

# FINANCIAL FORECAST REPORTS

The Financial Forecast Reports can be accessed from either the REPORTING drop-down menu, or the REPORTING section on the Main Menu screen once you login to the RCUH Financial Portal.

The screenshot shows the RCUH Financial Portal main menu. At the top, there is a navigation bar with the following items: MAIN MENU, PURCHASING, NON-PO PAYMENTS, TRAVEL, REPORTING, MISCELLANEOUS, HELP, and a user profile for Sumi WongFA. Below the navigation bar, there is a welcome message: "Welcome Sumi WongFA (Sumi\_WongFA) [Edit Profile] [Logout]". A dropdown menu is open under the REPORTING menu item, showing the following options: UH Project Fiscal Reports, RCUH Reports, and Financial Forecast Reports (highlighted with a red box). Below the dropdown menu, there are six main menu sections: PURCHASING (POs & PO Payments), NON-PO PAYMENTS, TRAVEL, REPORTING, MISCELLANEOUS, and HELP. The REPORTING section contains the following links: UH Project Fiscal Reports, RCUH Reports, and Financial Forecast Reports (highlighted with a red box and marked as "New").

## Quick Links

- [Financial Forecast KFS Budget Status Report](#)
- [Financial Forecast RCUH Budget Status Report](#)
- [Payroll Projections Report](#)
  - [Read-Only Tab](#)
  - [Projections Tab](#)
- [Non-Payroll Projections Report](#)
  - [Non-Payroll Projections and Pending Transactions](#)

# Financial Forecast KFS Budget Status Report

To view the Financial Forecast report for KFS projects, select **Financial Forecast KFS Budget Status Report** (KFS BSR) as shown below, and type in your KFS account number in the **Project Number** box (e.g., 4xxxxxx, 6xxxxxx). Only KFS projects can be viewed on this report.

Similar to the UH Project Fiscal Reports, this report includes all of the same column headings, but also includes the user-entered projections content in two new columns: **Projections** and **Projected Available Balance**.

**Financial Forecast KFS Budget Status Report** [Download](#)

Project			Period	
Principal Investigator			Award No.	Award Type
Indirect Costs	Rate		Base	

Category	Description	Awarded	Current Month Expended	Total Expended	Outstanding PO*	Total Cost	KFS Suspense	Available Balance	Projections	Projected Available Balance
Uncategorized										
<b>Direct Costs Total</b>										
	INDIRECT COSTS**									
<b>Grand Total</b>										
		Awarded	Current Month Expended	Total Expended	Outstanding PO*	Total Cost	KFS Suspense	Available Balance	Projections	Projected Available Balance

3

1

2

\*The Outstanding PO column reflects outstanding RCUH POs.  
 \*\*Indirect Costs for Outstanding POs are only calculated on RCUH POs. The amount shown is carried over from the RCUH BSR; refer to the RCUH BSR for more details.

1. Projections – totals from the **Payroll Projections** and **Non-Payroll Projections** reports will be displayed here under the appropriate category.
2. Projected Available Balance – a new projected balance will be computed based on the projected amounts.
3. Uncategorized category – items not assigned an object code, travel requests, and PO shipping & tax amounts from pending transactions will be displayed here.

# Financial Forecast RCUH Budget Status Report

To view the Financial Forecast report for either KFS or RCUH projects, select **Financial Forecast RCUH Budget Status Report** (RCUH BSR) as shown below, and type in your KFS or RCUH account number in the **Project Number** box (e.g., 000xxxx, 4xxxxxx, 6xxxxxx). Both RCUH and KFS projects can be viewed on this report.

Similar to the RCUH Reports, this report includes all of the same column headings, but also includes the user-entered projections content in two new columns: **Projections** and **Projected Available Balance**.

