

Budget Process Tools: Creating a Unit Plan Navigating in CalPlan

FY2017-18



Agenda

- 1 CalPlan Defined
- 2 FY2017-18 Budget Process Timeline and Key Dates
- 3 CalPlan Financial Reports & Task Lists
- 4 CalPlan Components
- 5 Entering Data in Forms
- 6 Planning with Intersection Forms
- 7 Post Training Support

Learning Objectives

- **Review** the **FY2017-18 Budget Process Timeline** and **Key Dates** for Planners
- **Define** CalPlan structure and components
- **Navigate** CalPlan to prepare you to revise your FY17 Forecast and create your FY18 Operating Budget
 - Run a report from the CalPlan Repository
 - Practice using CalPlan basic functionality
 - Input non-compensation DeptID, Fund, and Account budget data into forms
 - Edit plan data in the Intersection report and export to Excel
- **Identify** where to go for additional CalPlan information and support

Training Material Overview

- **Handouts**
 - Navigating CalPlan Slide Presentation
 - Navigating CalPlan Exercise Packet
 - FY2017-18 Budget Process Timeline
 - Fund Simplification Job Aid
- **On-Line**
 - Evaluation
 - CalPlanning Job Aids and Materials

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CalPlan Tool



The screenshot displays the 'Task List Status' window in the CalPlan tool. The main area shows a 'Budget - Summary' table with columns for 'Actual Final', 'Actual Final', 'Operating Budget Final', 'Forecast Working', and 'Operating Budget Working'. The rows include 'Beginning Balance', 'Total Revenue', 'Operating Transfers', 'Total Compensation', 'Total Non Compensation', 'Total Expenses', 'Net Operating Surplus/(Deficit)', 'Changes in Fund Balance - Pos/(Neg)', and 'Ending Balance'. The table shows data for the years 2014-15, 2016-17, and 2017-18, along with year totals.

	Actual Final 2014-15	Actual Final 2016-17	Operating Budget Final 2016-17	Forecast Working 2016-17	Operating Budget Working 2017-18
Beginning Balance		(74,445)	61,528,441	(74,445)	58,386,190
Total Revenue	57,527,677	65,926,258	63,743,588	63,743,587	63,743,587
Operating Transfers	(57,517,497)	0	547,000	(5,282,952)	(5,282,952)
Total Compensation					
Total Non Compensation	10,181	22,536			
Total Expenses	10,181	22,536			
Net Operating Surplus/(Deficit)	(0)	65,903,722	64,290,588	58,460,635	58,460,635
Changes in Fund Balance - Pos/(Neg)					
Ending Balance	(0)	65,829,278	125,819,029	58,386,190	116,846,825

A web-based, financial planning tool for planners to create future year Operating Budgets and revise in year Forecasts for DeptID level

- Non-Compensation Expenses, Revenues and Transfers
- Review summarized Compensation plans from Human Capital Planning (HCP)

Provides Planners with:

- Task lists to guide them through the planning steps
- Data entry screens
- Subset of the BFS Chart of Accounts (COA) for planning
- Real-time reporting
- Automatic calculations

