## Budget Tool: Projections Guide

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Overview of Projections

Projections are prepared by a limited number of staff members using the budget tool in the fall and spring of the fiscal year. The process allows users to forecast current fiscal year and expected operating results.

Amounts are projected by selecting BFR codes or using Packages. The recommended method for most areas is to select your budget by package.

A Package is a random number assigned to an organizational unit used to facilitate data selection and workflow. The package number for any particular organizational unit varies from year to year and differs from one budget tool to another (e.g., budget development versus projections). The BFR Codes that belong to a package are assigned by Management Centers.

The Projection link also provides other tools. Working Projections is an optional tool available for those who wish to do projections throughout the year, in addition to the designated spring and fall projection periods. Multi-Year Projections allows users to project across future years as desired or as required by the Management Center.
Accessing Projections in the Budget Tool

Note: These instructions apply to both the Fall and the Spring projections. Be sure to allow pop-ups for work.duke.edu or turn off the pop-up blocker settings, as needed. Use the recommended web browsers to work with the budget per the home page on work.duke.edu.

1. Log into work.duke.edu (do Not type in http://www.).

2. Enter your NetID and password.

3. Once in Duke@Work, select the Budget tab (for best viewing, maximize the screen).

4. On the resulting Budget > SPB Workset iView screen, click on Projections to go to the screen with the Projections options.
5. On the screen with the Projections options, choose the appropriate tool using the descriptions below:

- **Projections by Package** – used to select a single package and develop the Fall or Spring Projections for the fiscal year end budget.

- **Projections by BFR** – tool available for those who wish to do projections and select by BFR Code, which could include more than one package (e.g., higher level Org. Units / BFR Codes).

- **Working Projections by Package** – optional tool available for those who wish to do projections other than the Spring and Fall timeframe; the layout is the same as FYE Projections and has the ability to copy projections between layouts as needed.

- **Working Projections by BFR** – optional tool available for those who wish to do projections by BFR Code and other than the Spring and Fall timeframe; the layout is the same as Projections by Package and has the ability to copy projections between layouts as needed.

- **Multi Year Projections by Package** – tool available for those required to project the budget for future years (out years) and selection is by a single package.

- **Projection Upload** – tool available to develop the non-position projections in an Excel format and upload into the Budget tool.
Loading Data

Projections by Package

1. Click on the Projections by Package link.

2. On the Budget Package Selection screen, choose one of the options below:
   - Enter the package number in the Budget Package field and click on Set Package.
   
   OR

   - Use the Drop-down button in Budget Package field to locate your package number (clicking on Set Package is not needed and button is grayed out).

   Note: Consult your Management Center if your package number is unknown.
3. Review the information about the package chosen, such as the number and name of the Org Unit / BFR code selected for that package and the stage/level.

4. **OPTIONAL**: Once the package is set, follow the summarized steps below to filter within a package to a specific BFR code in that package:
   - Click on the **BFR Hier Filter** button.
   - Click on **Get BFR Hierarchy** button to load the BFR Codes that belong to the Projections package set in the first step; these display on the left side of the screen.
   - Select one or more BFR Codes from the left side and use the **Add** button to move to the right side under *Chosen Selections*.
   - Click the **Done** button.

5. Once selections are made in the previous steps, click on **Load Data** to populate the lower screen with the selected projection data.

6. If data is loaded by package per steps above, skip the next topic and proceed to *Reviewing Columns of Loaded Data*. 
Projections by BFR

1. Click on the **Projections by BFR** link.

2. Ensure the appropriate 4 digit value (e.g., 0010) is entered in the **Company Code** field.

3. Click on the **Set BFR** button.
In the resulting *BFR Hierarchy Selection* window:

4. Enter a single 10 digit BFR Code in the *Single Value* field.

*OR*

5. Click on **Get BFR Hierarchy** to view your BFR Codes on the left and select BFR Code as summarized below:

- If applicable, click on the **arrow** buttons to open the top nodes of hierarchy *Organizational Plan, DUKE – DUKE, and 10 - Duke University* (or other University related companies). This step applies to those with higher level organizational access.