**Financial Forecast RCUH Budget Status Report** [Download](#)

Project			Period							
Principal Investigator			Award No.		Award Type					
Indirect Costs	Rate	1	Base					2	3	
Category	Description	Awarded	Current Month Expended	Total Expended	Outstanding PO*	Total Cost	KFS Suspense	Available Balance	Projections	Projected Available Balance
4	Uncategorized									
	Direct Costs Total									
	INDIRECT COSTS**									
	Grand Total									
		Awarded	Current Month Expended	Total Expended	Outstanding PO*	Total Cost	KFS Suspense	Available Balance	Projections	Projected Available Balance

\*The Outstanding PO column reflects outstanding RCUH [POs](#).  
 \*\*Indirect Costs for Outstanding POs are only calculated on RCUH [POs](#). The amount shown is carried over from the RCUH [BSR](#); refer to the RCUH [BSR](#) for more details.

1. \*Awarded – the awarded amounts (budgets) for KFS projects are not displayed on this report.
2. Projections – totals from the **Payroll Projections** and **Non-Payroll Projections** reports will be displayed here under the appropriate category.
3. Projected Available Balance – a new projected balance will be computed based on the projected amounts. \*The projected balance for KFS projects may have negative balances because they do not include the awarded amounts (budgets).
4. Uncategorized category – items not assigned an object code, travel requests, and PO shipping & tax amounts from pending transactions will be displayed here.

# Payroll Projections Report

This report is only available to PIs, FAs, and Secondary Users with PI-delegated rights.

If you have access to these reports, the **Payroll Projections** report will appear as an option in the dropdown menu as shown below.

The screenshot shows the RCUH header with navigation links: MAIN MENU, PURCHASING, NON-PO PAYMENTS, TRAVEL, REPORTING, MISCELLANEOUS, and HELP. Below the header, the section is titled "Financial Forecast Reports". There is a "Report Name" dropdown menu with the following options: "Payroll Projections" (selected), "Financial Forecast KFS Budget Status Report", "Financial Forecast RCUH Budget Status Report", and "Non-Payroll Projections". To the right of the dropdown is a "Project Number" input field and a "Retrieve Report" button.

If you do not have access to these reports, the report will not be visible in the dropdown menu as shown below.

The screenshot shows the RCUH header with navigation links: MAIN MENU, PURCHASING, NON-PO PAYMENTS, TRAVEL, REPORTING, MISCELLANEOUS, and HELP. Below the header, the section is titled "Financial Forecast Reports". There is a "Report Name" dropdown menu with the following options: "Financial Forecast KFS Budget Status Report" (selected), "Financial Forecast RCUH Budget Status Report", and "Non-Payroll Projections". To the right of the dropdown is a "Project Number" input field and a "Retrieve Report" button.

The **Payroll Projections** report is shared between all project users and can only be checked out by a single user at a time for editing. All other users will only be able to view the report until the report is checked back in.

1. Click on the tabs to view the **Read-Only** data and **Projections** information.
2. Click the **Edit Report** button to check out the report for editing. Once the report is checked out for editing, changes to the projections can be made.

**Payroll Projections Report**

Project	0001067	CPSU CONFERENCES	Period	07/01/85-06/30/18	
Principal Investigator	DUFFY, DAVID		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	MTDC	

1 Read-Only Projections

Copy Selected Rows To Projections Tab ▶ (Current as of 07/07/2018)

	Name ▲	Position Title	Type	Monthly Salary	Fringe Rate	FTE	% Dist	Start Date	End Date	Status
<input type="checkbox"/>										

3. When the report is checked out, a message in red will appear showing who is editing the report ("edit mode"). Any changes saved by the person editing can be viewed by other users that have access to the report when the report is refreshed.
4. Click the "Done Editing" button when you are finished to check the report back in.
5. The blue box is a reminder to check the report back in, and it will disappear once the user closes the box or checks the report back in.

