RAS Central / Operations and Data Analytics & Strategic Support

Effective Date: 8 September 2023
Version Information: 8 September 2023 v2

JOB AID: USING THE FINANCIAL OUTLOOK REPORTING TOOL [FORT] TO COMPLETE RECONCILIATIONS AND FAQS

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OBTAINING ACCESS TO FORT

The following items are required in order to obtain access to FORT.

1. Complete the *EBI: Introduction to Emory Business Intelligence* eLearning. Register in Brainier through the Learning Management System (LMS). Afterwards, complete an Online Access Request in Compass. Navigation: Main Menu > Employee Self-Service > Online Access Request [Emory Business Intelligence].

2. Labor security and FORT access are required. RAS Central manages the requests for labor security and FORT access for all RAS employees.

TROUBLESHOOTING

If you require FORT troubleshooting assistance, please contact RAS Central at ras.centraloperations@emory.edu.

DATA REFRESH SCHEDULE

The FinPro database has two types of data refreshes scheduled:

1. The **weekly data refresh** occurs Saturday evenings through Sunday mornings. The weekend refresh captures the below data:

    - New awards and projects/activities (only if a transaction has occurred)
    - Updates to speedtypes
    - Updates to HR Distribution percentages
    - Award PI, Project PI, or MPI changes
    - Department changes

2. The **monthly data refresh** occurs 1 business day after month-end close, typically on or around the 8th business day of the month, except during the month of September. The monthly refresh captures the below data:

    - All the changes/data that is captured in the weekly refresh
    - The prior closed month actuals.

NOTE: *The current month is always a projected month.*

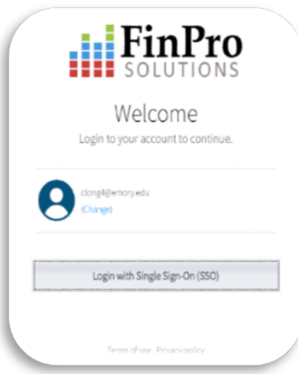
Due to the refresh schedule, the FORT is unavailable on Sundays before 2pm.

GETTING STARTED

1. Navigate to the FORT website http://ebi.emory.edu/FORT for resources, updates, and the FinPro link.

2. Log into FinPro Solutions. *You must use your NetID@emory.edu email address.*

    - Access FinPro Solutions from the FORT website or directly at https://webapp.finprosolutions.com/.



3. When prompted, enter your Emory NetID and Password on the Emory Single Sign-On (SSO) page.

4. Navigate to the Project Summary page/tab, select a PI from the drop-down menu and select 'Submit'.

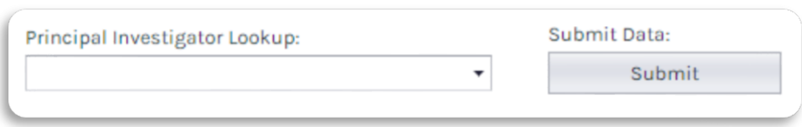
THE AWARD SUMMARY

The award summary page/tab displays information at the award level for the award PI and MPI including:

- Sponsor Name
- Sponsor Reference
- Contract Type
- Project / Activity Count
- Cash Collected
- Award Total LTD Budget, Expenses (including projections), Encumbrances, and Balances
- Award Direct LTD Budget, Expenses, etc… (hidden columns)

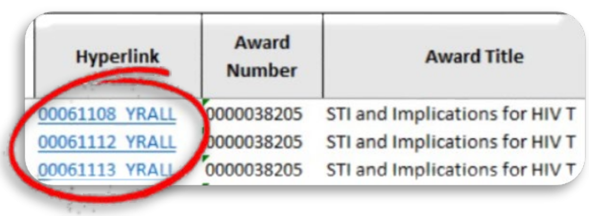
THE PROJECT SUMMARY

1. Enter the PI / MPI / Project PI in the Principal Investigator Lookup dropdown menu. You can enter the PI’s 7-digit employee ID or search by name by typing in the dropdown menu.