- Continue to open nodes as needed to find your desired BFR Code(s). If needed, contact your Management Center representative for assistance.

- Click on the box beside each BFR Code to be selected and use the **Add** button to display the BFR Code under *Chosen Selections* (on the right). Select as many as desired.

6. Once a single value is entered or the BFR Code(s) are chosen using the steps above, click on **Done**.
7. Returning to the Layout screen, verify the correct BFR Code is selected and click on **Load Data**.
Fall and Spring Projections (cont.)

Reviewing Columns of Loaded Data

Note: When loading data, you may need to **scroll to the top of the data.** The view may open at a line item toward the bottom, so simply scroll to the top of the data. Remember to **maximize the screen** for better viewing as well.

1. Once data is loaded, review and use the columns included in the layout to help you with your projections, as outlined below:

   - **Comment** = indicates if comments have been added for the line item – the word “Text” will appear if comments have been added.

   - **Fund and Description** = provides the seven digit cost object and description.

   - **Fund Group (FG)** = indicates the type of fund / cost object by providing the group (examples: U = Unrestricted, R = Restricted, A = Allocated, etc.).

   - **Commitment Item (G/L Account) and Description** = indicates the six digit G/L Account and description related to the line item.

   - **Line Item (LI)** = identifies the item number for the Commitment Item / G/L Account; useful especially if adding more lines for a single G/L Account.

   - **Budget Package** = this column displays only if data is selected through the Projections by BFR link and references the random number assigned to an organizational unit that is used to facilitate data selection and workflow (column not shown in the example above as this view was selected through the Projections by Package link).

**CONTINUED NEXT PAGE**
Fall and Spring Projections (cont.)

- **Prior Year Actuals** – displays prior Fiscal Year’s actuals.
- **Current Year Budget Original** – displays current Fiscal Year’s original budget.
- **Current Year Budget Revised** – displays the last Revised Budget numbers from Budget Modifications that have been done.
- **Current Year to Date Actuals** – displays the current Fiscal Year’s year-to-date actuals.
- **Current Year End Fall Projections** – provides a white input column used to enter the Fall Projections or Spring projections, whichever is applicable (the Fall Projections will show in a gray display only column if Spring Projections are being entered).
- **Current Year End Spring Projections** – provides a white input column used to enter the Spring Projections per the next steps.
- **% Change from Current Year Budget Revised** – calculates the change by percentage of the Fall or Spring Projections value compared to the Current Year Budget Revised value.
- **$ Change from Current Year Budget Revised** – calculates the change in dollar value of the Fall or Spring Projections value compared to the Current Year Budget Revised value.
Using Additional Filters

**Note:** A filter allows you to work with a filtered amount of loaded data. Using a filter basically loads the data again based on the filter chosen versus displaying and working with ALL the loaded data. Therefore, any functions, like Inflate, will apply only to the filtered data that is displayed.

**Fund Group Filter**

1. To filter and load data for certain fund groups, click on the **Fund Group Filter** button as summarized below (see Budget Tool Basics Guide for detailed steps on using additional filters).
   - Enter a single Fund Group value or range of values if known.
   - OR
   - To find a Fund Group and select, use the **Get Fund Group** button to populate all the Fund Groups available for the data.
   - Select one or more Fund Groups from the left side and use the **Add** button to move to the right side under *Chosen Selections*.
   - Click the **Done** button.

2. Review the filtered data that is now loaded in the layout.
Fund Filter

1. To filter and work with certain Funds within the loaded data, use the **Fund Filter** button (functions like Inflate will only apply to the filtered data).

2. Select the desired Fund by either:
   - Enter a single Fund or range of Funds if known, or populate them by selecting from the drop-down menu. **OR**
   - Find a Fund and select, use the **Get Funds** button.
   - Select one or more Fund from the left side and use the **Add** button to move the selection to the right side under **Chosen Selections**.
   - Click the **Done** button.
   - Click **Load Data**.

