

## Forecaster Fall Forum 2016

### Questions & Answers

<b>Question</b>	<b>Answer</b>
How far can you drill down on a report? Can you drill down to the detail of an account?	You can drill down from summary level departments and accounts to the posting level item. Also, reports can display and drill down to details (HR, Revenue, Capital, Line Items, and Audit History).
How do I access the file which Derek is demonstrating?	Derek is using a customized layout based on the available Forecaster demo database.  Most users have the demo database installed as an application named 'Demo'. Assuming the connection information has not been changed from its default settings, you can log into the Demo using the username 'adm' and entering no password. If you do not see this Demo application, contact your Forecaster Support representative for assistance with connecting to it.
How do I create a new database so that I can set up a new TEST database where I can explore how Forecaster works?	The options to create local setup are under File>New from the Forecaster application.  Refer to the Forecaster Administrator's Guide for specific instructions.
Is the rollup of a number of departments of mixed currencies (i.e. CAD GBP) set to the functional currency CAD? Or, it doesn't matter what currency the source currency is set to?	For multi-currency, you will simply need two Input Sets: one for everyone to enter budget data to their home/local currency, and a second reporting currency input set. The second reporting currency input set is where you can review everyone's data in a single, common currency across the entire organization. These input sets will use different periods.  You can also look at data in the home/local reporting currency for one currency group/rollup at a time. Use the reporting currency to review all Companies/Departments in one common currency.
For rollup and mixed currencies: When I create a new rollup unit for my tree, it is not pointing to any input set (local or reporting input set) and we use reporting currency so I would like to understand why? Or, does it not matter which currency one uses on the rollup unit?	This is controlled by the report's column set and the periods in that column set (home/local currency periods or reporting periods as defined in the two different input sets).
Are you saying then it does not matter which source currency I use on the rollup?	If the rollup summary unit consolidates data from a single currency, then, yes, define that currency for the summary unit. Otherwise, if a summary unit rolls up different Companies/Departments and currencies then usually we would define a single reporting currency for that summary unit. The main thing is to make sure your columns and periods are consistent with the summary unit you are viewing within the report.

<p>If instead of having the total of a section of the input set being defined in calculation, am I correct in saying that if we are using an account rollup tree, then it is not necessary to define the total in calculation?</p>	<p>You will need a calculation for the data input screen to calculate a total. This calculation formula could be defined in few ways, based on your preference.</p> <p>For example, we may have an account/line in the line set (named TOTAL1 for this example). We could calculate in a few ways:</p> <ol style="list-style-type: none"> <li>1) Add individual accts <math>TOTAL1=A+B+C+D</math>,</li> <li>2) Use a range <math>TOTAL1=A..D</math> (first acct..last acct)</li> <li>3) Reference a summary rollup account <math>TOTAL1=@ROLLUP(TREV)</math> where TREV is a summary account defined under Setup   Segments   Rollups.</li> </ol> <p>There is very good Online Help in Forecaster for calculations and throughout today we will show some examples of these.</p>
<p>Can the before and after skip settings be controlled by a prompt when running a report or a print task?</p>	<p>The before and after skip are not dependent on the prompt but you could have a global reporting setting to Suppress Zero Lines on Reports (Tools   Options).</p> <p>For example, do not show revenue accounts and total revenue on an expense-only department. This way, the after/before skip may only apply if that Total Revenue accts shows.</p>
<p>Can you suppress zero lines in the report globally instead of locally?</p>	<p>Two key areas to point out:</p> <ol style="list-style-type: none"> <li>1) Under Tools   Options you have the Local Settings tab where you may Suppress Zero Lines on Reports and make that the Default Setting for users who may later change that setting under Tools   Options.</li> <li>2) Within the Line Set there is the Suppress field with choice of "Y" (Suppress when zero) or "N" (Do not suppress) which can be used.</li> </ol>
<p>How can you have favorable and unfavorable variances the way we do it in Management Reporter?</p>	<p>Forecaster handles favorable/unfavorable calculations in a different way than Management Reporter. However, the logic is very similar. In Management Reporter, you will assign XCR to your variance columns. In Forecaster, the same results can be achieved by using @FACT in your calculation formula(s). Like XCR, @FACT will reverse the sign when a balance is related to an account with a Type that is normally a credit balance.</p> <p>Refer to the Forecaster online help or user guide for more information on the @FACT function.</p>
<p>Are prompts limited to segments defined in Forecaster or can you have other prompts as well - e.g. print one level down?</p>	<p>Prompts are often used to identify segments such as Department in a report but can also represent other things such as sub-Menus</p> <p>You can also select multiple prompts to run a single report for at one time. If you do this, you then get an option to Summarize these selected prompts, allowing</p>

