

KE Account Forecasting Tool Training Guide

**“If you fail to plan,
you are planning to
fail.”**

- Benjamin Franklin



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Preface

The Forecasting Tool (FT) was developed out of the need for administrators to have a means to accurately project the availability of funding on grant, program, and gift accounts as well as be able to save the calculations for later reference. At the time of the FT’s development, ASU’s Workday financial system only had the capability of being a report generator and lacked the functionality of calculating expenditure projections. This required units across the university to utilize their own financial calculation tools that can lead to increased error, increased time reviewing financial figures, and a lack of standardization in financial management.

The FT is not meant to be a replacement for Workday. It is intended to be a complimentary tool to be used in conjunction with Workday. The FT contains a significant number of features that are not readily apparent and while the training is not necessarily intensive, it is required to become proficient in use. The purpose of this guide is to encapsulate this training for FT beginners and for those needing later reference.

Basic Navigation

Authentication

The Forecasting Tool is a Custom Web Portal maintained by KE Analytics and Web Services Teams. The URL for the Tool is [HTTPS://FT.KE.ASU.EDU](https://ft.ke.asu.edu). Use your ASURITE login with Duo MFA to authenticate.

Find Accounts

To begin using the FT, account information must first be pulled from the various data warehouses at ASU. To do this you can click the “Find Accounts” button, Figure 1.

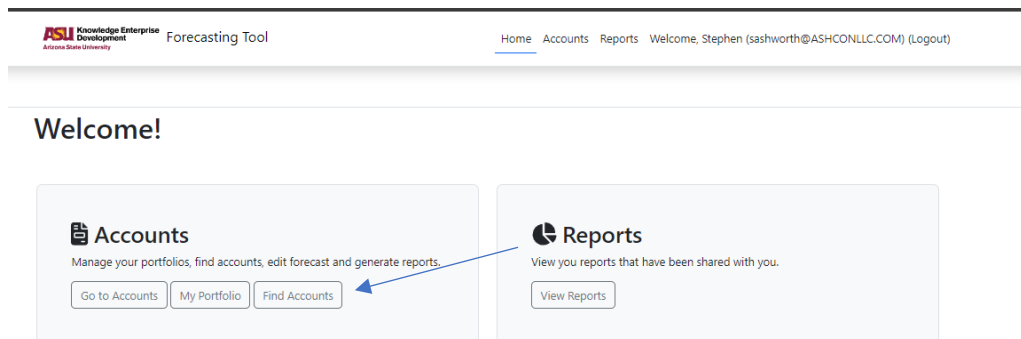


Figure 1

On the Find Accounts tab, you’ll see 7 entry fields that can be used to find accounts, Figure 2.

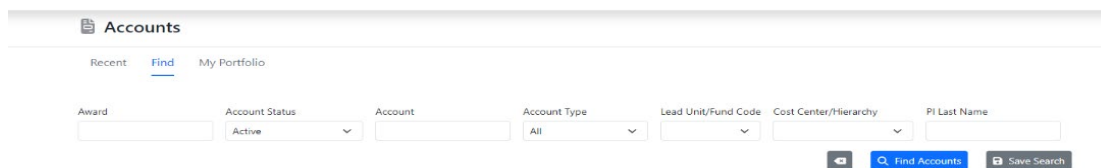


Figure 2

Enter the known information into the relevant Field(s), and press “Find Accounts.” Account Status can be filtered between Active, Active and Expiring, All, Activation in Progress and will be detailed later in the guide.

The Account field is likely the primary field that will be used to look up single account information. In this field, a grant, program, or gift number can be entered and searched. Account Type defaults to All but can be filtered if needed. The Lead Unit, Cost Center ID, and PI Last Name fields will function in a similar way as the Award field by pulling all accounts associated with the identifier that’s inputted. In this section of the guide, we’ll focus on a single account. Note: you are not able to enter a specific cost center; all cost centers associated with the program will be returned when searching a program. You also must enter account information as it is linked within Workday. For example, if a specific grant account is linked to cost center CC0137 but you enter a cost center of CC1125 then the search will return no results. The same is true if an account is entered at the same time as a PI Last Name that does not correspond to the count. For this reason, it is recommended that only a single search query is used at a time.

After entering an account number and clicking on the Find Accounts button, the account information will populate in the area below the search fields, Figure 3. This will include most of the pertinent information with additional information seen by scrolling to the left. Clicking on the Account Row will launch the Account Detail Window. Or, if another account search is desired, the previous account entry can be selected with the cursor and deleted. The “Clear Search” button can also be pressed to ensure all search fields are fully deleted.

Award	Account	Cost Center	Account PI	Sponsor	Title	Account Sta...	Account En...	Account Fin...	Budget	Expenses	Encumbranc...	Forecast	Available	Beg Balance...	Direct Avail.
AWD00037238	GR41759	CC0137	Zou,Ja	National Science Foundation (NSF)	CAREER Rethink and Redesign of Analytics Databases for	6/1/2022	5/31/2027	5/31/2027	\$547,584.00	\$137,286.28	\$0.00	\$0.00	\$410,297.72	\$0.00	

Figure 3

It is this single feature of automatic data retrieval that can dramatically streamline account analysis; however, this comes with a warning. Since the data can be as much as 24 hours old, if major expenditures have been approved throughout the course of the business day, they will **NOT** be reflected in the FT. It is the responsibility of the user to ensure that these expenditures are considered when advising on available funding levels. They can also be projected into the FT and will be shown in the guide's projection sections.

Account Detail

Once you’ve clicked on the Account Row to launch the Account Detail page, the FT will pull additional detailed information specific to that account and display a new window. When opening a single account, the FT will automatically open the new account where you will be able to see ledger account information, encumbrances, expenditures, forecasts, the available account balance, and general award information.

Please allow the application to load all information from the data warehouse fully before attempting to edit any fields. A loading dial will appear in the upper left corner of the page just above the “Account Details” title. When viewing an account sheet, think of it as having 4 separate main sections, the Award Info Section, Ledger Account and Personnel Section, Notes Section, and Projection Section.

From the Account Details page, we see information that is like what can be found in Workday. This is important so that projections made within the tool can be easily translated to real world applications. To return to your original search, click on the Find tab (see arrow in figure 4). This concludes the basic navigation section of the guide. Advanced navigation guidance will be detailed throughout the subsequent sections of the guide.

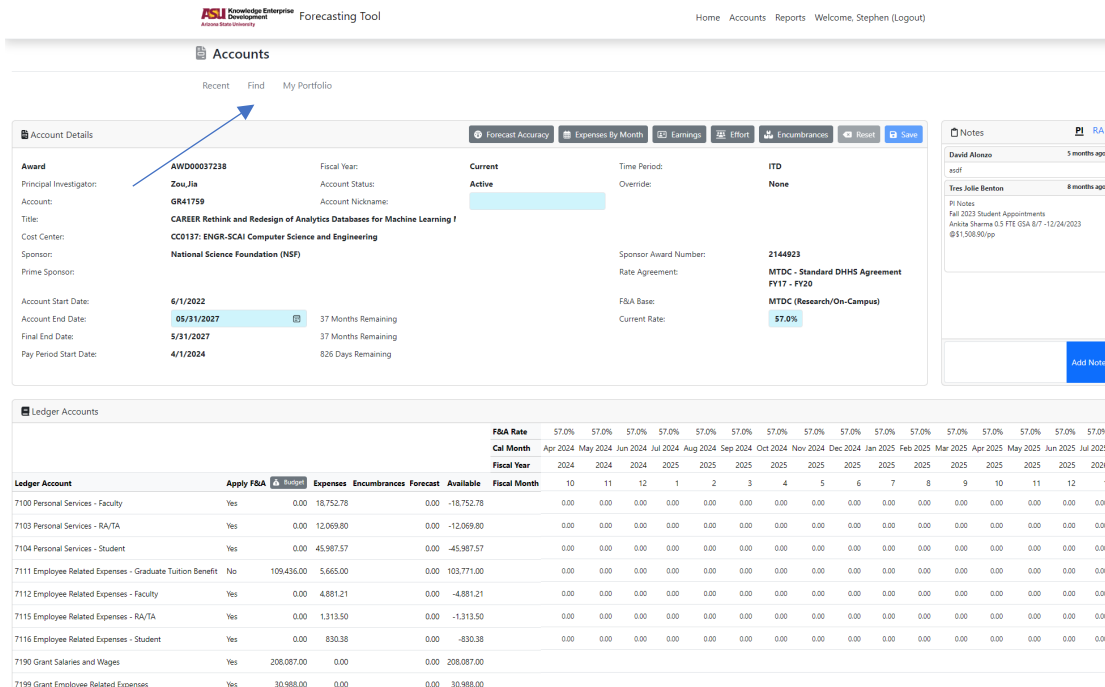


Figure 4

Non-payroll Projections Analyzing the Data

Prior to making any projections, an analysis of the current state of the account should be completed. The FT has been formatted so that data such as grant period of performance, F&A rates, available balance, notes, and expense projections stand out from the rest of the data, Figure 5.

Of the data, the most important pieces when it comes to financial analysis are the Total Available Funding in the account and the Total Available Funding to Spend. These figures are highlighted in Figure 5. This data considers all expenses, encumbrances (except reserves), forecasts, and budget on the account seen in their respective columns. The amount available to spend approximates the amount of funding available if full F&A rates were applied to all direct costs.

Account Details				Forecast Accuracy	Expenses By Month	Earnings	Effort	Encumbrances	Reset	Save
Award	AWD00037238	Fiscal Year:	Current							
Principal Investigator	Zou, Jia	Account Status:	Active							
Account	GR41759	Account Nickname:								
Title	CAREER Rethink and Redesign of Analytics Databases for Machine Learning Model Serving									
Cost Center	CC0137- ENGR-SCAI Computer Science and Engineering									
Sponsor	National Science Foundation (NSF)									
Prime Sponsor										
Account Start Date	6/1/2022	37 Months Remaining								
Account End Date	05/31/2027									
Final End Date	05/31/2027	37 Months Remaining								
Pay Period Start Date	4/1/2024	826 Days Remaining								
Sponsor Award Number	2144923									
Rate Agreement	MTDC - Standard DHHS Agreement FY17 - FY20									
F&A Base	MTDC (Research/On-Campus)									
Current Rate	57.0%									

Ledger Accounts											
				F&A Rate	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%
				Cal Month	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024
				Fiscal Year	2024	2024	2024	2025	2025	2025	2025
Ledger Account	Apply F&A	Expenses	Encumbrances	Forecast	Available	Fiscal Month	10	11	12	1	2
7100 Personal Services - Faculty	Yes	0.00	18,752.78	0.00	-18,752.78						
7103 Personal Services - RA/TA	Yes	0.00	12,069.80	0.00	-12,069.80						
7104 Personal Services - Student	Yes	0.00	45,987.57	0.00	-45,987.57						
7111 Employee Related Expenses - Graduate Tuition Benefit	No	109,436.00	5,665.00	0.00	103,771.00						
7112 Employee Related Expenses - Faculty	Yes	0.00	4,881.21	0.00	-4,881.21						
7115 Employee Related Expenses - RA/TA	Yes	0.00	1,313.50	0.00	-1,313.50						
7116 Employee Related Expenses - Student	Yes	0.00	830.38	0.00	-830.38						
7190 Grant Salaries and Wages	Yes	208,087.00	0.00	0.00	208,087.00						
7199 Grant Employee Related Expenses	Yes	30,988.00	0.00	0.00	30,988.00						
7200 Services	Yes	15,000.00	0.00	0.00	15,000.00						
7222 Travel - Out-of-State	Yes	7,500.00	0.00	0.00	7,500.00						
7223 Travel - International	Yes	17,500.00	0.00	0.00	17,500.00						
Direct costs without F&A applied		109,436.00	5,665.00	0.00	103,771.00						
Direct costs with F&A applied		279,075.00	83,830.24	0.00	195,239.76						
7520 Facilities & Administrative Costs	No	159,073.00	47,786.04	0.00	111,286.96						
Total		547,584.00	137,286.28	0.00	410,297.72						
		Actual F&A %	57.0%								
		Amount to spend (if in F&A applied categories)	261,336.13								
		Possible available due to indirect rate reconciliation:	0.05								

Figure 5

Ledger Account Projections

All projections are made at the ledger account level. To make non-payroll projections in the FT, the blue fields on the right-hand side of the ledger account list should be utilized. That section is divided into columns with each column representing a calendar month. At the top of each column data that pertains to that specific column is detailed and includes the F&A Rate, Calendar Month, Fiscal Year, and Fiscal Month.

