Emory University | Emory Business Intelligence

Effective Date: 14 August 2017

JOB AID: USING THE NON-SPONSORED FINANCIAL OUTLOOK REPORTING TOOL [FORT]

GETTING STARTED

****NOTE: The FinPro database is updated Saturday evening/Sunday morning and after month close. The tool will be unavailable until 2pm on Sundays.***

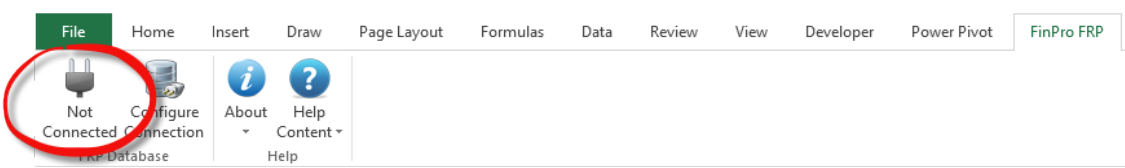
To ensure you are using the correct/current version, ALWAYS open/download the template each time you begin reconciliation for a PI. Do not use a locally saved version.

1. Navigate to the FORT website http://ebi.emory.edu/FORT/NSP.html and download the template. All FORT enhancements are listed/described on the NSP FORT website.

2. Log into VPN. *We recommend you use the local VPN application on your computer: Big-IP Edge Client.*

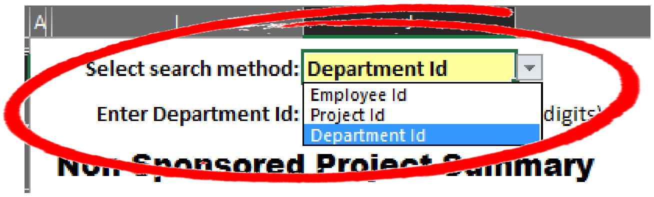
3. Open the template. You must enable macros to use the FORT. If you receive the following error messages, select "Enable Content."

4. Click the "Not Connected" icon on the FinPro FRP tab on the Excel ribbon in the FORT.



THE PROJECT SUMMARY

1. Choose your preferred prompt from the drop down menu.



   a. Employee ID:
      i. Type (**if you must copy/paste, do so in the formula bar**) the Employee's 7-digit employee ID number.
      ii. You must enter any/all 0's that precede the ID. Click "Enter." Excel will briefly lock while the following occurs: The "Summary" is populated based on the Employee entered.

   b. Project ID:
      i. Type (**if you must copy/paste, do so in the formula bar**) the 8-digit Project ID number.
      ii. You must enter any/all 0's that precede the ID. Click "Enter." Excel will briefly lock while the following occurs: The "Summary" is populated based on the Project entered.

   c. Department ID:
      i. Type (**if you must copy/paste, do so in the formula bar**) the 6-digit Department ID number.
      ii. You must enter any/all 0's that precede the ID. Click "Enter." Excel will briefly lock while the following occurs: The "Summary" is populated based on the Department entered.

****NOTE: You may notice an Excel "Not Responding" message in the ribbon. It can take time to connect to the database and load the PI data. Be patient; this message does not typically indicate Excel is locked or has stopped functioning.***

2. When you click on the "Hyperlink" to the left of "Project ID," a worksheet (tab) is inserted into the workbook for the project/activity selected.

Hyperlink	Project ID	Project Name
00009051_00001	00009051_00001	Emory PREP Program
00010531_00001	00010531_00001	Sam Sober Start-Up
00015264_00001	00015264_00001	Pat Marsteller Research
00021420_00001	00021420_00001	Roger Deal Start-Up BDR
00021801_00001	00021801_00001	FDF Roger Deal

3. Click on the project tab/worksheet that you would like to reconcile or project. To navigate to a particular project or award, use the hyperlinks on the "Summary" worksheet/tab. Activity is incorporated in the Tool; each worksheet represents a combination of the project/activity. The project worksheet will not be created until you select it from the "Summary" worksheet/tab.

