

# Forecasting in the Millennium Budget Module



## Entry and Reporting

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**FORECASTING:** “A planning tool that helps management in its attempts to cope with the uncertainty of the future, relying mainly on data from the past and present and analysis of trends.

Forecasting starts with certain assumptions based on the management's experience, knowledge, and judgment. These estimates are projected into the coming months or years...” BusinessDictionary.com

At Western, we have good tools for budgeting - tools for budgeting both recurring base budgets and changes to that base throughout the year, and the one-time or temporary changes to the budget for current fiscal year activity only.

This forecasting module adds another tool for planning items that you are not yet ready to build into the fiscal year budget using a budget transfer. Here are two relevant examples:

- a. While we currently show salaries encumbered for the entire fiscal year, we have yet to find a systematic way to show commitments for corresponding fringe benefits. Using the forecasting module, you can enter costs for these benefits (recorded as positive changes to your forecast) to show where you might have variances at the end of the year due to changes in personnel.
- b. Many times, commitments are made by the President to reimburse departments for one-time expenditures with funds from the contingency reserve. Transfers for these commitments are not made until after the expense has been incurred, so it may be useful for departments receiving these reimbursements to put them into the forecasting module (recorded as negative changes to your forecast).

Use of the forecasting module will not be required at the current time, but is provided to departments to aid in fiscal management and decision making throughout the fiscal year.

## Important Definitions

**Millennium Budget Development:** The part of the Millennium Fast budget module that allows users to build and approve new fiscal year budget entries as well as forecast current for the current fiscal year.

**Class and Subclass:** Budget categories that assist with tracking and reporting. Class and Subclass are optional when working in forecasting.

**Development Menu:** Main menu for budget development and forecasting options.

**Development (“Dev”) Series:** A spreadsheet type table in Millennium used for the collection of data. For example, “FY18 Forecast” is a series.

**Development Entry Menu Item:** Form to view present series entries, edit any “pending” entries, or add new entries. All entries in forecasting should be unlocked unless you approve them.

**Forecast Menu Item:** Report used to view fiscal year forecast entries. May also “quick enter” into forecasting series from this screen if your org code does not have “children.”

**Status:** Pending Approval (or Pending), Approved or Denied. All records are in Pending status until Approved or Denied.

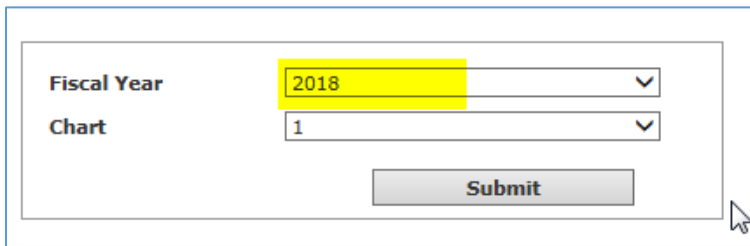
**Status Indicator:** Pending (yellow), Approved (green), Denied (red) circles found on the Add/View/Edit Budget Entry Records screen to the left of the Dev Series column. Quick way to see items approved/pending or denied. You can approve your forecast but it is not necessary since it will not be posted to Banner.

**Excel Import:** Excel file template used to upload changes to Development. Found on [tBO website](#) as well as on the development entry page (bottom).

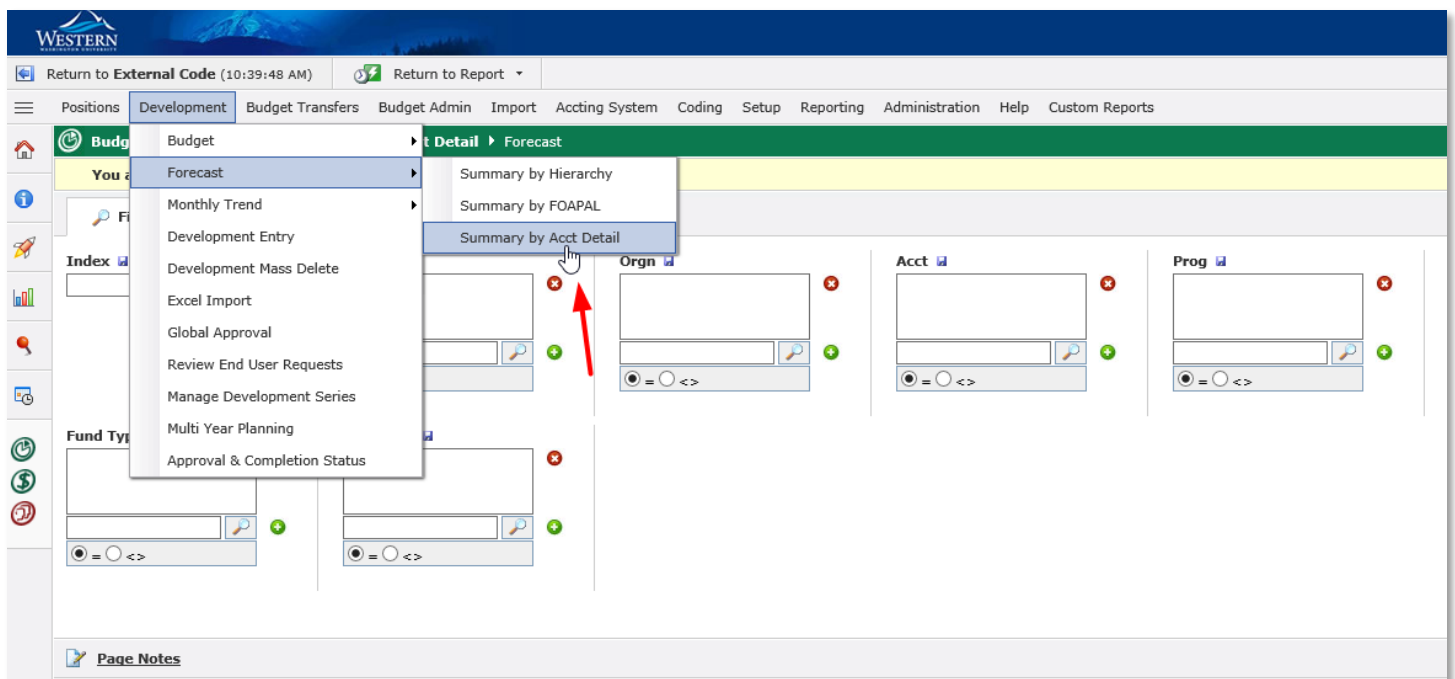
**Review User Requests Menu Item:** Form used by budget approvers to approve or deny pending budget changes. This form can be found under the Development menu. This is not necessary for forecasting but can be used if you so desire. Unlike the base build, none of the “approved” entries will be fed to the subledger so approving a record in forecast will only lock it to prevent it from being edited.

## Setting Up a Forecast

1. Log in to Millennium ([https://millfast.admcs.wvu.edu/FastPortal\\_Prod/DesktopDefault.aspx](https://millfast.admcs.wvu.edu/FastPortal_Prod/DesktopDefault.aspx)) (or test: [https://millfastdev.admcs.wvu.edu/FastPortal\\_Dev/DesktopDefault.aspx](https://millfastdev.admcs.wvu.edu/FastPortal_Dev/DesktopDefault.aspx) )
2. Click on “Budget and Forecasting”
3. Select Fiscal Year and click “Submit.” For forecasting, you will select the present fiscal year. In our example, “2018.” Go to the “Development” menu, click “Forecast” and then select the report you would like to view (Summary by Acct Detail in the example below).



Fiscal Year: 2018  
Chart: 1  
Submit



4. View the columns to determine set-up. Columns in the Summary by Acct Detail report (from left to right):
  - a. Account
  - b. Account Title
  - c. 2 Fiscal Years Ago Actuals
  - d. Last Fiscal Year Actuals
  - e. YTD Actuals
  - f. July – June (actuals displayed once fiscal period closes, remaining are forecast columns)
  - g. [Fiscal Year] Total: this is your total forecast for the year. Actuals + Forecast for the fiscal periods not closed)
  - h. Budget = Fiscal Year Adjusted Budget
  - i. Actual % of Budget = percent of budget being used in the forecast
  - j. Variance = budget dollar value minus the 2018 Total (forecast).