To make a projection, find the field that corresponds to both the ledger account and month for which an expenditure is expected to be incurred. When a projection is input into the field and entered, the text will turn blue indicating that a change has been made and registered. The non-payroll projection will automatically calculate and be accounted for in the Forecast Column and the Available Funding fields, Figure 6.

Ledger Accounts							F&A Rate	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%
							Cal Month	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
							Fiscal Year	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025
Ledger Account	Apply F&A	Budget	Expenses	Encumbrances	Forecast	Available	Fiscal Month	10	11	12	1	2	3	4	5	6	7
7100 Personal Services - Faculty	Yes	0.00	18,752.78		0.00	-18,752.78		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7103 Personal Services - RA/TA	Yes	0.00	12,069.80		0.00	-12,069.80		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7104 Personal Services - Student	Yes	0.00	45,987.57		0.00	-45,987.57		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7111 Employee Related Expenses - Graduate Tuition Benefit	No	109,436.00	5,665.00		0.00	103,771.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7112 Employee Related Expenses - Faculty	Yes	0.00	4,881.21		0.00	-4,881.21		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7115 Employee Related Expenses - RA/TA	Yes	0.00	1,313.50		0.00	-1,313.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7116 Employee Related Expenses - Student	Yes	0.00	830.38		0.00	-830.38		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7190 Grant Salaries and Wages	Yes	208,087.00	0.00		0.00	208,087.00											
7199 Grant Employee Related Expenses	Yes	30,988.00	0.00		0.00	30,988.00											
7200 Services	Yes	15,000.00	0.00	0.00	4,600.00	10,400.00		4,600.00									
7222 Travel - Out-of-State	Yes	7,500.00	0.00	0.00	1,500.00	6,000.00					1,500.00						
7223 Travel - International	Yes	17,500.00	0.00	0.00	2,900.00	15,200.00										2,900.00	
Direct costs without F&A applied		109,436.00	5,665.00	0.00	0.00	103,771.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct costs with F&A applied		279,075.00	83,835.24	0.00	8,400.00	186,839.76		4,600.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	2,300.00	0.00
7520 Facilities & Administrative Costs	No	159,073.00	47,786.04	0.00	4,788.00	106,498.96		2,622.00	0.00	0.00	0.00	855.00	0.00	0.00	0.00	1,311.00	0.00
Total		547,584.00	137,286.28	0.00	13,188.00	397,109.72		7,222.00	0.00	0.00	0.00	2,355.00	0.00	0.00	0.00	3,611.00	0.00
Actual F&A %		57.0%															
Available to spend (if in F&A applied categories):		252,936.13															
Possible available due to indirect rate reconciliation:		0.05															

Figure 6

Adding Ledger Accounts

If a projection needs to be made on a ledger account that does not currently exist within the award, one can be added using the Budget button. Clicking the Budget button will launch a popup window, Figure 7. Click on the button labeled Select ledger account to add a dropdown list of all expense ledger accounts. Once the desired ledger account is found, click it to populate the ledger line into the budget. Before you can save the ledger, a value must be entered into the current fiscal year. If you do not wish to alter the budget, then enter a value of zero and then press the Save button in the window. The ledger account will be added to the account budget and projections can be made on that line, as previously described.

The screenshot shows a 'Maintain Forecasted Budgets' window. On the left is a list of ledger accounts with columns for 'Apply F&A', 'Budget', 'Expenses', and 'Encumbrances'. The right side of the window is a table titled 'Incremental Change to Budgets by Fiscal Year' with columns for 'Current', '2023', '2024', '2025', '2026', '2027', and 'Total'. Below this table is a 'Total Budget after change' section with columns for 'Current', '2023', '2024', '2025', '2026', '2027', and 'Total'. At the bottom, there is a dropdown menu labeled 'Select ledger account to add...' and 'Cancel' and 'Save' buttons.

Figure 7

Extending Project End Dates

The FT can artificially extend the end date of the award along with the number of month columns to the right of the ledger accounts. This is useful if a projection needs to be made beyond the project end date for reasons such as an expected no cost extension or an anticipated incoming funding increment. Placing projections in the future month columns that expenses are expected to post in has the benefit of ensuring that the correct ERE and or F&A/ASC rates are applied to the projections. This will have the greatest impact during fiscal year changeovers when ASU's rates tend to change as well.

To change the end date in the FT, type the new end date in MM/DD/YYYY format in the blue end date field at the top left of the account sheet or use the calendar to find the date, Figure 8. After pressing enter, the month columns will extend out to the right of the spread sheet to accommodate the added time frame. Projections can now be entered for the future dates as previously described.

The screenshot displays the account information section of the Forecasting Tool. The account details are as follows:

Award	AWD00037238	Fi:
Principal Investigator:	Zou, Jia	Ac
Account:	GR41759	Ac
Title:	CAREER Rethink and Redesign of Analytics Database	
Cost Center:	CC0137: ENGR-SCAI Computer Science and Engineer	
Sponsor:	National Science Foundation (NSF)	
Prime Sponsor:		
Account Start Date:	6/1/2022	
Account End Date:	05/31/2027	37
Final End Date:		37
Pay Period Start Date:		82

A calendar pop-up is shown for May 2027, with the date 05/31/2027 selected. The calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Below the account details is the 'Ledger Accounts' section, which is currently empty. At the bottom, a 'Ledger Account' is listed with the following details:

7100 Personal Services - Faculty	Yes	0.00	18,752.78
----------------------------------	-----	------	-----------

Figure 8

Saving and Deleting Projections

The FT saves projections to a KE database to allow users to retrieve the forecasts later. Any user can save a projection to any account, so it is important to **only** save forecasts on accounts that are the responsibility of the user to monitor.

To clear projections, click on the Reset button, Figure 9. Doing so will clear all the projections that were entered for the account. This function will only work if the projection has not been saved. Think of the reset button to clear entries that were for the purposes of testing various expense scenarios and not for storing long term projections for later review.

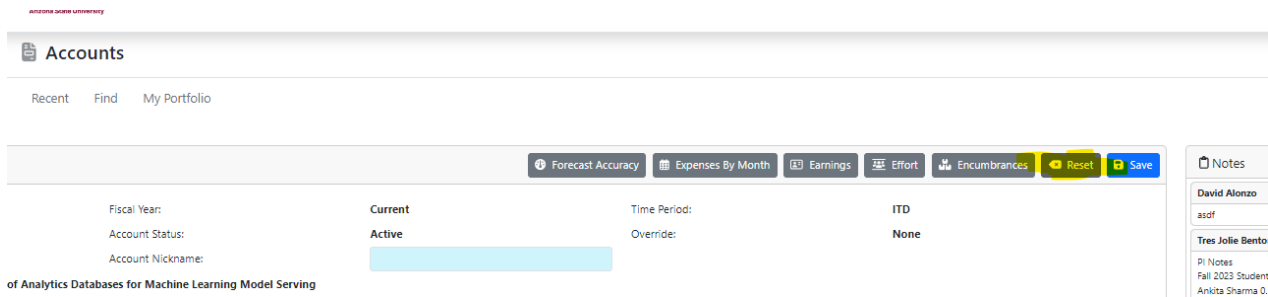


Figure 9

To save a series of projections, click on the Save button in the Forecasts, Figure 10. Doing so will upload the projection data to the database and the FT will be momentarily suspended while the data is uploaded. Once the upload is complete, a dialogue window will popup confirming that the save is complete. Once saved, the reset button is no longer available.

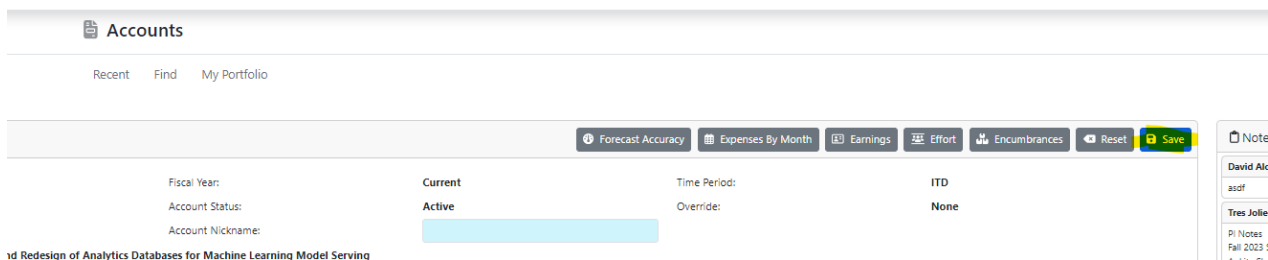


Figure 10

Adding Notes and Comments

Throughout the course of making projections, a user may wish to add notes to an account. This allows for an account specific reminder to be carried through for future reference to either the PI or the RA. In the upper right section of the FT there is a text box with two tabs labeled PI and RA, Figure 11. Comments can be written into the text box and saved for later review by clicking on the tab you want to add the comment, then enter the comment, then click the Add Notes button.

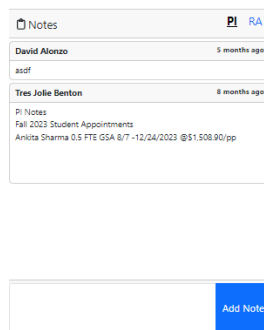


Figure 11

Having 2 different tabs allows the user to input a note that the PI will be able to see when a PI report is generated for them. The PI report will be discussed later in the guide. The RA Notes tab is intended to be

reserved for information that only the RA would find useful, such as a reminder to redistribute funds, check on account revenue, etc. Only the Add Notes Button will save the notes, clicking on the Save Forecasts button will not. Notes can either be entered individually creating a history of notes or a single note can be edited and continually updated to limit clutter and confusion. Either method will result in an updated user and time stamp showing who last updated the note.

This concludes the basics of making non-payroll projections. The next section will cover payroll projections which tend to require more complex calculations due to additional factors such as ERE type, tuition remission, length of time of a position, and FTE of a position.

Payroll Projections

Account Personnel

Before any payroll projections are made, it is important to understand the current status of any personnel who are already mapped to the account. This can be seen in the section of the FT below the ledger accounts and the non-payroll projection by scrolling down. There you will see any employees who have ever been mapped in PeopleSoft to the account along with their ID, position number, and title information. Next to that you'll see their academic year pay rate, summer semester pay rate, inception to date project earnings, and staff type. The information described here is not a projection, it is the current or past data of the respective employee.

To the right of the previously described data, we begin to see the projection data which includes the earnings, ERE, and tuition remission forecasts. The employee status and the FTE of the employee by pay period start date are also projected. If the projection data for an employee is blank, both under dollar forecasts and the blue FTE projection section, this means that there are currently no projections forecasted for the employee, Figure 12.