Hyperlink	Project ID	Project Name	Department ID
00009051_00001	00009051_00001	Emory PREP Program	831000
00010531_00001	00010531_00001	Sam Sober Start-Up	831000
00015264_00001	00015264_00001	Pat Marsteller Research	831000
00021420_00001	00021420_00001	Roger Deal Start-Up BDR	831000
00021801_00001	00021801_00001	FDF Roger Deal	831000
00034162_00001	00034162_00001	Friedgen, Kelly Sci/Society Fd	831000

NOTE: You should ONLY use the "Build All Templates" button on the project summary if 15 or fewer projects are available. Upon clicking "Build All Templates" a worksheet for each Project ID/Activity ID combination present on the Project Summary page will be generated.

Build All Templates

RECONCILING AND FORECASTING (PROJECTING) EXPENDITURES

1. The template will be loaded with base projections from the Emory EBI data warehouse. YOU CAN EDIT THESE PROJECTIONS. Make changes to the projections by adjusting the values in the yellow cells. You can only edit/load data in yellow cells. All other cells include actual data from COMPASS/the EBI data warehouse and cannot be modified. You can use Excel formulas in the yellow cells. HOWEVER, your formulas will not be saved (to the system); only the value of the calculation is loaded to the database.

2. To project new personnel, we have provided ten "Projected Hire" rows in the personnel section of the template. You may use these as if they were single individuals, or a combination of several salaries projected in one row. You can edit the yellow field that says "Projected Hire #" with the name of the employee/title or other quick note, for example: "*Bob Smith planned start Sept 2017*" or "*Graduate Student*".

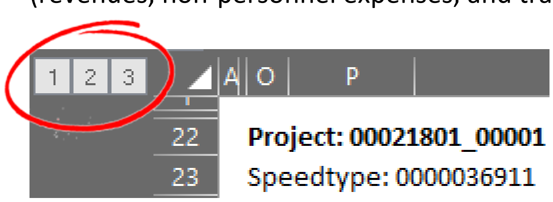
PHIRE01	Projected Hire 1
PHIRE02	Projected Hire 2
PHIRE03	Projected Hire 3
PHIRE04	Projected Hire 4
PHIRE05	Projected Hire 5
PHIRE06	Projected Hire 6
PHIRE07	Projected Hire 7
PHIRE08	Projected Hire 8
PHIRE09	Projected Hire 9
PHIRE10	Projected Hire 10

****NOTE: when individuals are added to the project as actuals in future months, you will need to remember to go back and adjust your projections.***

3. Fringe by person column is available in the "Personnel" section. All employees are loaded with the default faculty/staff fringe rate (percentage). This percentage is used to calculate the fringe amount for projected months in the template. You may edit this if the employee's fringe rate is different. You do not need to manually calculate/estimate fringe projections.

4. The "Other" section is organized by account group and account category. Use the "+" signs on the left to open/display all categories and view revenues, expenditures, and transfers, at the account level detail. Once the category is expanded, the "+" sign becomes a "-" sign that can be clicked to collapse the rows when not in use.

   You can also use the 1, 2 buttons at the top left. 1 = collapse all, 2 = expand to account groups (revenues, non-personnel expenses, and transfers collapse to 1 row), 3 = expand all.



5. You can edit/make projections in the yellow account level cells. The gray cells represent actual expenditures for those same rows and cannot be modified.

6. In the "Other" section, account level rows for actuals are drillable to view the transaction level detail. To perform a transaction drilldown, select a cell containing expenditure data. The cell should be gray. Double-click on the cell with the value. A new tab/worksheet is inserted into the workbook that contains the transaction level detail for the value that was double-clicked on the project tab.

Excel Tip:

- To get back to the Project Summary sheet, simply hover over the arrows in the lower left corner next to your worksheet tabs, and hit **Ctrl + right mouse click**. This will take you back to the first tab in your workbook.

- Alternatively, you can hit **Ctrl + left mouse click** while hovering over the arrows and it will give you a list of all the worksheets within your workbook. From there you can click on the project that you were working on, and it will navigate you directly to that worksheet.

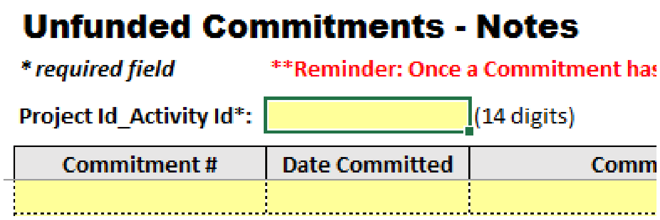
7. The Tool contains a Life-to-Date Actuals column as the first column, followed by 7 full fiscal years of actuals, the current fiscal year as a combination of actuals and projections, and 2 additional projected fiscal years.