3. Review the filtered data that is now loaded in the layout.
1. To filter and work with certain Commitment Items (G/L Accounts) within the loaded data, use the **Commitment Item Filter** button (functions like Inflate will only apply to the filtered data).

2. Select the desired Commitment Item by either:
   - Enter a single Commitment Item or range of Commitment Items if known, or populate them by selecting from the drop-down menu. **OR**
   - Find a Commitment Item and select, using the **Get Cmmt Item** button.
   - Select one or more Commitment Items from the left side and use the **Add** button to move the selection to the right side under **Chosen Selections**.
   - Click the **Done** button.
   - Click **Load Data**.

3. Review the filtered data that is now loaded in the layout.
Entering Projections

1. To enter projections, use one of the options listed below (see individual functions outlined in next pages of this Guide):

   - **Use the **Inflate** button to populate the projection values based on a percentage applied to a base value, such as Current Year Revised Budget or Current Year Actuals.**
   - **Enter or adjust values** directly in the white input fields under the Projection column.
   - **Create a new line item** for a cost object and commitment item (G/L Account) to add a new projection.
   - Populate the Projection white input fields for selected lines using a **Unit and Rate** calculation. (Example: Projecting Tuition revenue OR expenses for certain purchases like phone lines or other types of equipment).

**Inflate**

*Note:* Be careful when using the Inflate function, as this function overwrites any values in the Fall or Spring Projection column for all loaded data (loaded data could be ALL the data or just the filtered data outlined in the next section). The Inflate function also overwrites any values manually entered directly into the Fall or Spring Projection column.

1. To populate the Fall or Spring Projections input column based on a percentage applied to a base value, click on the **Inflate** button.
2. In the Inflate box, use the **Drop-down** button next to the **Base** field to choose the base value for the inflation:

- **Revised Budget** – use this option to inflate using the Current Year’s Revised Budget value as the base to apply the percentage (entered in the next step).

- **Original Budget** - use this option to inflate using the Current Year’s Revised Budget value as the base to apply the percentage (entered in the next step).

- **Annualize Current Year Actuals** – use this option to inflate by annualizing the Current Year’s Actuals to use as the base to apply the percentage (entered in next step).

- **Current Year Actuals plus Remainder of FY Budget** – use this option to inflate by adding together the Current Year’s Actuals and remainder of the Fiscal Year’s Budget to use as the base to apply the percentage (entered in next step).
3. Once the Base is selected, enter a percentage in the Inflation Percent field as follows:
   - To copy the base value and not inflate, place the number 0 in the Inflation Percent field.
   - To copy and inflate by a certain percentage, enter the percentage as a whole number (use 1 to inflate by 1%, etc.).
   - Use the Calculator drop-down in the field as needed.

4. To apply the percentage entered to the base chosen, click OK.

5. In the Warning box, read the message indicating all loaded data will be inflated, click Yes and click OK.

   Note: The No option is defaulted as a reminder that the Inflate function overwrites any values in the Fall or Spring Projection column for all loaded data (loaded data could be ALL the data or just the filtered data outlined in the next section). The Inflate function also overwrites any values manually entered directly into the Projection column.

6. Review the values populated in the Fall or Spring Projections column and adjust as needed using the outline below.
Enter or Adjust Projections

1. To input values directly into the Projections column or make adjustments to populated values, enter amounts in the white, editable fields under the **Fall or Spring Projections** column.

2. Click in the input field and use the **Calculator Drop-down** to assist with entering values as needed.

3. Periodically, and certainly before exiting the layout, click the **Save** button to save the revised data (see Saving and Exiting Projections).
Create a New Line

Note: The Create New Line function varies slightly depending on if data was loaded via Selection by Package or Selection by BFR. Both set of steps are included in the section with Selection by Package first and then Selection by BFR.

Create New Line for Data Loaded via Selection by Package

1. To create a new or additional line for a Fund and Commitment Item (G/L Account) combination and enter a Projection amount, click on the Create New Line button.