Employees															Start Date																	
															4/1/2024	4/15/2024	4/29/2024	5/13/2024	5/27/2024	6/10/2024	6/24/2024	7/8/2024	7/22/2024	8/5/2024	8/19/2024	9/2/2024	9/16/2024	9/30/2024	10/14/2024	10/28/2024	11/11/2024	
															Cal Month		2024		2024		2024		2024		2025		2025		2025		2025	
															Fiscal Month		2024		2024		2024		2025		2025		2025		2025		2025	
															Semester		Spring		Spring		Sum2		Sum2		Sum1		Sum1		Fall		Fall	
															Indirect Rate		57.0%		57.0%		57.0%		57.0%		57.0%		57.0%		57.0%		57.0%	
															Workdays		10		10		10		10		10		10		10		10	
Employee	EmpId	Position	Rod	Title	AY	Sum	Start	Earnings	ERE	Tuition Rem	Pay	Status	Group	FTE																		
Zou Jia	1218004502	204183	0	Assistant Professor	6,154.25	6,838.06	5,975.00	Faculty	0.00	0.00	0.00	A	ACD	1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
Zou Jia	1218004502	248335	1	SUM/WTR Faculty Research	5,750.00	6,388.89	12,777.78	Faculty	0.00	0.00	0.00	W	PSW	1																		
Dwarakapudi,Manohar Reddy	1222318279	276423	1	Grad Research Assistant	\$46.98	\$46.98	4,922.82	RA/TA	0.00	0.00	0.00	T	GRD	0.21																		
Hari Ambrish Rajan	1219443311	268018	0	Grad Research Assistant	\$46.98	\$46.98	\$46.98	RA/TA	0.00	0.00	0.00	T	GRD	0.21																		
Lin Qi	1229899920	287102	0	Grad Research Associate	1,100.00	1,100.00	6,600.00	RA/TA	0.00	0.00	0.00	T	GRD	0.51																		
Craobree,Evan	1218386923	280580	0	Student Worker IV	600.00	600.00	4,200.00	Student	0.00	0.00	0.00	T	STU	0.38	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Hari Ambrish Rajan	1219443311	277282	2	Grad Service Assistant	1,093.95	1,093.95	9,298.57	Student	0.00	0.00	0.00	T	GRD	0.5																		
Lin Qi	1229899920	287100	1	Grad Service Assistant	900.00	900.00	5,400.00	Student	0.00	0.00	0.00	T	GRD	0.5																		
Masood,Saf	1223248414	282836	0	Grad Service Assistant	2,000.00	2,000.00	12,000.00	Student	0.00	0.00	0.00	T	GRD	1																		
Sharma,Ankita	1217373432	248367	2	Grad Service Assistant	1,676.40	1,676.40	15,088.00	Student	0.00	0.00	0.00	A	GRD	0.5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Figure 12

Adjusting FTE Percentage

A payroll projection can be made using two primary methods. The first and easiest way to make a projection is by manipulating the FTE percentage of an employee that is already mapped to an account. In the FT, think of the FTE displayed **NOT** necessarily as the employees' PeopleSoft position FTE (i.e. a 50% GRA or 75% Staff), but as the percentage of their total effort mapped to the account. For example, this means that a 50% GRA that draws their support completely from a single account would see 100% FTE mapped in the blue FTE projection section.

Similarly, a full time 50% GRA that is split evenly over 3 accounts would see 1/3 or 33.333% of their FTE mapped on a single account. The personnel Staff Type is used to factor in PeopleSoft position FTE; this will be detailed further in the Adding Employees subsection. Manipulating the FTE of the employee will change the font color to blue and will update the total available balance and the forecasted dollar amounts in the FT, Figure 13. **NOTE:** Throughout the FT any font that is in blue represents a manual forecast that has been made by a user. It does not necessarily mean that the projection is what is active in either PeopleSoft or Workday. Real system projections will always be represented by black font and is a good way to quickly check if a projection is user or system created. This is most apparent in personnel projections, but is true throughout the FT.

Employees													Start Date												
													4/1/2024	4/15/2024	4/29/2024	5/13/2024	5/27/2024	6/10/2024	6/24/2024	7/8/2024	7/22/2024	8/5/2024	8/19/2024		
													Apr 2024	May 2024	May 2024	May 2024	Jun 2024	Jun 2024	Jul 2024	Jul 2024	Aug 2024	Aug 2024	Sep 2024		
													2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025		
													10	11	11	11	12	12	1	1	2	2	3		
													Spring	Spring	Spring	Sum2	Sum2	Sum2	Sum1	Sum1	Sum1	Sum1	Sum1		
													Indirect Rate	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%		
													Workdays	10	10	10	10	10	10	10	10	10	10		
Employee	EmplId	Position Rcd	Title	AY Pay Rate	Sum Pay Rate	Earnings	Staff Type	Earnings Forecast	ERE Forecast	Tuition Rem Forecast	Pay Status	Group	FTE	Workdays	Apr 2024	May 2024	May 2024	May 2024	Jun 2024	Jun 2024	Jul 2024	Jul 2024	Aug 2024	Aug 2024	Sep 2024
Zou,Ja	1218004502	204183	0	Assistant Professor	6,154.25	6,838.06	5,975.00	Faculty	2,461.70	667.12	0.00	A	ACD	1	40.0%										
Zou,Ja	1218004502	248335	1	SUM/WTR Faculty Research	5,750.00	6,388.89	12,777.78	Faculty	0.00	0.00	0.00	W	FSW	1											
Dwarampudi,Mahidhar Reddy	1222318279	276423	1	Grad Research Assistant	546.98	546.98	4,922.82	RA/TA	0.00	0.00	0.00	T	GRD	0.25											
Hari Ambrish,Rajan	1219443511	268018	0	Grad Research Assistant	546.98	546.98	546.98	RA/TA	0.00	0.00	0.00	T	GRD	0.25											
Lin,Qi	1229899920	287102	0	Grad Research Associate	1,100.00	1,100.00	6,600.00	RA/TA	0.00	0.00	0.00	T	GRD	0.5											
Crebtree,Evan	1218386823	280580	0	Student Worker IV	600.00	600.00	4,200.00	Student	300.00	4.80	0.00	T	STU	0.38	0.0%	20.0%	0.0%	30.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Hari Ambrish,Rajan	1219443511	277292	2	Grad Service Assistant	1,093.95	1,093.95	9,298.57	Student	0.00	0.00	0.00	T	GRD	0.5											
Lin,Qi	1229899920	287100	1	Grad Service Assistant	900.00	900.00	5,400.00	Student	720.00	11.75	0.00	T	GRD	0.5						30.0%					50.0%
Masood,Saif	1225248414	282636	0	Grad Service Assistant	2,000.00	2,000.00	12,000.00	Student	0.00	0.00	0.00	T	GRD	1											
Sharma,Ankita	1217375432	248367	2	Grad Service Assistant	1,676.40	1,676.40	15,088.00	Student	0.00	0.00	0.00	A	GRD	0.5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Figure 13

Calculating Payroll Projections

Payroll Projections are calculated in real-time by changing the percentage allocation on each respective employee row, Figure 14.

Ledger Account	Apply F&A	Expenses	Encumbrances	Forecast	Available	Fiscal Month	10	11	12	1	2	3	4	5	6	7
7100 Personal Services - Faculty	Yes	0.00	18,752.78	0.00	-18,752.78			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7103 Personal Services - RA/TA	Yes	0.00	12,069.80	0.00	-12,069.80			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7104 Personal Services - Student	Yes	0.00	45,987.57	25.14	-46,012.71			0.00	8.38	0.00	0.00	8.38	8.38	0.00	0.00	0.00
7111 Employee Related Expenses - Graduate Tuition Benefit	No	109,436.00	5,665.00	0.00	103,771.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7112 Employee Related Expenses - Faculty	Yes	0.00	-4,881.21	0.00	-4,881.21			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7115 Employee Related Expenses - RA/TA	Yes	0.00	1,313.50	0.00	-1,313.50			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7116 Employee Related Expenses - Student	Yes	0.00	830.38	0.41	-830.79			0.00	0.13	0.00	0.00	0.14	0.14	0.00	0.00	0.00
7190 Grant Salaries and Wages	Yes	208,087.00	0.00	0.00	208,087.00											
7199 Grant Employee Related Expenses	Yes	30,988.00	0.00	0.00	30,988.00											
7200 Services	Yes	15,000.00	0.00	0.00	15,000.00											
7222 Travel - Out-of-State	Yes	7,500.00	0.00	0.00	7,500.00											
7223 Travel - International	Yes	17,500.00	0.00	0.00	17,500.00											
Direct costs without F&A applied		109,436.00	5,665.00	0.00	103,771.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct costs with F&A applied		279,075.00	83,835.24	0.00	255,239.76		0.00	0.00	8.51	0.00	0.00	8.52	8.52	0.00	0.00	0.00
7520 Facilities & Administrative Costs	No	199,073.00	47,786.04	0.00	145.56	111,272.40		0.00	4.85	0.00	4.86	4.86	4.86	0.00	0.00	0.00
Total		547,584.00	137,286.28	0.00	40.11	410,257.61		0.00	0.00	13.37	0.00	13.37	13.37	0.00	0.00	0.00

Employees

Employee	EmpId	Position Rcd Title	AY	Sum	Staff	Earnings	ERE	Tuition Rem	Pay	Status	Group	FTE	Workdays	Start Date	Cal Month	Fiscal Year	Fiscal Month	Semester	Indirect Rate	
ZouJia	1218004502	204183	0	Assistant Professor	6,154.25	6,838.06	5,975.00	Faculty	0.00	0.00	0.00	A	ACD	1						
ZouJia	1218004502	248335	1	SUM/WTR Faculty Research	5,750.00	6,388.89	12,777.78	Faculty	0.00	0.00	0.00	W	FSW	1						
Dwarampudi,Mahidhar Reddy	1222316279	276423	1	Grad Research Assistant	546.98	546.98	4,922.82	RA/TA	0.00	0.00	0.00	T	GRD	0.25						
Hari Ambrish,Rajan	1219443511	268018	0	Grad Research Assistant	546.98	546.98	546.98	RA/TA	0.00	0.00	0.00	T	GRD	0.25						
LinQi	1229899920	287102	0	Grad Research Associate	1,100.00	1,100.00	6,600.00	RA/TA	0.00	0.00	0.00	T	GRD	0.5						
Crabtree,Evan	1218386923	280580	0	Student Worker IV	600.00	600.00	4,200.00	Student	0.00	0.00	0.00	T	STU	0.38					0.0%	0.0%
Hari Ambrish,Rajan	1219443511	277292	2	Grad Service Assistant	1,093.95	1,093.95	9,298.57	Student	0.00	0.00	0.00	T	GRD	0.5						
Lin,Qi	1229899920	287100	1	Grad Service Assistant	900.00	900.00	5,400.00	Student	0.00	0.00	0.00	T	GRD	0.5						
Masood,Saif	1225248414	282636	0	Grad Service Assistant	2,000.00	2,000.00	12,000.00	Student	0.00	0.00	0.00	T	GRD	1						
Sharma,Ankita	1217375432	248367	2	Grad Service Assistant	1,676.40	1,676.40	15,089.00	Student	25.14	0.41	0.00	A	GRD	0.5					0.0%	0.5%

Figure 14

Adding Employees

To add an employee to an Account, click on the Add Employee button, Figure 15.