LTD FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Actuals	Actuals	Actuals
Total Actuals	Total Actuals	Total Actuals	Total Actuals	Total Actuals	Total Actuals	Total Actuals	Total Actuals	PD 01 - September	PD 02 - October	PD 03 - November

8. The Tool provides an "Unfunded Commitments" column on the Project/Activity worksheet. This column can be used to record any commitments made in writing, but not yet funded. Unfunded commitments will act as additional funding on the project in the Projected Surplus/Deficit Column.

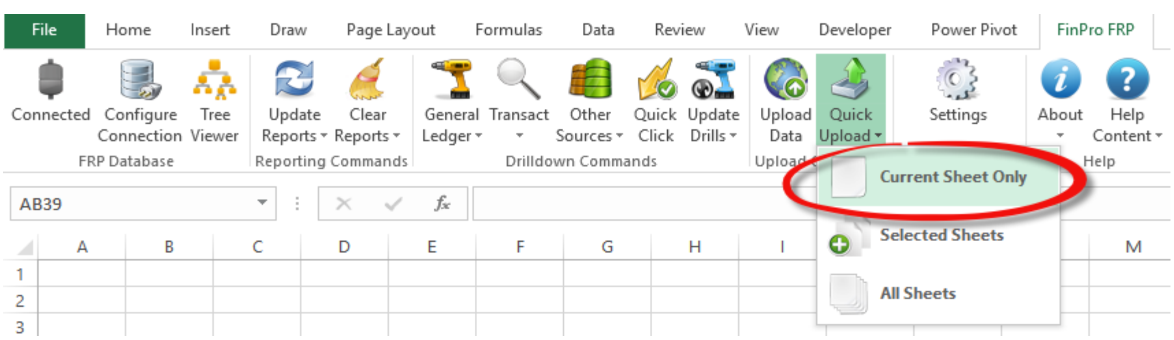
	% Current HR Earnings Distribution	% Fringe	LTD Budget	Unfunded Commitments
81822 LITS: Long Distance Domestic				
81824 LITS: Long Distance Intl				
81826 LITS: Long Distance Other				
81827 LITS: Directory Assitance				
81828 LITS: 800 Inbound				
81835 LITS: Cable TV Programming				
81980 LITS: Circuit Expenses				
82100 BDG-Tech Svs Exp				
82110 Tech Systems Exp				
82120 Tech Svs - Interface Maint				
82130 Tech Svs - Other Exp				

- A “Notes” tab/worksheet is provided to record additional details about the unfunded commitments.
    - In order to view previous notes, enter a Project ID/Activity combination (14-digits) in the “Project Id_Activity_Id” field and hit “enter”
    - To enter a new note, enter a Project ID/Activity combination (14-digits) in the “Project Id_Activity_Id”, enter the details for the unfunded commitment(s) in the table below, and upload the sheet using the method below to save the note.

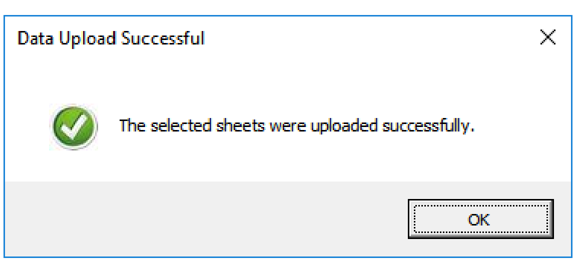


***Note:** Once a commitment has been funded, be sure to remove the commitment from the Unfunded Commitments column on the Project worksheet.*

9. When you have completed your projections and analyses, you must save the FORT by uploading it to the database. Click the “Quick Upload” icon on the FinPro FRP ribbon and select “Current Sheet Only.”

