

OFS Balance Sheet Planning

Planning Administrator - Planning User Guide

Release 8.0.8.0.0

Oct 2019

F24317-01



OFS Balance Sheet Planning

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Document Control

Version Number	Revision Date	Change Log
8.0.8.0.0	12 November 2019	First release

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1 Introduction to Balance Sheet Planning

This introduction chapter covers the following topics:

- [About this Guide](#)
- [Planning Overview](#)

1.1 About this Guide

OFS Balance Sheet Planning supports three distinct user roles:

- System Administrator
- Planning Administrator
- Planning User

This guide describes all the features and functions of BSP's Planning user interfaces and primarily is intended for the use of Planning Administrators and Planning Users.

1.2 Planning Overview

Your BSP System Administrator is responsible for generating a runoff projections of your current book of business that are the starting points for all planning within BSP. For details on the System Administrator's role, see the OFS Balance Sheet Planning System Administrator Guide.

Once your System Administrator has generated a runoff projection of your current book of business, either he or a Planning Administrator can build Forecast Sets based on that projection. For example, if your System Administrator has generated a runoff forecast for your current book of business as of March 31, 2021, then either he or a Planning Administrator can build a Forecast Set that begins its forecast with the month of April, 2021.

1.2.1 Planning User Overview

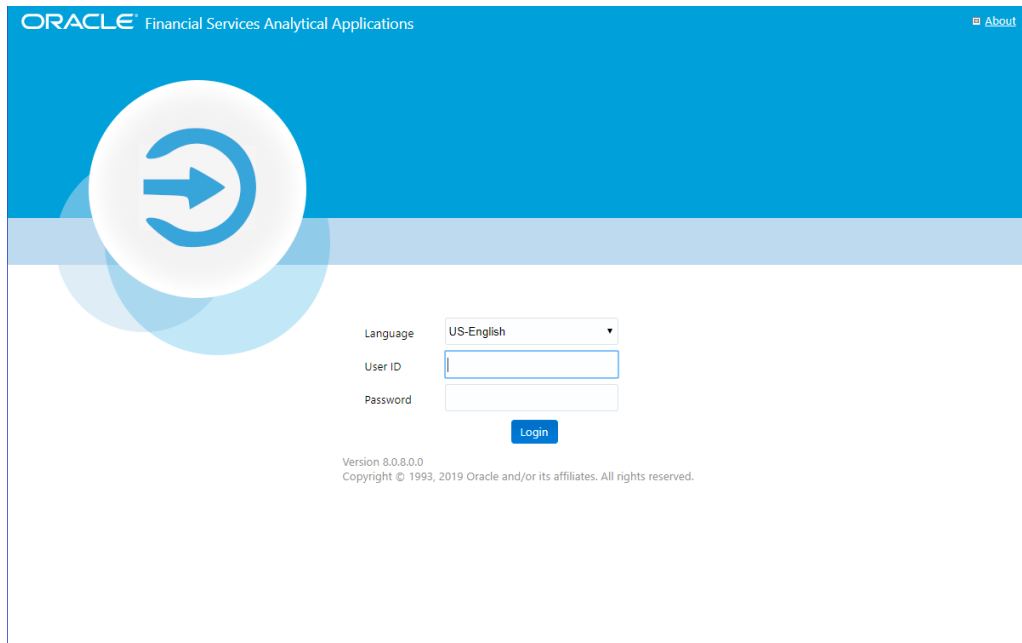
[Chapter 3](#) of this guide covers all of the planning user interfaces available to Planning Users. Chapter 3 is also applicable to Administrators since administrative users have full access to the planning user interfaces. Planning Users may also want to review Chapter 4, 5, and 6 in this guide to get a better understanding of how Forecast Sets and access to Forecast Sets are managed in BSP.

1.2.2 Planning Administrator Overview

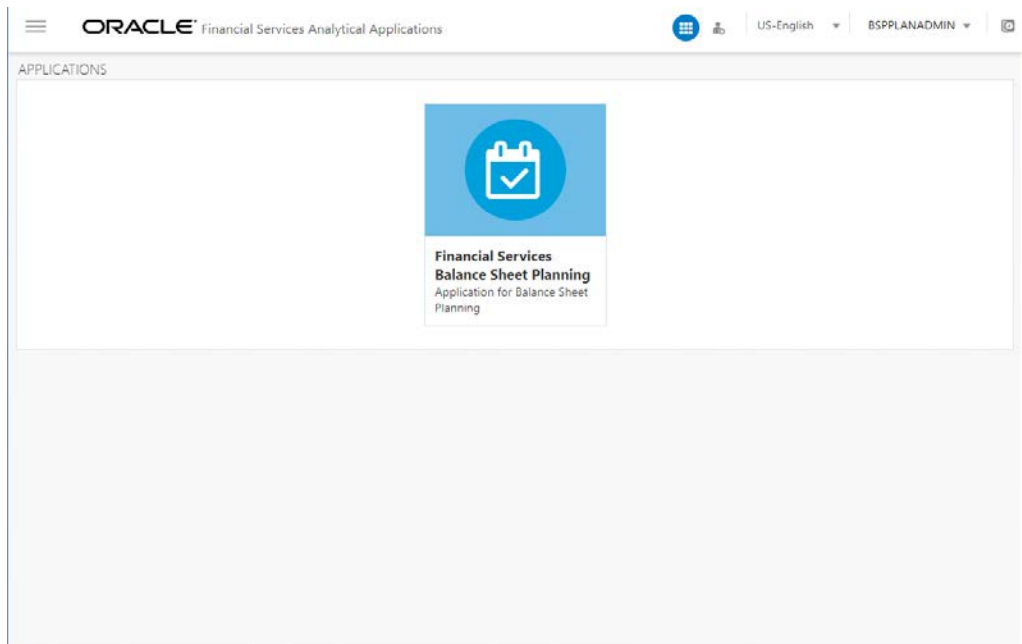
[Chapter 4 – Planning Center – User Maps](#), [Chapter 5 – Forecast Sets](#), and [Chapter 6 – Forecast Set Lifecycle](#) cover all of the user interfaces available to Administrators that are not available to Planning Users. Again, Planning Users may also want to review these chapters to get a better understanding of Forecast Sets and Planning Center – User Maps.