5. Set up your forecast and save as a pinned report. There are three recommended types of forecast set-up:
  - a. **Monthly Forecast (default):** 12 month view beginning July and ending in June of the fiscal year selected upon opening the budget module. If you plan to forecast with the 12 month model, you may want to hide the YTD Actuals since you will see these actuals each month.

Screenshot of 12 mo set-up:

Western

Return to Summary by Acct Detail (05/14/11 PM)Return to Report -

NotificationsChatCarrie ThurmanLogout

PositionsDevelopmentBudget TransfersBudget AdminImportAccounting SystemCodingSetupReportingAdministrationHelpCustom Reports

Budget and ForecastingSummary by Acct DetailForecast

You are currently working in Fiscal Year 2018Chart 1

Filter OptionsReport ResultsHelpMore

ForecastDisplay 0

Fund - 162000 Budget Office | Orgn - 5210 Budget Office | Prog - 0012AC Institutional - Dept Support

Acct	Title	2017 Actuals	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	2018 Total	Budget	Actual % of Budget	Variance	
<b>Tuition and Fees</b>																			
G106	Tuition Operating Revenue	447,781	447,781	0	0	13,996	0	0	0	0	0	0	0	0	461,777	461,777	100.0 %	0	
G107	Tuition Operating Rev Temp Adj	0	0	0	0	0	2,000	0	0	0	0	0	0	0	2,000	2,000	100.0 %	0	
	Subtotal	447,781	447,781	0	0	13,996	2,000	0	0	0	0	0	0	0	463,777	463,777	100.0 %	0	
	Total Revenue	447,781	447,781	0	0	13,996	2,000	0	0	0	0	0	0	0	463,777	463,777	100.0 %	0	
<b>Salary and Wage Expense</b>																			
F102	Permanent Classified	77,316	6,692	6,692	6,692	6,692	6,388	6,830	6,830	6,830	6,830	6,830	6,830	6,831	80,967	81,961	98.8 %	994	
F206	Permanent Pro Staff	192,493	10,438	21,938	21,744	21,744	21,744	21,405	21,405	21,405	21,405	21,405	21,405	21,387	254,064	256,042	98.4 %	2,778	
F704	Pro Staff Sick/Leav Buyout-Atte...	816	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
F741	Classified Overtime	1,607	0	0	0	0	309	0	0	0	0	0	0	0	309	0	0	-309	
	Subtotal	272,261	25,120	28,630	27,986	27,986	27,990	28,235	28,235	28,235	28,235	28,235	28,235	28,218	335,339	338,803	99.0 %	3,464	
<b>Fringe Benefits Expense</b>																			
F906	Employee Benefits Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
F910	OASDI-Social Security	16,400	1,530	1,746	1,700	1,697	1,699	1,750	1,750	1,750	1,750	1,750	1,750	1,750	20,622	21,000	98.2 %	378	
F915	OASDI-Medicare	3,809	354	404	393	393	393	434	434	434	434	434	434	434	4,975	5,208	95.5 %	234	
F920	Emp Benefits Retirement	26,074	2,407	2,612	2,565	2,565	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	30,794	31,000	99.3 %	206	
F930	Emp Benefits-Med Aid/Ind Ins	1,630	158	181	181	181	181	250	250	250	250	250	250	250	2,631	3,000	87.7 %	369	
F940	Emp Bene-Health/Life/Disability	31,968	2,664	3,752	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	42,936	43,824	98.0 %	888	
F960	Emp Benefits-Unemployment C...	713	65	73	71	71	72	92	92	92	92	92	92	92	999	1,100	90.8 %	101	
	Subtotal	80,674	7,178	8,767	8,564	8,558	8,563	8,761	8,761	8,761	8,761	8,761	8,761	8,761	102,956	105,132	97.9 %	2,176	
	Total Labor	352,935	32,298	37,397	36,550	36,543	36,553	36,996	36,996	36,996	36,996	36,996	36,996	36,996	36,979	438,296	443,933	98.7 %	5,638
<b>Personal Services Expense</b>																			
E055	Other Personal Serv Contract Exp	1,631	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E058	Personal Services-IT Consulting	4,892	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Subtotal	6,522	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Goods and Services Expense</b>																			
F100B	Goods & Services Pool	0	0	0	0	0	0	1,445	1,445	1,445	1,445	1,445	1,445	1,447	10,117	17,342	58.3 %	7,225	
E111	Supplies & Materials Exp	541	0	134	86	0	0	0	0	0	0	0	0	0	220	0	0	-220	
E117	Computer Supplies and Access...	0	119	0	0	0	0	0	0	0	0	0	0	0	119	0	0	-119	
E131	Telephone Exp	106	119	11	12	9	11	0	0	0	0	0	0	0	162	0	0	-162	
E157	Software Leases/License Agree...	1,399	0	0	2,493	0	0	0	0	0	0	0	0	0	2,493	2,000	124.7 %	-493	
E160	Repairs/Alt/Maint Exp	83	0	149	0	0	0	0	0	0	0	0	0	0	149	0	0	-149	
E164	Other-Repairs/Alt/Maint Exp	0	18	0	0	0	0	0	0	0	0	0	0	0	18	0	0	-18	
E171	Printing Expense	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E172	Print & Copy Center Expense	517	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Save As...

millenniumFAST

- b. **Quarterly Forecast:** a forecast using 4 months of the fiscal year (ex: September, December, March, June or July, October, January, April). Columns to hide: hide months not used. If you do not want to see actuals YTD, go ahead and hide the YTD Actuals column. Please note that actuals will calculate in the 2018 Total column at the end of the grid even if you hide the columns with the actuals in them.

## Screenshot of quarterly set up:

**Budget and Forecasting** ▶ **Summary by Acct Detail** ▶ **Forecast**

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Forecast

Fund = 16200 Budget Office | Orgn = 5210 Budget Office | Prog = 081ZAC Institutional - Dept Support

Acct	Title	2017 Actuals	2018 YTD Actuals	Sep Actuals	Dec Forecast	Mar Forecast	Jun Forecast	2018 Total	Budget	Actual % of Budget	Variance
<b>Tuition and Fees</b>											
G106	Tuition Operating Revenue	447,281	461,277	0	0	0	0	461,277	461,277	100.0 %	0
G107	Tuition Operating Rev Temp Adj	0	2,000	0	0	0	0	2,000	2,000	100.0 %	0
	<b>Subtotal</b>	447,281	463,277	0	0	0	0	463,277	463,277	100.0 %	0
	<b>Total Revenue</b>	447,281	463,277	0	0	0	0	463,277	463,277	100.0 %	0
<b>Salary and Wage Expense</b>											
F102	Permanent Classified	77,316	33,156	6,692	6,830	6,830	6,831	80,967	81,961	98.8 %	994
F206	Permanent Pro Staff	192,493	104,247	21,294	21,405	21,405	21,387	254,064	256,842	98.9 %	2,778
F704	Pro Staff SickLeav Buyout-Attenda...	846	0	0	0	0	0	0	0		0
F741	Classified Overtime	1,607	309	0	0	0	0	309	0		-309
	<b>Subtotal</b>	272,261	137,711	27,986	28,235	28,235	28,218	335,339	338,803	99.0 %	3,464
<b>Fringe Benefits Expense</b>											
F900B	Employee Benefits Pool	0	0	0	0	0	0	0	0		0
F910	OASDI-Social Security	16,480	8,372	1,700	1,750	1,750	1,750	20,622	21,000	98.2 %	378
F915	OASDI-Medicare	3,809	1,937	393	434	434	434	4,975	5,208	95.5 %	234
F920	Emp Benefits-Retirement	26,074	12,713	2,565	2,583	2,583	2,583	30,794	31,000	99.3 %	206
F930	Emp Benefits-Med Aid/Ind Ins	1,630	881	181	250	250	250	2,631	3,000	87.7 %	369
F940	Emp Bene-Health,Life,DisabIns	31,968	17,372	3,652	3,652	3,652	3,652	42,936	43,824	98.0 %	888
F960	Emp Benefits-Unemployment Comp	713	355	74	92	92	92	999	1,100	90.8 %	101
	<b>Subtotal</b>	80,674	41,629	8,564	8,761	8,761	8,761	102,956	105,132	97.9 %	2,176
	<b>Total Labor</b>	352,935	179,341	36,550	36,996	36,996	36,979	438,296	443,935	98.7 %	5,639
<b>Personal Services Expense</b>											
E055	Other Personal Serv Contract Exp	1,631	0	0	0	0	0	0	0		0
E058	Personal Services-IT Consulting	4,892	0	0	0	0	0	0	0		0
	<b>Subtotal</b>	6,522	0	0	0	0	0	0	0		0
<b>Goods and Services Expense</b>											
E100B	Goods & Services Pool	0	0	0	1,445	1,445	1,447	10,117	17,342	58.3 %	7,225
E111	Supplies & Materials Exp	541	220	86	0	0	0	220	0		-220
E117	Computer Supplies and Accessories	0	119	0	0	0	0	119	0		-119
E131	Telephone Exp	106	162	12	0	0	0	162	0		-162
E157	Software Leases/License Agreeeme...	1,399	2,493	2,493	0	0	0	2,493	2,000	124.7 %	-493
E160	Repairs/Alt/Maint Exp	83	149	0	0	0	0	149	0		-149
E164	Other-Repairs/Alt/Maint Exp	0	18	0	0	0	0	18	0		-18
E171	Printing Expense	20	0	0	0	0	0	0	0		0