Employees

Employee	EmpId	Position Rcd Title	AY	Sum	Staff	Earnings	ERE	Tuition Rem	Pay	Status	Group	FTE	Workdays	Start Date	Cal Month	Fiscal Year	Fiscal Month	Semester	Indirect Rate	
ZouJia	1218004502	204183	0	Assistant Professor	6,154.25	6,838.06	5,975.00	Faculty	0.00	0.00	0.00	A	ACD	1						
ZouJia	1218004502	248335	1	SUM/WTR Faculty Research	5,750.00	6,388.89	12,777.78	Faculty	0.00	0.00	0.00	W	FSW	1						
Dwarampudi,Mahidhar Reddy	1222316279	276423	1	Grad Research Assistant	546.98	546.98	4,922.82	RA/TA	0.00	0.00	0.00	T	GRD	0.25						
Hari Ambrish,Rajan	1219443511	268018	0	Grad Research Assistant	546.98	546.98	546.98	RA/TA	0.00	0.00	0.00	T	GRD	0.25						
Lin,Qi	1229899920	287102	0	Grad Research Associate	1,100.00	1,100.00	6,600.00	RA/TA	0.00	0.00	0.00	T	GRD	0.5						
Crabtree,Evan	1218386923	280580	0	Student Worker IV	600.00	600.00	4,200.00	Student	0.00	0.00	0.00	T	STU	0.38					0.0%	0.0%
Hari Ambrish,Rajan	1219443511	277292	2	Grad Service Assistant	1,093.95	1,093.95	9,298.57	Student	0.00	0.00	0.00	T	GRD	0.5						
Lin,Qi	1229899920	287100	1	Grad Service Assistant	900.00	900.00	5,400.00	Student	0.00	0.00	0.00	T	GRD	0.5						
Masood,Saif	1225248414	282636	0	Grad Service Assistant	2,000.00	2,000.00	12,000.00	Student	0.00	0.00	0.00	T	GRD	1						
Sharma,Ankita	1217375432	248367	2	Grad Service Assistant	1,676.40	1,676.40	15,089.00	Student	25.14	0.41	0.00	A	GRD	0.5					0.0%	0.5%

Figure 15

Doing so will open a new search window, Figure 16.

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Figure 16

You are able to search for an existing employee by typing the [last name, first name] in the Find Existing Employee text box, Figure 17. To add the row for the employee, click the +Icon on the right of the desired row. This will move the employee to the top list to be added to the account. You can select multiple employees to add at one time.

To add an employee that is not a current employee, under the Employee column, type in anything such as TBD GRA. For the other fields, TBD may be entered if the actual information is not known. The Bi-weekly pay rate and the Summer Bi-weekly pay rate should be entered at the best estimated rate. If these fields are left blank, then no payroll calculation can occur because the FT reads the values in these fields as zero. For students and staff, typically the AY and Summer pay rates are the same. A distinction is made in the FT because faculty positions are grossed up during the summer semesters. This requires the summer pay rate field to make the correct calculations. Note that even if the summer pay rate does not change from the AY pay rate, both fields need to have a value input for the calculations to be made for the entire calendar year.

Next, the employee classification information needs to be entered. Of these, Staff Type is the most important because this filter determines the applied ERE rate for the employee. The available Staff Types can be selected from a drop-down menu. Next to this field we see FTE, Employee Status, and Pay Group. Most faculty and staff positions will default to 1.00 FTE however, GRA/TA positions also require tuition remission calculations, and the FTE value is used to determine the tuition rate.

When projecting costs for GRAs, it is important to choose the correct FTE. In the case of a 50% FTE GRA, the field would be entered as 0.5 as this will yield 100% tuition remission and by convention, 0.25 will calculate 50% tuition remission. The last two columns can be left blank, but if desired, employee status can be defaulted to A for Active and Pay Group to GRD for Graduate in the case of a GRA. Once all employee(s) have been selected, click Add Employees to Account.

Edits can be made to current employees as well by clicking on the edit icon after adding them to the top row of the Add Employees section. This can be useful in cases where the same person will be on an account, but a pay rate or FTE change needs to be projected. If this needs to be done, then a unique

Position or Record number should be entered to distinguish the edited employee from the actual employee in the FT.

Add Employees
✕

Add employees to the account below: Add Employees To Account

Employee	EmplId	Position	Empl Rcd	Title	AY Bi-Weekly Pay Rate	Sum Bi-Weekly Pay Rate	Staff Type	FTE	Emp Status	Pay Group	
Johnson,Jayson C	1203415065	226408	0	Asst Dir Research Advancement	3,600.00	3,600.00	Staff	1.00	A	SAL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find Existing Employee: Find Employee

Employee	EmplId-Position-Rcd	Title	AY Bi-Weekly Pay Rate	Sum Bi-Weekly Pay Rate	Staff Type	FTE	Emp Status	Pay Group	Department	
Johnson,Jared	1217105565 -280217-1	Grad Research Assistant	1,229.30	1,229.30	RA/TA	0.50	A	GRD	M1322020	
Johnson,Jarrett Austin	1000786945 -292453-0	Research Advancement Admin Sr	2,653.85	2,653.85	Staff	1.00	A	SAL	B1707	
Johnson,Jason R	1000182763 -110995-0	Library Information Spec Sr	1,833.72	1,833.72	Staff	1.00	A	HRY	G0206	
Johnson,Jennifer Anne	1219340733 -249174-0	Student Worker IV	507.00	507.00	Student	0.38	A	STU	B1735	
Johnson,Jennifer Lynne	1221132991 -296223-1	Student Worker IV	338.00	338.00	Student	0.25	A	STU	B1746	
Johnson,Jeremiah Matthias	1219213177 -261700-0	Student Worker III	604.80	604.80	Student	0.50	A	STU	D0361114	

Cancel

Figure 17

Once the new employees have been added to the account, payroll projections can be made the same way as they were on the employees that were already mapped to the account by changing the FTE percentages in the corresponding start date fields. Doing this will cause the percentage to bold indicating a change has been made.

Redistribution Projections

Non-payroll Redistributions

While less frequent than projecting added costs onto an account, it is just as important to be able to project cost transfers off an account. A non-payroll redistribution can be projected by entering a negative value in the blue projection area to the right of the respective ledger accounts.

When making a non-payroll redistribution projection, the Fiscal Month and Year column needs to be using the F&A rate that corresponds to the rate at which the item being redistributed was originally posted under. That is, if a cost was posted in a year with an F&A rate of 56% and the FT Fiscal Month column is displaying an F&A rate of 57%, then the rate should be reduced to ensure that projection will be accurate (instructions on how to do this are in the next paragraph). This would not be a concern for redistributions that occur during the same fiscal year or that are exempt from F&A. The user can also see the redistribution forecasts per month at the bottom of the projection columns.

To project a non-payroll redistribution with an F&A rate that is not equal to the current rate, first update the rate that is listed in the Current Rate field. Once this is done you can enter a negative value in the blue

cells under the ledger account of costs you plan to transfer off the account, Figure 18. Do not save your projection at this stage since this will result in the F&A rate being saved as well. Instead, just use this as a way to calculate how much you would need to remove from an account to reach a desired total balance.

Ledger Accounts							F&A Rate	26.0%	26.0%
							Cal Month	May 2024	Jun 2024
							Fiscal Year	2024	2024
Ledger Account	Apply F&A	Budget	Expenses	Encumbrances	Forecast	Available	Fiscal Month	11	12
7100 Personal Services - Faculty	Yes	143,281.00	178,290.50		-3,000.00	-32,009.50		-1,500.00	-1,500.00
7101 Personal Services - Staff	Yes	0.00	0.00		0.00	0.00		0.00	0.00
7105 Personal Services - Other	Yes	0.00	17,148.86		0.00	-17,148.86			
7110 Employee Related Expenses - Actuals	Yes	49,222.00	0.00		0.00	49,222.00			
7112 Employee Related Expenses - Faculty	Yes	0.00	50,160.72		-813.00	-49,347.72		-406.50	-406.50
7113 Employee Related Expenses - Staff	Yes	0.00	2,806.35		0.00	-2,806.35		0.00	0.00
7190 Grant Salaries and Wages	Yes	230,308.00	0.00		0.00	230,308.00			
7199 Grant Employee Related Expenses	Yes	69,100.00	0.00		0.00	69,100.00			
7200 Services	Yes	101,300.00	56,254.75	0.00	-5,000.00	50,045.25			-5,000.00
7202 Materials and Supplies	Yes	11,941.00	200.47	0.00	-2,000.00	13,740.53		-2,000.00	
7207 Miscellaneous Expenses	Yes	0.00	1,467.10	0.00	0.00	-1,467.10			
7220 Travel	Yes	10,000.00	0.00	0.00	0.00	10,000.00			
7221 Travel - In-State	Yes	0.00	420.45	0.00	0.00	-420.45			
7222 Travel - Out-of-State	Yes	10,500.00	9,861.93	0.00	0.00	638.07			
Direct costs without F&A applied		0.00	0.00	0.00	0.00	0.00		0.00	0.00
Direct costs with F&A applied		625,652.00	316,611.13	0.00	-10,813.00	319,853.87		-3,906.50	-6,906.50
7520 Facilities & Administrative Costs	No	162,672.00	82,318.95	0.00	-2,811.38	83,164.43		-1,015.69	-1,795.69
Total		788,324.00	398,930.08	0.00	-13,624.38	403,018.30		-4,922.19	-8,702.19
		Actual F&A %	26.0%						
							Available to spend (if in F&A applied categories): 319,855.79		

Figure 18

Payroll Redistributions

The same concept at work with a non-payroll redistribution can be utilized while projecting payroll redistributions. The difference lies in adjusting FTE percentages rather than dollar amounts. Additional considerations include ensuring that the correct ERE and tuition remission rates are used as well as the F&A rates. To project a payroll redistribution, input a negative FTE percentage over the pay periods desired to be redistributed, Figure 19.

Take note that the FT color codes the academic semesters such that Spring is green, Summer is pink, and Fall is orange. When making payroll redistributions, this can be useful in quickly identifying where negative FTE percentages can be entered to also automatically account for the appropriate ERE and tuition rates. For example, if summer payroll is desired to be redistributed, the negative FTE should be projected during the summer semester.

In practice, when forecasting a payroll projection for a specific individual, it is best to add them to the account as a new employee even if they are already mapped to the account. This is because in the case of

a payroll redistribution, the goal is not to lose the future forecast data for the employee, but rather it is to see what effect removing past posted payroll related to the employee will have on the account. Once the redistributed payroll has been calculated, the earnings Forecast will update.

The method for projecting a payroll redistribution as described above can only work if the current ERE and tuition remission rates match the rates that are being redistributed. This limits the effectiveness of this method to within a single fiscal year because these rates do not typically adjust until the fiscal year change over.