2 Logging into Balance Sheet Planning

1. Access the URL and open the Balance Sheet Planning login page.



2. Enter the Balance Sheet Planning - System Administrator or Planning Administrator Username and password and then click Login to display the Applications page.



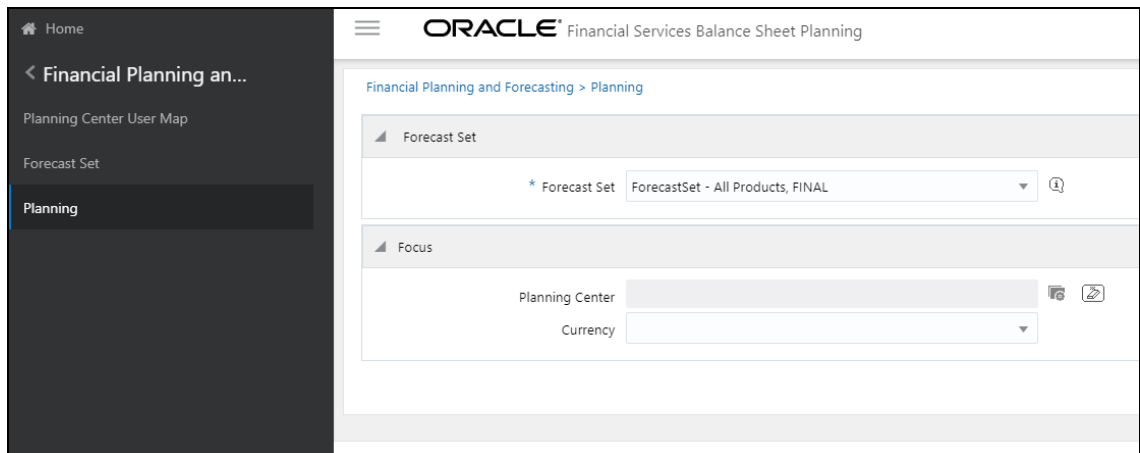
3 Balance Sheet Planning

Both Administrators and Planning Users can utilize BSP's planning functionality. Administrators can access all planning data for any Initialized or Published Forecast Set, but Planning Users can only access Planning Centers to which they have been assigned by an Administrator (see Chapter 4 - Planning Center -- User Maps). Additionally, Planning Users can only access Forecast Sets that an Administrator has Published (see [Chapter 5](#) and [Chapter 6](#)).

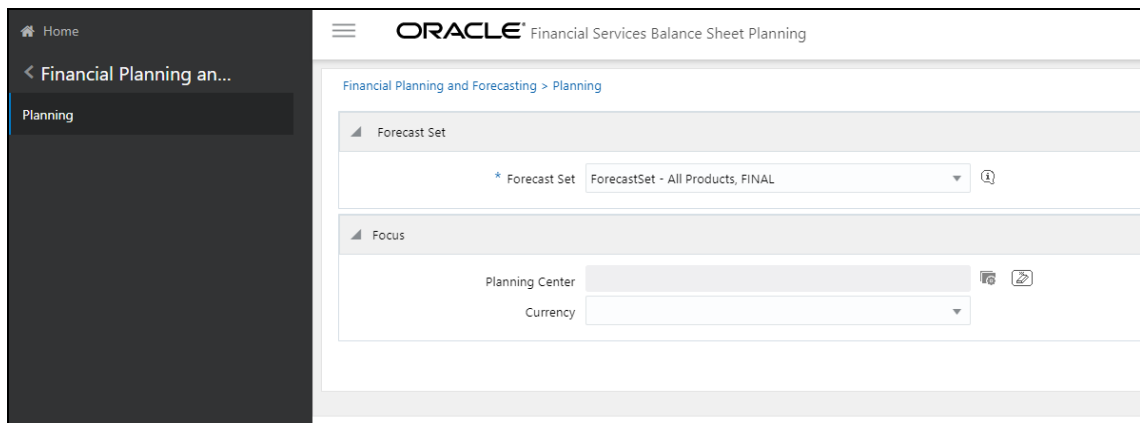
3.1 Navigation to Planning Interfaces

Your navigation path to the BSP's planning interfaces depends on your user type. System Administrators and Planning Administrators navigate to Balance Sheet Planning > Financial Planning and Forecasting > Planning and their "left hand side" (LHS) view looks as follows:

Note that Administrators have access to Planning Center User Maps and to Forecast Sets on their LHS while Planning Users do not.