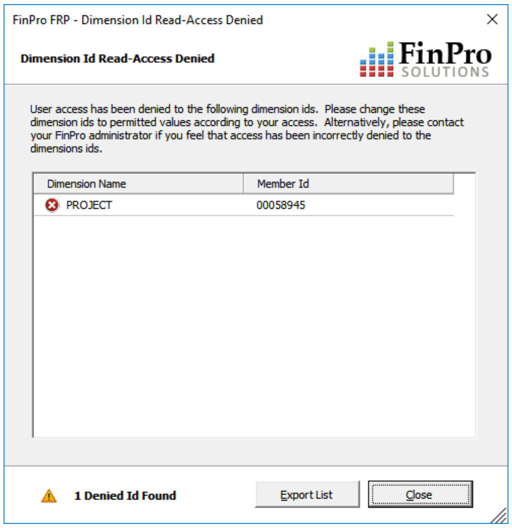


10. The following message will appear, letting you know that the REVISED FORT is now loaded to the database.



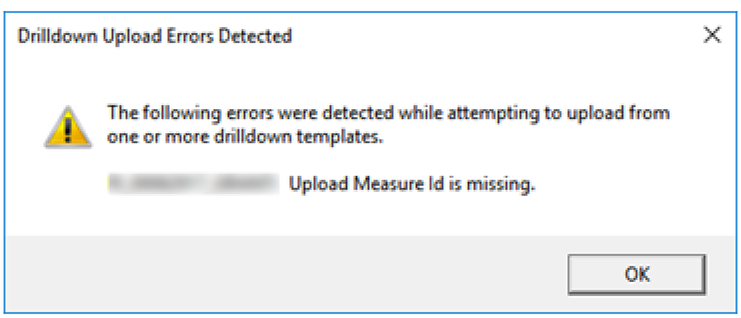
****NOTE: If you do not have labor access to a project, you cannot upload labor projections.***

You will receive the following error message upon loading the project:



You can click close on this message and you will still see total salary & other expenses charged to the project/activity, but you will not be able to see employee names *(similar to the EBI trend report without labor detail).*

****NOTE: If you do not have labor access to a project, and no labor has been charged to the project, you will be able to upload projections on the non-personnel expenses, but will receive the following notification:***

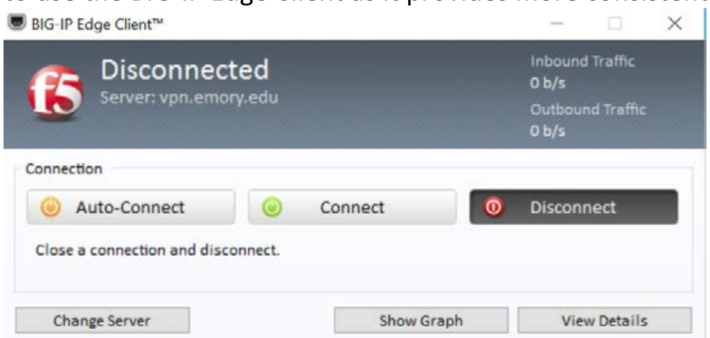


Click "Ok" and the upload will proceed.

FAQS

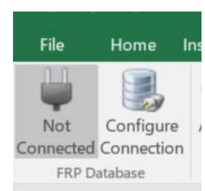
Do I have to use VPN to access the FORT if I am working from my Emory University office?

Even if you are at your desk, you MUST be on the VPN to utilize the FORT. Using the VPN gives you access to the ADMIN core, which is necessary to utilize the (FinPro) database supporting the FORT. You must access the ADMIN core via VPN before you attempt to connect to the FinPro database. We encourage you to use the BIG-IP Edge Client as it provides more consistent VPN access than vpn.emory.edu.

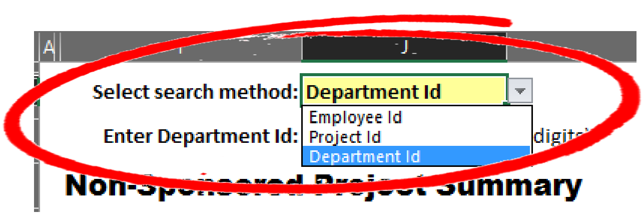


I have opened the template and the FinPro FRP Ribbon but I do not see the "Connected/Not Connected" button. What do I do?

If the "Connected/Not Connected" button does not display on the FinPro FRP Ribbon, close the FORT and Excel. Relaunch Excel, click the FinPro FRP Ribbon, and attempt to connect. If the "Connected/Not Connected" button still does not display, submit a Salesforce ticket to the attention of the EBI team. You can access instructions for submitting a FORT ticket on the FORT website: http://ebi.emory.edu/FORT.html. You must "Connect" to use the FORT by clicking "Not Connected" to establish a connection to the (FinPro) database to populate the FORT.