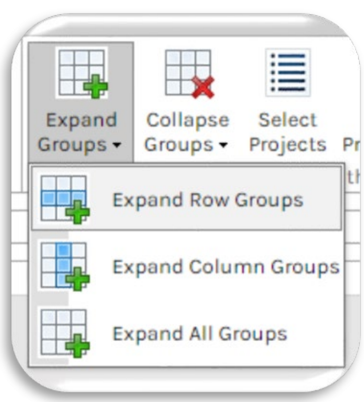
2. Select “Submit.” Data will begin loading for the selected PI. The “Summary” is populated based on the PI entered.

3. All awards, projects, and activities are listed on the Summary page/tab until the associated speedtype becomes inactive.



Hyperlink	Award Number	Award Title
00061108_YRALL	0000038205	STI and Implications for HIV T
00061112_YRALL	0000038205	STI and Implications for HIV T
00061113_YRALL	0000038205	STI and Implications for HIV T

4. The “Project Summary” page/tab includes columns to display direct amounts. Additional project level details (such as Speedtype, Activity Dates, Sponsor Name, etc.) and **Total amounts** (directs + indirects) appear as hidden columns in the worksheet and can be viewed by selecting the **Expand Column Groups** button in the FinPro ribbon.



Direct and Total Expenses displayed after expanding column groups:

AC	AD	AE	AF	AG	AH	AI
(494,029.68)	23,155,245.97	20,989,628.74	54,755.81	2,110,861.42	3,082,766.60	(971,905.18)
Direct Projected Surplus/(Deficit)	**Total LTD Budget**	**Total LTD Expenses**	**Total LTD Encumbrance**	**Total Current Available Balance**	**Total Projected Expenses**	**Total Projected Surplus/(Deficit)**
190,569	725,800	189,786	1,471	534,543	149,788	384,755
222,718	450,000	63,311		386,689	74,819	311,870
(69,155)		44,036		(44,036)	53,878	(97,915)
(304,009)	200,239	237,262		(37,023)	(18,510)	(18,513)
7,097	405,168	253,295		151,874	147,568	4,306

***NOTE:** Adjustments to projected expenditures will NOT display in the "Project Summary" until the Upload & Save button has been selected.*

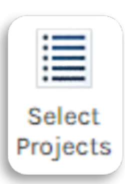
5. **Expense and Encumbrance Drills from the Project Summary:**

   You can drill from the ***Project Summary*** page/tab into the full Direct LTD Expenses, Total LTD Expenses and LTD Encumbrance details. To drill, highlight the cell and select 'Quick Drill' on the FinPro ribbon.

LTD Budget	LTD Expenses	LTD Encumbrance	Current Availab[...] Balance
18,501			18,501
113,764			113,764
333,757	24,298	21,246	288,214
11,346	4,746		6,601
35,777	7,251		28,526
583,304	128,461	33,033	421,810
149,995	54,323	29	95,643
235,296	166,170	4,305	64,821
149,824	149,824		0
149,825	149,825		

6. Select the "Project_Activity" hyperlink to the left of "Award Number" when ready to begin reconciling a project. A worksheet (page/tab) is inserted into the workbook for the project/activity selected and data will populate automatically. The project/activity worksheet will not be created until selected from the "Project Summary" page/tab.

Hyperlink	Award Number	Award Title	Award Start Date	Award End Date	Project Numbe[...]
00061108_YRALL	0000038205	STI and Implications for HIV T	4/1/2017	3/31/2021	00061108_YRALL
00061112_YRALL	0000038205	STI and Implications for HIV T	4/1/2017	3/31/2021	00061112_YRALL
00061113_YRALL	0000038205	STI and Implications for HIV T	4/1/2017	3/31/2021	00061113_YRALL
00069017_YRALL	0000038205	STI and Implications for HIV T	4/1/2017	3/31/2021	00069017_YRALL
00057661_YRALL	0000036449	Understanding Rectal HIV tran	1/24/2017	12/31/2020	00057661_YRALL
00057666_YRALL	0000036449	Understanding Rectal HIV tran	1/24/2017	12/31/2020	00057666_YRALL
00057758_YRALL	0000036449	Understanding Rectal HIV tran	1/24/2017	12/31/2020	00057758_YR[...]