Planning Users also navigate to Balance Sheet Planning > Financial Planning and Forecasting > Planning but their "left hand side" (LHS) appears as follows:



3.2 Planning Interfaces


BSP supports a hierarchy of planning interfaces featuring:

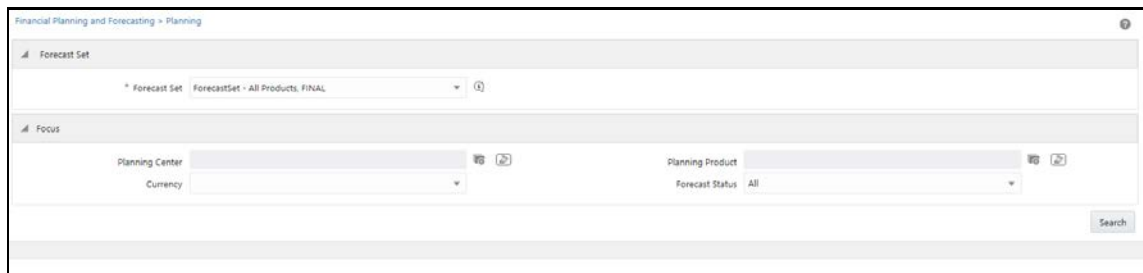
- Planning Center Statistics form
- Planning Points or Detailed Planning & Analysis form

When you initially navigate to Balance Sheet Planning > Financial Planning and Forecasting > Planning, you are presented with the Planning Center Statistics form. From here, you can select one or more Planning Centers that you want to work with and you can drill into details within the Planning Points form. This form presents Product/Currency combinations for each of the Planning Centers that you selected within the Planning Center Statistics form. Both the Planning Center-level and the Planning Points-level provide "focus" elements that allow you to narrow the data that is presented to you. Your focus elements generally are preserved as you navigate between the two levels.

3.2.1 Planning Center Statistics

To begin planning:


1. Navigate to Balance Sheet Planning > Financial Planning and Forecasting > Planning to display the Planning window.
2. Select the **Forecast Set** that you want to work with. Note that there may be several Forecast Sets available to you. Click the  icon to view the details of the Forecast Set.



The screenshot shows the 'Financial Planning and Forecasting > Planning' window. It features a 'Forecast Set' section with a dropdown menu currently displaying 'ForecastSet - All Products, FINAL'. Below this is a 'Focus' section containing several input fields: 'Planning Center' with a search icon, 'Currency' with a dropdown arrow, 'Planning Product' with a search icon, and 'Forecast Status' with a dropdown arrow set to 'All'. A 'Search' button is located at the bottom right of the form.

NOTE System Admin and Planning Admin users can see all Initialized and Published Forecast Sets in the drop down list. A Planning User can see only the Forecast Sets that are mapped to him/her. If a Forecast Set is not mapped to the Planning User, then this field does not display any Forecast Sets. For information on mapping Forecast Sets to Planning Users, see [Chapter 4](#) and [Chapter 5](#).

3. If you click on the **Search** button, the system will display statistics for all of the Planning Centers to which you are allowed access within your selected Forecast Set. You can optionally refine the Planning Centers that are displayed by using filtering criteria. These optional filtering criteria are as follows:

Planning Center: Click the  icon to open the Hierarchy window that displays Planning Centers. You can filter on individual Planning Centers from a list of Planning Centers or you can use the Hierarchy search to select Planning Centers. The Hierarchy type of search also allows you to select Planning Center nodes. When you select a Planning Center node, the system will filter on all of the Planning Centers to roll up to the node value you selected. Click Ok after making your selection.

- **Currency:** This allows you to filter by Currency
 - **Planning Product:** This hierarchy search functions identically to the Planning Center hierarchy search described above.
 - **Forecast Status:** Forecast Statuses include All, New Business Product, Planning Required, Processed, Processing Required, Review Required, and Reviewed.
4. Click **Search** to generate Planning Center Statistics for your chosen Forecast Set.

The system will now display Planning Center statistics for your Forecast Set (optionally filtered down to a smaller list). From here, you can select a single Planning Center, multiple Planning Centers, or all Planning Centers. Click on the checkbox on the left side of each row to select one or more Planning Centers. Click on the top row (next to "Planning Center") to select all Planning Centers.

The screenshot shows the 'Financial Planning and Forecasting - Planning' interface. It includes a 'Forecast Set' dropdown menu, a 'Focus' section with filters for 'Planning Center', 'Currency', 'Planning Product', and 'Forecast Status', and a 'Planning Center Statistics' table. The table has columns for 'Planning Center', 'Historical Balances', 'Current Balances', 'Forecast Balances', 'Processed', and 'Reviewed'. Below the table is a 'Proceed To Planning' button.

Planning Center	Historical Balances	Current Balances	Forecast Balances	Processed	Reviewed
1 BR 1101 - North Avenue	1	10	12	12	0
2 BR 1102 - East Avenue	0	3	3	3	0

Prior to selecting any Planning Centers, you can add one or more "New Business Products" to your Forecast Set. New Business Products are products that do not have any current balances but for which you want to start forecasting new business originations at a future point in time. You can also forecast New Business Products on the detailed planning screen described in the next section. See the next section for additional details on adding New Business products.

After selecting one or more Planning Centers, you can either:

- **Process Cash Flows:** Click **Process Cash Flow** to generate total (current and new) business results for the Planning Centers you have selected.
- **Download:** Click **Download** to download the forecast results for the Planning Centers you have selected. This downloads the forecast results in a CSV format.
- **Proceed to Planning:** Click **Proceed to Planning** to navigate to the detailed planning interface -- see next section below for details.

3.2.2 Detailed Planning and Analysis

Click Proceed to Planning to display the Planning Points for the Planning Centers you have selected. This user interface -- the "detailed planning" or "planning points" form -- provides access to all of BSP's detailed planning functionality.