In the resulting Create New Line window (Selection by Package):

2. In the Fund field, either type in the seven-digit fund for the new item or use the Drop-down and select the fund from the resulting list.
3. In the **Cmmt Itm (G/L Acct)** field, either type in the **six-digit Commitment Item** or use the **Drop-down** and select the item from the resulting list.

4. In the Fall or Spring Projection field:
   - Enter either the amount of the new line item or use the **Calculator Drop-down**, which functions as a calculator.
   - Once the amount is entered in the field, press **Enter** to verify all input fields at once and activate the **OK** button if all are valid and the G/L does not require an offset (see next step).

5. If a Commitment Item (G/L Account) is used that needs an appropriation Transfer/Offset, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund.

6. Click **OK** (skip next two pages on how to Create New Line if data loaded via Selection by BFR).
Create New Line for Data Loaded via Selection by BFR

1. To create a new or additional line for a Fund and Commitment Item (G/L Account) combination and enter a Projection amount, click on the **Create New Line** button.

In the resulting **Create New Line** window (Selection by BFR):

2. REQUIRED: In the Budget Package field, either type the package number if known and press **Enter** to activate the Fund field OR use the **Drop-down** button if not known and select (pressing Enter is not needed).
3. In the **Fund** field, either type in the **seven-digit fund** for the new item or use the Drop-down and select the fund from the resulting list.

4. In the **Cmmt Itm (G/L Acct)** field, either type in the **six-digit Commitment Item** or use the Drop-down and select the item from the resulting list.

5. In the Fall or Spring Projection field:
   - Enter either the amount of the new line item or use the **Calculator Drop-down**, which functions as a calculator.
   - Once the amount is entered in the field, press **Enter** to edit all input fields at once and activate the **OK** button if all are valid and the G/L does not require an offset (see next step).

6. If a Commitment Item (G/L Account) is used that needs an appropriation Transfer/Offset, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund.

7. Click **OK**.
Once the new line is created (applies to both Selection by Package and by BFR):

1. Review the new line item and verify the following:
   - If a new Fund and Commitment Item (G/L Account) combination was added, the number in the Line Item (LI) column shows 1.
   - If an existing Fund and Commitment Item (G/L Account) combination was added, the Line Item (LI) column shows 2, 3, etc.
   - The added line item displays the Fall or Spring Projection amount.

2. Periodically, and certainly before exiting the layout, click the **Save** button to save the revised data (see Saving and Exiting Projections).
Use Units and Rates to Enter a Projection

1. To input a projection using a number of units multiplied by a rate, select a row if needed and click on the **Units and Rates** button.

2. In the resulting Units and Rates screen, enter the desired Unit A and Rate A.

3. If needed, use the **Add** button to add additional line items to continue to budget by units and rates, as shown above.

4. Click the **Calc** button to calculate the multiplication as needed.

5. Click **OK** to enter the projection into the layout.
6. Verify that the system performed the calculation and placed the result in the Projection column.

7. Periodically, and certainly before exiting the layout, click the **Save** button to save the revised data (see Saving and Exiting Projections).
1. Click the **Filter Transfer/Offset** button to filter and display any G/L Account lines requiring Transfer/Offset data.

2. Review the **Transfer/Offset** column now displayed and note any rows with no offset listed in this column as indicated with a # symbol.

3. Click on the selection box for the line item of the transfer/offset that you wish to update (selecting row will activate the Change Transfer Offset button).

4. Click on the **Change Transfer/Offset** button (this button is active only when data is filtered using the Filter Transfers/Offsets button and a row containing projection dollars is selected).
5. In the resulting box, enter the fund code for the other side of the transfer or offset for budget purposes in the Transfer/Offset field.

6. Verify or edit the amount in the Projection field.

7. Click OK.

8. Review the transfer/offset displayed in the row for the line selected.

9. IMPORTANT: Before saving, you must click on the Filter Transfer/Offset button again to remove the filter and display all the loaded data (see message example above).

10. Periodically, and certainly before exiting the layout, click the Save button to save the revised data (see Saving and Exiting Projections).
Saving and Exiting Projections

1. Once projections are revised, as often as needed, click the **Save** button (top left of screen) to ensure updates are saved.

