfer In - Budget Input	3 Year Avg	Prior Year Actuals + Custom Rate		3.00	Prior Year Actuals + Custom Rate
R9300 - Intrafund Transfer In - Fcst Input	3 Year Avg	Prior Year Actuals + Custom Rate		3.00	Prior Year Actuals + Custom Rate
R9900 - Other Account - Fcst Input	3 Year Avg				
Forecasted Revenue					
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate	3 Year Avg			3 Year Avg
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate				

- The "Manual" option is the most customizable way to calculate forecast estimates. It relies on a lump sum amount that the department enters in the Fcst Adj column. The amount entered will be pushed down to the open months level and spread evenly across the open months. Conversely, the plus icon can be used to drill down to month level, where individual amounts can be entered on each open month.

Departmental Forecast Entry						
Cost Center VP MKTING MSNG ENGMNT_DEPT-F						
	FY 2023		FY 2023		FY 2023	
	Forecast		Forecast		Actuals	Forecast
	Central Method	Seeding Process	Forecast Total	Forecast Total	Fcst Adj	Forecast Total
	BegBalance	BegBalance	YearTotal	YearTotal	YearTotal	YearTotal
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate					
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate		340			
B2000 - Faculty Salaries - Fcst Input	Prior Year Actuals + Custom Rate					
B2100 - TA Salaries - Fcst Input	Prior Year Actuals + Custom Rate					
B3000 - Staff Benefits - Fcst Input	Prior Year Actuals + Custom Rate	Manual	591,637		50,502	50,502
B4000 - Maintenance & Operations - Budget Input	Prior Year Actuals + Custom Rate		1,519,106			
B4100 - Travel - Budget Input	Prior Year Actuals + Custom Rate		3,712			
B4200 - Utilities Expense - Budget Input	Prior Year Actuals + Custom Rate					
B4300 - Scholarships & Fellowships - Budget Input	Prior Year Actuals + Custom Rate					
B4400 - Capital - Budget Input	Prior Year Actuals + Custom Rate		69,771			
B6000 - Debt Service - Budget Input	Prior Year Actuals + Custom Rate					
B7000 - Non Mandatory Transfer Out - Budget Input	Prior Year Actuals + Custom Rate					
B7100 - State Agency Transfer Out - Budget Input	Prior Year Actuals + Custom Rate					

EPM Department Forecasting Guide

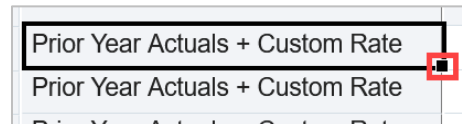
- Select the desired Forecast Method from the drop-down for each revenue and expense account group.

Forecast methods displayed in the Forecast Central Method column are the current methodologies being used by the Budget Office to calculate the Forecast Year Total at the university level. This column is shown for informational purposes only, but can be used by the department user, if desired.

- To copy Budget Office Forecast Method, select the cell or cell range in the Forecast Central Method column you would like to copy by clicking into a desired cell.

Departmental Forecast Entry i					
Cost Center VP MKTING MSNG ENGMNT_DEPT-F					
	FY 2023		FY 2023		
	Forecast		Forecast		
Central Method	Fcst Method	HEPI_RatePull	Custom Rate	<input type="checkbox"/>	Seeding Process
BegBalance	BegBalance	BegBalance	BegBalance		BegBalance
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate				
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate				
B2000 - Faculty Salaries - Fcst Input	Prior Year Actuals + Custom Rate				

NOTE: To copy multiple cells, click the small black box and drag to select all cells needed.



Departmental Forecast Entry i					
Cost Center VP MKTING MSNG ENGMNT_DEPT-F					
	FY 2023		FY 2023		
	Forecast		Forecast		
Central Method	Fcst Method	HEPI_RatePull	Custom Rate	<input type="checkbox"/>	Seeding Process
BegBalance	BegBalance	BegBalance	BegBalance		BegBalance
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate				
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate				

- Use Ctrl+C to copy selected cell/cells.

EPM Department Forecasting Guide

- Select the target cells in the Fcst Method column where you would like to paste the Budget Office forecast methodology selections

Departmental Forecast Entry ?					
Cost Center VP MKTING MSNG ENGMNT_DEPT-F					
	FY 2023		FY 2023		
	Forecast		Forecast		
	Central Method	Fcst Method	HEPI_RatePull	Custom Rate <input type="checkbox"/>	Seeding Process
	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate				
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate				
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate				
B2000 - Faculty Salaries - Fcst Input	Prior Year Actuals + Custom Rate				

- Use Ctrl+V to paste to the selected cell/cells.