Financial Planning and Forecasting > Planning

Forecast Set: ForecastSet - All Products, FINAL

Focus: Planning Center: BR 1101 - North Avenue, BR 1102 - East Avenue; Planning Product: ; Currency: ; Forecast Status: All

Search

Planning Points: Add, Delete, Bulk Forecast Balance, Bulk Pricing Margin, Detailed Planning, Process Cash Flow, Review, Analysis

	Planning Center	Planning Product	Currency	Historical Balances	Current Balances	Forecast Balances	Processed	Reviewed	Forecast Balance Method	Pricing Margin Method
1	BR 1101 - North Avenue	Bond Investment	USD						New Add	New Add Spread
2	BR 1101 - North Avenue	Consumer Loan	USD						Target Average	New Add Net Rate
3	BR 1101 - North Avenue	Home Loan (Adjustable)	USD						Target Growth	New Add Spread
4	BR 1101 - North Avenue	Home Loan (Fixed)	USD						Target Growth	New Add Net Rate
5	BR 1101 - North Avenue	Liquid Investment	USD						Target Growth	New Add Spread
6	BR 1101 - North Avenue	Other Asset	USD						New Add	New Add Net Rate
7	BR 1101 - North Avenue	Other Investment	USD						Target End	New Add Spread
8	BR 1101 - North Avenue	Other Liability	USD						New Add	New Add Spread
9	BR 1101 - North Avenue	Retail CASA	USD						Target Average	New Add Spread
10	BR 1101 - North Avenue	Retail Term Deposit	USD						Target Growth	New Add Net Rate
11	BR 1101 - North Avenue	Wholesale CASA	USD						Target End	New Add Spread
12	BR 1101 - North Avenue	Wholesale Term Deposit	USD						Target Growth	New Add Spread
13	BR 1102 - East Avenue	Consumer Loan	USD						Target Growth	New Add Spread
14	BR 1102 - East Avenue	Home Loan (Adjustable)	USD						Target Growth	New Add Spread
15	BR 1102 - East Avenue	Retail Term Deposit	USD						Target Growth	New Add Spread

Back to Dashboard

3.2.3 New Business Products

Prior to selecting any planning points, you can add one or more "New Business Products" to your Forecast Set. New Business Products are products that do not have any current book of business but for which you want to start forecasting balances at a future point in time.

- **Add New Business Product:** Click on the **Add** button to display the Add New Business Product window. Select the following details:
 - Planning Center
 - Planning Product
 - Currency

Note that the "Add" button is only enabled when you have not selected any planning points. Also note that when adding a New Business Product within the Add New Business Product window, you can select only a single Planning Center at a time even if you are a super-user or Administrator. Similarly, you can only select a single Planning Product at a time. The purpose here is to prevent users from accidentally adding large numbers of New Business Products.

* Planning Center	* Planning Product	* Currency
BR 1102 - East Avenue	Home Loan (Fixed)	US Dollar

Save Close

The above example shows the addition of Home Loan (Fixed) in USD to Planning Center BR 1102 - East Avenue. Note that the system will not allow you to add a New Business Product for any planning point that has current balances. To add multiple New Business Products, click on the + sign to add a new row.

3.2.4 Planning and Analysis Overview

Upon selecting one or more planning points (distinct combinations of Planning Center + Planning Product + Currency), the following functions are available:

- **Delete:** This feature allows you to remove New Business Product planning points that you have previously added. This function only applies to New Business Products so the button is only active when (1) you have selected one or more New Business Products and (2) you have NOT selected any planning points that are not New Business Products.
- **Bulk Forecast Balance:** This form allows you simultaneously to establish new business forecasts for multiple planning points.
- **Bulk Pricing Margin:** This form allows you simultaneously to establish new business pricing margins for multiple planning points.
- **Detailed Planning:** This form allows you to plan both new business volumes and new business pricing margins for a single planning point.
- **Process Cash Flows:** This control allows you to process cash flows for each planning point you have selected.
- **Review:** This feature allows you mark as "Reviewed" any planning point that has already been planned and processed.

- **Analysis:** For the planning points you have selected, this dropdown list allows you to download forecast results and also offers a series of forecasted reporting elements across your chosen products.

3.2.5 Planning and Analysis Functions

Bulk Forecast Balance: Click this to display the Bulk Forecast Balance window.

			2017			
Planning Product	Currency	Forecast Balance Method	Oct	Nov	Dec	Jan
1 Car Loan	USD	No New Business	-			
2 City Loan	USD	New Add	1000	1000	1000	1000
3 Special Loan	USD	New Add	1500	1500		
4 Total Backlog	USD	No New Business	-			

- Select a Forecast Balance Method for the Planning Product and enter the relevant values each month. The values indicate the amount for all except Target Growth to which the value will be %.

The acceptable ranges for the Forecast Balance Methods are as follows:

- **No New Business:** All bucketing column fields values should be removed and disabled
- **New Add:** -100,000,000,000 to +100,000,000,000
- **Target Average:** -100,000,000,000 to +100,000,000,000
- **Target End:** -100,000,000,000 to +100,000,000,000
- **Target Growth:** -99.99 to +99.99
- Click **Save** or **Apply** to save the details. Clicking Save will save the details and exit the screen. Clicking Apply will save the details and remains on the same screen and allows you to update any further details.
- **Bulk Pricing Margin:** Click this to display the Bulk Pricing Margin window where you can select the Pricing Margin Method and define values (in %) for the New Add Spread and New Add Net Rate fields. The acceptable ranges are:
 - **New Add Spread:** -100,000,000,000 to +100,000,000,000
 - **New Add Net Rate:** -99.99 to +99.99
- **Detailed Planning:** Click this to display the Detailed Planning Window. More details about Detailed Planning are explained below:
- **Forecast Drivers:** This allows you to update the details of the forecast drivers if you want to rerun the Cash Flow. The Forecast Drivers section of the window displays Prior Forecast Methods (if available).

