

DATE CREATED	PROCESS NAME
September 27th, 2019	Projection Report
PROCEDURE NO.	PROCESS OWNER
006	Questica Campus Users
DATE OF LAST UPDATE	LAST UPDATED BY
September 23th, 2020	Patrick Orona

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Resources

- [University Budget Office Site](#)
- [Questica Site](#)
- [QuesticaHelp Site](#)

Overview

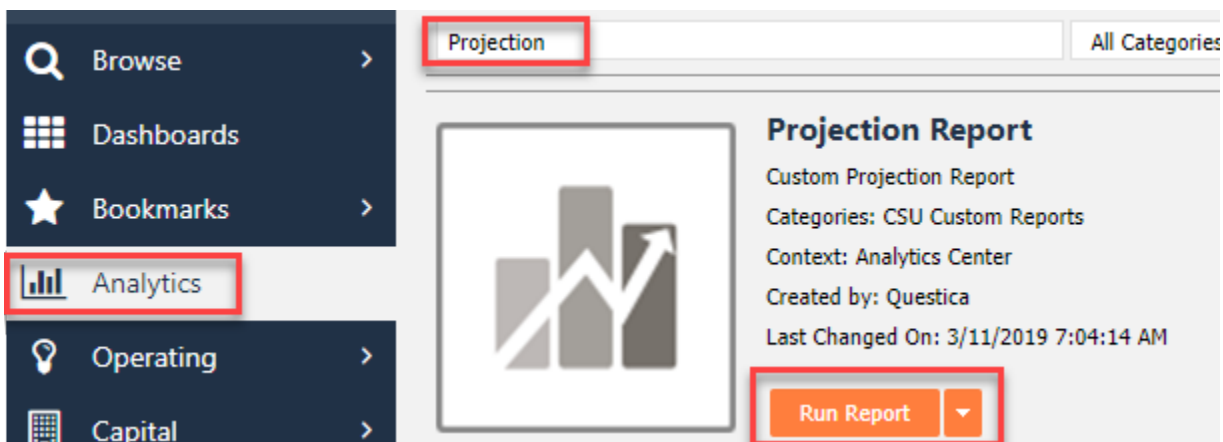
To address required CSU system-wide policy on budget oversight HSU developed a Budget Oversight Policy. To implement we will utilize our web-based enterprise budgeting system Questica. Financial reviews will compare budgeted and actual revenues and expenditures, including year-to-date activity and projected activity through the end of the fiscal year. Users within the Operating Module can enter adjustments to system-calculated projections on the Projection Report located in the Reporting Module.

This Business Process Guide (BPG) provides a step by step guide assisting end users navigate through running the projections report.

Path

Reporting > Projection Report

To filter to desired report start typing "Projection Report" in the search bar at the top. Click on tile to expand and select "Run Report".



Projection Report Layout

The Projection Report allows users to compare Budget to YTD Expenses and provides projections for the remainder of the current year based on current spending and the last 3 Years of actuals. It also takes into consideration adjustments entered in Projection Records by Users (See QBPG #007 – Projection Module for step by step instructions). There are several parameters that determine how data is presented and grouped in the report (i.e. Group By, Page Break on, etc.) This section will review the Group By "AcctType/AcctSummGrp/ObjGrp/FIRMSObjectCode/GLAcct/Program" layout which is recommended when entering adjustments.

1. **Report Sections** – the report will have two distinct sections, one for Expense accounts, and one for Revenue Accounts.
 - **Revenues** – all items will be listed under 'Revenues'. There is a Total Line for ALL Revenues shown at the end of the section.
 - **Expenses** – expense items will be grouped by the following:
 - Salaries
 - Benefits
 - Operating Expenses
 - Financial AidThere is a Total Line for ALL Expenses shown at the end of the section.
2. **Report Columns** – there are standardized report columns to show Budget, Actuals and Projection details. The parameters chosen when running the report will dictate the rows on the left (i.e., Group By, Page Break, and Expand To).
 - a. **Budget Columns** – Budget entries where the Fund-Department has a Status of Active, and the Budget Scenario matches the following:

- i. **Orig Base** – includes all values where budget lines have a Budget Scenario that is marked as included in 'Original'
 - ii. **Adj Base** – includes all values where budget lines have a Budget Scenario that is marked as included in 'Adjusted Base'
 - iii. **Final Bud** – is the total of Orig and Adj base
- b. **Actual** – includes all transactions listed as 'Actual' in the Type (Ledger) field from the Actuals and Encumbrances costs table.
- c. **Encumb** – includes all transactions listed as 'Encumbrance' in the 'Type (Ledger)' field from the Actuals and Encumbrances costs table.
- d. **YTD Total** is the total of the Actual and Encumbrance values.
- e. **YTD Balance** is the balance remaining in the budget
 - i. **Revenue Accounts** = YTD Total **LESS** Final Budget
 - ii. **Expense Accounts** = Final Budget **LESS** YTD Total
- f. **YTD %** is the % Spent year to date for the budget
 - i. All Accounts = YTD Total / Final Budget
- g. **Projection** – operating expenses, financial aid and revenue account summary groups process three prior years of Actual Costs (excluding Encumbrances) to determine a spending pattern. If Budget Year = 2020 it is calculated based on the Actual Costs from years 2017, 2018, 2019. Please see the [Questica Proj. Report – Excel Field Calc & Adj. Calculator](#) excel file for the specific details on how projections are calculated
- h. **Projection Adj** – identifies any Projection Adjustments that were entered into Questica Budget as an Adjustment (Operating > Projection Adjustments)
- i. **Final Proj** – is the total of Projection + Projection Adj. columns
- j. **Proj Bal** – identifies the Projected Balance for the line.
 - i. Projected Balance = Final Budget - Encumbrances – Final Projection
- k. **Proj %** - identifies Projected Balance in a percentage format
 - i. Projected % = (Final Projection + Encumbrances.) / Final Bud

Report Parameters

The Projection Report is designed with many layers of flexibility built in, to allow for several variations of the report. The Group By selections allow you to run the report based on the Accounting Structure, the Organizational Structure or the Fund Structure. The Expand To option allows you to identify how detailed you want the report (i.e., when running for the Fund Structure, you could select to Expand To the Fund Level, or simply run the report at the Business Unit Level. If you select a 'higher' level, you can still expand dynamically within the report to display the lower levels of detail. The following section outlines these options, along with all others as displayed on the Parameter window.

Parameters ...

Auto-Fill	<input type="text" value="Custom..."/>
Budget Year:	<input type="text" value="2020 - 2021"/>
As Of Date:	<input type="text" value="August 2020"/>
Group By:	<input type="text" value="Account Type/Account Sumr"/>
Page Break on:	<input type="text" value="None"/>
Expand To:	<input type="text" value="GL Category (Object Group)"/>
Business Unit:	<input type="text" value="1 selected"/>
Fund:	<input type="button" value="Select"/> 1 selected
Division (CSU Custom Division):	<input type="button" value="Select"/> All (6) selected
MBU:	<input type="button" value="Select"/> All (43) selected
Department:	<input type="button" value="Select"/> All (251) selected
Account Type:	<input type="text" value="All"/>
Program Restriction:	<input type="text" value="All"/>
Program:	<input type="button" value="Select"/> All (699) selected
Projection Calculation:	<input type="text" value="Historical Avg. Diff"/>
Include Report Total	<input checked="" type="radio"/> Yes <input type="radio"/> No
Standard Parameters +	
<input type="button" value="Run Report"/>	

Parameter Window

- **Budget Year** – select the Budget Year for the report
- **As of Date** – enter the month ending you are running the report for – note, this will impact projection calculations, as the values will be calculated based on historical years up to and including the month you select.
- **Group By** – the following options will determine the structure of the report:
 - AcctType/AcctSummGrp/ObjGrp/FIRMSObjectCode/GLAcct/Program – Provides a breakdown based on the Accounting Structure – Account Summary Group, Object Group (QB: GL Category), FIRMS Object Code, GL Account and finally by Program
 - AcctType/Division/MBU/Department/Program – Provides a breakdown based on the Organizational Structure – Division (QB: CustomDivision), MBU (College/Area), Department and finally by Program
 - AcctType/BusinessUnit/FundSummaryGroup/Fund – Provides a breakdown based on the Fund Structure – Business Unit (QB: Fund Category), Fund Summary Group and Fund.
- **Page Break On** – this option allows you to create multiple reports within one depending on the Group By you selected. For example, if you run a report at the Accounting Structure Group By, you will be able to view the data by Department by selecting 'Department' for the Page Break – essentially giving you an individual report by Department (but being able to run it for Multiple Departments). If you download to excel, and you have multiple pages the tabs in Excel will display the Department, Program, Fund or whichever option you chose as your 'Page Break'. If you do not want to Page Break at a specific level, select 'None'. Note the Page Break On selections WILL change based on the Group By that you have chosen.
- **Expand To** – this option allows you to identify the level of detail to be displayed in the report when it is first run. This again, is based on the Group By option you have selected. The Expand to options WILL provide you with the same options as listed in the Group By. If you select the highest level, once the report is run, you can simply click on the '+' symbol next to the level displayed, and continue this to the most detailed level.
- **Business Unit** – select one or multiple Business Units for the report.
- **Fund** – select one or multiple Funds for the report.
- **Division** – select one or multiple Divisions for the report.
- **MBU** – select one or multiple MBUs for the report.
- **Department** – select one or multiple Departments for the report
- **Account Type** – allows you to select Revenue, Expenses or All (includes both types) for the report.
- **Program Restriction** – Filters the program parameter below it. Includes or excludes programs tagged as restricted.
- **Program** – select one or multiple Programs for the report.
- **Projection Calculation** – Ability to select different types of systems calculated projections. Please **ONLY use Historical Avg. Diff** as HSU has determined this calculation to be the most accurate. In addition, using different calculations would result in different year-end balances when consolidated at an institutional level.
- **Include Report Total** – select 'Yes' to include a Report Total line for ALL columns. If you only want a Report Total for the Projection balance and Projection % column, select 'No'. Note, the report will still show totals within the report for Total Revenues and Total Expenses, regardless of this parameter.