	<p>you to create an ad-hoc summary prompt without having to create a new Rollup for it.</p>
<p>If the report is comprised of account in the lines and period in the column, then the only missing segment is the department, which you put in the prompt. So, in which circumstances do you include NAT=l and PER=c in the prompt (which is in addition to the DEP)?</p>	<p>Forecaster assumes periods will be in your columns. So, you never need to use "PER=c". If you include any segments in your columns, you must inform Forecaster that you have done this by including "XXX=c" in the prompt, where "XXX" is the three-character ID for the segment being included in the columns.</p> <p>The only time you need the "XXX=l" in the report prompt is if you include periods in the line set. So you'd add "PER=l" in the prompt in that case.</p>
<p>Can HR Admin Users Change the Type Salaried to Hourly, and also, Hourly to Salary?</p>	<p>Yes, you can change a person's Salary Grade (Hourly vs Salaried). Please be aware of Group Properties (Setup   Security, right-click Group as may have read only or edit rights) and Screen Layouts (Setup   Budgets   Screen Layouts) where you can mark fields as Editable or Visible and see which fields are required or not editable in either the Data   Input or Data   HR Master screens. Sometimes we use a different employee ID if they move salary grades to not conflict with prior budgets and assumptions between those salary grades.</p>
<p>We budget out Food &amp; Beverage budget by day since outlets are opened on different days, is there a place in Forecaster where we could have our managers budget for the month and by date. Currently we create excel spreadsheet and have the managers input their budget then input total monthly budget into Forecaster.</p>	<p>There are some options we could provide in Forecaster and also learn more of your process and requirements. I'd be glad to setup a 1 hour complimentary call as this may get more involved and unique to your needs. Some options would be flexible columns/periods and lines/accts/statistics and assumption screens if applicable. In the next session, we'll demonstrate some of those options. We can get as detailed/micro as you need without having too much setup/input/maintenance so we can find a happy median to meet your modeling needs.</p>
<p>On input to the budget our users must select the insurance plan. From the desktop all plans are visible however from the web browser the selection is blank. I checked all of the security setups which are all fine. Where else could cause the users issues?</p>	<p>We can continue our emails to determine cause/effect. It is likely you are experiencing a known bug in Forecaster SP5, specifically bug 484834.</p> <p><a href="https://support.microsoft.com/en-us/kb/2828728">https://support.microsoft.com/en-us/kb/2828728</a></p>
<p>Is there an audit trail for of any adjustments made?</p>	<p>Forecaster's Audit Trail tracks changes to data made within an input set via the Input screens (including the HR, Capital and Revenue tabs), as well as via Tasks, Allocations, Summary Adjustments and imports that run against an input set.</p> <p>There is no audit trail for changes to setup items like report definitions, line sets, column sets, etc.</p>
<p>If you have multiple locations that share a common set of department numbers, what is the</p>	<p>You could have an additional segment for Location (so Location and Department and Account) as defined</p>

<p>best way to set up location level budgets that then can be seen individually and rolled up?</p>	<p>under Setup   Segments   Definition. Sometimes, we may combine two GL segments into one Forecaster segment. For example, a 2-digit GL location and 2-digit GL department segments could be combined into one 4 character segment in Forecaster. This latter technique is nice to avoid any invalid Location &amp; Department combinations you don't want users to budget to that may not exist in the GL and also for more robust, granular security for users on those Loc-Depts.</p>
<p>How do you download Forecaster to get it on a new workstation?</p>	<p>You may download from Microsoft CustomerSource or PartnerSource. If you email <a href="mailto:Derek.Krebs@msxgroup.com">Derek.Krebs@msxgroup.com</a>, I can provide those download links.</p>
<p>When I go to the Microsoft CustomerSource website, I get stuck on the "Microsoft Dynamics File Exchange System" screen and nothing downloads. Thoughts?</p>	<p>This is a bug in the Microsoft File Exchange System. If you are using Microsoft Internet Explorer, when you are looking at that screen, please press the Alt key on your keyboard to open the IE menu system. Then on the Tools menu, click the Compatibility View Settings item. The box should pre-populate with "Microsoft.com" and if it does, please click the Add button, then click OK. The site should refresh and you should be able to download the file(s).</p> <p>If you continue to experience issues, feel free to email <a href="mailto:Derek.Krebs@msxgroup.com">Derek.Krebs@msxgroup.com</a>, I can provide those download links.</p>
<p>Could you go thru the step-by-step process of setting up Allocations thru the Wizard, please? We have many Salary-related allocations between departments.</p>	<p>We've shared a few related items in the broadcast. If you have any follow up questions or details please email <a href="mailto:Derek.Krebs@msxgroup.com">Derek.Krebs@msxgroup.com</a> to make sure we fully address your specific questions and budget scenario.</p>

For more information about Microsoft Forecaster, please visit the Forecaster page on our website:

<http://msxgroup.com/products/microsoft-forecaster-overview/>

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