Source Systems: BFS for actuals, EDW for saved Plan data

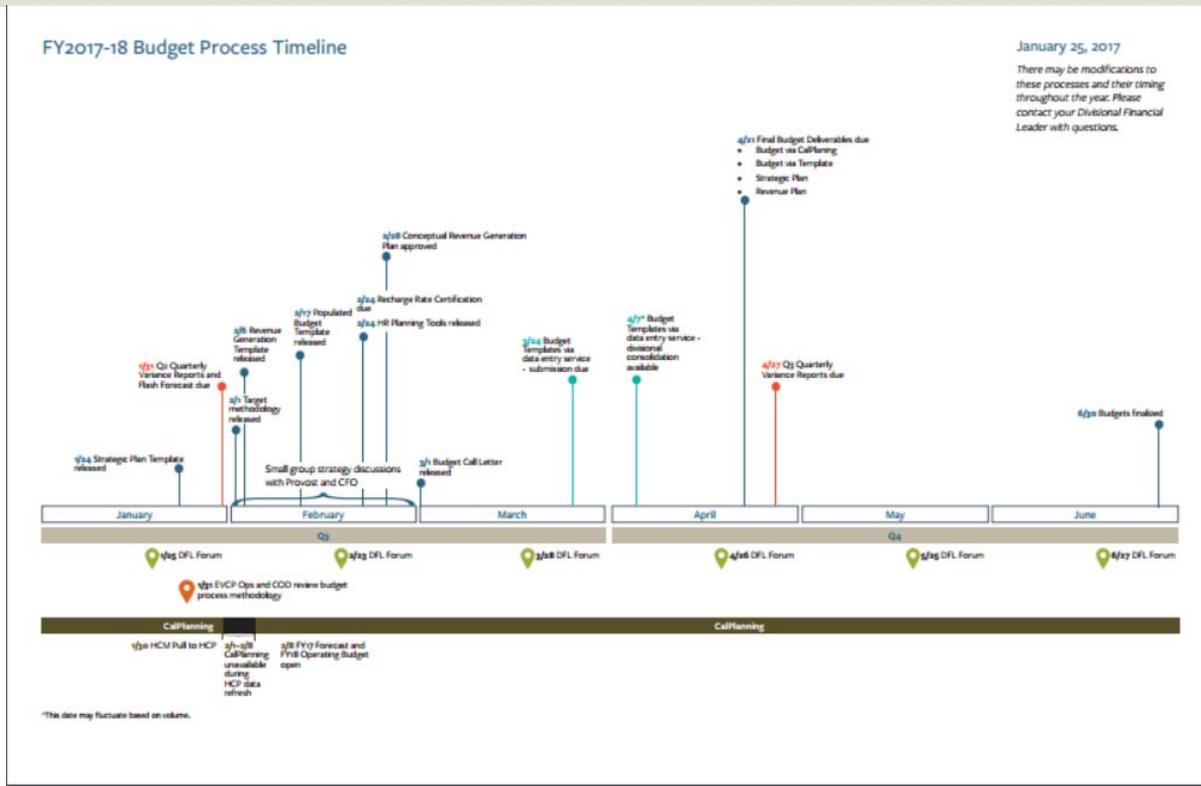
Who Uses CalPlan?



	Reporting Only		★ Planners	
Tool	• CalRptg	• HCPRptg	• CalPlan ★ • CalRptg	• HCP • HCPRptg
Actions	• Run CalRptg reports • Analyze reports	• Run HCPRptg reports • Analyze reports	• Input financial plans • Run & analyze CalRptg and CalPlan reports	• Input employee and position plans • Run & analyze HCPRptg reports
Security	• Global Read Only	• Entity Read Only	• Entity Read & Write Access	• Entity Read & Write Access

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FY 2017-18 Budget Process Key Dates

CalPlanning HCP Refresh: Wednesday, February 1 - Wednesday, February 8, 2017

- Snapshot of HCM data based on HR updates was taken on Monday, January 30, 2017.
- Includes all active employee and position data in HCM as from July 1, 2016 forward.