***NOTE:** Users can now choose to open up to five (5) Project / Activity pages/tabs with a single click for a PI with the **Select Projects** button.*

   a. After the **Project Summary** page/tab loads with the PI Portfolio, select the **Select Projects** button.
   b. **Select up to five (5) Project/Activities** from the pop-up window and select **Ok.** The selected projects / activities will open in separate pages/tabs.

PROJECT DETAIL TAB(S) - RECONCILING AND FORECASTING (PROJECTING) EXPENDITURES

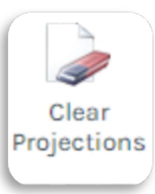
1. The template will be loaded with base **labor projections** from the Emory EBI data warehouse based on the last updated HR Earnings %. **These projections can be edited**. Make changes to the projections by adjusting the values in the yellow cells. You can only edit/load data in yellow cells. All other cells include actual data from COMPASS/the EBI data warehouse and cannot be modified.

   TIP: 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.

   NOTE: *If salary projections in yellow cells are edited (and uploaded), FORT will not overwrite those changes unless the employee's earnings distribution changes. For example, if you know an employee will no longer work on a grant after a given month and you remove the salary projection starting in that month, the system will not overwrite that change. However, if the employee's earnings distribution changes (e.g., 5% to 10%) during the months leading up to their departure, the system will overwrite the previous change and you will see projections for the remaining grant period. Similarly, if you update a future salary projection, but the earnings distribution changes in the months leading up to your update, the system will overwrite your change with the new earnings distribution percentage.*

   If an earnings distribution update is made and then changed, depending on the timing of the change in HR PeopleSoft, it may not be reflected in FORT, as FORT only picks up changes over the weekend.

2. **ALL projections** can be cleared completely with a single button. This button was intended to be used when a new administrator takes over for a PI and wants to start fresh, or when your projections are no longer relevant, and you would like to start over.

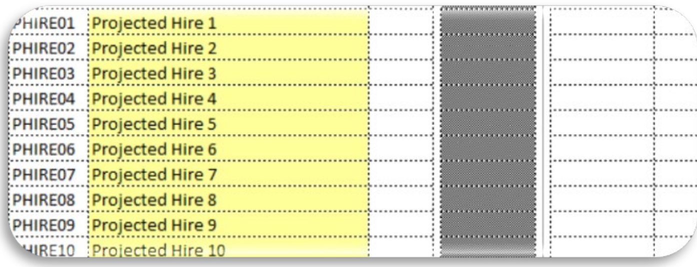
   WARNING: **SELECTING THIS BUTTON WILL CLEAR ALL PROJECTIONS ON THE WORKSHEET YOU ARE VIEWING. IF YOU UPLOAD DATA THIS CANNOT BE UNDONE.**

   TIP: **If you Clear Projections by mistake, DO NOT UPLOAD**. Simply delete that Project Detail worksheet tab, reopen the worksheet and the original projections will be restored.

3. **Pediatrics Institute** employees are **listed in a separate section that only appears if you have or have had Pediatrics Institute employees paid from the project/activity**. Fringe projections are not included for these employees (as they do not use the fringe rate applied to University employees). Remember to enter benefits projections for those individuals.

Type			% Current HR Earnings Distribution	% Fringe	Total Budget
Pediatrics Personnel					
	0397901	Anderson,Evan J	0.000%		
	1337984	Rostad,Christina	0.000%		
Pediatrics Personnel Total					-
Pediatrics Benefits					-
Pediatrics Personnel & Benefits Total					-

4. To project salaries for **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 2022*" or "*Biostatistician*".



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.*

5. **% Fringe by Person Column**

   - All university employees (excluding Pediatrics Institute) are loaded with the default fringe rate (percentage), depending on whether the project is federal or non-federal. This percentage is used to automatically calculate the fringe amount for projected months in the template.

   - **You can edit the fringe % for projections** when necessary. The template will automatically calculate the fringe for that employee based on the % entered.

NOTE: *The University fringe rates are subject to change every fiscal year. The fringe rates will be updated in FORT in September. This update will overwrite any manual changes entered in the % Fringe column for all University employees. Pediatrics Institute employees are not impacted by this change.*

6. The **"Other" expenses** section is organized by account category. Use the "Expand Groups" button in the FinPro ribbon and select "Expand Row Groups" to open/display all subcategories and view expenditures and project future expenses at the account level detail. Once the category is expanded, the "Collapse Groups" button can be used to collapse the rows when not in use.