- c. **One Month Forecast:** Use June to enter all forecast for the fiscal year. Hide all months except June. Leave YTD Actuals column in. In this model, all estimated expenses are entered into June.

## Screenshot of June only set-up:

**Budget and Forecasting** ▶ **Summary by Acct Detail** ▶ **Forecast**

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Forecast

Fund = 16200 Budget Office | Orgn = 5210 Budget Office | Prog = 081ZAC Institutional - Dept Support

Acct	Title	2017 Actuals	2018 YTD Actuals	Jun Forecast	2018 Total	Budget	Actual % of Budget	Variance
<b>Salary and Wage Expense</b>								
F102	Permanent Classified	77,316	33,156	6,831	80,967	81,961	98.8 %	994
F206	Permanent Pro Staff	192,493	104,247	21,387	254,064	256,842	98.9 %	2,778
F704	Pro Staff SickLeav Buyout-Attenda...	846	0	0	0	0		0
F741	Classified Overtime	1,607	309	0	309	0		-309
	<b>Subtotal</b>	272,261	137,711	28,218	335,339	338,803	99.0 %	3,464
<b>Fringe Benefits Expense</b>								
F900B	Employee Benefits Pool	0	0	0	0	0		0
F910	OASDI-Social Security	16,480	8,372	1,750	20,622	21,000	98.2 %	378
F915	OASDI-Medicare	3,809	1,937	434	4,975	5,208	95.5 %	234
F920	Emp Benefits-Retirement	26,074	12,713	2,583	30,794	31,000	99.3 %	206
F930	Emp Benefits-Med Aid/Ind Ins	1,630	881	250	2,631	3,000	87.7 %	369
F940	Emp Bene-Health,Life,DisabIns	31,968	17,372	3,652	42,936	43,824	98.0 %	888
F960	Emp Benefits-Unemployment Comp	713	355	92	999	1,100	90.8 %	101
	<b>Subtotal</b>	80,674	41,629	8,761	102,956	105,132	97.9 %	2,176
	<b>Total Labor</b>	352,935	179,341	36,979	438,296	443,935	98.7 %	5,639
<b>Personal Services Expense</b>								
E055	Other Personal Serv Contract Exp	1,631	0	0	0	0		0
E058	Personal Services-IT Consulting	4,892	0	0	0	0		0

6. If you modify the forecast report, pin the report so that your changes will not be lost when you want to view the forecast again. You may also want to make it available on your Dashboard.

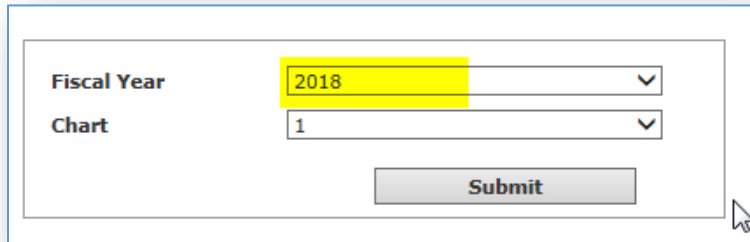
A screenshot of a 'Save As...' dialog box. The dialog has a blue title bar with the text 'Save As...' and a close button (X). Inside the dialog, there are two main input fields: 'Report Name' and 'Description (Optional)'. The 'Report Name' field is a single-line text box. The 'Description (Optional)' field is a multi-line text box with a vertical scrollbar. To the right of the 'Description' field is a checkbox labeled 'Display on Export'. Below the 'Report Name' field, there are two checkboxes: 'Make Graph Available on Dashboard' and 'Make Grid Available on Dashboard'. To the right of these checkboxes is a 'Share this Report' button with a dropdown arrow. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save'.

***NOTE ON SET-UP: Forecast defaults are 12 months with recurring beginning base budget (BD01 and BR01 rule codes) divided equally over the 12 months. If you want to forecast with fewer months, you may want to remove the totals in the months not being used (i.e. make them zero by entering a negative transaction to bring the balance to zero) and adjust the months up that you are planning to use based on your spending analysis.***

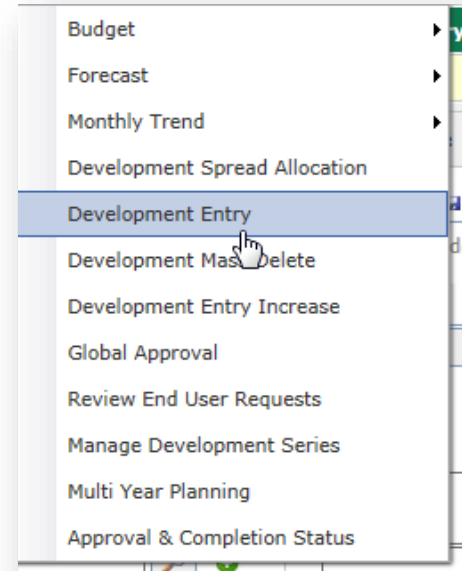
## How to Download Data for View or Analysis

If you would like to download your present forecast in total in order to view it in excel or to perform calculations, you may do so directly in the Development Entry series.

