LIVE REPORTING OF FORECASTS

FPA and PBI have been working on a solution to allow live reporting of forecast changes rather than having to wait overnight.
This solution is now available and will replace the existing approach of loading requiring users to load the forecast data into Unifi from 5/10/17.

Main Changes

- Ability to view forecast in the MRF on the same day as making changes
- Change in export routine. The same export button is selected but this now results in the file being loaded directly rather than a user having to load into Unifi
- The DLDUnifi file is only required to be run once per month to bring the actuals into the workbook. The process does not need to be run each time a load is undertaken
- A user is able to load changes multiple times on the same day
- The process will enable a user to load changes for inactive projects
- The forecast metric is not updated automatically each month (refer below)

How do I get access

- Access has been setup for all users nominated by the PST Finance Manager
- Any new users are to request access via the PST Finance Manager whom will then submit a request through to FPA.
- Download and upgrade to the latest version of the workbook available on the Budgeting and forecasting workbook website (Refer to Quick Reference Guide "Upgrading workbook to a new version instructions")

Does the Change affect how I enter data in the workbook

- From a workbook perspective the change only affects the export process.
- A user completes their forecast in the workbook per normal

How do I view the forecast changes in the MRF

- Download the monthly actuals into the workbook (DLDUnifi) – once per month
- Complete the forecast in the workbook as per normal
- Click on the export button. This is located on the "settings tab" of the workbook.

- The export will be processed by the data warehouse and a user will receive an email to advise when the data is available. The queue is checked every minute, so (depending on how many people export at the same time) the process should only take a few minutes.
- Once the email is received advising the load has been completed, run the MRF report.
- An error message will be received by users who try to load into a closed period or scenario.

Why did my file not load

1. The last completed actuals period on the settings tab is incorrect. As the actuals replace the forecast each month in the forecast metric, the forecast should only replace future periods. If the last completed period is incorrect it is most likely due to the DLDUnifi file not having been run to bring in the last months actuals.

   Solution: Run the DLDUnifi File and then select the export button

2. The forecast scenario is incorrect. Forecasts should only be loaded into the active forecast scenario. Check the settings tab that the scenario is the active scenario.

   Solution: Change the scenario on the settings tab to the active scenario and then select the export button

3. Workbook is not the current version. If the version of the workbook is not the current version a user will receive an email advising the forecast did not load because the workbook is not the latest version.

   Solution: Upgrade to the new version of the workbook

I load multiple workbooks. How do I tell which one has been loaded/errored

- The email sent to users confirming the load or advising the error includes the description of the workbook.

Why are the actuals not copied to the forecast value automatically at month end

- The actuals does not update automatically to the forecast at month end due to 1) the new process and 2) A user requirement to report on the last completed month for actuals and forecast. For example after the September month end a user would like to review the actuals for September v the forecast for September. The Monthly Spread Report (Act v FYE Tab) provides this comparison.

  o If a user does not need this comparison then the following is recommended:

    ▪ After running the DLDUnifi process to bring the actuals into the workbook, select the export button. This will then ensure that the forecast metric now includes actuals for the last completed actuals period. Note: Once this process is run a user will no longer be able to compare actuals and forecast for last month.

Will my existing reports continue to run

- The changes made do not affect any variable etc in existing reports and these will continue to run as normal

- The only change will be that the forecast changes will be reflected quicker (current day) rather than over night

- The one exception to this is the DLDUnifi Report

o This report has been updated to reflect the new process. Users will need to run the new version of this report and **not** any locally saved reports

Can I continue to use my existing version of the workbook

- No. Updated code has been built into the new version of the workbook to enable the live reporting of forecast data. Further, as part of the new process the version of the workbook is checked to ensure that it is the current version. If the workbook is not the current version the changes will not load.

    Solution: Upgrade to the new version of the workbook

Quick Reference Guides

The following Quick Reference Guides (QRG) have been updated:
- Exporting forecasts adjustments
- Upgrading workbook to new version instructions
- End-of-month workbook update

Summary of new process

The above has outlined the features of the new process. However, a quick summary to get users started is as follows.

1. Upgrade to the new version of the workbook

2. Run the new version of the DLDUnifi file each month to bring in the actuals

3. Make changes to the forecast in the workbook as per normal.

4. Once forecast changes have been made ensure the settings tab contains the correct values for last completed period and scenario and then select the export button

5. After receiving the email confirming the forecast has loaded any MRF report can be run to show the updated forecast.

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