Forecast Drivers							
		2017					
Forecast Methods		Nov	Dec	Jan	Feb	Mar	Apr
1	Target Average	5	6	7	8	7.5	9
2	New Add Net Rate	11	12.5	15	17	9	20

		2017					
Prior Forecast Methods		Nov	Dec	Jan	Feb	Mar	Apr
1	New Add	0	0	0	0	0	0
2	New Add Spread	1	2	3	3	3	3

- Forecast Results:** This section of the window displays different Forecast Results. You can select Total Business or Current Book or New Business to see the Forecast Results. If you select Total Business, the Forecast Results are displayed for the both current and new business. You can click the down arrow next to the Forecast Result and view the Current Book and New Business forecast results. You can use the switch to scroll the results together for Current Forecast and Prior Forecast results at the same time. If this switch is on, then both Current and Prior Forecast Results are displayed on horizontal scrolling. If it off, then you can scroll only through the Current Forecast Results.

Forecast Results							
		2017					
Current Forecast Results		Nov	Dec	Jan	Feb	Mar	Apr
>	Ending Balance	387314.33	385313.18	383322.37	381341.86	379371.58	3774
>	Net Interest Margin	462.76	441.45	437.96	446.21	414.08	471.4
>	Ending Net Interest Spread	1.4	1.4	1.4	1.4	1.4	1.4
>	Average Net Interest Spread	1.4	1.4	1.4	1.4	1.4	1.4

		2017					
Prior Forecast Results		Nov	Dec	Jan	Feb	Mar	Apr
No Records Found							

- Management Ledger Data:** This section of the window displays the Management Ledger data for the Actual and Budget (planned) with details for Ending Balance, Average Balance and Net Interest Margin. Here too you can use the switch to scroll the results together for Actual and Budget results at the same time.

Management Ledger Data							
		2017					
Actual		Aug	Sep	Oct	Nov	Dec	Jan
1	Ending Balance			92756.594	21256.584	22057.562	3736
2	Average Balance			9273.094	2120.334	22058.35	4323
3	Net Interest Margin			-22529.138	-7685.961	-42163.861	-141

		2017					
Budget		Aug	Sep	Oct	Nov	Dec	Jan
1	Ending Balance			139074.89	31884.876	33086.344	5604
2	Average Balance			13909.64	3180.501	33087.525	6785
3	Net Interest Margin			-31793.704	-11528.942	-63245.794	-211

- **Process Cash Flow:** You can select one or multiple Planning Products and run the Cash Flows.
- **Download:** You can select one or multiple Planning Products and download the forecast results in CSV format.

4 Planning Center - User Maps

Administrators can access any planning point in any Initialized or Published Forecast Set, but Planning Users are assigned planning responsibilities for specific Planning Centers. Planning Center - User Maps are used within Forecast Sets to govern which Planning Users can access which Planning Centers.

Planning Center - User Maps support one-to-one or many-to-many forms of mapping. For example, the same planning user can be assigned to multiple Planning Centers, and any Planning Center can be assigned to multiple Planning Users.

You will generally only need one Planning Center - User Map, but you can build and maintain as many maps as you need.

When you initially define a Forecast Set, one of its required attributes is a Planning Center - User Map. However, if you update a Planning Center - User Map by adding or removing Planning Users or Planning Centers, your changes will immediately affect access to any Forecast Set that uses that map. For information on setting up new user IDs and assigning OFS BSP Planning User privileges, see the Oracle Financial Services Analytical Applications Infrastructure (OFSAAI) User Guide Release 8.0.

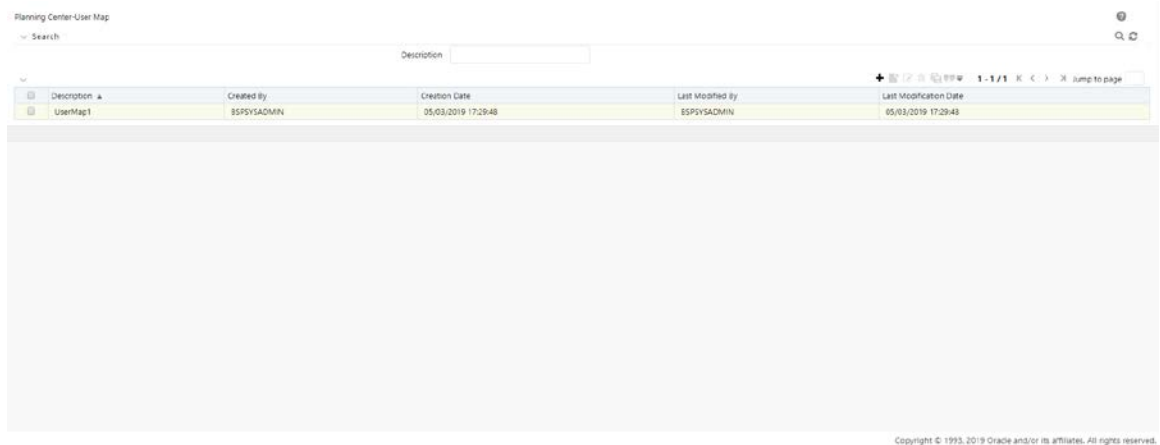
The remainder of the chapter covers the following topics:

- [Adding a Planning Center User and Mapping](#)
- [Modifying a Planning Center User and Mapping](#)
- [Deleting a Planning Center User and Mapping](#)
- [Copying a Planning Center User and Mapping](#)

4.1 Adding a Planning Center - User Map

To add and map a planning center user:

1. Navigate to Financial Planning and Forecasting > Planning Center User Map to display the Planning Center User Map window.