5. Click Save

Departmental Forecast Entry ?					
Cost Center VP MKTING MSNG ENGMNT_DEPT-F					
	FY 2023				FY 2020
	Forecast				Actuals
	Fcst Method	HEPI_RatePull	Custom Rate <input type="checkbox"/>	Seeding Process	Forecast Total
	BegBalance	BegBalance	BegBalance	BegBalance	YearTotal
R1001 - Exemptions - Fcst Input	3 Year Avg			3 Year Avg	
R1002 - Statutory Tuition - Fcst Input	Prior Year Actuals + Custom Rate		1.00	Prior Year Actuals + Custom Rate	
R1003 - Designated Tuition - Fcst Input	Manual			Manual	
R1004 - Accel Prog Tuition - Fcst Input	3 Year Avg			3 Year Avg	
R1005 - Diff Tuition-Other - Fcst Input	3 Year Avg			3 Year Avg	
R1006 - MANDATORY - Fcst Input	3 Year Avg			3 Year Avg	
R1007 - PROGRAM-LAB FEES - Fcst Input	3 Year Avg			3 Year Avg	
R1008 - OPTIONAL FEES - Fcst Input	3 Year Avg			3 Year Avg	
R1009 - TUITION DISCOUNTING - Fcst Input	3 Year Avg			3 Year Avg	

EPM Department Forecasting Guide

- Use the Actions drop-down or right-click on the spreadsheet to select “Do you want Closed Months Actuals to Forecast Sandbox?” This action creates the current year forecast.

The screenshot shows the 'Departmental Forecast Entry' window for Cost Center 'VP MKTING MSNG ENGMT_DEPT-F'. The 'Actions' menu is open, and the option 'Do you want Closed Months Actuals to Forecast Sandbox?' is highlighted. Other options in the menu include Edit, Adjust, Comments, Supporting Detail, Change History, Attachments, Lock/Unlock Cells, Analyze, and Analyze on Cell. The spreadsheet below shows columns for FY 2023 Forecast and FY 2023 Seeding Process, with rows for various cost center items like R1001-Exemptions and R1005-Diff Tuition-Other.

- Click Launch

The screenshot shows a dialog box titled 'Action Menu - Copy Actuals and Reprocess Forecast Sandbox'. It contains a dropdown menu for 'Select forecast cost center:' with 'VP MKTING MSNG ENGMT_D' selected. The 'Launch' button is highlighted with a red box, and there is also a 'Cancel' button.

Once this business rule is run for the selected cost center unit, a current year forecast estimate is created consisting of closed months actuals (see Actuals Seeded Total column) and an open months forecast based on the selected seeding method (see Seeded Open Months column) for each account grouping. The 12 months forecast is then displayed in the Forecast Seeded Total column.

NOTE: This business rule does not have to be run again after making saved changes to the Seeding Process.

The screenshot shows the 'Departmental Forecast Entry' window for Cost Center 'VP DEVELOPMENT_DEPT-F'. The spreadsheet displays columns for FY 2023 Forecast, FY 2022 Actuals, FY 2023 Actuals, FY 2023 Seeded Total, FY 2023 Seeded Open Months, FY 2023 Seeded Total, FY 2023 Fcst Adj, and FY 2023 Forecast Total. The 'Seeded Open Months' column is highlighted with a red box. The rows list various cost center items like B1000-A&P Salaries and B4100-Travel.


	FY 2023	FY 2022	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
	Forecast	Actuals	Actuals	Seeded Total	Seeded Total	Fcst Adj	Forecast Total
Seeding Process		Forecast Total	Seeded Total	Seeded Open Months	Seeded Total		Forecast Total
BegBalance		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
B1000 - A&P Salaries - Fcst Input	Prior Year Actuals + Custom Rate	2,575,845	2,847,063	224,730	3,071,793		3,071,793
B1100 - Classified Salaries - Fcst Input	Prior Year Actuals + Custom Rate	438,796	502,829	39,053	541,882		541,882
B1200 - Wages Expense - Fcst Input	Prior Year Actuals + Custom Rate	4,275	358	0	358		358
B1210 - Student Wages - Fcst Input	Prior Year Actuals + Custom Rate	10,069	15,197	2,342	17,539		17,539
B2000 - Faculty Salaries - Fcst Input	Prior Year Actuals + Custom Rate						
B2100 - TA Salaries - Fcst Input	Prior Year Actuals + Custom Rate						
B3000 - Staff Benefits - Fcst Input	Prior Year Actuals + Custom Rate	904,227	988,504	79,436	1,067,940		1,067,940
B4000 - Maintenance & Operations - Budget Input	Prior Year Actuals + Custom Rate	1,773,269	2,013,927	719,775	2,733,702		2,733,702
B4100 - Travel - Budget Input	Prior Year Actuals + Custom Rate	9,368	57,447	2,022	59,469		59,469

EPM Department Forecasting Guide

8. After creating the current year forecast, it may be necessary to add a topside adjustment for one or more account groups. Enter forecast adjustments in the Fcst Adj column for the desired revenue or expense account group.