2. Be sure to close the layout with the **Close** icon in the upper right corner of the web page to ensure you do not lock the data.

   **Note:** Look for the “Closing sessions…” window in the upper right of your desktop which verifies you are closing correctly and won’t lock yourself from the data. Closing improperly by clicking out of window and opening another Budget Tool layout will lock the data for a 30 minute window.
Uploading Projections

Note: Uploads allow users to use a template format to upload a large quantity of data at one time. Uploading data is a two-step process – creation of a spreadsheet as outlined in the steps below and then uploading the created spreadsheet is described. Failing to follow the steps as outlined may result in errors preventing the upload.

Accessing the Projection Upload in the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Click on the Budget tab and click on Projections.
Using a Template to Enter Budget Data

1. Once on the Projection Upload screen, read and review the tips and instructions on formatting on the left hand side for accessing the sample Excel Template.

2. Click on the link to download the sample template (for example, NonPosUploadTemplateJune2017.xlsx).

3. In the File Download window, click on Save As.
4. In the **Save As** window:
   - Choose the location (directory path).
   - Enter a **File Name** in that field (standard name defaults).
   - Leave the default of **Microsoft Excel Worksheet** in the **Save as type** field.
   - Click on **Save** at the bottom of the window.

   *Note: If using Mozilla Firefox, you will need to open the file prior to saving.*

5. In the resulting **Download Has Completed** window located at the bottom of the screen, click on the **Open** button to access the template.

   *Note: If a security window prompts you to allow the opening of web content using this program on your computer, click Allow.*
6. Do not delete, edit, or change the formatting of Row 1.

7. Notice the first row of data in Row 2 under the column headings is an example for reference and should be deleted or typed over with relevant data.

8. Refer to the list below of the column labels and explanations located on the Projections Excel spreadsheet tab as you enter budget data in the columns:

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Label</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Version</td>
<td>The budget / plan version being used – A or B</td>
</tr>
<tr>
<td>B</td>
<td>VC Code</td>
<td>A code to identify the projection type. See the instructions on the left side of the Projections Upload screen.</td>
</tr>
<tr>
<td>C</td>
<td>Season</td>
<td>The projection season (e.g. FAL or SPR). See the instructions on the left side of the Projections Upload screen.</td>
</tr>
<tr>
<td>D</td>
<td>Company Code</td>
<td>Usually company 0010, infrequently 0014 and 0015</td>
</tr>
<tr>
<td>E</td>
<td>Fund</td>
<td>Seven digit cost object in company 0010, nine digit cost object in company codes 0014 and 0015</td>
</tr>
<tr>
<td>F</td>
<td>Cmmt Item</td>
<td>Indicates the six digit G/L account.</td>
</tr>
<tr>
<td>G</td>
<td>Line Item</td>
<td>Identifies the item number for the Commitment Item/GL Account. This is useful especially if adding more lines for a single G/L account.</td>
</tr>
<tr>
<td>H</td>
<td>Appr / Offset</td>
<td>Only use if using 8xxxxx G/L Account/ Commitment Item codes. If no Appr/Offset, delete any data in the column.</td>
</tr>
<tr>
<td>I</td>
<td>Fiscal Year</td>
<td>The fiscal year relating to the projections being done.</td>
</tr>
<tr>
<td>J</td>
<td>New Projection</td>
<td>Used to enter the new projection amount.</td>
</tr>
<tr>
<td>K</td>
<td>Comments</td>
<td>For adding Text to a Projection line. Each comment can be viewed in the By Package and By BFR layouts using the indicators in the “Comments” Column. Avoid special characters, use letters and numbers.</td>
</tr>
</tbody>
</table>
9. To delete a row, highlight the entire row using the row number in the left margin and use the Delete key on the keyboard (do not just erase data or blank out a row as this will create an upload error).

10. Leave the row of column headings and enter data in the template beginning in Row 2 – refer to the list below for the column labels previously outlined.