It is expected that each user double check and understand the underlying math that is involved in the redistribution process to ensure the accuracy of any redistribution projections. As can be seen, an understanding of the functionality of the FT described in the sections leading up to this point is also required for advanced utilization. This concludes the redistribution projections section of the guide. 19202122

Direct costs without F&A applied	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Direct costs with F&A applied	625,652.00	316,611.13	0.00	-3,813.00	312,853.87	-1,906.50	-1,906.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7520 Facilities & Administrative Costs	No	162,672.00	82,318.95	0.00	-991.38	81,344.43	-495.69	-495.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total		788,324.00	398,930.08	0.00	-4,804.38	394,198.30	-2,402.19	-2,402.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actual F&A %																		26.0%	
Available to spend (if in F&A applied categories):																			312,855.79
Possible available due to indirect rate reconciliation:																			0.06

Employees													Start Date	5/13/2024	5/27/2024	6/10/2024	6/24/2024	7/8/2024	7/22/2024	8/5/2024
													Cal Month	May 2024	Jun 2024	Jun 2024	Jul 2024	Jul 2024	Aug 2024	Aug 2024
													Fiscal Year	2024	2024	2024	2025	2025	2025	2025
													Fiscal Month	11	12	12	1	1	2	2
													Semester	Sum2	Sum2	Sum2	Sum1	Sum1	Sum1	Fall
													Indirect Rate	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
Employee	EmpId	Position	Rcd	Title	AY	Sum	Staff	Earnings	ERE	Tuition Rem	Pay	Workdays	10	10	10	10	10	10		
Pay Rate	Pay Rate	Earnings	Type	Forecast	Forecast	Forecast	Status	Group	FTE	Workdays	10	10	10	10	10	10	10			
Clark,Pamela M	1000030887	248989	0	SUM/WTR Faculty Research	1,350.00	1,500.00	3,000.00	Faculty	-3,000.00	-813.00	0.00	T	FSW	0.5	-100.0%	-100.0%	!	!	!	
Dyer,Penelope Ann	1207056483	248991	1	SUM/WTR Faculty Research	1,350.00	1,500.00	7,280.00	Faculty	0.00	0.00	0.00	T	FSW	0.5	!	!	!	!	!	
Ganesh,Tirupalavanam	1000229535	184403	1	SUM/WTR Faculty Research	6,175.00	6,861.11	76,106.40	Faculty	0.00	0.00	0.00	W	FSW	1	!	!	!	!	!	
Harris,Pamela Joy	1000811961	237549	2	SUM/WTR Faculty Research	4,250.84	4,723.16	26,364.70	Faculty	0.00	0.00	0.00	T	FSW	1	!	!	!	!	!	
Harris,Pamela Joy	1000811961	237904	3	SUM/WTR Faculty Research	1,925.42	2,139.36	8,017.00	Faculty	0.00	0.00	0.00	T	FSW	0.5	!	!	!	!	!	
Kurz,Terri L	1000634740	271846	2	SUM/WTR Faculty Research	450.00	500.00	52,346.90	Faculty	0.00	0.00	0.00	T	FSW	0.11	!	!	!	!	!	
Kurz,Terri L	1000634740	271857	4	SUM/WTR Faculty Research	2,603.43	2,892.70	14,463.50	Faculty	0.00	0.00	0.00	W	FSW	0.31	!	!	!	!	!	
Oakes,Katherine Danielle	1207091219	223969	1	Recruiter	1,346.15	1,346.15	7,860.86	Staff	0.00	0.00	0.00	T	SAL	1	!	!	!	!	!	

Figure 23

Account Analysis

Expenses By Month

Analyzing account expenses and understanding trends is a key step in understanding the status of an account. The Expenses By Month button can be clicked to show a breakdown of monthly account expenses. Doing so will prompt the FT to open the Expenses By Month window and populate it with the financial information related to the selected account, Figure 20.

Expenses By Month

Ledger Account	Apply F&A	All Years	Fiscal Year											
			Fiscal Month	2020	2020	2021	2021	2022	2023	2024	2024			
7200 Services	Yes	7.00		2	11	5	6	3	3	7	10			
7202 Materials and Supplies	Yes	89.48				56.70	32.78							
7207 Miscellaneous Expenses	Yes	-438.73										270.73	168.00	
Direct costs without F&A applied		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Direct costs with F&A applied		535.21		0.00	0.00	56.70	32.78	7.00	0.00	270.73	168.00			
7500 Indirect Allocations Expense	No	31.22				4.82	2.79	0.60				23.01		
7530 Transfers out	No	1,814.33		789.20	6.91					1,018.22				
Total		2,380.76		789.20	6.91	61.52	35.57	7.60	1,018.22	293.74	168.00			
		Actual F&A %	344.83%	0.00%	0.00%	8.50%	8.51%	8.57%	0.00%	8.50%	0.00%			

Employee	Emplid	Position	Rcd	Title	All Years	Fiscal Year											
						Fiscal Month	2020	2020	2021	2021	2022	2023	2024	2024			
Tadayon,Ramin	1200013466	212325	4	Postdoctoral Research Scholar	58.80		2	11	5	6	3	3	7	10			

Figure 20

The financial data will be sorted by ledger account in rows and then in columns by fiscal month. It will also show personnel costs by month except instead of rows of ledger accounts, personnel are displayed by rows of individual employees. This level of detail is useful for PI's who wish to understand their monthly spending trends or can be used to address sponsor questions regarding monthly burn rates.

If an account existed prior to Workday, the Advantage account information will be displayed and indicated by the Workday note displayed on 7/1/19. The actual F&A rate is also listed. Prior to Workday, the F&A rate would fluctuate due to manual F&A reconciliation and over the course of multiple months averages out to the correct rate. Post Workday, the F&A rate is calculated automatically with each transaction and can be seen in the monthly expenses.

To see payroll for an account, click on the Earnings button. Figure 21 shows an example of the data that will be returned.

Earnings

Emplid	Position	Empl Rcd	Employee	Pay End Date	Financial Fiscal Year	Financial Fiscal Month	PeopleSoft Fiscal Month	Earn CD	Pay Group	Earnings	Source	Transaction #	System
1213326424	251188	0	Esmaili,Hamid	6/13/2021	2021	12	0	GRD		432.00	RD	1343423	Workday
1208128840	186870	1	Navaei,Ali	8/27/2017	2018	2	2	GRD	GRD	900.00	PAY		Advantage
1208128840	186870	1	Navaei,Ali	8/27/2017	2018	3		GRD		-900.00	RD	920312	Advantage
1208128840	186870	1	Navaei,Ali	9/10/2017	2018	3	3	GRD	GRD	540.00	PAY		Advantage
1208128840	186870	1	Navaei,Ali	9/10/2017	2018	3	2	GRD	GRD	360.00	PAY		Advantage
1208128840	186870	1	Navaei,Ali	9/10/2017	2018	3		GRD		-900.00	RD	920314	Advantage
1208128840	186870	1	Navaei,Ali	6/3/2018	2018	12	12	GRD	GRD	90.00	PAY		Advantage
1208128840	186870	1	Navaei,Ali	6/3/2018	2018	12		GRD		-90.00	RD	990186	Advantage
1215271057	238460	0	Patino,Alejandra	8/25/2019	2020	2	2	GRD	GRD	427.50	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	8/25/2019	2020	4	0	GRD		-427.50	RD	1141657	Workday
1215271057	238460	0	Patino,Alejandra	9/8/2019	2020	3	3	GRD	GRD	213.75	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	9/8/2019	2020	3	2	GRD	GRD	213.75	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	9/8/2019	2020	4	0	GRD		-427.50	RD	1144307	Workday
1215271057	238460	0	Patino,Alejandra	9/22/2019	2020	3	3	GRD	GRD	427.50	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	9/22/2019	2020	4	0	GRD		-427.50	RD	1144308	Workday
1215271057	238460	0	Patino,Alejandra	10/6/2019	2020	4	4	GRD	GRD	171.00	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	10/6/2019	2020	4	3	GRD	GRD	256.50	PAY	0	Workday
1215271057	238460	0	Patino,Alejandra	10/6/2019	2020	4	0	GRD		-427.50	RD	1144310	Workday

Figure 21

View Ledger Detail

Returning to the topic of monthly expenses, it may be necessary to drill into a specific ledger account expense to determine what the costs were related to. This is especially useful if the user or PI questions

the validity of an expense and requires additional details to determine if the expenditure was legitimate and appropriate for the account.

To view details of an expense, the user must be on the Expenses By Month window and click on the blue expense amount that more information is desired. Selecting the total expense values will display the details of all expenses from inception to date for that entire ledger account. Therefore, it is recommended that a dollar value be selected from the monthly expense columns to narrow a search, Figure 22.

				Fiscal Year			
				2023	2024	2024	2024
Ledger Account	Apply F&A	All Years	Fiscal Month	2023	2024	2024	2024
7200 Services	Yes	250,000.00		23,848.03	50,686.96	126,348.19	49,116.82
Direct costs without F&A applied		0.00		0.00	0.00	0.00	0.00
Direct costs with F&A applied		250,000.00		23,848.03	50,686.96	126,348.19	49,116.82
Total		250,000.00		23,848.03	50,686.96	126,348.19	49,116.82
	Actual F&A %	0.00%		0.00%	0.00%	0.00%	0.00%

						Fiscal Year				
						2023	2024	2024	2024	
Employee	Emplid	Position	Rcd	Title	All Years	Fiscal Month	2023	2024	2024	
							11	3	4	5

Figure 22

After clicking on the blue hyperlink, the FT will populate data in the Expense By Month for the dollar value that was selected. This feature is only available for expenses that have posted after the launch of Workday. The data that is displayed is similar to what can be seen in Workday and will contain line-item information such as the Supplier, Operational Transaction, Journal Number, individual expense, etc., Figure 23.

Ledger Account	Spend Category	Status	Expenses	Accounting Date	Budget Date	Supplier	Line Memo	Operational Transaction	Journal Number
7200 Services	SC0425 Management and consultant services	Posted	13,357.57	2023-09-01	2023-07-31	Dignity Health	Long COVID Research - Dignity Mission Support SOT00000296		
7200 Services	SC0425 Management and consultant services	Posted	37,329.39	2023-09-01	2023-06-30	Dignity Health	Long COVID Research - Dignity Mission Support SOT00000296		

						Fiscal Year			
						2023	2024	2024	2024
Employee	Emplid	Position	Rcd	Title	All Years	Fiscal Month	2023	2024	2024
							11	3	4

Figure 23

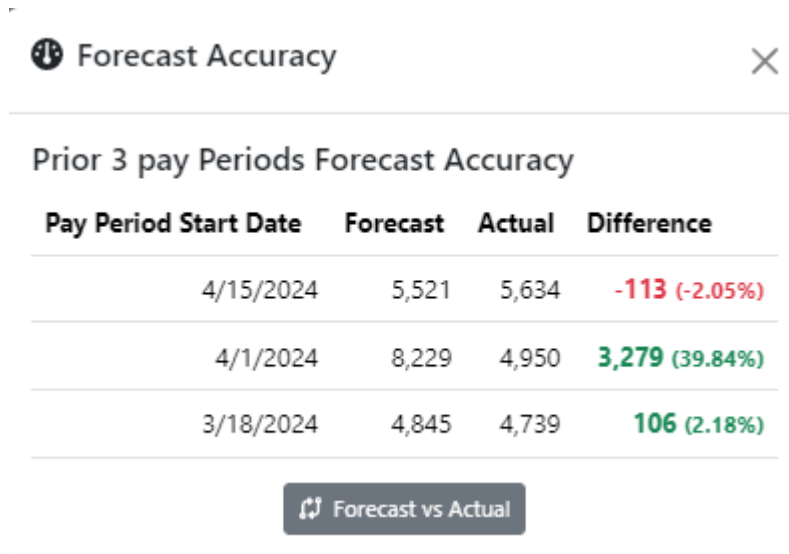
This can be a useful shortcut to find a specific transactional number and take it to Workday where additional supporting documentation can be searched for. The difference between the Accounting Date and Budget Date should be noted. The Accounting date is the date at which the expense was finally posted to the account. The Budget Date is the date that a transaction was initially entered in Workday. It is the Budget date that determines what indirect rates are applied to an expense.

Forecast vs Actual

The Forecast vs Actual section of the FT can be used to alert on discrepancies between what was forecasted on an account and what has been posted to an account. The FT will always display data that

has been posted to the account because it draws this information from the data warehouses with each refresh.