Planning Center-User Map

Search: Description

Description	Created By	Creation Date	Last Modified By	Last Modification Date
UserMap1	ESPSYSADMIN	05/03/2019 17:29:48	ESPSYSADMIN	05/03/2019 17:29:48




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This window displays the user maps that have already been created with the following details:

- Description


- Create By
 - Created Date
 - Last Modified By
 - Last Modification Date
2. To add a new user map, click on the **+** icon on the window to display the Planning Center-User Map window.

3. Populate the following details:



Field	Description
Under Map Description:	
Name	Name of the user map.
Description	Description for the user map.
Under Map Definition:	
Planning Center	Click on the + icon to display the Hierarchy page. Select the planning center and click the  icon to move it to the Selected Members section and then click Ok.
Users	Click on the  icon to display the Hierarchy page. Select the available user(s) and click the  icon to move it to Selected Members section and then click Ok.

4. Click **Save**. This will add the newly created user map to the Planning Center User Map page.


4.2 Modifying a Planning Center - User Map

1. Select a User map from the Planning Center User and Mapping page and click the  icon to display the Planning Center-User Map page.
2. Edit the relevant details and click **Save**.

4.3 Deleting a Planning Center - User Map

1. Select the User map that you want to delete from the Planning Center User and Mapping page and then click the  icon to display the the Planning Center-User Map page.
2. If the selected User map is having any Child Objects, then you cannot delete the User map. If there are no Child Objects, then proceed to the next step.
3. Click the  icon to delete the selected User map.

4.4 Copying a Planning Center - User Map

1. Select the User map that you want to copy from the Planning Center User and Mapping page and then click the  icon to display the Save As page.
2. Enter a Name, Description fields and click Save to create a copy of the existing definition.

5 Forecast Sets

5.1 Overview of Forecast Set

A Forecast Set constitutes a discrete set of planning data. Each Forecast Set represents a specific Scenario and Version of forecast data for a specified starting date and for a specified duration. Examples of Forecast Sets might include:

- 2021 Budget, Working Version 1
- 18 Rolling Forecast as of Oct, 2020, Preliminary
- 18 Rolling Forecast as of Oct, 2020, Final

You can maintain as many Forecast Sets as you need, but only BSP System Administrators or Published Locked Purged. The process of moving a Forecast Set from one status to the next is described below, but the topic is covered in more detail in Chapter 4: Forecast Set Lifecycle.

5.1.1 Defined

Forecast Set is defined in outline form including:

- Name, Scenario, and Version
- Starting and ending month
- Source of the current position data that will be used in the Initialization stage
- Other outline details

You can maintain as many Forecast Sets as you need, but only BSP System Administrators or Planning Administrators can generate new Forecast Sets.

The process of moving a Forecast Set from one status to the next is described below, but the topic is covered in more detail in Chapter 6: Forecast Set Lifecycle..

5.1.2 Initialized or Published

In this stage, a Forecast Set has been initialized with current position data and is ready for use. Once a Forecast Set has been Initialized, System Administrators and Planning Administrators can generate and process forecasts but Planning Users can not. In order to allow access to planning users, administrators must Publish the Forecast Set. Administrators can Publish any Initialized Forecast Set.

Administrators can call re-set any Published Forecast Set back to Initialized. Re-setting a Forecast Set to Initialized revokes planning user access to the Forecast Set.

Note that Initialized or Published Forecast Sets are working sets of forecast data so they may not be deleted.

5.1.3 Locked

In this status, a Forecast Set is locked and can no longer be updated.

- System Administrators and Planning Administrators can change the status of an Initialized or Published Forecast Set to Locked
- Locking a Forecast Set is a one time, irreversible process
- Locking a Forecast Set prevents any subsequent updating of the forecast
- Locked Forecast Sets can be retained as required
- Locked Forecast Sets can be exported to other planning applications
- Locked Forecast Sets can continue to serve as “Prior Forecast Set” or as “Initialization Forecast Set” for other Forecast Sets
- Only Locked Forecast Sets can be purged from the system

5.1.4 Purged

When a Forecast Set is purged, its definition and all its related business data have been purged from the system. System Administrators and Planning Administrators can delete Forecast Sets that are in the Locked status

Deleting a Locked Forecast Set:

- Deletes the Forecast Set definition
- Deletes all forecast driver data and forecast results for the Forecast Set
- Deletes all the forecasting metadata associated with new business cash flow processing
- Deletes all of the OFSAA Batch jobs associated with the Forecast Set

5.2 Adding a Forecast Set

To add a forecast set:

1. Navigate to Financial Planning and Forecasting > Forecast Set to display the Forecast Set Details page.

Forecast Set	As of Date	Scenario	Forecast Set Version	Created By	Creation Date	Last Modified By	Last Modification Date	Status
All Products	09/30/2017	Actual	PASS 2	ESPSVSADMIN	05/12/2019 03:15:53	ESPSVSADMIN	05/12/2019 03:16:06	Initialized
FcastSet_Scenario1	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:47:10	BSPLANADMIN	05/10/2019 17:44:28	Published
FcastSet_Scenario1_New	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/09/2019 18:07:53	ESPSVSADMIN	05/09/2019 18:08:04	Initialized
FcastSet_Scenario12	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:52:18	ESPSVSADMIN	05/08/2019 17:32:01	Initialized
FcastSet_Scenario11	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:51:57	ESPSVSADMIN	05/08/2019 17:31:45	Initialized
FcastSet_Scenario10	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:50:84	ESPSVSADMIN	05/08/2019 17:31:29	Initialized
FcastSet_Scenario9	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:50:34	ESPSVSADMIN	05/08/2019 17:31:10	Initialized
FcastSet_Scenario8	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:50:11	ESPSVSADMIN	05/08/2019 17:30:52	Initialized
FcastSet_Scenario7	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:49:50	ESPSVSADMIN	05/08/2019 17:30:34	Initialized
FcastSet_Scenario6	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:49:26	ESPSVSADMIN	05/08/2019 17:30:17	Initialized
FcastSet_Scenario5	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:49:05	ESPSVSADMIN	05/08/2019 17:29:47	Initialized
FcastSet_Scenario4	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:48:44	ESPSVSADMIN	05/08/2019 17:29:28	Initialized
FcastSet_Scenario3	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:48:19	ESPSVSADMIN	05/08/2019 17:29:09	Initialized
FcastSet_Scenario2	09/30/2017	Actual	FINAL	ESPSVSADMIN	05/01/2019 17:47:50	ESPSVSADMIN	05/08/2019 17:27:58	Initialized

2. Click the **+** icon to generate a new Forecast Set.

3. Populate the following details:

Field	Description
Under Forecast Set Parameters:	
Name	Name of the forecast set.
Description	Description for the forecast set.
Scenario	Select a Scenario from the drop down list. Note: BSP is seeded with 4 Scenario members: Actual, Budget, Forecast, and Forecast Prior. You can generate new scenario members by navigating to Common Object Maintenance > Dimension Management > Members and then selecting the Consolidation Code dimension.
Forecast Set Version	Select a Forecast Set Version. Note: No members in this dimension are seeded with BSP. You must build your own Version members under the BSP Version dimension. To generate new Version members, navigate to Common Object Maintenance > Dimension Management > Members and then select the BSP Version dimension.
As of Date	Auto-populated based on the application preferences. Note: BSP only supports As-of-Dates that fall on the last day of a calendar month.
Legal Entity	If you only have one Legal Entity, it is recommended that you "Disable Legal Entity" in Application Preferences. If you have "disabled" Legal Entity in Application Preferences then you will not need to select a Legal Entity when building a new Forecast Set; the Forecast Set will default to the Legal Entity set in your Application Preferences. If you have not disabled Legal Entity within your Application Preferences, then you will need to select a Legal Entity for your new Forecast Set definition.
Under Forecast Set Parameters	
Planning Center Hierarchy	
Planning Product Hierarchy	

Field	Description
Under Current Position Data and Modelling Assumptions:	
Note: These values will be defined by the BSP system administrator.	
Static Deterministic Process	Select from the drop down list.
Default Pricing Margin	Select from the drop down list.
Default Maturity Mix	Select from the drop down list.
Under Forecast Set Details:	
Initialization Forecast Set	Select a forecast set as a reference. The drop down list displays the forecast sets that are defined earlier that are with Initialized or Published status. This is used to select/copy Balance Driver or/and Pricing Margin Driver methods to the current forecast set. You can select any of the forecast sets as reference here.
Prior Forecast Set	Select the previous forecast as a reference. This is for viewing the results of the previous forecast. If you select a forecast set here, then you need to enter the Months of Prior Forecast in the following field. The number of months you enter here determines the number of months you want to see the history data in the detailed planning window.
Management Ledger	Select the management ledger from which you want to include the historical data to the forecast set.
Planning Center-User Map	Select a relevant planning center-user map from the drop down list.
Months of Forecast	Enter the number of months you want to include in the forecast set.
Months of Prior Forecast	Enter the number of months from the prior forecast.
Months of Management Ledger History	Enter the number of months from the management ledger history that you want to include in the forecast set.


NOTE The BSP system/planning administrator should use public folders or shared folders (i.e. provided this folder is shared to all the BSP users) for the selection of hierarchy folders and assumption folders.

After 8081 upgrade, planning center and planning product hierarchies should be saved for existing forecast sets.

4. Click **Save**. This action creates the Forecast Set on the Forecast Set Details screen. The Workflow Status of the newly created Forecast will be set as Defined.

5.3 Editing a Forecast Set


To modify a forecast set:

1. Select the forecast set that you want to modify from the Forecast Set Details screen and click the  icon.
2. Modify the relevant details and then click **Save**.

NOTE If the forecast set is already Initialized or Published, then you are allowed modify some of the fields, not all the details of the forecast set.

5.4 Deleting a Forecast Set

To delete a forecast set:

1. Select the forecast set that you want to delete from the Forecast Set Details screen and click the  icon.
2. Click **Yes** after prompted for confirmation. This will delete the selected forecast set from the list.

NOTE You cannot delete a forecast set that is in Initialized or Published workflow status. To delete an initialized or published forecast set, change the status to Locked.

6 Forecast Set Lifecycle

6.1 Initialization Process

The initialization process copies current position runoff results into a Forecast Set from a Static Deterministic Process that the BSP System Administrator has previously built and executed. The Static Deterministic Process that is used as the source is named in the Forecast Set's Definition stage.