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

NOTE: *User-entered values entered in the white account category-level cells will NOT be included in calculations or saved in the database when the worksheet is uploaded.*

8. 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. Drills are available from the account group summary cell and from the specific account code. Select the **Quick Drill** button in the FinPro ribbon. A new tab/page is inserted into the workbook that contains the transaction level detail for the value that was selected on the project tab.

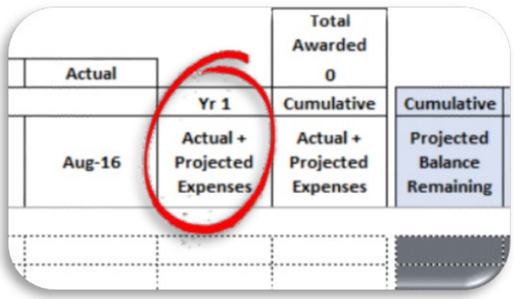
Adjusting the display:

You can now adjust the scrollable area on the screen. This also adjusts what demographic data is displayed on the Project Detail worksheet. The default displays all of the details.

- After 1 click, fewer details appear in the demographic data section and a few of the columns relating to HR distributions and fringe are minimized.
- After 2 clicks, the demographic data section is entirely hidden, and the budget column is also minimized.
- After 3 clicks, the view returns to the default display.

9. Emory has a list of **account codes** that are identified as "**questionable expenses**" by sponsors. These account codes and expenses are highlighted **red**.

10. The tool contains an annual total column (Yr. X Actual + Projected Expenses) next to the cumulative (LTD) column for each year of the project/activity.



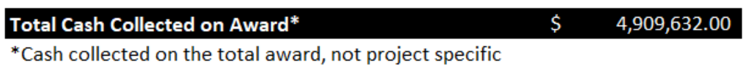
NOTE: *Only the current year is automatically displayed. Prior years and future years are collapsed. Use the 'Expand Column Groups' button to view prior and future years.*

11. **The Facilities and Administrative (F&A) cost rate** is automatically calculated for projected months based on the method appearing in cell L28 of the project template. This cost rate is based on the data in Compass. If this cost rate is incorrect, you must contact your RGC representative.

F&A projections for total encumbrances by month should be entered manually & will be cleared when actuals are loaded into the column where the projections were entered.

12. **Brief notes** can be saved in the header. The box will hold a "tweet length" of text.

13. **Total cash collected** is shown on each project of an award. This information is NOT project specific as cash is applied at the award level.



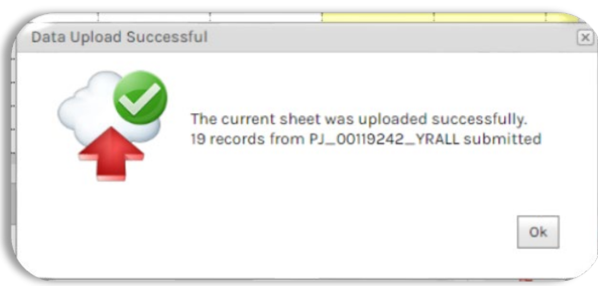
14. The **percentage of funds used** by personnel, other, and total is shown for each project.

15. When you have completed your projections and analyses for each project, you must **Upload Data to the database**. If you do not upload your data, your work will be lost. Select the **Upload & Save** icon on the FinPro FRP ribbon and select "Current Sheet Only" or "All Sheets."

"Current Sheet Only" will upload data on the worksheet you are currently viewing. "All Sheets" will upload all open Project Detail worksheets, the Notes tab, and the Engagement Tracker.

NEW: Data refreshes automatically on the Project Summary and Award Summary pages after the user uploads projections on the Project Detail Worksheet.