As a result, if a projection was not made real in either PeopleSoft or Workday, it would lead to a mismatch of an account forecast versus actual posted expenses. The Prior Month Forecast Accuracy can be seen at the top of any account sheet, Figure 24.



The screenshot shows a dialog box titled "Forecast Accuracy" with a close button (X) in the top right corner. Below the title is the heading "Prior 3 pay Periods Forecast Accuracy". A table follows with the following data:

Pay Period Start Date	Forecast	Actual	Difference
4/15/2024	5,521	5,634	-113 (-2.05%)
4/1/2024	8,229	4,950	3,279 (39.84%)
3/18/2024	4,845	4,739	106 (2.18%)

At the bottom of the dialog box is a button labeled "Forecast vs Actual" with a refresh icon.

Figure 24

Observing a mismatch between Forecasts and Actuals does not necessarily mean that there is an issue with account projections. It may be that the user has made projections to visualize burn out scenarios and did not intend to implement them but saved the forecasts for later review. The Forecast vs Actuals feature is meant more to be a trigger for the user to analyze the account to ensure that all aspects of it are setup correctly.

To help pinpoint where discrepancies are identified, the Forecast vs Actual button is helpful. This will prompt the FT to populate data in the Forecast vs Actual data. There will be displayed line-item details on what has been forecasted. At the end of each row will be two columns, one for Forecasts and another for Earnings or Expenses depending on if forecasts include personnel or operational costs. The Earnings / Expenses are what has actually posted to the account, Figure 25.

Once the forecasted discrepancy is identified the user can then either correct the forecast or refer to the relevant ASU system, such as PeopleSoft or Workday, to ensure that data has been correctly input.

Forecast vs. Actual



Employee	Emplid-Position-Rcd	Title	Academic Year Pay Rate	Summer Pay Rate	Fiscal Year	Fiscal Month	Semester	Pay Period Start Date	Pay Period End Date	Workdays %	Forecasted Funding	Forecast	Earnings	Includes Redistribution
Baskar,Sruthi	1225706859 -253162-0	Student Worker III	604.80	604.80	2024	10	Spring	3/18/2024	3/31/2024	10	100.00%	604.80	498.96	No
Baskar,Sruthi	1225706859 -253162-0	Student Worker III	604.80	604.80	2024	10	Spring	4/1/2024	4/14/2024	10	100.00%	604.80	710.64	No
Baskar,Sruthi	1225706859 -253162-0	Student Worker III	604.80	604.80	2024	11	Spring	4/15/2024	4/28/2024	10	100.00%	604.80	604.80	No
Froid,Daniel David	1227538860 -269323-0	Program Mgr Research	2,875.00	2,875.00	2024	10	Spring	3/18/2024	3/31/2024	10	100.00%	2,875.00	2,875.00	No
Froid,Daniel David	1227538860 -269323-0	Program Mgr Research	2,875.00	2,875.00	2024	10	Spring	4/1/2024	4/14/2024	10	100.00%	2,875.00	2,875.00	No
Froid,Daniel David	1227538860 -269323-0	Program Mgr Research	2,875.00	2,875.00	2024	11	Spring	4/15/2024	4/28/2024	10	100.00%	2,875.00	2,875.00	No
Gambhir,Palak	1227320304 -279253-0	Student Worker IV	760.00	760.00	2024	10	Spring	3/18/2024	3/31/2024	10	100.00%	760.00	760.00	No
Gambhir,Palak	1227320304 -279253-0	Student Worker IV	760.00	760.00	2024	10	Spring	4/1/2024	4/14/2024	10	100.00%	760.00	760.00	No
Gambhir,Palak	1227320304 -279253-0	Student Worker IV	760.00	760.00	2024	11	Spring	4/15/2024	4/28/2024	10	100.00%	760.00	760.00	No
Gupta,Soumya	1229081362 -257186-0	Student Worker III	604.80	604.80	2024	11	Spring	4/15/2024	4/28/2024	10	0.00%		113.40	No
Hakimi,Nasiba	1225191487 -298611-0	Student Worker IV	676.00	676.00	2024	11	Spring	4/15/2024	4/28/2024	10	100.00%	676.00	676.00	No
McAdams,Christopher Scott	1000235422 -297272-0	Proj Mngr Facilities Dvlp/Mgmt	3,384.62	3,384.62	2024	10	Spring	4/1/2024	4/14/2024	10	100.00%	3,384.62	0.00	Yes
Thiyagarajan,Sakthi Mahalingam	1229417165 -283965-0	Student Worker III	604.80	604.80	2024	10	Spring	3/18/2024	3/31/2024	10	100.00%	604.80	604.80	No
Thiyagarajan,Sakthi Mahalingam	1229417165 -283965-0	Student Worker III	604.80	604.80	2024	10	Spring	4/1/2024	4/14/2024	10	100.00%	604.80	604.80	No
Thiyagarajan,Sakthi Mahalingam	1229417165 -283965-0	Student Worker III	604.80	604.80	2024	11	Spring	4/15/2024	4/28/2024	10	100.00%	604.80	604.80	No

Figure 25

My Portfolio

Up to now this guide has focused on projections that involve a single account. This is useful when needing to quickly review an account. However, most users support principal investigators with multiple accounts and wish to review all their resources. The “My Portfolio” tab of the FT is used for this purpose.

A portfolio is a way to pull all accounts associated with one or more PIs with a single search. A portfolio can also be customized to bring in specific accounts that you enter into the portfolio by adding the specific account numbers manually. This allows you to have a portfolio that brings in any combination of accounts that can be used to create a report. More on reports later.

To get started, click on the “Add to Portfolio” Button, Figure 26

Figure 26

A new window will open with a search field for PIs and an entry field for Accounts. Give the Portfolio a easily identifiable name such as [PI LastName, PI First Name], then search for the desired PI by entering the PIs Last Name,First Name , ASU ID or email address, in the Find PI textbox, Figure 27. When you see the PI you want to add to the Portfolio, click the + sign on the left of the Employee ID. You can add

additional accounts to that portfolio by entering the account number in the Selected Accounts textbox and then clicking the + sign. As you add accounts and PI's, they will appear in the top portion of the window.

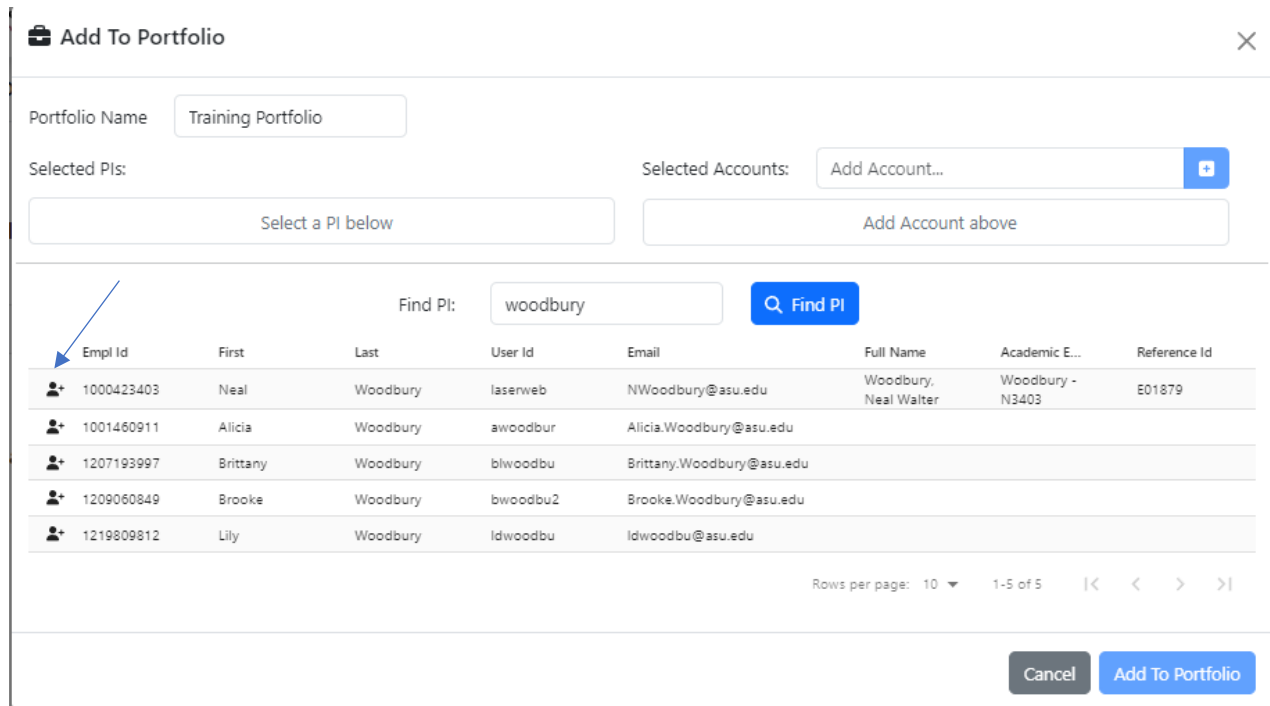


Figure 27

When finished adding Accounts and PIs, click Add to Portfolio at the bottom right of the window. You will now see your new portfolio in the PI Portfolio list. To view the details, click on the Magnifying Glass. To edit the included Accounts and PI's, click the edit button. To Delete, click the recycle bin. To create a PI Report, click the last Icon at the far right of the row, Figure 28.

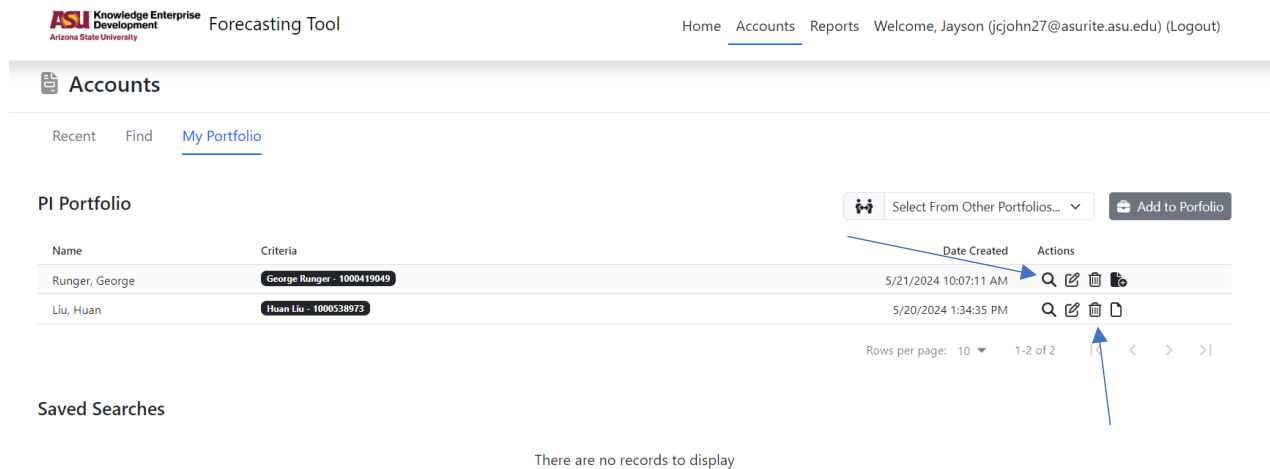


Figure 28

You can also view anyone else's portfolio list by clicking on the dropdown button next to the Add Portfolio button. There you will see all active users and can scroll through them to select their portfolio,

Figure 29. This is useful if someone is covering for an administrator who is out of office and only briefly wants to review another’s accounts. You can return to your portfolio view by clicking the drop-down option again and choosing the Select From Other Portfolios option.

