

Interpreting Plan and Forecast Data in MyReports

How is Plan and Forecast Data Brought into and Displayed in MyReports?

Data in the Plan and Forecast columns of the **MyReports** Operational and Management reports comes from **UPlan**, UCSF's planning system:

- **Plans** are created annually in **UPlan** during the spring for the next fiscal year and are fed to the data warehouse early in the fiscal year. Once the Plan is finalized the data is **not** updated during the fiscal year. **MyReports** pulls **UPlan** data from the data warehouse and incorporates it into the reports.
- **Forecasts** are monthly updates to Plans developed in **UPlan**. Forecasts contain actual financial results for *closed* months and updated forecasts for the remainder of the year. Forecasts are fed to the data warehouse every Friday evening. **MyReports** pulls the forecast data from the data warehouse and incorporates it into the reports.

UPlan **does not** use the chart of accounts in exactly the same way as **PeopleSoft**. When viewing Operational and Management reports in **MyReports**, remember these differences:

Chartfield	PeopleSoft	UPlan
Account	<ul style="list-style-type: none"> • Transactions post at Level F of the Account tree (most detailed level) 	<ul style="list-style-type: none"> • Planning occurs at Level C of the Account tree for most units and at Level E for Financial & Administrative Services (FAS) • Reports run at Account Level D, E, or F for non-FAS units will not contain plan or forecast data • Reports run at Account Level F for FAS will not contain any plan or forecast data
Fund	<ul style="list-style-type: none"> • Includes five types of Funds: Current, Plant, Agency, Loan, and Endowment Principal 	<ul style="list-style-type: none"> • Planning occurs for Current and Plant Funds only • Reports run for Agency, Loan, or Endowment Principal Funds will not contain any plan or forecast data
DeptID	<ul style="list-style-type: none"> • Transactions always post at the lowest level of the DeptID tree. Since not all departments have the same levels, posting occurs at different levels of the DeptID tree. 	<ul style="list-style-type: none"> • Planning occurs at a higher level of the DeptID tree for some departments in School of Medicine (SOM) and School of Dentistry (SOD) • For these departments, reports run at a level below the planning level will not contain any plan or forecast data
Project	<ul style="list-style-type: none"> • Transactions post at the individual Project level 	<ul style="list-style-type: none"> • UPlan does not allow plans for individual Projects in four Project uses: <ul style="list-style-type: none"> ○ Sponsored Projects ○ Retention Projects ○ Recruitment Projects ○ Faculty/PI/Other Projects • Operational and Management reports run for a Project within these uses will not contain any plan or forecast data • Projections for individual Projects within these Project uses that are faculty-controlled can be created in MyReports Portfolio Projections and viewed in MyReports Faculty Portfolio Reports
Flexfield	<ul style="list-style-type: none"> • Transactions may include a value for Flexfield 	<ul style="list-style-type: none"> • Does not enable planning by Flexfield • Reports run for a specific Flexfield value will not contain any plan or forecast data
Function	<ul style="list-style-type: none"> • Transactions include a value for Function 	<ul style="list-style-type: none"> • Does not enable planning by Function • Reports run for a specific Function value will not contain any plan or forecast data
Business Unit	<ul style="list-style-type: none"> • Transactions include those for UCSF Health, UCSF Foundation, and other Business Units 	<ul style="list-style-type: none"> • Is only available for the campus Business Unit, SFCMP • Reports run for Business Units other than SFCMP will not contain any plan or forecast data
Activity Period	<ul style="list-style-type: none"> • Transactions may include a value for Activity Period 	<ul style="list-style-type: none"> • Does not enable planning by Activity Period • Reports run for a specific Activity Period value will not contain any plan or forecast data

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Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the [Controller's Office website](#)
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the [MyReports ListServ](#)