16. A message will appear letting you know if your projections were successfully uploaded to the database or not.



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

If you do not have labor access for a project, you will only be able to view total salary/fringe charged to that project/activity, you will not be able to see employee names *(similar to the EBI trend report without labor detail).* ***Contact RAS Central at ras.centraloperations@emory.edu for questions/concerns regarding labor access.***

ENGAGEMENT TRACKER

In order to accurately track reconciliations completed, PI meetings, and PI approval, an engagement tracker has been added to FORT. The Engagement Tracker is another worksheet in FORT, similar to the Notes page/tab.

1. **Header:** After you pull your PI in on the Project Summary page, you can **edit the header section** in order to record the appropriate details for that PI.

NOTE: *You should consult with your RAS Director and your PI in order to verify their preferences before entering target data in the header.*

- **Target Engagement Schedule (days):** You can select your PI's preference from the drop-down menu. The field will default to 60 days when uploaded if nothing is selected in this field.
- **Target Meeting Type:** Select In Person, Virtual, or Email. Virtual includes things like conference calls and Zoom meetings.
- **Target Attendees:** Select the roles that your PI prefers to attend the meetings from the drop-down menu.
- **RAS Unit:** Select your RAS Unit from the drop-down menu.
- **Pre/Post Award Analysts:** Enter the NetIDs for each individual in each of these roles.

2. Select your **Action Type** from the drop-down menu. The columns will automatically hide/unhide based on your selection in this column and the cell where data is required will be highlighted yellow.

- **Reconciliation Action**: Select Reconciliation Complete or Reconciliation Resubmission in column F.
  - Choose this item and upload the action chosen immediately when you have finished the PI's reconciliation to record the completion date accurately.

- **Engagement Meeting Type**: Select In Person, Virtual, or Email in column G, and then fill in the attendees in column H by selecting the option that comes closest to the actual meeting attendees.
  - Choose this item and upload the action chosen as soon as you are able to do so when the meeting has occurred to reflect the date of the meeting as accurately as possible.

- **PI Actions:** In column I, select whether your PI accepted the workbook as you presented it to them, or whether they accepted it while requesting minimal edits, or whether they rejected it.

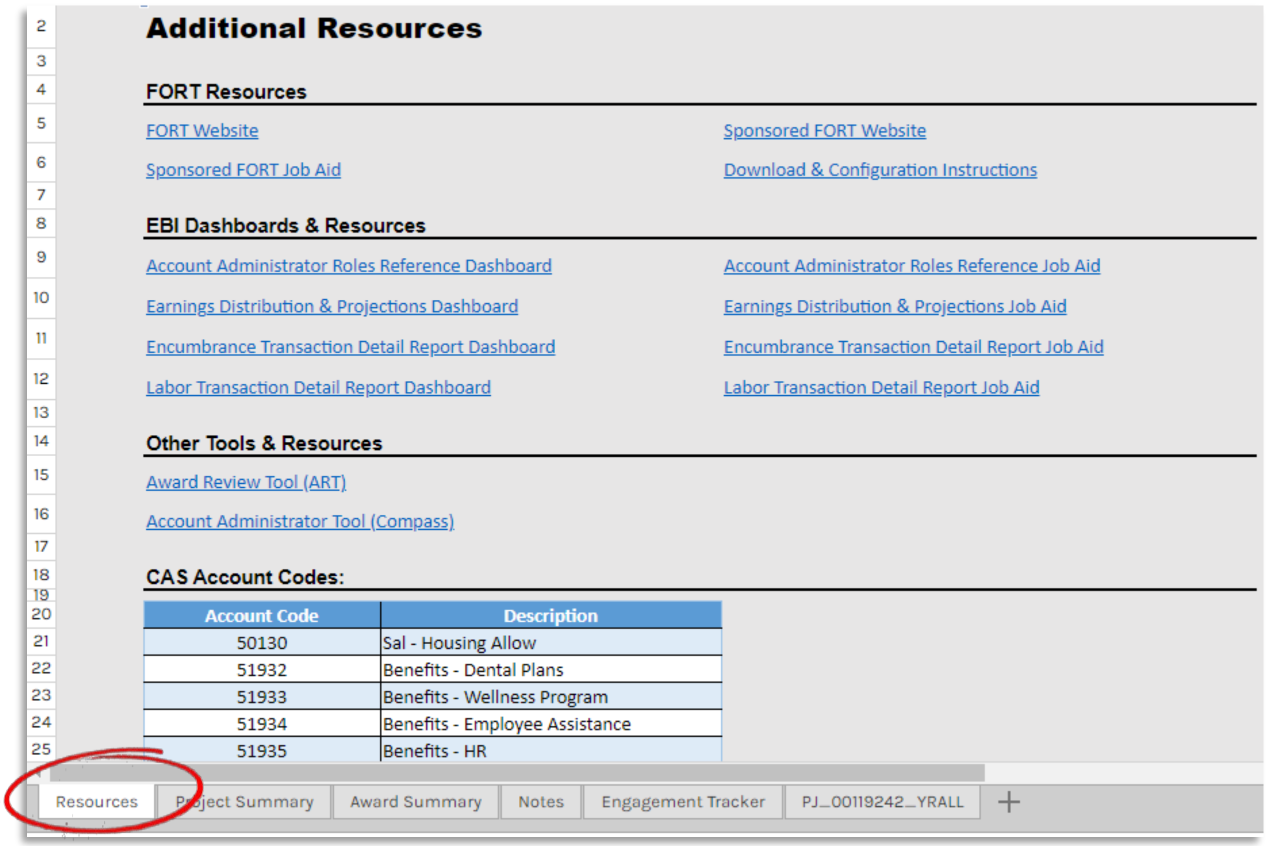
  - The second 2 options will require that you edit the workbook as the PI requested, and then submit a new reconciliation using 'Reconciliation Resubmission'.
  - Choose this item and upload the action chosen as soon as you are able to do so when your PI has accepted or rejected the reconciliation in order to reflect the date on which it occurred accurately.