**Payroll Projections Report**

Project	0001067	CPSU CONFERENCES	Period	07/01/85-06/30/18	
Principal Investigator	DUFFY, DAVID		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	MTDC	

3 Sumi WongFA is currently editing Done Editing 4

Read-Only Projections

Bulk Actions (for selected rows) - Apply Download Add Row Save Report Revert to Last Save

	Name	Type	Monthly Salary	Fringe Rate	FTE	% Dist	Start Date	End Date	No. of Months	Salary Amount	Fringe Amount	Total	Tools
<input type="checkbox"/>		- ▼											+ + dup
Direct Costs Total										\$0.00	\$0.00	\$0.00	
INDIRECT COSTS										\$0.00	\$0.00	\$0.00	
Grand Total										\$0.00	\$0.00	\$0.00	

Add Row Save Report Revert to Last Save

Audit Information: (Click Here to Expand) 5

This Projections Report is now editable. Please click "Done Editing" when you are finished. Once checked out, other users cannot edit this Report.

## Read-Only Tab

The employee records on this report are updated daily with current and pending transactions from RCUH Human Resources (HR). Records from this tab cannot be modified or edited, and does not affect the **Projections** column of either the **Financial Forecast KFS** or **RCUH BSR**.

1. The date shown represents the last time the record was updated from HR.
2. To copy employee data from the **Read-Only** tab to the **Projections** tab, you must be in edit mode. Select the employees you want to copy over, then click the **Copy Selected Rows To Projections Tab** button. The records you have selected will be copied over to the **Projections** tab where you can make changes.

**Payroll Projections Report** Sumi WongFA is currently editing Done Editing

Project		Period		12/16/06-12/15/18	
Principal Investigator		Award No.		Award Type	
Indirect Costs	Rate	0.00000		Base	NONE

Read-Only **Projections**

**Copy Selected Rows To Projections Tab** (Current as of 09/15/2018) 1

<input type="checkbox"/>	Name ▲	Position Title	Type	Monthly Salary	Fringe Rate	FTE	% Dist	Start Date	End Date	Status
<input checked="" type="checkbox"/>			RCUH	\$1,264.03		0.13	100	09/09/2017	12/15/2018	Final
<input checked="" type="checkbox"/>			RCUH	\$8,750.00	14.34	1.00	100	07/13/2018	12/15/2018	Final
<input checked="" type="checkbox"/>			RCUH	\$11,288.50	20.93	1.00	100	07/01/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$4,835.42	20.47	1.00	100	07/01/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$8,274.37	23.98	1.00	100	07/01/2018	12/15/2018	Final
<input checked="" type="checkbox"/>			RCUH	\$10,055.01	23.72	1.00	100	07/01/2018	12/15/2018	Final
<input checked="" type="checkbox"/>			RCUH	\$7,704.43	34.92	1.00	100	07/01/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$3,333.34	19.90	1.00	100	03/16/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$6,853.85	27.76	1.00	100	07/01/2017	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$7,345.08	25.14	1.00	100	07/01/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$9,795.03	31.92	1.00	100	07/01/2018	12/15/2018	Final
<input type="checkbox"/>			RCUH	\$18,080.82	21.41	1.00	100	07/01/2018	12/15/2018	Final

## Projections Tab

To change or modify employee information on this tab, the user must be in edit mode. The **Salary Amount** and **Fringe Amount** column totals from this report, will be reflected in **Financial Forecast KFS** or **RCUH BSR** under the respective category in the **Projections** column.

Sumi WongFA is currently editing Done Editing

Project	0001067	CPSU CONFERENCES	Period	07/01/85-06/30/18	
Principal Investigator	DUFFY, DAVID		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	MTDC	

Read-Only
Projections
2
4
5
6

1 Bulk Actions (for selected rows) 7 - Apply Download
Add Row
Save Report
Revert to Last Save

☐	Name	Type	Monthly Salary	Fringe Rate	FTE	% Dist	Start Date	End Date	No. of Months	Salary Amount	Fringe Amount	Total	Tools	
☐		-											- + dup <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	
										Direct Costs Total	\$0.00	\$0.00	\$0.00	
										INDIRECT COSTS	\$0.00	\$0.00	\$0.00	
										Grand Total	\$0.00	\$0.00	\$0.00	