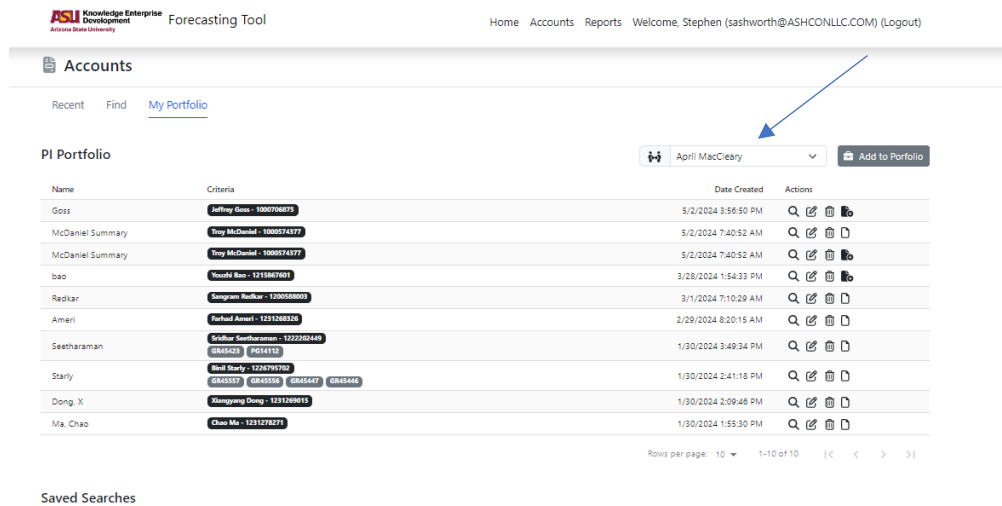


Figure 29

Creating PI Reports

The FT has the capability of generating reports that can be shared with principal investigators (PI). After selecting the Accounts and PI desired for your Portfolio, click the “Create a PI Report” icon, Figure 30. When prompted for a PI Portfolio Name, it should be simple such as “PI Last Name Financial Report” as you’ll be creating snapshots on a regular basis that will contact the date the snapshot is created.

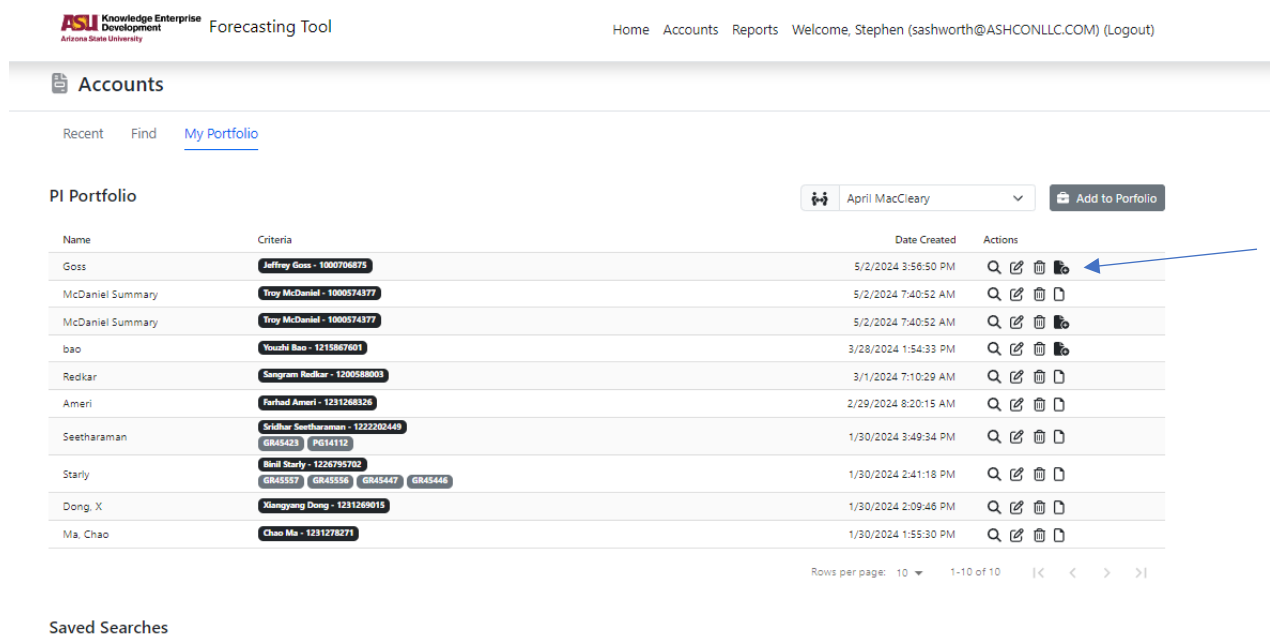


Figure 30

Account Summary

The first tab displayed in the PI Report is the Account Summary, which displays summary data for each included Account. The report will appear blank until one of the tabs of the report is clicked on, this triggers the FT to generate the information tied to that tab, Figure 31.

Account	Cost Centers	Award Number	Account Nick Name	Account Title	Sponsor	Start Date	End Date	Final End Date	Days to Expire	Total Budget	ITD Expenditures	Forecast & Encumbrances	Available Funds	Available to Spend	Award Anticipated	Time Burn Rate	Budget Burn Rate
GR42484	CC1244	AWD000054763		Circulating exosomes with covid-spike protein Role in	O'Grady Health dba St. Joseph's Hospital and Medical Center	5/2/2022	6/26/2024	6/26/2025	39	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	94.9%	100.0%
GR39579	CC0145	AWD000035520		SC Flexibiotech - Task 6 - COVID-19 Point	Arizona Department of Health Services (ADHS)	12/27/2020	6/30/2024	6/30/2024	43	\$490,644.00	\$473,000.00	\$17,844.20	-\$0.20	-\$0.16	\$0.00	96.6%	96.4%
GR42014	CC0020	AWD00037209	NIH R21 with Chao	Woodbury - High-Throughput Rapid Epitope-Specific-Qiua	HHS: National Institutes of Health (NIH)	4/20/2022	9/30/2024	9/30/2024	135	\$77,591.00	\$107,329.51	\$8,192.67	-\$37,931.18	-\$24,159.99	\$0.00	84.8%	138.3%
GR42223	CC0020	AWD00037536	DOD; CDWRP; Lyme Disease	Identification of Immunogenic Epitopes For Lyme Disease	DOD-ARMI: Army Medical Research Acquisition Activity (USAMRAA)	7/1/2022	9/30/2024	9/30/2024	135	\$938,112.00	\$703,640.33	\$7,170.16	\$227,301.51	\$144,778.03	\$0.00	83.5%	75.0%
GR43103	CC0020	AWD00038007	SRA	Direct electrical measurement of enzyme activity and t	Recognition Analytix	12/1/2022	6/30/2024	6/30/2024	43	\$475,649.00	\$464,058.93	\$1,477.75	\$10,112.32	\$9,630.78	\$0.00	92.4%	97.6%
GR43453	CC0366	AWD00038226		Developing an Innovative and Scalable Model to Bolster	Arizona State University Foundation (ASUF)	1/16/2023	1/15/2026	1/15/2026	607	\$22,217.00	\$5,533.51	\$0.00	\$16,683.49	\$16,650.81	\$664,712.00	44.5%	24.9%
GR43458	CC0366	AWD00038226		PI - Program Income	Arizona State University Foundation (ASUF)	1/16/2023	1/15/2026	1/15/2026	607	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$664,712.00	44.5%	0.0%
GR44107	CC0020	AWD00038654	NIH R01	Discovery of early immunologic biomarkers for risk of	HHS: National Institutes of Health (NIH)	7/7/2023	6/30/2024	6/30/2028	43	\$490,501.00	\$305,364.47	\$0.00	\$185,136.53	\$117,921.36	\$2,542,735.00	87.7%	62.3%
GR44108	CC0020	AWD00038654	NIH R01 SC JHU	SC - John Hopkins University	HHS: National Institutes of Health (NIH)	7/7/2023	6/30/2024	6/30/2028	43	\$159,434.00	\$72,050.25	\$128,631.75	-\$41,248.00	-\$26,272.61	\$2,542,735.00	87.7%	45.2%
PG00138	CC0020	Program	Neal IIA	BDI-Neal Woodbury-IIA	BDI-Neal Woodbury-IIA	7/1/2023	6/30/2024		43	\$8,305.14	\$12,540.31	\$310.91	-\$4,235.17	-\$3,903.38	\$0.00	87.9%	0.0%
PG01341	CC0134	Program	VDRI Operations	ENGR-One Time Research Support-RID	ENGR-One Time Research Support-RID	7/1/2023	6/30/2024		43	\$273,879.99	\$156,676.36	\$7,997.22	\$111,475.20	\$102,742.12	\$0.00	87.9%	58.2%
PG04698	CC0500	Program		NSC-Residual: Neal Woodbury-FPR	NSC-Residual: Neal Woodbury-FPR	7/1/2023	6/30/2024		43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	87.9%	0.0%
PG12200	CC0380	Program		KED-Materials Initiative-Navrotsky-TRIF	KED-Materials Initiative-Navrotsky-TRIF	7/1/2023	6/30/2024		43	\$122,995.67	\$75,537.25	\$0.00	\$47,458.42	\$47,458.42	\$0.00	87.9%	62.9%
PG12935	CC1197	Program		KED-Research Fellowships-TRIF	KED-Research Fellowships-TRIF	7/1/2023	6/30/2024		43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	87.9%	0.0%
Total:										\$3,309,528.81	\$2,625,730.92	\$171,624.66	\$514,752.93	\$385,045.36	\$6,414,894.00		

Figure 31

Clicking on an Account in the top or left portion of the window will open the respective Account Details Report, Figure 32.

Account Detail Report



Account Details

KED-Research Fellowships-TRIF

Account: PG12935 **Indirect Rate:** 0.0%

PI: Woodbury - N3403

Cost Center: CC1197

Sponsor:

Prime Sponsor:

Start Date: 7/1/2023 **Time Burn Rate:** 87.9%

End Date: 6/30/2024 **Budget Burn Rate:** 0.0%

Anticipated End Date: 6/30/2024 **Budget Available to Spend:** 0.00

Notes

Ledger Accounts

Ledger Account	Budget	Expenses	Forecasted Encumbrances	Available
Unbudgeted Revenue	0.00			0.00
Direct costs without ASC applied	0.00	0.00		0.00
Direct costs with ASC applied	0.00	0.00		0.00
7500 Internal Allocations Expense	0.00	0.00		0.00
Total	0.00	0.00		0.00

Close

Figure 32

PI Reports Employee Summary

The summary will show all personnel on the account sheets along with the data of which accounts they are mapped to and what their FTE percentage split across the next 2 semesters is. Click the double blue arrows to expand the Semesters displayed. The numbers above the semester represent the number of workdays remaining in each semester when the summary is made, Figure 33. This number updates biweekly with each new payroll. The account numbers will hyperlink back to the respective account spread sheets.