Data Included & Calculated

The following section outlines where data is pulled from for the report, and how projection calculations are complete.

Budget Data

- Display – Budget values, stored in the budgets data table, will be displayed in the Original Base, Adjusted Base and Final Budget columns on the report. This is based on the Budget Scenario that is assigned to the budget line.
- Calculations – included in the YTD Balance and YTD % columns, along with Projected Balance and Projected %.

Actual Transactions

- Display - transactions stored within the Operating Actuals table, where the Actual Cost Type = Actuals, or Encumbrances will be included in the Actual, Encumbrance and YTD Total columns.
- Calculations – included in the YTD Balance and YTD %.

Projection Adjustments

- Display – Projection Adjustments stored in the Projection Adjustments table, will be displayed in the Projection Adjustment Column on the report.
- Calculations – included in the Projected Balance and Projected %.

Projection Calculations

Projection Calculations use historical data to predict the expected spending for the remainder of the Budget Year of the report. Please see the [Questica Proj. Report – Excel Field Calc & Adj. Calculator](#) excel file for the specific details/calculations on how projections are calculated.

- Salaries / Benefits – Salaries and Benefits, projections are calculated differently than Operating Expenses, Financial Aid and Revenue.
 - Salary projections will be based on values from the Actuals Table of the Year for which you are running the report. For example, if you run the report as of September, the report will use the Actuals from September to calculate the projection amount for the remainder of the year. The calculation does not use data from the Reporting Cache for the projection amounts.
 - $\text{Projection} = \text{Total YTD PLUS (As of Month * Remaining Months)}$. The Example above would be $\text{Total YTD PLUS (September * 9) = Projection}$
- Operating Expenses, Financial Aid and Revenue
 - A 3 year historical average is taken for year-end and As of Month totals. The difference between the two is added to YTD actuals.

Expected Entity Setup

For Internal use only

Entity Type / Name	Description	Details	Path in Questica Budget
Entity = Fund Type = Checkbox QB Field Name = Custom_IncludeinReports	Include in Reports	When set to True, will determine if the Fund is included in the Projection Report	Administration > Lookups > Shared > Funds (note, in some instances this may be name 'Local Fund')
Budget Scenario			
Entity = Custom_AccountSummaryGroup Type = Entity	Provides a high level grouping of GL Accounts which identifies where in the report those accounts will be shown. This is the table where the Account Summary Group values are setup	Values for the Account Summary Group are: Salaries Benefits Financial Aid Revenues	Administration > Lookups > Shared > Account Summary Group
Entity = GL Category Type = Lookup Field Name = Custom_AccountSummaryGroup	Once Account Summary Groups are in place, they must be attached to the GL Categories for accounts to be included in that section of the Projection Report.	You need only to identify the GL Categories that fall under Salaries or Benefits, Financial Aid or Revenues; ALL others will be included in the Operating Expenses section of the report.	Administration > Lookups > Shared > GL Categories
Entity = GL Category Type = Lookup Field Name = Custom_GAAPObject	Each GL Category for Transfer Funds (in and out), must have a GAAP Object Code of 506 or 680 to be included in the Transfer In and Out section on reports.	Values for Transfer Funds 506 - Transfers In 680 - Transfers Out	Administration > Lookups > Shared > GL Categories
Entity = Actual Cost Type Type = Lookup Field Name = ID	The report will show Encumbrance values based on the Actual Cost Type of the transaction. Your site must have the ID#2 (system assigned) to the Encumbrance Actual Cost Type to be included as an encumbrance on the report.	Ensure that Actual Cost Type with the ID# 2 is what you are using for Encumbrances	Administration > Lookups > Shared > Actual Cost Types *If you cannot see the ID # go to Selected Columns and select the ID and save the view. Regardless of the text used for Encumbrances, the ID must be 2 for these values
Budget Year - Refreshing Cache Values	Data for the Projection Report will be cached each day (running at @6am with other scheduled processes). You can refresh the cache if required outside of this schedule.	This will ONLY be required if you make changes to your DATA after running a report and identifying issues (i.e., adding / updating Projection Adjustments) and you need to re-run the report to show the revised data	Administration > Lookups > Shared > Budget Years - highlight the Budget Year to refresh > Right Click > 'Refresh Report Data'