- Forecast adjustments can be made by entering whole dollar amounts for unexpected or known fiscal year impacts on current open periods.

Departmental Forecast Entry		5 Year Actuals Report (Dept)	
Departmental Forecast Entry			
Cost Center VP MKTING MSNG ENGMNT_DEPT-F			
FY 2023	FY 2023	FY 2023	FY 2023
Forecast	Forecast	Actuals	Forecast
Central Method	Seeding Process	Seeded Total	Seeded Open Months
BegBalance	BegBalance	Seeded Total	Fcst Adj
		YearTotal	YearTotal
		4,310,888	-2,220,921
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate	1,481,252	-1,381,219
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate	633,990	-573,957
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate	2,200	-2,200
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate	8,981	-7,208
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate		
Prior Year Actuals + Custom Rate	Prior Year Actuals + Custom Rate		
		100,033	45,000
		60,032	
		1,773	

- Adjustments can also be added to individual open quarters or months using the Year Total  Plus Icon.

NOTE: Any adjustments made at the quarter or YearTotal level will be evenly spread over the underlying open months.

- Comments regarding each account group's forecast can be entered in the Commentary column to the right of the Forecast Total column.

FY 2023
Forecast
Fcst Adj
 YearTotal

EPM Department Forecasting Guide

Departmental Forecast Entry | 5 Year Actuals Report (Dept) | Forecast Actuals by Month for ...

Departmental Forecast Entry

Cost Center: VP MKTING MSNG ENGMNT_DEPT-F

	FY 2023								FY 2023	
	Forecast								Forecast	
	Seeded Total								Fcst Adj	
	YearTotal	Q1	Q2	Q3	Jun	Jul	Aug	Q4	YearTotal	YearTotal
B1000 - A&P Salaries - Fcst Input	100,033						40,000	40,000	40,000	100,033
B1100 - Classified Salaries - Fcst Input	60,032									60,032
B1200 - Wages Expense - Fcst Input										
B1210 - Student Wages - Fcst Input	1,773									1,773
B2000 - Faculty Salaries - Fcst Input										
B2100 - TA Salaries - Fcst Input										
B3000 - Staff Benefits - Fcst Input	46,294						50,502	50,502	50,502	96,796

9. Click Save 

10. Verify Forecast estimates in the Forecast Total column.

Departmental Forecast Entry

Cost Center: VP MKTING MSNG ENGMNT_DEPT-F

	FY 2020	FY 2021	FY 2022	FY 2023		FY 2023	FY 2023	FY 2023
	Actuals	Actuals	Actuals	Actuals		Forecast	Forecast	Forecast
	Forecast Total	Forecast Total	Forecast Total	Seeded Total	Seeded Open Months	Seeded Total	Fcst Adj	Forecast Total
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
B1000 - A&P Salaries - Fcst Input	1,337,138	1,394,441	1,351,376	1,481,252	100,033	1,581,285	45,000	1,626,285
B1100 - Classified Salaries - Fcst Input	722,918	738,637	757,717	633,990	60,032	694,022		694,022
B1200 - Wages Expense - Fcst Input				2,200	0	2,200		2,200
B1210 - Student Wages - Fcst Input	340	4,204	22,510	8,981	1,773	10,753		10,753
B2000 - Faculty Salaries - Fcst Input								
B2100 - TA Salaries - Fcst Input								
B3000 - Staff Benefits - Fcst Input	591,637	628,388	606,029	599,882	46,294	646,176	50,502	696,678
B4000 - Maintenance & Operations - Budget Input	1,519,106	1,453,304	2,045,604	1,809,571	319,233	2,128,804		2,128,804
B4100 - Travel - Budget Input	3,712	287	2,363	9,053	1,138	10,192		10,192
B4200 - Utilities Expense - Budget Input								
B4300 - Scholarships & Fellowships - Budget Input								
B4400 - Capital - Budget Input	69,771		5,144	10,692	5,247	15,939		15,939
B6000 - Debt Service - Budget Input								

NOTE: The Forecast Total column is the sum of closed period actuals, open periods based on seeding method, and forecast adjustments.