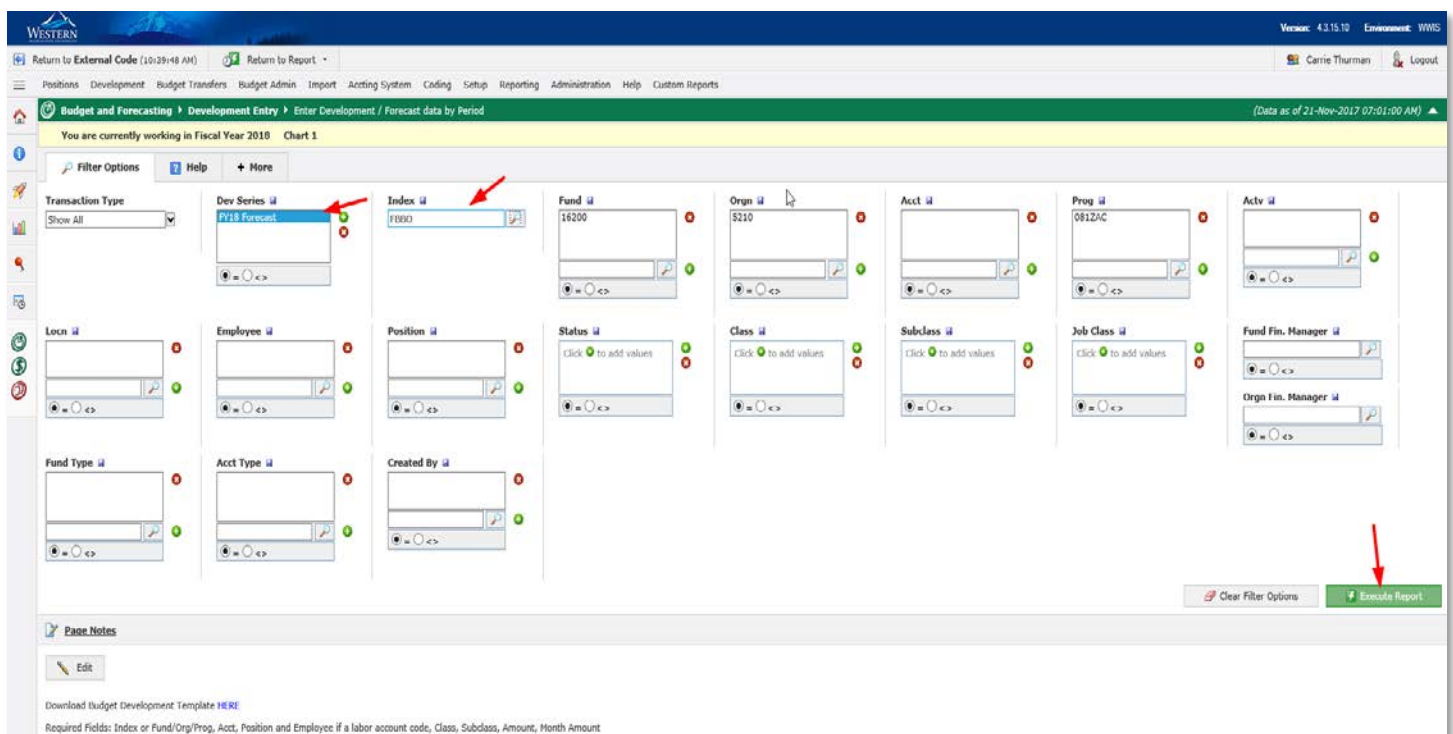
1. Open Millennium Budget, select the fiscal year you are building the budget for, navigate to the Development menu and select "Development Entry."



A screenshot of a web form titled "Development Entry". It features two dropdown menus: "Fiscal Year" with "2018" selected and highlighted in yellow, and "Chart" with "1" selected. Below these is a grey "Submit" button. A mouse cursor is pointing at the bottom right corner of the form.



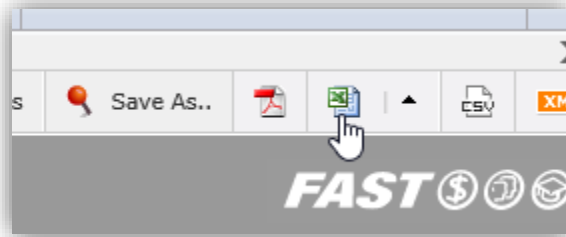
2. Select the Forecast Series (ex. FY18 Forecast), select your filter criteria, and then "Execute Report." The report results will be displayed.



A screenshot of the "Budget and Forecasting" interface. The top navigation bar shows "Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period". Below this, a yellow banner states "You are currently working in Fiscal Year 2018 Chart 1". The main area contains a grid of filter options for various fields: Transaction Type, Dev Series (with "FY18 Forecast" selected and a red arrow pointing to it), Index (with "FY18" selected and a red arrow pointing to it), Fund, Orgn, Acct, Prog, Actv, Locn, Employee, Position, Status, Class, Subclass, Job Class, Fund Fin. Manager, Orgn Fin. Manager, Fund Type, Acct Type, and Created By. At the bottom right, there are two buttons: "Clear Filter Options" and "Execute Report" (with a red arrow pointing to it). The bottom of the page includes a "Page Notes" section with a link to "Download Budget Development Template HERE" and a note about required fields.



- Click on the excel icon at the bottom right of the screen and then select Open or Save on the pop-up box.  
Data will be exported to excel.



Do you want to open or save DevEntry\_Position\_21-Jul-2017\_12-03-22\_PM.xls (4.06 MB) from millfast.admcs.wvu.edu?

Open Save Cancel

Note: You may also download the Summary by Acct Detail Forecast report itself without supporting data by clicking on the PDF or Excel icon at the bottom right of the report:

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Forecast Display

Fund = 16200 Budget Office | Orgn = 5210 Budget Office | Prog = 001ZAC Institutional - Dept Support

Acct	Title	2016 Actuals	2017 Actuals	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	2018 Total	Budget	Actual % of Budget
<b>Tuition and Fees</b>																		
G106	Tuition Operating Revenue	0	447,281	447,281	0	0	13,996	0	0	0	0	0	0	0	0	461,277	461,277	100.0 %
G107	Tuition Operating Rev Temp Adj	0	0	0	0	0	0	2,000	0	0	0	0	0	0	0	2,000	2,000	100.0 %
	Subtotal	0	447,281	447,281	0	0	13,996	2,000	0	0	0	0	0	0	0	463,277	463,277	100.0 %
	<b>Total Revenue</b>	0	447,281	447,281	0	0	13,996	2,000	0	0	0	0	0	0	0	463,277	463,277	100.0 %
<b>Salary and Wage Expense</b>																		
F102	Permanent Classified	0	77,316	6,692	6,692	6,692	6,692	6,388	6,820	6,820	6,820	6,820	6,820	6,820	6,820	80,967	81,961	98.8 %
F206	Permanent Pro Staff	0	192,493	18,428	21,938	21,294	21,294	21,294	21,405	21,405	21,405	21,405	21,405	21,405	21,387	284,084	286,842	98.9 %
F704	Pro Staff Sick/Leave Buyout-Attenda	0	846	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
F741	Classified Overtime	0	1,607	0	0	0	0	309	0	0	0	0	0	0	0	309	0	0 %
	Subtotal	0	272,261	25,120	28,630	27,986	27,986	27,990	28,225	28,225	28,225	28,225	28,225	28,225	28,218	335,339	328,893	99.0 %
<b>Fringe Benefits Expense</b>																		
P900B	Employee Benefits Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
P910	GAOGL Social Security	0	16,480	1,530	1,746	1,700	1,697	1,699	1,750	1,750	1,750	1,750	1,750	1,750	1,750	20,622	21,000	98.2 %
P915	GAOGL Medicare	0	3,809	354	404	393	393	393	424	424	424	424	424	424	424	4,975	5,208	95.5 %
P920	Emp Benefits-Retirement	0	26,074	2,407	2,612	2,565	2,565	2,565	2,583	2,583	2,583	2,583	2,583	2,583	2,583	30,794	31,000	99.3 %
P930	Emp Benefits-Med Aid/Ind Ins	0	1,630	158	181	181	181	181	230	230	230	230	230	230	230	2,631	2,631	87.7 %
P940	Emp Bene-Health/Life/DisabIns	0	31,968	2,664	3,752	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	42,936	43,824	98.0 %
P960	Emp Benefits-Unemployment Comp	0	713	65	73	74	71	72	92	92	92	92	92	92	92	999	1,100	90.8 %
	Subtotal	0	86,674	7,178	8,767	8,564	8,558	8,563	8,761	8,761	8,761	8,761	8,761	8,761	8,761	102,956	105,132	97.9 %
	<b>Total Labor</b>	0	352,935	32,298	37,397	36,550	36,543	36,553	36,986	36,986	36,986	36,986	36,986	36,986	36,979	438,296	443,935	98.7 %
<b>Personal Services Expense</b>																		
E055	Other Personal Serv Contract Exp	0	1,631	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
E058	Personal Services-IT Consulting	0	4,992	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
	Subtotal	0	6,622	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
<b>Goods and Services Expense</b>																		
E100B	Goods & Services Pool	0	0	0	0	0	0	0	1,445	1,445	1,445	1,445	1,445	1,445	1,447	10,117	17,342	58.3 %
E111	Supplies & Materials Exp	0	541	0	134	86	0	0	0	0	0	0	0	0	0	220	0	0 %
E117	Computer Supplies and Accessories	0	0	119	0	0	0	0	0	0	0	0	0	0	0	119	0	0 %
E131	Telephone Exp	0	106	119	11	12	9	11	0	0	0	0	0	0	0	162	0	0 %
E157	Software Leases/License Agreee...	0	1,399	0	0	2,493	0	0	0	0	0	0	0	0	0	2,493	2,000	124.7 %
E160	Repairs/Maint Exp	0	83	0	149	0	0	0	0	0	0	0	0	0	0	149	0	0 %
E164	Other Repairs/Maint Exp	0	0	18	0	0	0	0	0	0	0	0	0	0	0	18	0	0 %
E171	Printing Expense	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
E172	Print & Copy Center Expense	0	517	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 %
E173	Self-serve Copier Expense	0	1,158	135	53	73	53	101	0	0	0	0	0	0	0	415	0	0 %

Save As..