ASU Knowledge Enterprise Forecasting Tool Home Accounts Reports Welcome, Stephen (sashworth@ASHCCONLLC.COM) (Logout)

Reports

Account Summary Employees Expenses

Employees

#	Employee	EmpId	Position	Rcd	Title	AV Pay Rate	Sum Pay Rate	Staff Type	Account	Account Nick Name	Account Name	Account End Date	PI	Semester		
														Spring	Summer	
														Workdays:	19	40
														Start Date:	4/29/24	5/13/24
1	Froid, Daniel Davis	122733860	216123	0	Program Mgr-Research	2,875.00	2,875.00	Staff	EG01981	VORI Operations	ENGR-One Time Research Support-RID	6/30/2024	MacCleary, April Marie		100.0%	87.5%
2	Gambhir, Paak	122733034	279253	0	Student Worker IV	760.00	760.00	Student	EG01981	VORI Operations	ENGR-One Time Research Support-RID		MacCleary, April Marie		0.0%	0.0%
3	Gupta, Sourya	1228091362	257156	0	Student Worker III	604.80	604.80	Student	EG01981	VORI Operations	ENGR-One Time Research Support-RID	6/30/2024	MacCleary, April Marie		100.0%	87.5%
4	Hakimi, Naaba	1225191487	298611	0	Student Worker IV	676.00	676.00	Student	EG01981	VORI Operations	ENGR-One Time Research Support-RID	6/30/2024	MacCleary, April Marie		100.0%	87.5%
5	Shayan, Raja Muhammad	1232727147	257166	1	Student Worker III	604.80	604.80	Student	EG01981	VORI Operations	ENGR-One Time Research Support-RID	6/30/2024	MacCleary, April Marie		100.0%	87.5%
6	Thiyagarajan, Sakthi Manalingam	1229417165	283965	0	Student Worker III	604.80	604.80	Student	EG01981	VORI Operations	ENGR-One Time Research Support-RID		MacCleary, April Marie		0.0%	0.0%

Figure 33

Expenses

Chart

The Expenses tab displays a Budget vs Actuals chart that can be filtered by Account at the top right, Figure 34. The graph displays 3 separate plots that include the total budget, which is the obligated project budget to date. Next is the Spend Plan which is the sum of the total expenses to date plus projected expenses. Finally, the Cumulative Spend plot displays the total project expenses to date. All three plots are shown over fiscal month.

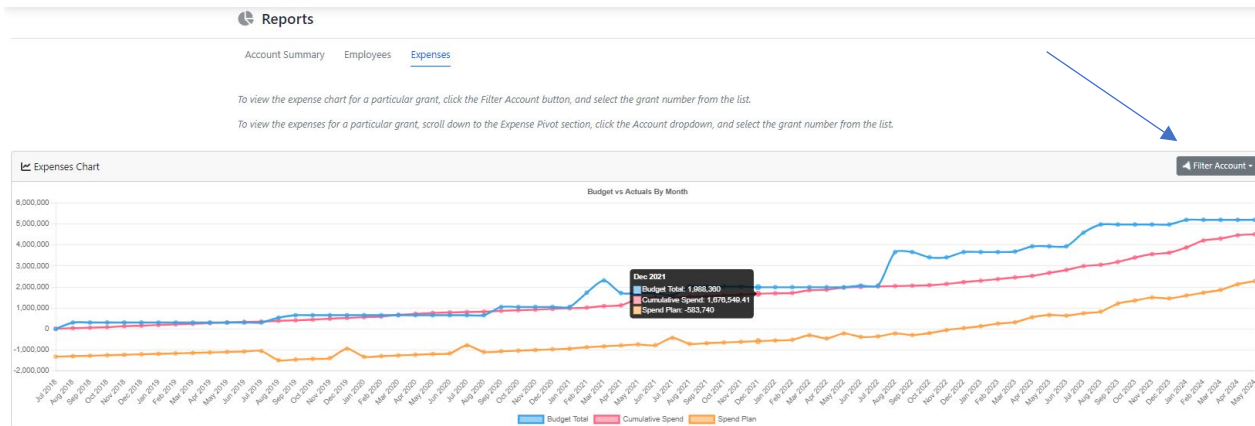


Figure 34

Drop down filtering menus are also available to change the range of fiscal months and the account. Filtering by fiscal month is useful if only a short span such as a single quarter of performance period is desired to be analyzed. Hovering over a particular month displays amounts, Figure 35.

Pivot

Table

Expenses Pivot

Account Budget Expenses LedgerAccountId StartDate

Year Month

ObjectClass	LedgerAccount	2022												2023												2024					
		202208	202211	202212	202301	202302	202303	202304	202305	202306	202307	202308	202309	202310	202311	202312	202401	202402	202403	202404	202405										
01 Salaries and Wages	7100 Personal Services - Faculty				10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	17,500.00	7,500.00	5,000.00										2,572.35									
	7101 Personal Services - Staff		8,846.16	13,269.24		-1,725.00																									
	7102 Personal Services - Post-Doctoral Scholars													2,355.78	1,884.63	1,884.63	1,884.62	1,884.62	1,884.62	1,884.62	942.31										
	7106 Personal Services - Administrative										26,667.00		3,015.84	6,021.68	9,047.52	6,031.68	6,212.64	6,212.63	6,212.63	6,212.64	4,735.84										
	7199 Grant Salaries and Wages	0.00																													
02 Fringe Benefits	7112 Employee Related Expenses - Faculty				2,560.00	2,560.00	2,560.00	2,560.00	2,560.00	4,480.00	2,032.30	1,335.00										697.11									
	7113 Employee Related Expenses - Staff		3,007.70	4,511.55		-586.50					10,086.78		1,031.42	2,062.84	3,094.26	2,062.84	2,124.72	2,124.72	2,124.72	2,124.72	1,619.64										
	7114 Employee Related Expenses - Post-Doctoral Scholars													511.20	408.96	408.96	408.96	408.96	408.96	204.46											
04 Services	7200 Services	0.00	190.84						24,000.00		40,000.00																				
	7202 Materials and Supplies	0.00	6,010.00	1,196.85	1,991.25		7,505.00										1,100.00	2,159.60	2,012.73			2,608.91									
08 Travel	7222 Travel - Out-of-State	0.00																				0.00									
	7223 Travel - International																					0.00									
14 Capital Equipment	7413 Equipment - Lab and Scientific	0.00	5,675.00																												
	7520 Facilities & Administrative Costs	0.00	10,291.18	10,817.25	8,294.22	5,841.64	11,437.04	7,159.20	20,839.20	12,528.60	30,893.18	3,622.35	2,306.94	4,613.88	8,555.50	5,921.22	62,086.23	7,290.62	7,206.90	6,059.64	7,627.14										
Totals		0.00	34,020.88	29,794.89	22,845.47	16,090.14	31,502.04	19,719.20	57,399.20	34,508.60	190,179.48	9,977.35	6,354.20	12,708.40	23,563.76	16,309.33	11,100.00	20,081.15	19,850.56	16,690.58	21,008.02										

Figure 35

Below the graph is a pivot table that contains data on project expenditures by fiscal year or month and itemized by Object Class and Ledger Account. Clicking on the plus and minus icons will toggle the pivot table to expand and collapse showing variable level of detail. The Pivot Table is a highly customizable tool that can be filtered to show one or more of the selected accounts in the PI Report, Expenses, Budget. Columns and Rows can be viewed as a Heat Map and/or exported as a .tsv file.

The Pivot Table can be filtered by Account, Budget, ObjectClass, LedgerAccount ID and more, Figure 36

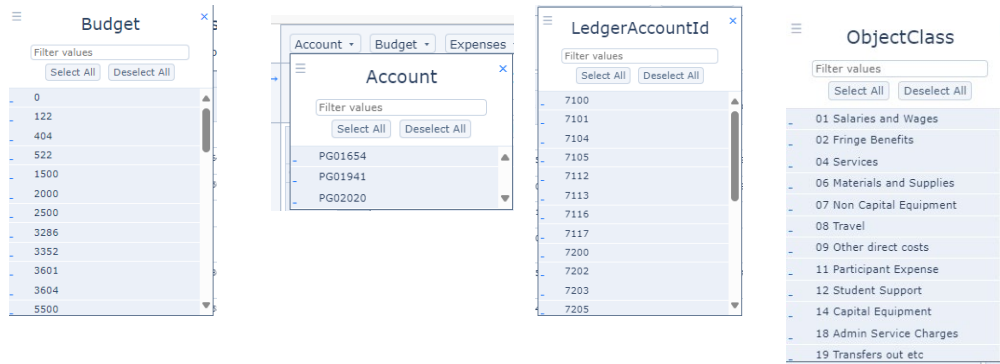


Figure 36

Creating a Snapshot

The FT can create a snapshot report that does not change when the data warehouse is updated. You'll want to create a snapshot to share with your PI/faculty. This will be how PI Reports are delivered to Faculty in the FT. To create a snapshot, click the button on the Account Summary Page, Figure 37.

The snapshot version created will be with that day's date and a numbered version for that date i.e. 5/20/2024 - #01.

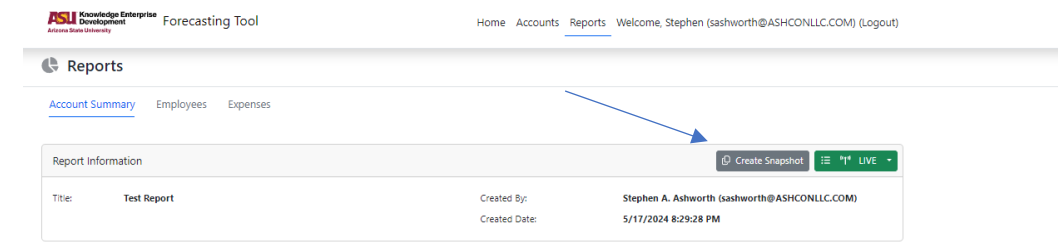


Figure 37

Emailing / Exporting the PI Report

To share a PI Report, a snapshot must be created first, see above step Creating a Snapshot. When that has been completed click on "Reports" in the top Navigation Bar. Navigate to the snapshot you wish to share clicking on the drop-down menu from the green Live button.

After you click on the snapshot, a Shared With prompt will appear at the bottom of the report information, Figure 38.

Reports

Account Summary Employees Expenses

Click the above tabs to view the sections of the report.

Report Information
5/21/2024 - #01

Title:	Liu, Huan	Created By:	Jayson Johnson (jcjohn27@asurite.asu.edu)
		Created Date:	5/21/2024 12:29:10 PM
Version:	3f32937e-4ba6-46da-9ea2-c8cb00a93537	Created By:	Jayson Johnson (jcjohn27@asurite.asu.edu)
Version Link:	https://as-app-forecasting-wus2.azurewebsites.net/reports/version/3f32937e-4ba6-46da-9ea2-c8cb00a93537	Version Date:	5/21/2024 12:29:21 PM

Shared With:

- Jayson Johnson (jcjohn27@asurite.asu.edu)
- Jayson Matthews (jsmatth@asurite.asu.edu)
- Jayson Davis (jstaup@asurite.asu.edu)

Figure 38

You can begin typing the name of the person you want to share the report within this section. This will grant the person the ability to see the report. This must be done before sending the link in the report to the person otherwise they will not be able to view the report.

When the link is shared with a PI they will have access to both the snapshot that was created and a live view of the report. While the snapshot is static, the live view will always show any of the most recent updates that the user has made the PI report.

If the link is shared with another administrator of the FT they will be able to see the Live View, the snapshot that was directly shared, as well as all snapshots that were created for this specific portfolio.

Epilogue

The Forecasting Tool is only as reliable as the person using it. The mathematical calculations it performs may be accurate, but the interpretation and implementation of those calculations all fall to the user. The FT is not meant to be a definitive affirmation of how finances on an account will be utilized and cannot replace the skill and knowledge that come from a trained administrator. What the Forecasting Tool can contribute, and is intended for, is increased efficiency and accuracy. With practice, the Forecasting Tool can be an integral instrument for any financial administrator at ASU.