Save forecasting data by using [Spreadsheet Export](#).


Forecast Reports

Forecasting reports have been developed to provide department users with the tools analyze historical actuals, and to calculate informed forecast estimates using the Departmental Forecast Entry Form. By leveraging available actuals data for both budgeted and non-budgeted cost centers plus projects provided from UTShare, these reports enable users to predict and forecast financial outcomes for units at summarized revenue and expense account group levels. With the help of these reports, department users can make more informed decisions, identify potential issues, and plan their budgets more effectively.

5 Year Actuals Report (Dept)

The 5 Year Actuals Report (Dept) report provides actuals data for revenue and expense at a summarized accounts level over the previous five fiscal years, separated between budgeted and non-budgeted actuals.

5 Year Actuals Report (Dept) ⓘ							
Cost Center VP DEVELOPMENT_DEPT-F							
	Actuals	Actuals	Actuals	Actuals	Actuals		
	FY18	FY19	FY20	FY21	FY22		
	Seeded Total	Seeded Total	Seeded Total	Seeded Total	Budgeted Data Load	Non-Budgeted Data Load	Seeded Total
R1200 - Net Sales Services Education - Budget Input	1,192			50	0		0
R1500 - Auxiliary Enterprise Net - Budget Input	15,778	15,911	5,530				
R1600 - Other Operating Revenue - Budget Input	236,039	207,780	308,696	66,762	69,062	420	69,482
R2300 - Gifts for Operations - Budget Input	169,643	241,886	7,742	85,896	16,115	68,736	84,851
R2400 - Investmt Income Incl Real G L - Budget Input	817,055	867,761	932,096	979,683	1,044,193	639	1,044,833
R2700 - Other NonOperating Revenue - Budget Input						0	0
R9000 - Non-Mandatory Transfer In - Budget Input	500		27				
R9200 - Interfund Transfer In - Budget Input	105,140		-61	-365		-599	-599
R9300 - Intrafund Transfer In - Fcst Input	2,328,739	2,345,803	2,583,212	2,507,860	3,755,973		3,755,973
Forecasted Revenue	3,674,086	3,679,140	3,837,242	3,639,886	4,885,343	69,195	4,954,539

- Use the  Plus Icon located on any of the Seeded Total column heading to view the breakdown of budgeted actuals and non-budgeted actuals for a previous fiscal year.

5 Year Actuals Report (Dept) ⓘ


Cost Center VP DEVELOPMENT_DEPT-F							
	Actuals	Actuals	Actuals	Actuals	Actuals		
	FY18	FY19	FY20	FY21	FY22		
	Seeded Total	Seeded Total	Seeded Total	Seeded Total	Budgeted Data Load	Non-Budgeted Data Load	Seeded Total

Forecast Actuals by Month for Selected Year (Dept)

The Forecast Actuals by Month for Selected Year (Dept) report allows department users to view actuals data for each month for a selected fiscal year, categorized into budgeted and non-budgeted cost center unit data for the revenue and expense groups. This report helps identify the prior year(s) month amounts that are used to calculate each current year open month's forecast using the selected forecasting method.

	YearTotal	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Budgeted Data Load	Non-Budgeted Data Load	Seeded Total
	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total	<input type="checkbox"/> Seeded Total			<input type="checkbox"/> Seeded Total
R1200 - Net Sales Services Education - Budget Input	0									
R1600 - Other Operating Revenue - Budget Input	69,482	37,316			138			59	144	203
R2300 - Gifts for Operations - Budget Input	84,851	187,211	73,540	-127,784	138,072	-16,975	-155,663	3,085	3,579	6,664
R2400 - Investmt Income Incl Real G L - Budget Input	1,044,833	1,044,214		119			120			
R2700 - Other NonOperating Revenue - Budget Input	0	-37,178								
R9200 - Interfund Transfer In - Budget Input	-599	-21		-119			-120			
R9300 - Intrafund Transfer In - Fcst Input	3,755,973	2,286,515	331,928	10,642				19,889		19,889
Forecasted Revenue	4,954,539	3,518,057	405,468	-117,142	138,210	-16,975	-155,663	23,032	3,723	26,755
B1000 - A&P Salaries - Fcst Input	2,575,845	221,068	213,583	212,827	208,259	210,660	212,728	209,885		209,885
B1100 - Classified Salaries - Fcst Input	438,796	33,336	31,835	34,821	36,685	37,752	36,141	37,828		37,828

NOTE: Monthly Seeded Total columns automatically display for budgeted and non-budgeted

cost center and project data when the report is opened. Use the  Minus Icons to close the budgeted and non-budgeted columns for each month.