Add Row
Save Report
Revert to Last Save

8 Audit Information: (Click Here to Expand)

1. Bulk Actions – change multiple rows or perform the same action for more than one person by checking the box next to the person’s name you want to change. Examples of how this feature can be used are below:
  - Monthly Salary: Change to a set amount or increase/decrease by a percentage.
  - Fringe Rate: Change to a set amount or increase/decrease by a percentage.
  - % Distribution: Change to a set amount or increase/decrease by a percentage.
  - No. of Months: Change to a set amount or increase/decrease by increments (e.g., ½ month, 1 month, etc.).
2. Download – download a CSV file of the **Projections** tab only.
3. Tools – to delete a row (-), add a new blank row (+), or duplicate a row (dup).
4. Add Row – add a new blank row to the top of the report.
5. Save Report – save changes made without releasing the report to other users to edit. If other users are viewing the report, refreshing the page will allow them to see the changes made.
6. Revert to Last Save – remove any changes made since the last save.
7. Type – changing the employee **Type** from “RCUH” to “UH” will affect the way an employee’s **No. of Months** is calculated for partial days worked in a month. If left blank, the calculation will default to RCUH’s partial proration calculation. The proration calculations are as follows:

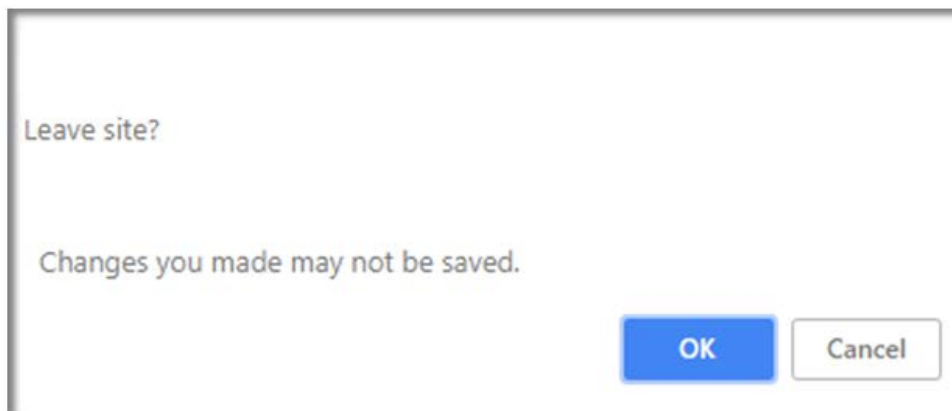
Type	No. of Months Partial Proration Calculation
RCUH	$[(.5 \div (\# \text{ of workdays in the pay period})) \times (\# \text{ of days worked})] + [(.5 \div (\# \text{ of workdays in the pay period})) \times (\# \text{ of days worked})]$
UH	$(\# \text{ of days worked}) \div (\# \text{ of workdays in the month})$

- Audit Information – logs the following: 1) when the report is checked out for editing; 2) when the report is saved; 3) when the report is saved and checked in. The audit log will only print when it's expanded, and will only print items 1 and 3.

The following columns contain auto calculation features:

Column Name	Content
Salary Amount	Auto calculated based on the Monthly Salary, No. of Months, FTE, and % Distribution. The Grand Total for this column will feed to the respective Financial Forecast BSR based on the employee Type.
Total	Sum of Salary Amount and Fringe Amount.

If you try to navigate to another report, web page, or close the page, you will be prompted with a reminder to save the report. If you leave the page without checking the report back in, other users will not be able to edit the report.