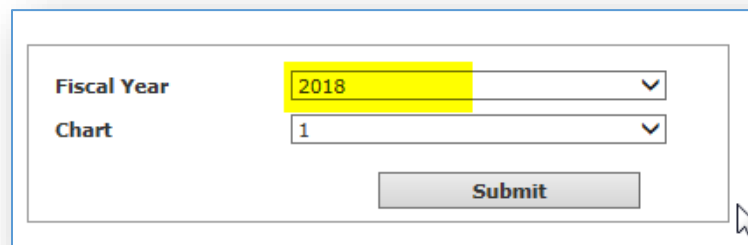
## How To Upload To Millennium – Forecast Series

1. Download Excel Template from Development Entry Screen or use the development [template](#) found on the tBO site.
  - a. Prepare your data to upload.
  - b. Do not include any formulas in the upload. If you paste from another document, **paste as “values” so that formatting is not included.**
  - c. Required fields: Fund, Org, Acct, Prog, Amount, and Description. Enter “Amount” in the month or months desired. Use a negative “-” number for any budget decrease entries and a positive number for any budget increase entries.
  - d. Optional fields: FAST (do not need to add Fund/Org/Prog if you use this), Additional Comments= your notes/comments on the transaction (equal to 255 characters).
  - e. Save template in preparation for upload.

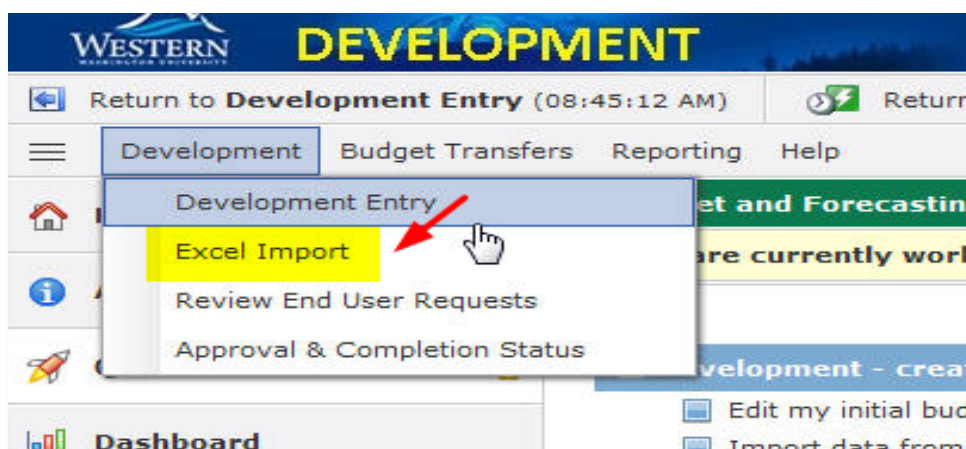
***Note: uploading with the template will add additional lines to the forecast similar to how the base build is compiled.***

***For forecasting, you may also change totals directly in the form without adding extra lines if you do not have a need to track the history of your changes.***

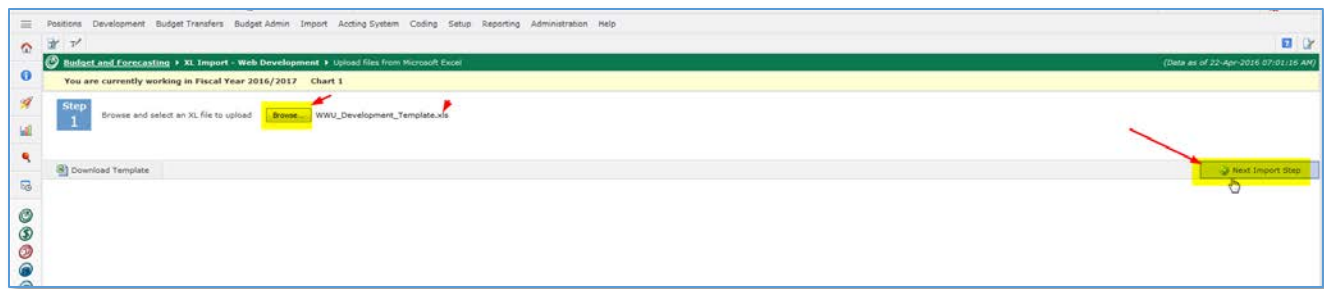
2. Once you have your upload prepared, open the Millennium Budget Module, select the present fiscal year (ex. 2018), navigate to the Development menu and select “Excel Import.”



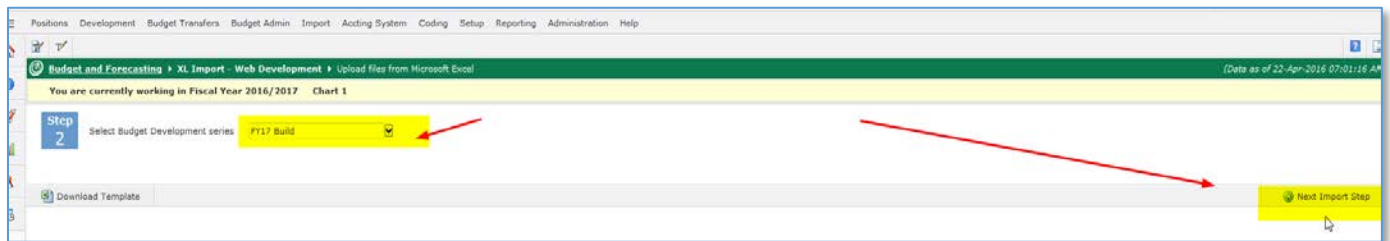
A screenshot of a web form titled "Fiscal Year" and "Chart". The "Fiscal Year" dropdown menu is set to "2018" and the "Chart" dropdown menu is set to "1". A "Submit" button is located at the bottom right of the form.



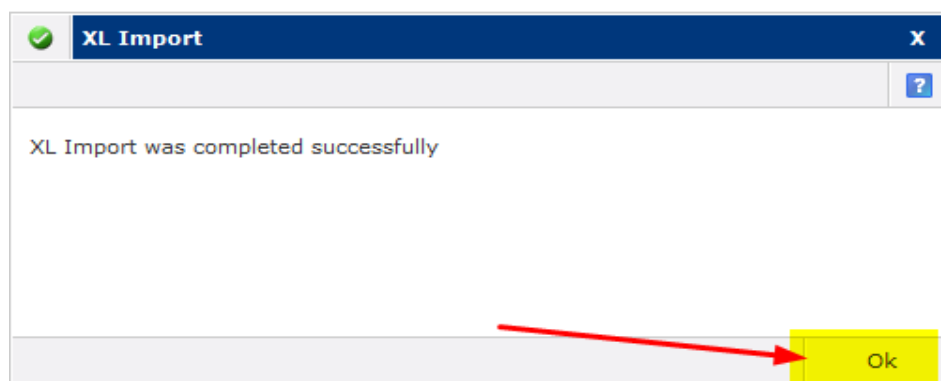
1. Click on “Browse,” navigate to your saved template, highlight the file, click open and then click “Next Import Step” all the way to the right.



