

STAR Forecast Input Workbook Instructions

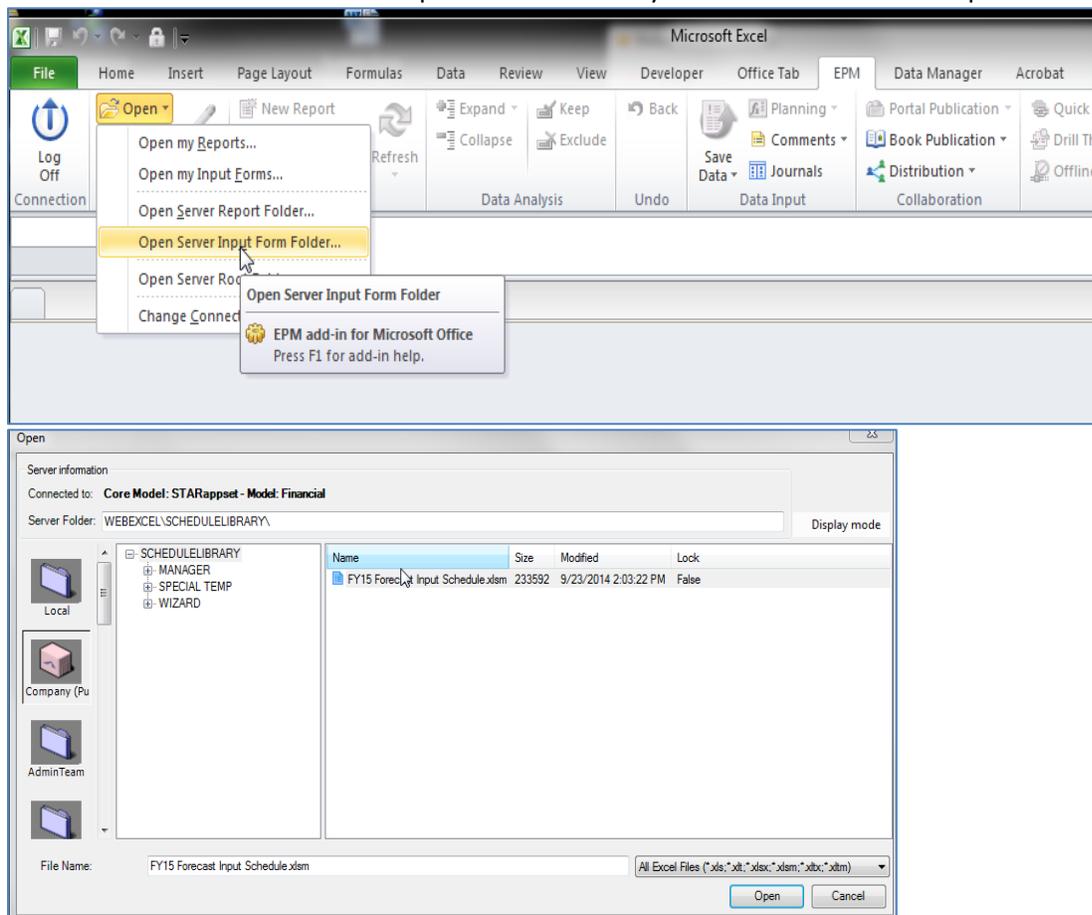
In Summary:

1. Use the Forecast Input Workbook to enter a forecast when there are material changes from the account's original budget. STAR Admin sets up every account that was budgeted for the current fiscal year with a forecast equal to the Original Budget (except for Beginning Balance, which is equal to Actual beginning balance from the financial system). Therefore, if there are no changes from the originally budgeted amount, then no additional forecast input is necessary.
2. The Forecast Input Workbook can be used for both State and Local accounts.
3. The Financial Input Schedule and supporting reports are located in STAR's Financial Model in the Server Input Form folder and in the Server Report Folder.
4. Do not forecast Sponsored accounts. Sponsored forecasts are entered by the Office of Planning and Budget at the university level. If there is stray Sponsored forecast input data, it will be deleted.
5. Refresh the schedule after each time you send data (extremely important to remember).
6. You may forecast to show the movement of previously budgeted funds from a closed account.
7. Check the Quarterly Forecast Guidelines document for detailed instruction on what to input in each of the Revenues and Expenses rows.