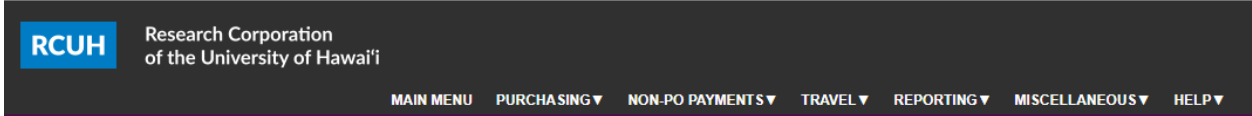




# Non-Payroll Projections Report

This report is available to PIs, FAs, and Secondary Users.

If you do not have access to payroll reports, the **Non-Payroll Projections** report will be the 3<sup>rd</sup> option listed in the dropdown menu as shown below.

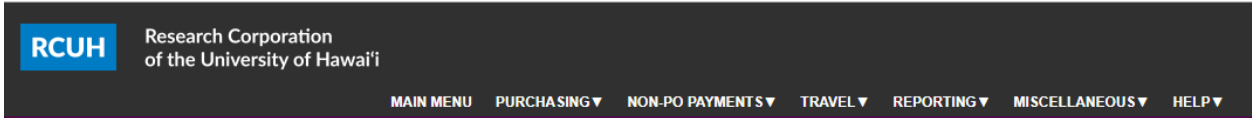


Financial Forecast Reports

Report Name  Project Number

- Financial Forecast KFS Budget Status Report
- Financial Forecast RCUH Budget Status Report
- Non-Payroll Projections**

If you have access to payroll reports, the **Non-Payroll Projections** report will be the 4<sup>th</sup> option listed in the dropdown menu as shown below.



Financial Forecast Reports

Report Name  Project Number

- Financial Forecast KFS Budget Status Report
- Financial Forecast RCUH Budget Status Report
- Payroll Projections
- Non-Payroll Projections**

The **Non-Payroll Projections** report is shared between all project users and can only be checked out by a single user at a time for editing. All other users will only be able to view the report until the report is checked back in.

1. Click the **Edit Report** button to check out the report for editing. Once the report is checked out for editing, changes to the projections can be made

Non-Payroll Projections Report [Download](#) 1 **Edit Report**

Project	0001067	CPSU CONFERENCES	Period	07/01/85-06/30/18	
Principal Investigator	DUFFY, DAVID		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	MTDC	

Bulk Actions (for selected rows) - [Apply](#) [Add Row](#) [Save Report](#) [Revert to Last Save](#)

Non-Payroll Projections									
<input type="checkbox"/>	Req/Doc #	Type	Sub Project	B/C	Sub B/C	Vendor	Description	Amount	<input type="checkbox"/> - <input type="checkbox"/> + dup
		-							
Projections - Direct Costs Total								\$0.00	
Projections - INDIRECT COSTS								\$0.00	
Pending - Grand Total								\$0.00	

2. When the report is checked out, a message in red will appear showing who is editing the report ("edit mode"). Any changes saved by the person editing can be viewed by other users that have access to the report when the report is refreshed.
3. Click the "Done Editing" button when you are finished to check the report back in.
4. The blue box is a reminder to check the report back in, and it will disappear once the user closes the box or checks the report back in.

Non-Payroll Projections Report [Download](#) 2 Sumi WongFA is currently editing **Done Editing** 3

Project	0001067	CPSU CONFERENCES	Period	07/01/85-06/30/18	
Principal Investigator	DUFFY, DAVID		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	MTDC	

Bulk Actions (for selected rows) - [Apply](#) [Add Row](#) [Save Report](#) [Revert to Last Save](#)

Non-Payroll Projections									
<input type="checkbox"/>	Req/Doc #	Type	Sub Project	B/C	Sub B/C	Vendor	Description	Amount	Tools
		-							<input type="checkbox"/> - <input type="checkbox"/> + dup
Projections - Direct Costs Total								\$0.00	
Projections - INDIRECT COSTS								\$0.00	
Pending - Grand Total								\$0.00	

[Copy Selected Rows Up ▲](#)

Pending Transactions									
<input type="checkbox"/>	Req/Doc #	Type ▲	Sub Project	B/C	Sub B/C	Vendor	Amount	Status	Last Modified
Pending - Direct Costs Total								\$0.00	
Pending - INDIRECT COSTS								\$0.00	
Pending - Grand Total								\$0.00	

Audit Information: (Click Here to Expand) 4

**i** This Projections Report is now editable. Please click "Done Editing" when you are finished. Once checked out, other users cannot edit this Report.