11. Optional: To ensure the formatting is correct throughout the template, highlight the example text in the first row of the spreadsheet.

12. Click on the Format Painter button in the upper left hand corner of the spreadsheet. The pointer changes to a paintbrush icon. This is helpful to use when you’ve copied in text from another excel spreadsheet and want to ensure the formatting is correct.

13. Use your mouse to apply the copied format to the entire layout. Press ESC on the keyboard to stop formatting (not shown above).

14. Use the Excel Save button frequently to save the data.
1. Once the file is created and saved, upload the file.

2. Select the Org. Unit for the upload by clicking in the check box. By checking the box, you are locking the Org. Unit until you close the upload window using the Close button.
3. Click the **Drop-down** on **Sheet Name** and select **Projections**.

4. Click the **Browse** button to select the File Name.

5. Once located, click on the button **Upload**.

   *Note* Once the data uploads successfully, the **Undo** button at the bottom of the screen can be used if you change your mind and do not want to save.

6. Please pay attention to the generated messages per the next steps – a list of all **green** message icons means the upload was successful.

   *Note:* A successful upload will generate a lengthy message display and will force the scrolling on the right hand side. You will receive **green messages** if the upload is successful.
7. Review any other messages with icons in red or yellow as outlined below:

- Red icons for messages are hard stops which will not allow you to save. Examples include: errors are for locked data created by the layout not being exited properly or for inaccurate or bad data which occurs when formatting guidelines are not followed.

- Yellow icon messages are warnings that may need your attention. Data can be saved.

8. If the data does not load successfully and you receive the red hard stops, follow these instructions (example not shown):

- Read the hard stop messages.

- Close out of the window by clicking the \textbf{Close} button in the upper right hand corner of the web browser page.

- Open your template, review the data, and make the necessary corrections.

- Refer back to \textbf{Step 1: Uploading} and repeat all steps.
9. Once uploaded successfully, click the **Save** button (scroll down past all messages).

10. Once saved, click the **Close** button in the upper right hand corner and watch for the small window in the upper right hand corner as verification that you closed properly (not shown).

11. Check in the Budget Tool on the Projection layout to verify that the data was uploaded.
Budget Tool: Projections Guide

Projection Reports

**Note:** Detailed steps for using reports are included in the Budget Tool Reporting Guide for reference and summarized in this Guide.

Many reports contain the YTD Actual amounts and utilization percentages. If needed, use those reports to review this data before making projections.

The Budget tool offers a series of reports that allow users to review and analyze their budget and projections data. There are two basic types of report formats:

- **SAP Business Warehouse (BW) Reports** = indicated by a symbol beside the report link, this type of report provides robust BW functionality for different ways of viewing the data (filters, click and drag features, etc.).

- **Reports with Comments (Crystal based)** = indicated by a symbol beside the report link, this report has a presentation quality format for printing and presenting as needed. These reports typically provide the Comments entered in various layouts.

**Accessing Projection Reports**

1. Use previous steps for accessing the Budget tab.
   - Log into work.duke.edu (do Not type in http://www.).
   - Click on the Budget tab.

2. Once on the Budget tab, click on Reports.
3. Click on **Projection Reports**.

4. Click on **Fall/Spring/Working Reports**.

**General Steps – Business Warehouse (BW) Based Reports**

*Note: Many reports contain the YTD Actual amounts and utilization percentages. If needed, use those reports to review this data before making projections.*

1. For **Business Warehouse (BW)** based reports, click on the link for the desired report (**use descriptions** listed under each link to help with choosing the desired report).
2. Enter values in the selection input fields (the number of input fields available will vary for the report will vary), such as:

- **Org Unit (Auth, MSV, Opt)** – Use Drop-down to find the corresponding **HR related Org. Unit** (5000####) with corresponding BFR Code using the hierarchy OR enter the 8 digit HR related Org. Unit if known.

- **Version (A or B)** – enter the version that is the basis for the report (remember A = Official Version).

- **Fund Group Selection** = Use Drop-down to select one or more specific fund groups (e.g., **U** = Unrestricted, **R** = Restricted, **A** = Allocated, etc.)