2. Select the Development series to upload the data to (ex. FY18 Forecasting) and then click on “Next Import Step” all the way to the right.



3. Millennium will check against the chart of accounts for active chart elements and then give you a completed message. Click “Ok.” If there is an error, you will receive an error message and be prompted to open a pdf document that will display the lines causing the error. If there is an error, the entire upload will fail so you must correct the error and upload the document again.

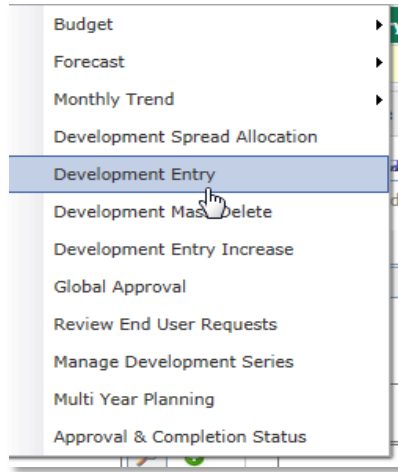


4. Click Ok to exit.
5. Navigate to the Development Entry page to view or edit items uploaded.

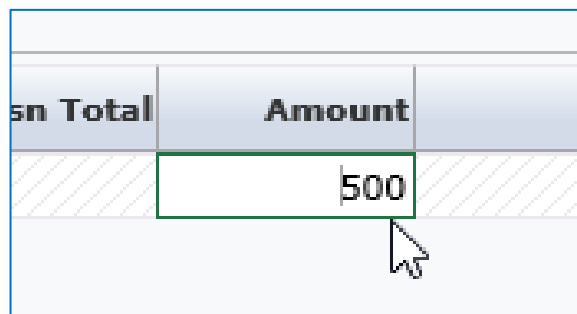
Note: if you uploaded in error and would like the entire upload deleted, please contact the Budget Office with a mass delete request. Have the excel import number handy (to the right on the Development Entry screen called “XL Import Log”).

## Editing and Adding Forecast Entries in Millennium Budget Development

1. Log into Millennium Budget for the current fiscal year.
2. There are two ways to enter your forecast: data-grid entry and quick entry. To enter via data-grid:
  - a. Click on the “Development” menu and then “Development Entry.” Selecting Development Entry will take you to the starting point to edit and add entries to your budget.



- b. Select the Dev Series (ex. FY18 Forecast) and any other filters you would like and then “Execute Report.” The report results will be displayed. Note that you will not see actuals in this screen – just the forecast totals. From here you can enter new lines, edit current entries, attach documents to entries, etc. Each row has a circle status indicator to the left of the Dev Series column. If a record has been approved the circle is green and the record is not editable. If the circle is red, the entry has been denied. If the circle is yellow, the entry is in “pending” status and can be edited or deleted.
- c. To edit a pending entry (yellow circle all the way to the left), click on any of the editable fields (ex. Acct, Emp %, Amount, etc., and enter the change) and then click “Save” - little disc next to the “+New” button. Note: once you change a record, the original data will be overwritten with the new data. Only the person who has added or uploaded the line can edit the record. However, anyone can add a new line to make an adjustment for the same FOAPAL/Employee string.



Click field to change data and then save to update a record

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Transaction Type = Show All | Dev Series = FY18 Base Testing | Index = fbbo | Fun

+ New [Save Icon] X Copy [Undo] [Redo] [Settings]

Dev Series	Index	Fund ^	Fund Title	Orgn ^
FY18 Base Testing	FBBO	16200	Budget Office	5210
FY18 Base Testing	FBBO	16200	Budget Office	5210
FY18 Base Testing	FBBO	16200	Budget Office	5210

**Save = disc button. You may save after each change or make multiple updates and/or add lines and then save before exiting.**

- d. To add a new line, click the "+New" icon at the top left of the Development Entry Screen the screen or, if you are at the end of a row and tab, a new line will appear. Enter all info for new line and save.

Transaction Type = Show All

+ New [Save Icon] X

Row # Dev Se

1 [Save Icon] FY18 B

- e. To delete a line from the main development screen, highlight the row you'd like to delete, and then click the red "X" in the upper left corner of the screen. **Note: Save changes or delete will not occur.**

Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Transaction Type = Show All | Dev Series = FY18 Base Testing | Index = fbbo | Fund = 16200 | Orgn = 5210 | Prog = 081

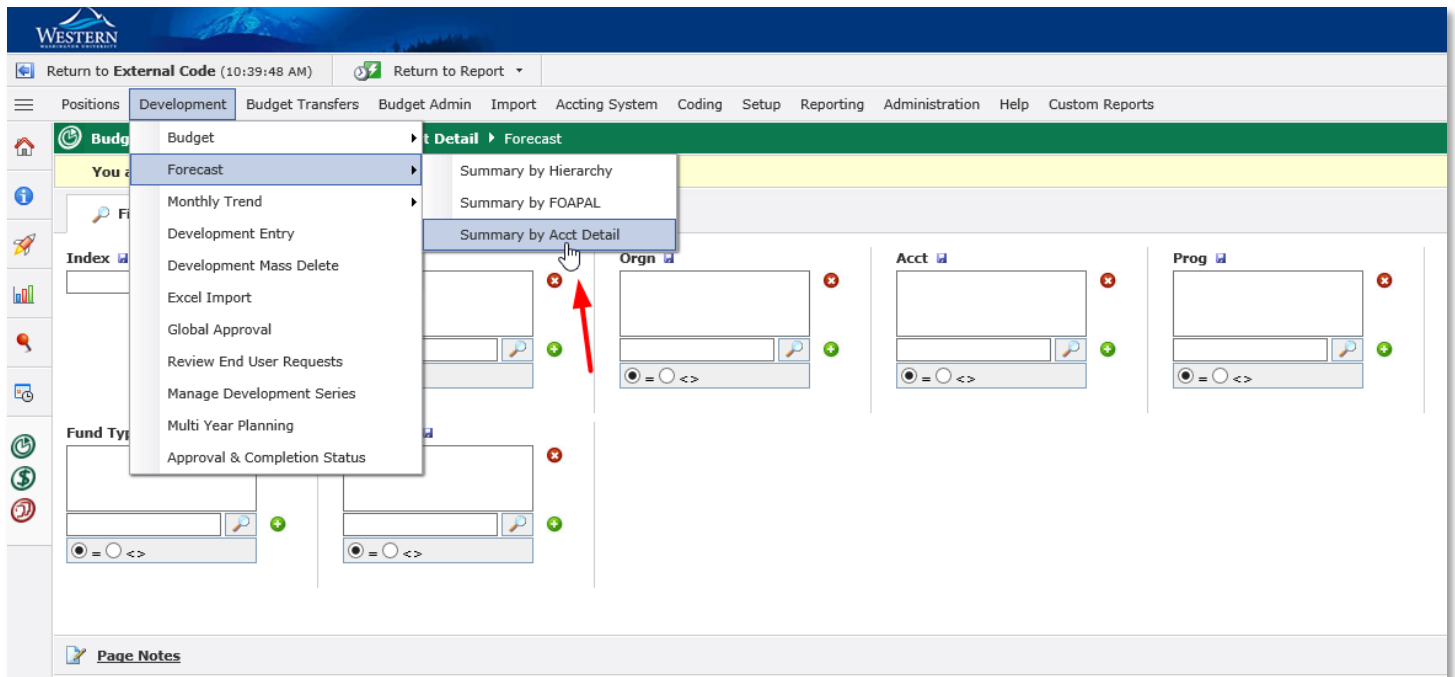
+ New [Save Icon] [Red X] Copy [Undo] [Redo] [Settings]

Row #	Dev Series	Index	Fund ^	Fund Title	Orgn ^	Orgn Desc
1	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
2	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
3	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
4	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
5	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
6	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office
7	FY18 Base Testing	FBBO	16200	Budget Office	5210	Budget Office

Highlight line to delete by clicking on the row, click the "X" and then save.