Why isn't the budget, expense, and encumbrance data displaying on the Project Summary page?
You must type (do not copy and paste) the EMPLID, Project ID, or Department ID to load the Project Summary.



If you have entered a valid ID and still are not able to load details, submit a Salesforce ticket. You can access instructions for submitting a FORT ticket on the FORT website: http://ebi.emory.edu/FORT.html.

I am forecasting new hires using the Projected Hire 1 – 10 rows. When will the actual hire data appear? Do I need to remove the Projected Hire forecast data that I entered?

The new hire will appear in the FORT as on as the employee is hired and labor expenditures are processed.

When the new hire appears in the FORT, you must delete the Projected Hire data.

PHIRE01	Projected Hire 1
PHIRE02	Projected Hire 2
PHIRE03	Projected Hire 3
PHIRE04	Projected Hire 4
PHIRE05	Projected Hire 5
PHIRE06	Projected Hire 6
PHIRE07	Projected Hire 7
PHIRE08	Projected Hire 8
PHIRE09	Projected Hire 9
PHIRE10	Projected Hire 10

If I submit an RST, how will that show up on FORT?

RST's calculate into the total salary paid to that employee within the month that they have posted to the ledger—just like on the trend report in EBI. Both FORT and the trend report run based on post date (not pay date).

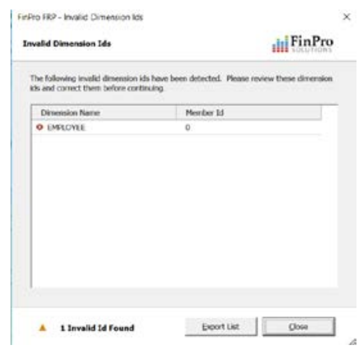
Do formulas load to the FinPro database?

No, if you use a formula in a project reconciliation worksheet in the FORT workbook, the result of the calculation will load NOT the formula but it will load the numeric value.

How do I clear the template, after I finished the reconciliation/projection and uploaded my FORT?

Enter zeroes into the ID field with the appropriate number of digits for the selected prompt method (EMPLID = 0000000, Project ID = 00000000, Department ID = 000000). That will clear the data from the template and allow you to enter a new (valid) ID into the tool to begin a new reconciliation/projection.

If you clear the ID field, you may receive an "Invalid Dimension IDs" pop-up. Simply close the pop-up and enter the new ID.



I have entered the Employee's ID but NO data has loaded. What do I do?

Double check that you have connected to the FinPro database. If you are connected but still have this issue, and if you are certain the employee has been assigned responsibility for a non-sponsored project, submit a Salesforce ticket (EBI/FORT). You can access instructions for submitting a FORT ticket on the FORT website: http://ebi.emory.edu/FORT.html.

Some of my non-sponsored projects are not displaying in FORT. Why not?

Projects will not display until a budget is loaded or actuals (revenues, expenses, or transfers) have posted. The department may not have completed the roles assignment (which is required to allow the data to load into the FORT template when the Employee prompt is used). Submit a Salesforce Ticket (EBI/FORT), if you have roles assignment issues OR if neither of these issues seems to be the reason for your challenge. You can access instructions for submitting a FORT ticket on the FORT website: http://ebi.emory.edu/FORT.html.

Does the FORT include projections for revenues, non-personnel expenses, or transfers?

You must manually enter the projections for non-salary actuals. Only labor data will project automatically based on percentage earnings for the project period, termination date, or the current fiscal years + 2 additional fiscal years, whichever is sooner.

Who do I contact if I have additional questions?

If you are having issues accessing/using the tool, submit a ticket in the Finance Support Center Community Page. Choose “Emory Business Intelligence” for your ticket category. Choose “Financial Outlook Reporting Tool (FORT)” as your ticket subcategory.

How do I submit a ticket in the Finance Support Center Community Page to request assistance from the EBI team?

Navigate to http://online.flipbuilder.com/qsea/hmjm/ for a job aid on “How to Open a Ticket.” Choose “Emory Business Intelligence” for your ticket category. Choose “Financial Outlook Reporting Tool (FORT)” as your ticket subcategory.

EMORY UNIVERSITY

Emory Business Intelligence