- **PBF Season** = FAL for Fall, **SPR** for Spring and **WKG** for Working (use Drop-down as needed).

3. Once values are entered, use optional functions as desired:

- **Check** = use this button to verify or check the input values and identify in issues with the values selected.

- **Save As…** = use this button to save the selection values entered in the fields as part of a Selection Screen Variant for future use to save keystrokes (see Budget Tool Reporting Guide).

- Use **Available Variants** to drop-down and use a saved variant to automatically enter values in the input fields and save keystrokes.
Projection Reports (cont.)

4. To generate the report, click **OK**.

5. Once in the report, use the available Business Warehouse functions like expanding the hierarchy, adding drill-down, and swapping the view of the data – see the Budget Tool: Reporting Guide for more details on working with Business Warehouse based reports in the Budget Tool.

**BW Based Report Tips and Tricks**

*Note:* See the descriptions for each report for more about what the report provides in detail. Overall navigational tips for BW Based Reports are available in the Budget Tool Reporting Guide. Any tips or tricks related to specific Projection reports are listed in this section of the guide.

**YE10 Year End Fall Spring Proj. Board Reporting with Other Funds**

1. When using this report, use the \[Twistee icons to expand the report and view more details.

2. Expand until your view visually matches the published board report.
General Steps – Reports with Comments (Crystal)

1. For Reports with Comments, click on the link for the desired report (use descriptions listed under each link to help with choosing the desired report).

Note: The most frequently used selection fields for Projection reports with comments are outlined in this guide. The input fields and the order of the fields may vary by report. Be sure to adjust or turn off pop-up blocker settings as needed in order to use this type of report.
2. Review the fields available for selecting the data to be included in the report and note the following:

- The selection fields listed will vary by report.
- Each selection field is displayed in a separate shaded section (if sections are not open, use the individual “twistee” icon to open or click on the Expand All button).
- Use the **New value:** input field to manually enter a value for applicable selection fields OR to use the **Drop-down** button to select a value from a “Picklist” box (some fields only have the Drop-down / “Picklist” option available).
- **If a value was manually entered in the New value:** input field (versus using the Drop-down button to select), use the **Add** button to actually update **Current value:** field displayed beneath the New value: field under the field.
- If the **Drop-down** button is used to select a value, the value will automatically update to the **Current value:** field.
- The **Current value:** field is displayed in **black bold text** below the input field once updated with the Add button or entered via the Picklist (this represents the value that will be used to select and generate the data for the report).

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Projection Reports (cont.)

- The **Set to null checkbox** is used to display a check mark which basically selects all the available values for that field (as applicable per other fields like the **Org Unit** field (BFR Code or HR Org Unit)).

- Review the more commonly used Projection report fields below for more on specific details.

3. To select the **level of BFR Code/ HR Org Unit desired** for the report, click on the **Drop-down** button for the **Org Unit** field and choose a value as desired (all funds for the Org. Unit will be included unless the Fund Multi Single Value option is available and used per step 6).

4. In the Version section, verify that A is listed as the Current value (Version A is the only available version for Projections and defaults in the section).

5. To select the **Projection Season**, click on the **Drop-down** button and choose Fall, Spring, etc.
6. For the **Single Fund** option if applicable:

   - To select the report for a single fund if applicable, click on the **Drop-down** button and choose the fund.
   - OR
   - To select all funds associated with a selected Org. Unit / BFR Code, leave the check in the checkbox beside **Set to Null** to keep the defaulted **Current value: Null**.

7. Once all fields are entered as desired, click on the **Execute** button to generate the report.

### Reports with Comments Tips and Tricks

*Note:* Be sure to adjust or turn off pop-up blocker settings as needed in order to use this type of report. Currently, there is only one Projection report available with comments.

#### YE3 Summary by Fund and Commitment Item with Comments – Spring or Fall

1. When using this report, use the side Group Tree navigation section to click on a single fund and navigate quickly to that fund.

2. Use other buttons for printing, exporting, and finding lines (binoculars).