3. To quick enter forecast data directly in the forecast report:

a. Click on the “Development” menu, then “Forecast”, then “Summary by Acct Detail.”



b. Enter FY18 Forecast as series, set your filter criteria and “Execute Report.”

c. When the report loads, click on any of the blue highlighted totals in a moth that is labeled “forecast.”  
Note that if you click a month labeled actuals that the link will take you to the finance actuals associated with the total.

Positions Development Budget Transfers Budget Admin Import Accounting System Coding Setup Reporting Administration Help Custom Reports

Budget and forecasting Summary by Acct Detail Forecast (Data as of 14-Dec-2017 07:01:02)

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Forecast

Fund = 16200 Budget Office | Orgn = 5210 Budget Office | Prog = 081ZAC Institutional - Dept Support

Acct	Title	2016 Actuals	2017 Actuals	2018 YTD Actuals	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	2018 Total
<b>Tuition and Fees</b>																	
G106	Tuition Operating Revenue	0	447,281	461,277	447,281	0	0	13,996	0	0	0	0	0	0	0	0	461,277
G107	Tuition Operating Rev Temp Adj	0	0	2,000	0	0	0	0	2,000	0	0	0	0	0	0	0	2,000
	<b>Subtotal</b>	0	447,281	463,277	447,281	0	0	13,996	2,000	0	0	0	0	0	0	0	463,277
	<b>Total Revenue</b>	0	447,281	463,277	447,281	0	0	13,996	2,000	0	0	0	0	0	0	0	463,277
<b>Salary and Wage Expense</b>																	
F102	Permanent Classified	0	77,316	33,156	6,602	6,602	6,602	6,602	6,388	6,830	6,830	6,830	6,830	6,830	6,830	6,831	80,96
F206	Permanent Pro Staff	0	192,493	104,247	10,420	21,930	21,294	21,294	21,294	21,405	21,405	21,405	21,405	21,405	21,405	21,307	254,06
F704	Pro Staff Sick/Leav Duvout-Attende...	0	846	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F741	Classified Overtime	0	1,607	309	0	0	0	0	309	0	0	0	0	0	0	0	30
	<b>Subtotal</b>	0	272,261	137,711	25,120	28,630	27,980	27,980	27,990	28,235	28,235	28,235	28,235	28,235	28,235	28,218	335,33
<b>Fringe Benefits Expense</b>																	
F9000	Employee Benefits Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F910	OASDI-Social Security	0	16,400	8,372	1,530	1,746	1,700	1,697	1,699	1,750	1,750	1,750	1,750	1,750	1,750	1,750	20,62
F915	OASDI-Medicare	0	3,809	1,937	354	404	393	393	393	434	434	434	434	434	434	434	4,97
F920	Emp Benefits-Retirement	0	26,074	12,713	2,407	2,612	2,565	2,565	2,565	2,583	2,583	2,583	2,583	2,583	2,583	2,583	30,79
F930	Emp Benefits-Med Aid/Ind Ins	0	1,630	881	158	181	181	181	181	250	250	250	250	250	250	250	2,63
F940	Emp Bene-Health/Life/Disables	0	31,968	17,372	2,664	3,752	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	3,652	42,93
F960	Emp Benefits-Unemployment Comp	0	713	355	65	73	74	71	72	92	92	92	92	92	92	92	99
	<b>Subtotal</b>	0	80,674	41,620	7,178	8,767	8,564	8,558	8,563	8,761	8,761	8,761	8,761	8,761	8,761	8,761	107,05
	<b>Total Labor</b>	0	352,935	179,341	32,298	37,397	36,550	36,543	36,553	36,996	36,996	36,996	36,996	36,996	36,996	36,979	438,29

Click here to change forecast.

d. The quick entry box will open. Required fields: forecast dollars being increased or decreased, Prog code, and comments.

- e. Enter your change amount (up or down) and the new total for the line will be calculated once you tab out of the box.

**Dec Forecast**
**X**

**F102 ▶ Permanent Classified ▶ 6,830**

To view/edit what makes up this number, [drilldown to detail](#) OR quickly add an adjusting record below.

Base	Dec Forecast	New Total	Emp # ▲	Pos ▲	Prog	Comments
6,830	200	7,030	<input type="text" value=""/>			



<>


- f. Save the record with the “save” disc icon at the top of the box. Once saved, the new forecast total will appear on the report and be included in all calculations. If you click the number again and “drill down to detail,” you will see the comments, etc., that you included with the change. You may also attach documents to the entry on this datagrid detail screen.

<div> <div>Positions</div> <div>Development</div> <div>Budget Transfers</div> <div>Budget Admin</div> <div>Import</div> <div>Acting System</div> <div>Coding</div> <div>Setup</div> <div>Reporting</div> <div>Administration</div> <div>Help</div> <div>Custom Reports</div> </div>													
<div> <div>Budget and Forecasting</div> <div>Summary by Acct Detail</div> <div>Forecast</div> </div>													
<div> <div>You are currently working in Fiscal Year 2018</div> <div>Chart 1</div> </div>													
<div> <div>Filter Options</div> <div>Report Results</div> <div>Help</div> <div>+ More</div> </div>													
<div> <div>Forecast</div> </div>													
<div> <div>Fund = 16200 Budget Office</div> <div>Orgn = 5210 Budget Office</div> <div>Prog = 081ZAC Institutional - Dept Support</div> </div>													
Acct	Title	2016 Actuals	2017 Actuals	2018 YTD Actuals	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Forecast	Jan Forecast	Feb Forecast	Mar Fo
<b>Tuition and Fees</b>													
G106	Tuition Operating Revenue	0	447,281	461,277	447,281	0	0	13,996	0	0	0	0	0
G107	Tuition Operating Rev Temp Adj	0	0	2,000	0	0	0	0	2,000	0	0	0	0
	Subtotal	0	447,281	463,277	447,281	0	0	13,996	2,000	0	0	0	0
	<b>Total Revenue</b>	0	447,281	463,277	447,281	0	0	13,996	2,000	0	0	0	0
<b>Salary and Wage Expense</b>													
F102	Permanent Classified	0	77,316	33,156	6,692	6,692	6,692	6,692	6,388	7,030	6,830	6,830	
F206	Permanent Pro Staff	0	192,493	104,247	18,428	21,938	21,294	21,294	21,294	21,405	21,405	21,405	
F704	Pro Staff SickLeav Buyout-Attenda...	0	846	0	0	0	0	0	0	0	0	0	
F741	Classified Overtime	0	1,607	309	0	0	0	0	309	0	0	0	
	Subtotal	0	272,261	137,711	25,120	28,630	27,986	27,986	27,990	28,235	28,235	28,235	
<b>Fringe Benefits Expense</b>													
F900B	Employee Benefits Pool	0	0	0	0	0	0	0	0	0	0	0	
F910	OASDI-Social Security	0	16,480	8,372	1,530	1,746	1,700	1,697	1,699	1,750	1,750	1,750	
F915	OASDI-Medicare	0	3,809	1,937	354	404	393	393	393	434	434	434	
F920	Emp Benefits-Retirement	0	26,074	12,713	2,407	2,612	2,565	2,565	2,565	2,583	2,583	2,583	
F930	Emp Benefits-Med Aid/Ind Ins	0	1,630	881	158	181	181	181	181	250	250	250	



Datagrid detail screen – add attachments to forecast entry by clicking the paperclip:

13		FY18 Forecast	FBBU	16200	Budget Office	5210	Budget Office
14		FY18 Forecast	FBBO	16200	Budget Office	5210	Budget Office



Click to attach documents

**Important note: if your org code has “children,” you will not be able to use the quick entry box. When you click on the forecast amount, it will automatically route you to the development datagrid entry screen instead of the quick menu.**

