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FORECAST ROADMAP

GETTING STARTED

1. Open your Chrome browser and go to arp.nd.edu or select ARP through InsideND.
2. Open 2 tabs – one for planning and one for reporting – right click on your ARP tab and select “duplicate”.
3. From your Planning Control Panel, select the “**FY18_Forecast**” scenario.

STEP 1: REVIEW YEAR-END PROJECTIONS

1. **Run Report: 02 - Forecast by Fund**
2. Review the projected net balance for each FOP and determine if this amount is close to where you expect to end the year.
 - a. For those funds where the net balance looks reasonable, no changes are necessary.
 - b. For funds where you anticipate the net balance to be significantly higher or lower, changes will need to be made.

STEP 2: REVIEW WFP

1. View Your Entire Employee Roster
 - a. Expand the WFP Hierarchy, select a Budget Entity → WFP Template → Input
 - b. Choose Select Template → Template Selection Criteria choose All Budget Entities for Budget Entity → choose Apply & Open
 - c. To search by Vacant positions → choose Apply Filter → type Vacant in Employee Number
 - d. To download roster to Excel → choose More → Save as Excel
2. Review your vacant jobs and where necessary, you can change the name, start/end date, salary and name.
3. Review your filled jobs and update end dates for any planned retirements.
4. Make any necessary changes in the respective budget entity.

STEP 3: IDENTIFY OTHER CHANGES NEEDED

For each FOP where the net balance needs to increase or decrease (based on your assessment in Step 1), consider this budget entity's business and expected activities from September through June. Based on the type of changes that you anticipate need to be made, one or more of the following steps will need to be completed:

1. **Run Report: 03 – Forecast – Pooled Labor**

- a. Review actual activity (highlighted in orange) while also considering prior year actual activity. Assess whether the projections for the remainder of the year are reasonable for each account code, including contingency.
- b. From this assessment, changes identified should be made in the respective budget entity's Pooled Labor template.
- c. Recommended: If you have a contingency, change the start and end periods to "1"

2. **Run Report: 04 – Forecast – Non-Labor**

- a. Review actual activity (highlighted in orange) while also considering prior year actual activity. Assess whether the projections for the remainder of the year are reasonable for each FOP.
- b. From this assessment, changes identified should be made in the respective budget entity's OpEx template. Best practice is to examine the larger account code budgets first.

3. **Run Report: 05 – Forecast – Revenue**

- a. Review actual activity (highlighted in orange) for larger account code budgets and assess whether the projections for the remainder of the year are reasonable.
- b. From this assessment, changes identified should be made in the respective budget entity's Revenue template. Best practice is to examine the larger account code budgets first.

4. **Run Report: 06 – Forecast – Transfers**

- a. Review actual activity (highlighted in orange) while also considering prior year actual activity. Assess whether the projections for the remainder of the year are reasonable for each FOP.
- b. From this assessment, changes identified should be made in the respective budget entity's Funds Transfer template.

STEP 4: REVIEW IMPACT OF CHANGES MADE

1. **Run Report: 02 - Forecast by Fund**
2. Review the projected net balance for each FOP and determine if this amount is close to where you expect to end the year.
 - c. For those funds where the net balance looks reasonable, no changes are necessary.
 - d. For funds where you anticipate the net balance to be significantly higher or lower, repeat step 3