6.2 Optional Features

When you Initialize a Forecast Set, you may optionally recover data from a previous Forecast Set. This is the Forecast Set that you have designated as the "Initialization Forecast" set in your Definition step. For example, you might have started with a Forecast Set called "2021 Budget, Version 1" and now want to build a new version called "2021 Budget, Version 2".

When you initialize Version 2 of your 2021 Budget, you might want to recover data from Version 1 of your 2021 Budget. To do this, you would designate "2021 Budget, Version 1" as the "Initialization Forecast Set" when you first define "2021 Budget, Version 2".

NOTE Only data from months that overlap both Forecast Set can be recovered. Also note that the first month of the Initialization Forecast Set must be the same or earlier than the first month of the Forecast Set being initialized.

There are also options in terms of what kind of data you might want to recover from the Initialization Forecast Set. The first option is to recover the Balance Driver Methods and/or Pricing Margin Driver Methods. For example, you might want to retain each planning user's preferred form of forecasting new business balances (i.e., New Add, Target End, Target Average, or Growth); or you might want to retain each planning user's preferred form of forecasting new business margins (New Add Rate vs. New Add Spread).

The second option is to recover the actual forecast driver values for New Business Balances and New Business Pricing Margins.

Note:


- In order to recover Balance Driver values from an Initialization Forecast, you must also recover the Balance Driver Methods
- In order to recover Pricing Margin Driver values from an Initialization Forecast, you must also recover the Pricing Margin Driver Methods

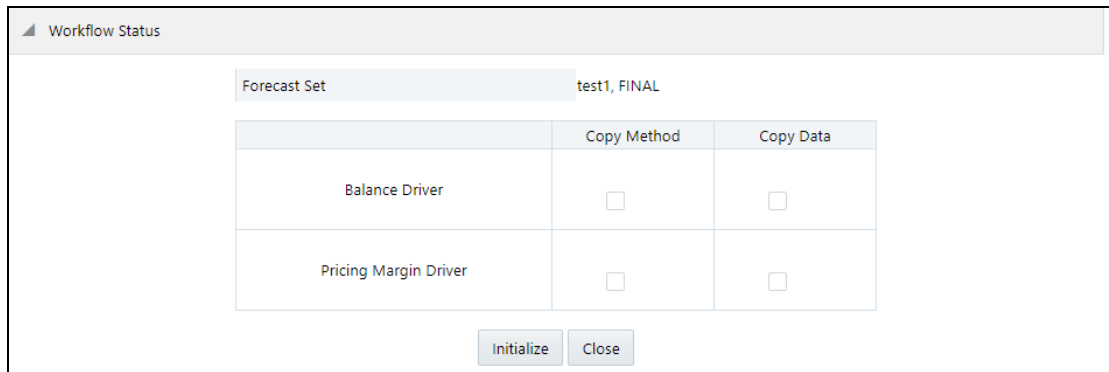
Other Notes:

- Only months that overlap between a new Forecast Set and an older Initialization Forecast Set can be recovered.

- When the new Forecast Set extends in time beyond the older Initialization Forecast Set, values for the last month in the older Forecast Set are copied out to the last month of the new Forecast Set.

In the Forecast Set Lifecycle, each of the Forecast Set goes through four status changes namely Defined, Initialized, Published, and Locked.


- **Defined:** Once a Forecast set is created and saved, the workflow status of the forecast set will be set to Defined.
- **Initialized:** To change the status to Initialized, select a created Forecast Set from the list and click  icon (Workflow Status) to display the Workflow Status screen.

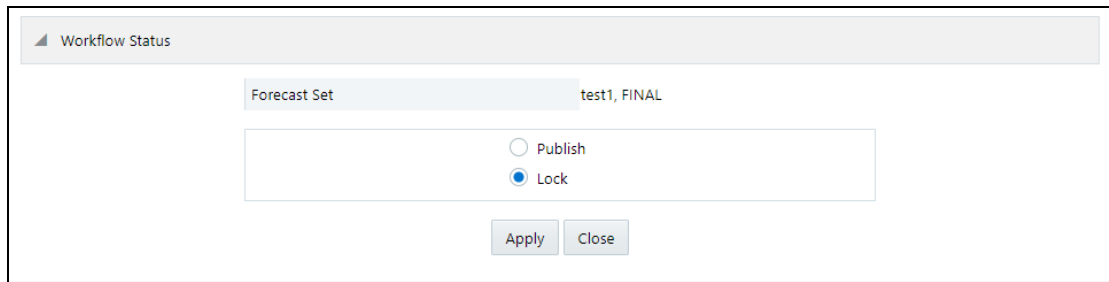


Forecast Set	Copy Method	Copy Data
test1, FINAL	<input type="checkbox"/>	<input type="checkbox"/>
Balance Driver	<input type="checkbox"/>	<input type="checkbox"/>
Pricing Margin Driver	<input type="checkbox"/>	<input type="checkbox"/>

Initialize Close

Select the relevant check boxes for Balance Driver and Pricing Margin Driver and click Initialize. This changes the status of the selected Forecast Set to Initialized.

- **Published:** To change the status to Published, select a Forecast set which is in Initialized status and click the  icon to display the Workflow Status screen.



Forecast Set test1, FINAL

Publish
 Lock

Apply Close

You can either change the status to Published or Locked.

- **Publish:** If you select Publish, the Forecast set will be ready for the consumption of the planning analyst. The forecast set you selected will be with the status Published on the Forecast Set Details screen. A published forecast set can be un-published by again clicking the Workflow Status icon and selecting the Depublish check box.

This sets the workflow status again to Initialized.

- **Locked:** If the status of a forecast set is Locked, then it cannot be unlocked or edited.