## General Information on Millennium Forecasting

- At the close of each fiscal period, the budget office will archive the forecast and then load the actuals for the closed period. An email will be sent to everyone with forecasting permissions to let users know the series has been updated with actuals.
- When actuals are loaded, the totals replace the forecast total for the month in the forecast report. For example, when November closes, that column changes from a forecast column to an actuals column and represents actual expenses posted to Banner’s general ledger.
- When you drill down to the datagrid entry, you will still see Jul through June represented (or any months you have chosen not to hide) but any numbers you see for closed months will not be shown or calculated on the report. In addition, if you make a change to a closed period, you will not see that change represented on the forecast report.
- Prog code is required for quick entry because we do not use a 1:1 relationship with fund-org-prog at WWU.
- Class, Subclass, Posn #, ID are not required in forecasting but can be used if you would like. If you require more Class/Subclass codes, please contact the Budget Office.
- If you would like to post to the forecasting series at the same time you’re performing a budget transfer, you may do so by selecting the forecast series in the header of the budget transfer. More information can be found in the [budget transfer guide](#).
- You can be as detailed or as general with your forecast as you’d like but just remember that it’s only as accurate as you choose to make it with the data entry you do. Forecast totals are not automatically updated and must be manually maintained. In addition, any open commitments in Banner must be manually entered and maintained in the forecast.
- **Use caution when performing data entry or approving records. There is one forecast series for the University and since we do not have org security turned on, this can cause errors with data entry and approvals. Be sure to select only your FOAPAL records to change or approve.**



## Appendix - Scenarios (recommended entry)

### Scenario A: Commitment to be reimbursed with an accounting JV or budget transfer

- If you are the receiving department, enter the commitment as a negative dollar amount along with any supporting documentation into your forecast for the month you expect to receive the funds. If you are not sure, enter the commitment into June.
- If you are the department funding the commitment, enter the commitment as a positive dollar amount in your funding string.
- If you are doing general forecasting by account code (i.e. overwriting a total and not creating a new line) – increase or decrease the present forecast amount in the account code by the commitment amount.
- If the commitment is to be an expense reimbursement via an accounting JV, once the commitment posts and the forecast series is updated with actuals, you will see the actual reimbursement replace the forecast. If the commitment posts in the month you designated, no further action is required.
- If you entered the commitment into a future forecast month and had expenses reimbursed before the month you selected, remember to zero out the forecast total for the line you entered for the commitment. If you don't, your "Actual % of Budget" and "Variance" columns will be incorrect. You can wait until actuals replace the forecast but just be aware the totals will be incorrect.
- Similarly, budget transfers are reflected immediately on the forecast report so once the budget transfer occurs for the commitment, zero out the forecast total to ensure that the summary columns are correct. You may wait until actuals replace the forecast but totals will be incorrect until then.
- Note: you can either add a new line for your entry or overwrite the existing total with a new amount – depending on how detailed you'd like to be with tracking.

Scenario A: Example of expense reimbursement or budget commitment forecast entry (adding a new line):

You are currently working in Fiscal Year 2018Chart 1

Filter Options

Report Results

Help

+ More

Transaction Type = Show Revenues and Expenses | Dev Series = WWU FY18 Forecast | Fund = 16200 | Orgn = 5210 | Acct = E111 | Prog = 081ZAC

+ New

Copy

Row #		Dev Series	Index	Fund ^	Orgn ^	Orgn Title	Acct ^	Acct Desc	Prog	Actv	Locn	Class	Subclass	Description	Quantity	Amount	Total Amount	Bu
1		WWU FY18 Forecast	FBBO	16200	5210	Budget Office	E111	Supplies & Materials Exp	081ZAC					testing 12/12	1.0000	100,000	100,000	BR
--		WWU FY18 Forecast	FBBO	16200	5210		E111		081ZAC					1x funds from VP BFA / New Office Furniture	1.0000	-50,000	-50,000	

You are currently working in Fiscal Year 2018 Chart 1																
Filter Options Report Results Help + More																
Transaction Type = Show Revenues and Expenses   Dev Series = WWU FY18 Forecast   Fund = 16200   Orgn = 5210   Acct = E111   Prog = 081ZAC																
+ New [Icons]																
Reading		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Sum of Periods		
		0	0	0	0	0	0	0	0	0	0	100,000	0	100,000		
Jun (period 12)		0	0	0	0	0	0	0	0	0	0	0	-50,000	-50,000		

## Scenario B: New employee in a new position

- Divide the employee's annual salary by 12 to calculate monthly salary. Enter that total in each remaining forecast month OR multiply that total by the remaining months in the quarter(s) or fiscal year depending on your model.
- If entering a new line, add position number and employee ID to the line and then the individual salary total from the step above. If doing general forecasting based on account code only, increase the total in the account code by the amount for the new employee for the months in your model.
- The months that the employee did not work should be zeros (or no increase) in your forecast. Actuals and forecast will begin from hire month.
- Don't forget to increase the benefit pool/benefit account codes beginning the month the employee was hired.
- If you're forecasting by adding new lines to your forecast, you can automatically transfer the lines to your forecast when doing the budget transfer to fund the position (see example below). You may enter quarter totals, 1x a year totals or monthly totals for the budget transfer and have it simultaneously post to forecast. You may budget the entire year on a recurring basis with your budget transfer and the closed months will not be added to the forecast report. Note: you may see them when you drill down but they will not be in the report calculations as the report will only calculate the actuals plus the remaining forecast months.

## Scenario B: Example of New employee in new position simultaneous budget transfer / forecast post

Positions Development Budget Transfers Budget Admin Import Accounting System Coding Setup Reporting Administration Help Custom Reports

**Budget and Forecasting > Budget Transfer > View/Edit Budget Transfer** (Data as of 22-Dec-2017 07:02:00 AM)

You are currently working in Fiscal Year 2018 Chart 1

Budget Transfer Number : BT002828 Created by : THURMANC Status : In Progress

Orgn \* 5230 Effective Date \* 12/13/2017 Budget Series \* FY18 Subledger Development Series **WWU FY18 Forecast** Budget Type BR02 - State Recurring Budget Adj Description \* Test budget jv - mismatch

Click on forecast and make sure it's highlighted.

Save Header

Row #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Employee	Position	Comments	Class	Subclass	Jul	Aug	Sep	Oct	Nov	Dec
1	FBBO	16200	5210	F207	081ZAC			W01122911	966812	New Hire - start day 12/22, 60k			5,000	5,000	5,000	5,000	5,000	5,000
2	FBBO	16200	5210	F900B	081ZAC					New Hire 966812 benefits			1,100	1,100	1,100	1,100	1,100	1,100
3	FBVP	16100	5100	E100B	081ZAC					New Hire Funding from VP			-6,100	-6,100	-6,100	-6,100	-6,100	-6,100

### Scenario C: New employee replacing an employee in same position, same fiscal year

- Make all forecast months zero for employee who is leaving based on their end date. For example, if the active forecast month is October and the employee is leaving in December, leave salary in for October and November and then make December – June all zeros.
- Add a new line for new employee.
- Calculate new employee salary same as in Scenario B and add to forecast months based on hire date. Same as above, months not worked should be zero. If active forecast month is October and employee is starting December 1st and makes \$60,000, \$5,000 per month for December – June should be added to the forecast (\$35,000 for the year).

### Scenario C: Example of New employee replacing an employee in same position, same fiscal year

Report Results

Help

+ More

15 | Dev Series = WWU FY18 Forecast | Fund = 16200 | Orgn = 5210 | Acct = F206 | Prog = 081ZAC

al	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Sum of Per
15	0	0	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	35,000
15	5,000	5,000	5,000	5,000	5,000	5,000	0	0	0	0	0	0	30,000

## Scenario D: General Forecasting

- Your recurring, beginning base budget for the fiscal year has been spread over 12 months to start the forecast.
- Adjust your forecast as needed by increasing or decreasing totals to more accurately reflect the months where salaries, benefits, goods & services will be expended. For example, you may want to adjust any cyclic employee salaries and benefits to the months they are working. Or move the entries to a quarterly model. If you are making significant changes to the starting entries, it's best done with an upload to make all present entries zero and then add the dollars back in where you'd like them.
- Increase or reduce expenses as needed and add anything that has been encumbered in Banner that you would like to see on the forecast report. For example, if you have an encumbrance for travel, the encumbrance will not show up on the forecast report unless you add it as an entry to an open forecast month.

Add language about year end for reports.