Financial Forecasting

1. Open the YTD Income Statement by ORG Level 2 or ORG Level 6, whichever is most appropriate for your unit.

2. Select the Period Name of the last closed period (at this time the last closed period is October 2014-15) and your Planning Unit from the dropdowns. None of the other prompts need to be completed at this time. Select OK.
3. Using the NA LVL 4 Header, drill-down to NA LVL 5
4. Once natural account level 5 appears, download the report to Excel 2007+

5. Add a column next to the exported report called “Initial Forecast.”
6. Create formulas in the “Initial Forecast” column that take the Actual YTD Net values and multiply by 3 since October is 4 of 12 months or 1/3 of the way through the year.
7. Add a column next to the “Initial Forecast” column called “Manual Adjustments.” This column allows the user to make adjustments to the “Initial Forecast” column when planning unit insight is known outside of annual trends. Analyze the “Initial Forecast” column to check for reasonableness of the numbers. Also make sure to add formulas for subtotals in this column to assure that totals are being calculated for our next step.

8. Add a column called “Adjusted Forecast” that sums the “Initial Forecast” column and the “Manual Adjustments” column.
9. Add a column called “Notes” to explain the manual adjustments you made, where appropriate.

10. **Other Income Statement Forecasting report options include:**
    a. **By Organization**
       i. Open the YTD Income Statement by Org Level 2 or Org Level 6 per steps 1-3
       ii. Click on the ORG Level 2 or ORG Level 6 header, in this case the word “Business,” to drill-down to the Organization details
iii. By clicking through the ORG Level 2 or ORG Level 6 header, the Organization level will appear.

iv. Then follow steps 4-9 to complete a forecast by Organization.

b. By Project(s)
   i. Open the YTD Income Statement by Org Level 2 or Org Level 6 per step 1
   ii. Select the Period Name of the last closed period (at this time the last closed period is October 2014-15) and your Planning Unit from the dropdowns. Select a project or projects from the project dropdown. You can manually type in projects separated with a semi-colon or select “More/Search...” at the bottom of the dropdown. Select OK.
iii. Then follow steps 3-9 to complete a forecast by Project(s).

c. By Project Restriction Category (Funding Source)
   i. Open the YTD Income Statement by Restriction Type by Org Level 2 or Org Level 6 per step 1-9. Add formulas for forecasting for each funding source.

Useful OBIEE Resources:

Finance OBI Website

http://www.ohio.edu/finance/systems/oracle-business-intelligence

Website includes links to trainings, materials, access request information

BPA Training Materials Shared Drive OBI Training Resources

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