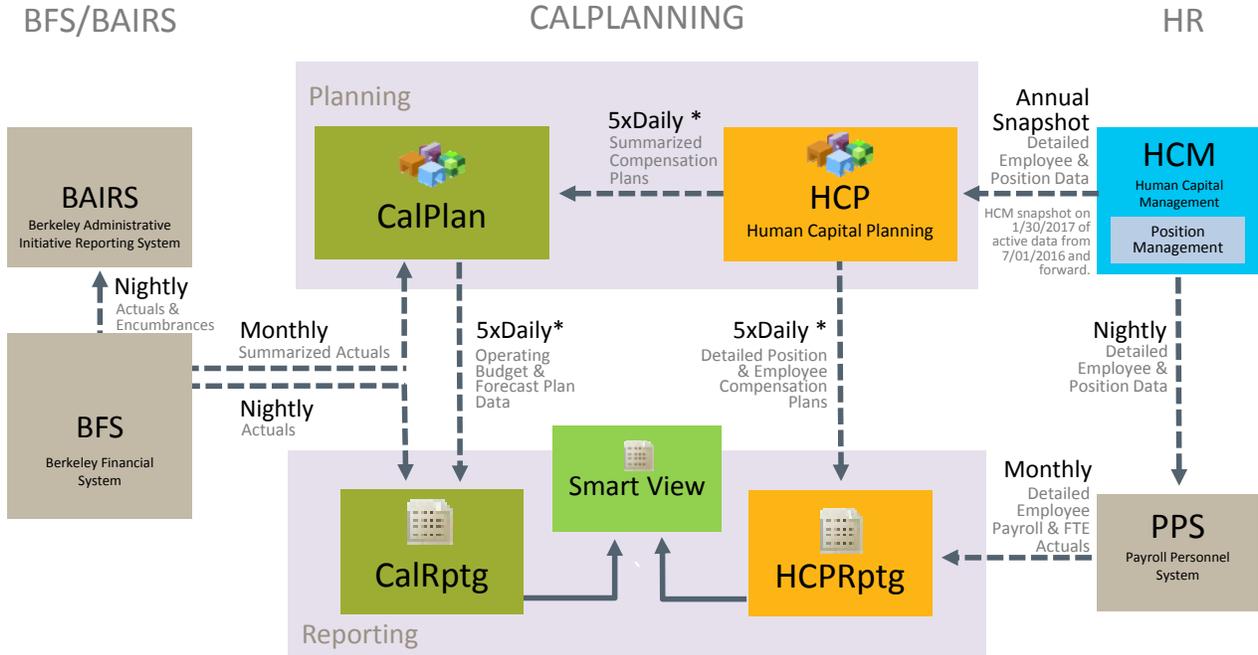
FY17 Forecast & FY18 Operating Budget Open: Wednesday, February 8, 2017

Recharge Rate Certification Due: Friday, February 24, 2017

Forecast and Operating Budget Due: Friday, April 21, 2017

The key dates for the FY2017 - 18 Budget Process can be found at:
http://cfo.berkeley.edu/sites/default/files/bptimeline_1.25.17a.pdf
 Any changes to these dates will be posted here.

Flow and Timing In Our Financial Landscape



* Data pushes every three hours between 9:00am and 9:00pm. Check <http://budget.berkeley.edu/systems/calplanning> for more on the data push schedule and updates to CalPlanning system availability.

Scenario and Version Combinations

Scenario
Forecast

Scenario is used to differentiate between the different types of financial data.

Version
Working

Versions intersect Scenario to allow for snap-shots of multiple iterations of data in a planning Process.

Scenarios		Versions				
		Initial	Working	Q1, Q2 & Q3 Submission	Planner Submission	Final
FY18	Operating Budget	Read Only	Editable until submission	n/a	Read Only	Read Only
FY17	Forecast	Read Only	Editable	Read Only	Read Only, Staging Version	Read Only
	Actual	n/a	n/a	n/a	n/a	Read Only

FY17 & FY18 Scenarios & Version Creation

FY2016-17

July 2016 - June 2017
Version Creation

Operating Budget Forecast

- Initial *February 2016*
- Working *February 2016*
- Planner Submission *April 2016*
- Final *Early FY17*
- Initial *August 2016*
- Working *August 2016*
- Q1 Submission *October 2016*
- Q2 Submission *January 2017*
- Q3 Submission *April 2017*
- Planner Submission *Staging version*
- Final *Early FY18*

FY2017-18

July 2017 - June 2018
Version Creation

Operating Budget Forecast

- Initial *February 2017*
- Working *February 2017*
- Planner Submission *April 2017*
- Final *Early FY18*
- Initial *August 2017*
- Working *August 2017*
- Q1 Submission *October 2017*
- Q2 Submission *January 2018*
- Q3 Submission *April 2018*
- Planner Submission *Staging version*
- Final *Early FY17*



Available Versions in CalPlanning

Scenario	Versions Available by Fiscal Year						
	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Actual	Final*	Final				Final Monthly following close**	
Forecast	Final				Working Re-Opens 2/8/17	Working Opens August 2017	
Operating Budget	n/a	Final				Working Opens 2/8/17	
CalPlanning Module	CalRptg & HCPRptg					All	

* Operating Transfers created from the TempBudg & populated in the 'Operating Transfers-Plan' account for comparison purposes in the Actual Scenario.