3. Column K "**NOTES**": You may add applicable comments that you would like to record about the Action chosen in that column.

4. The date and user's NetID are automatically recorded each time the worksheet is uploaded. Changes to the header will be effective dated as of the date that they are uploaded.

RESOURCES

Access various resources in the “Resources” page/tab in the workbook.



FORT Resources

- FORT Website
- FORT Quick-Start Guide
- FORT Upgrade – Excel vs. Web Crosswalk
- FORT FAQs

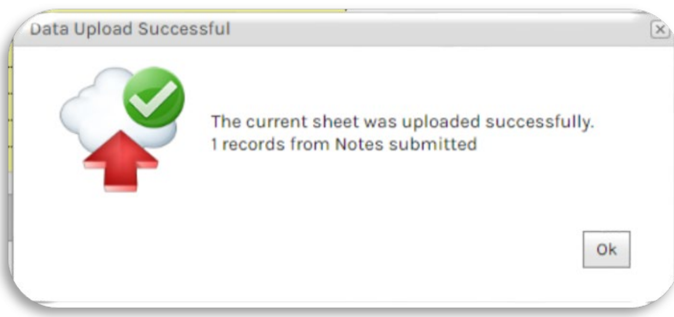
TRACKING ACTION ITEMS/NOTES

The Notes page/tab in the workbook should be used to record all action items and other notes for a specific PI portfolio. Comments added on the Notes tab will be saved to the database for future reference.

1. To add a note, enter a project ID/activity (required) in the first yellow column, you can then select a status and whether the "Note Type" is "Informational" or an "Action Item." You can update the "Notes" as tasks are completed/resolved.

2. Select the "Upload & Save" icon on the FinPro ribbon and select "Current Sheet Only" to save/upload your notes.

3. The following message will appear, letting you know that the notes are now loaded to the database.



4. Once a Note is uploaded, only the "Note Status" column can be changed. Changes to any other fields for previously loaded notes are not loaded to the database. **You cannot delete notes after saving/uploading** but you can change the status to "closed" and then filter closed items from your view to keep track of your 'to do' list.

   NOTE: *Brief notes can also be saved in the header of the project detail tabs. The box will hold a "tweet length" of text.*

DOWNLOADING FORT TO EXCEL

All uploads must occur in the web version of FORT, but you can download a copy of the FORT to Excel to save to your local computer to email etc.

1. Select ‘Download Copy’
2. Choose your file type. Excel Workbook (*.xlsx) is recommended for most situations.
3. Select ‘Download’
4. Save to your preferred location on your local computer or shared drive(s).