- Use the Years [Member Selector](#) to choose the Prior or current year needed.


Forecast Actuals by Month for Selected Year (Dept)			
Cost Center	Years		
VP DEVELOPMENT_DEPT-F	FY22		
	YearTotal		
	Actuals		
	<input type="checkbox"/> Seeded Total		Budgeted Data Load
R1200 - Net Sales Services Education - Budget Input		0	

5 Year Actuals by GL Account (Dept)

The 5 Year Actuals by GL Account (Dept) report allows department users to view budgeted and non-budgeted revenue and expense data for the five prior fiscal years and the YTD forecast year at the GL account level and any cost center level. This report is similar to the 5 Year Actuals Report (Dept), except that the summarized account level groupings can be viewed at the lowest GL account level. In addition, the cost center unit levels can be reviewed at a lower cost center level if needed. This report will allow a more detailed analysis of account groups that can lead to better forecasting.

5 Year Actuals by GL Account (Dept) ⓘ							
Cost Center C200001							
	Actuals	Actuals	Actuals	Actuals	Actuals		
	FY18	FY19	FY20	FY21	FY22		
	Load	Load	Load	Load	Load		
	⊞ Planning Attr	⊞ Planning Attr	⊞ Planning Attr	⊞ Planning Attr	Budgeted	Non-Budgeted	⊞ Planning Attr
54402 - Longevity Pay	7,779	7,173	7,807	8,098	8,726		8,726
57101 - Prem Share Active Suppl	43,416	38,761	42,962	40,071	36,418		36,418
57105 - Prem Share 90-Day Wait Period	1,196	1,196	1,256				
57302 - OASI Employer Match	38,377	39,764	43,109	41,744	37,366		37,366
57501 - Teacher Retirement Match	24,144	27,730	32,585	35,939	35,155		35,155
57502 - Optional Retirement Match	16,636	15,875	18,089	13,474	11,550		11,550
57503 - Optional Retirement Supplement	4,603	4,093	4,802	3,879	3,325		3,325
57504 - Teacher Retirement 90-Day Wait				638			
57603 - VSL Assessment	9,128	6,888	7,395	11,804	10,675		10,675
57701 - Workers Compensation	1,321	1,154	993	1,001	806		806
57702 - Unemployment Compensation	240	307	269	238	209		209
⊞ Staff Benefits	146,839	142,942	159,266	156,885	144,229		144,229
⊞ Payroll Related Costs	146,839	142,942	159,266	156,885	144,229		144,229

NOTE: Planning Attribute Total columns automatically display for budgeted and non-budgeted

cost center data when the report is opened. Use the  Plus Icons to open the budgeted and non-budgeted columns.

Forecast Copy – Snapshot for All Months (Dept)

The Forecast Copy Snapshot for All Months (Dept) report allows department users to view finalized annual forecasts created monthly for comparison purposes for a selected cost center unit and fiscal year. The first forecast of the fiscal year will be the “Oct Forecast” which will consist of September actuals plus October through August forecasted amounts. The final forecast of the fiscal year will be the “Sep Forecast: which will consist of September through August actuals. The Budget Office will save the final annual forecasts for departments each month to be viewed in this report.

	Departmental User											
	Forecast Total											
	YearTotal											
	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	June	July Forecast	Aug Forecast	Sep Forecast
R1600 - Other Operating Revenue - Budget Input			1,150									1,150
R2200 - State Nonexch Sponsored Progm - Budget Input			750,000									750,000
R2300 - Gifts for Operations - Budget Input			17,164									17,164
R2500 - Incr Decr FairValue Investment - Budget Input			1,439									1,439
R9200 - Interfund Transfer In - Budget Input			0									0
R9300 - Intrafund Transfer In - Fcst Input			19,389,718									19,389,718
Forecasted Revenue			20,159,471									20,159,471
B1000 - A&P Salaries - Fcst Input			1,238,595									1,238,595

- Use the Years [Member Selector](#) to choose the prior or current year needed.

Cost Center	Years
PRESIDENT_DEPT-F	FY23

	Oct Forecast
R1600 - Other Operating Revenue - Budget Input	

Contacts and Resources

Budgets, Planning and Analysis Resources

For budget questions or help with EPM Forecasting, please contact the Budget Resource representative that has been assigned to your departmental Unit. The Budget Resource list, detailing the Budget Resource assigned to the different UTA Units, is posted on the Budget, Planning and Analysis website (<https://www.uta.edu/business-affairs/budgeting>).

Knowledge Services Training

Web page: <https://www.uta.edu/business-affairs/training/>

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