## Non-Payroll Projections and Pending Transactions

To change or modify the **Non-Payroll Projections** section, the user must be in edit mode. The **Amount** shown in the **B/C** column from this report, will be reflected in the respective **Financial Forecast KFS** or **RCUH BSR** under the respective category in the **Projections** column.

The **Pending Transactions** section of this report is updated on a real time basis with transactions processed through the RCUH Financial Portal, including any documents that have been created for the project but have not yet been approved in the system. Only “Disapproved” documents are excluded from this section, and PO Change Form and PO Payment amounts are displayed as blanks. Transactions from this section cannot be modified or edited. To remove a document from displaying in this section, you must delete the actual document itself.

Non-Payroll Projections Report [Download](#) 2
Edit Report

Project	0001330	SOEST ICP FACILITY	Period	07/01/95-06/30/18	
Principal Investigator	DECARLO, ERIC		Award No.		Award Type
Indirect Costs	Rate	0.03200	Base	4	5
				6	

1 Bulk Actions (for selected rows) - Apply
Add Row Save Report Revert to Last Save

Non-Payroll Projections									
<input type="checkbox"/>	Req/Doc #	Type	Sub Project	B/C	Sub B/C	Vendor	Description	Amount	Tools
<input type="checkbox"/>									- + dup
								Projections - Direct Costs Total	\$0.00
								Projections - INDIRECT COSTS	\$0.00
								Pending - Grand Total	\$0.00

8 Copy Selected Rows Up ▲
 3

Pending Transactions									
<input type="checkbox"/>	Req/Doc #	Type ▲	Sub Project	B/C	Sub B/C	Vendor	Amount	Status	Last Modified
<input type="checkbox"/>	Z10173188	PO		0004		AIRGAS USA LLC	\$362.47	Pending - Additional Info Requested	09/20/2018
							Pending - Direct Costs Total	\$362.47	
							Pending - INDIRECT COSTS	\$11.60	
							Pending - Grand Total	\$374.07	

7
9

10 Audit Information: (Click Here to Expand)

1. Bulk Actions – change multiple rows or perform the same action for more than one entry by checking the box next to the entry you want to change.
2. Download – download a CSV file of this report.
3. Tools – to delete a row (-), add a new blank row (+), or duplicate a row (dup).
4. Add Row – add a new blank row to the top of the report.
5. Save Report – save changes made without releasing the report to other users to edit. If other users are viewing the report, refreshing the page will allow them to see the changes made.
6. Revert to Last Save – remove any changes made since the last save.
7. Req/Doc # is a link that will take you to the pending document. Each pending document is displayed as a single line. Documents with multiple Budget Categories will be displayed as various B/C.

8. Copy Selected Rows Up – Select row(s) to duplicate to the **Non-Payroll Projections** section while in edit mode. Any actions copied into the **Non-Payroll Projections** section must be manually removed, and will not be automatically deleted from the projections section once the transaction has been approved.
9. Indirect Costs for RCUH transactions are calculated and displayed. If no budget category is entered, an indirect cost is assessed.
10. Audit Information – logs the following: 1) when the report is checked out for editing; 2) when the report is saved; 3) when the report is saved and checked in. The audit log will only print when it's expanded, and will only print items 1 and 3.

If you try to navigate to another report, web page, or close the page, you will be prompted with a reminder to save the report. If you leave the page without checking the report back in, other users will not be able to edit the report.