Following is the procedure for making changes to your forecast. The process is similar to budget input:

Part 1: Open the Forecast Input Workbook

1. From the EPM Ribbon Menu, click the Open menu.
2. Choose Open Server Input Form Folder.
3. Choose 'Open an existing schedule.'
4. Select the FY15 Forecast Input Schedule. It may take several seconds to open. Please be patient.



Part 2: Use the Input Schedule following the steps at the top of the worksheet:

ASU ARIZONA STATE UNIVERSITY **Star** Strategic Tracking, Analysis and Reporting

FY15 QUARTERLY FORECAST INPUT SCHEDULE

| | |
|-----------|-----------------------------|
| NO_ENTITY | This Account is not active. |
| | |
| | |

Instructions:

- 1) Select Entity in the EPM Context. This selects Entity for all the worksheets.
- 2) Click the Refresh button on the right. ----->
- 3) Input data into the Yellow Cells.
- 4) Click the Save Data button to the right. ----->

Refresh

Save Data

Step 1: Populate the Input Schedule

1. Select your Entity/Account: You can do this in the EPM Context menu above the schedule.

Step 2: Refresh

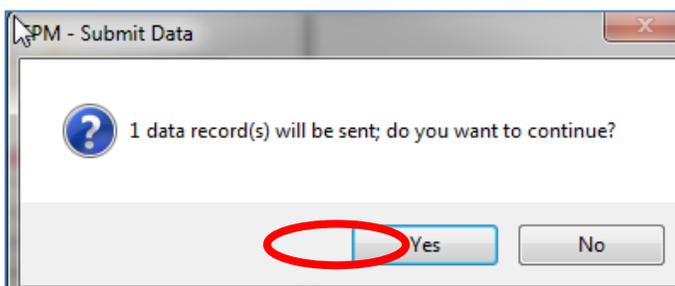
1. After selecting your Entity, click the 'Refresh' Button. Please be patient. This can take a minute.

Step 3: Enter Your Forecast Data

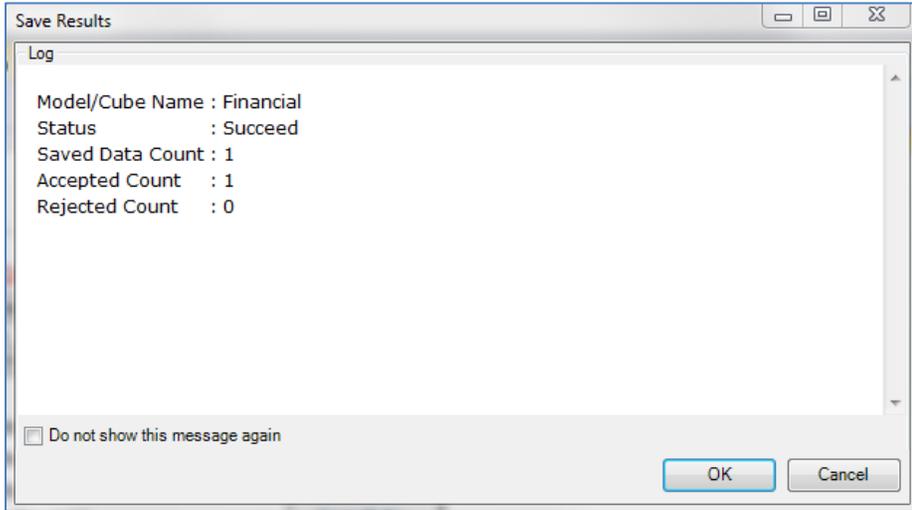
1. Column O (the grey column) is already populated with forecast data as described at the top of this document.
2. Enter forecasted changes to original_budget in Column S (the yellow column). Like budgeting, you enter the entire dollar amount you would like to see in the forecast. For instance, if you had originally budgeted \$450,000 into Personal Services, but now you think it will be \$500,000, then enter \$500,000 into cell Y56 (Expense P, yellow Column S).

Step 4: Save (Send) the Data

1. Click the 'Save Data' button.
2. This may take a minute. Please be patient.



3. Success! Your forecast data has been sent. Click the 'Refresh' button at the top of the page again (Step 2) and you can see your updated forecast data in the gray column O.



Note:

Remember that whatever you enter into revenue or expense objects down below will get added into what's above. So, if you see a number that's not quite right in AOO, scroll down through the input schedule to see if you have data at multiple levels.

Need help?

For business purpose questions, please contact your supervisor or OPB Liaison.

For STAR technical assistance, please contact STAR Admin at staradmin@asu.edu or 480-727-0669.