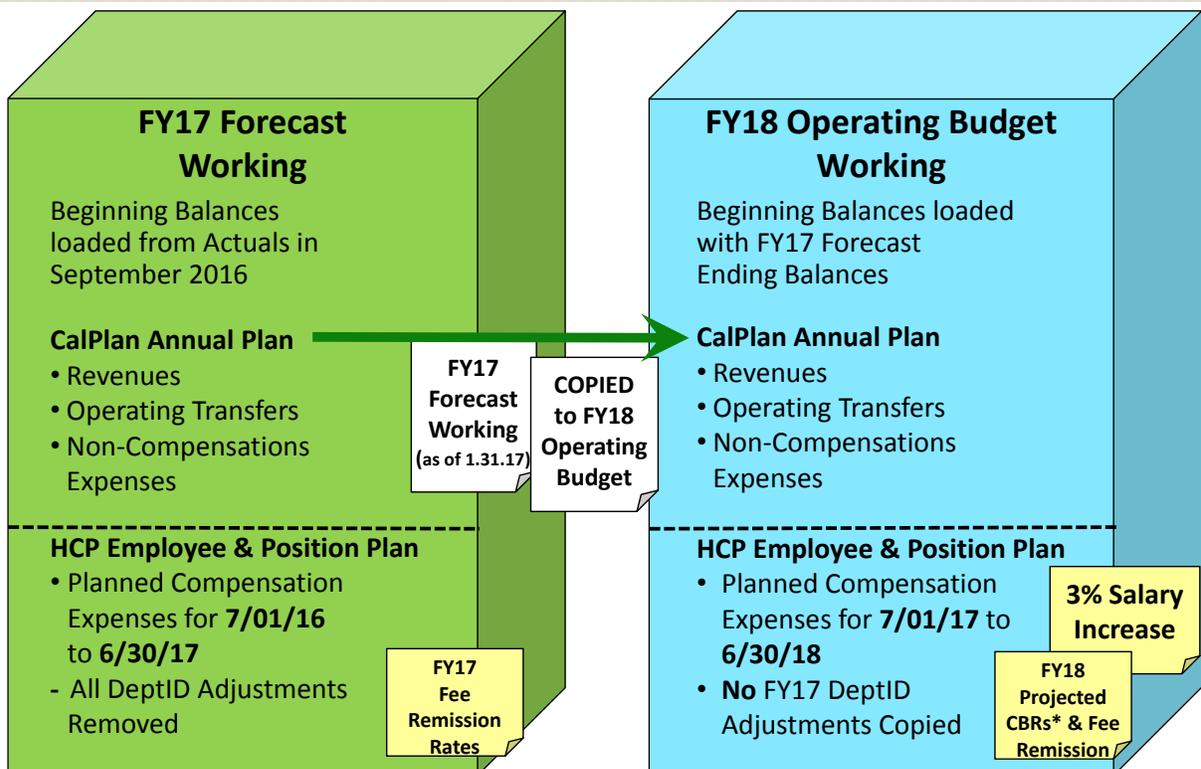
** See CalPlanning website for monthly release schedule.

Financial Data Cross Walk

	Planning Tools		Reporting Tools - All Read Only			
	CalPlan	HCP	CalRptg	HCP Rptg	Smart View	BAIRS 
Bottom Org Level	L7 DeptID for review and plan creation	Employee & Position Detail	L7 DeptID	Employee & Position Detail	Tool Specific	Journal level transactional detail (e.g. chartstring level detail, journal line descriptions)
Top Org Level Org	L3 Read-Only for viewing only	Highest Org Level of User Access	L1	Highest Org Level of User Access	L7 DeptID	Aggregated L7 to L3
Available Scenarios	<ul style="list-style-type: none"> Operating Budget Forecast Actuals <i>read only</i> 	<ul style="list-style-type: none"> Operating Budget Forecast 	<ul style="list-style-type: none"> Operating Budget Forecast Actuals 	<ul style="list-style-type: none"> Operating Budget Forecast Actuals 	<ul style="list-style-type: none"> Operating Budget Forecast Actuals 	<ul style="list-style-type: none"> Actuals Perm Budget Temp Budget

 **Important to remember that journal level detail only resides in BAIRS**

2/08/17: FY2017 Forecast is the base for your FY2018 Operating Budget



*see appendix for FY18 rates

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3 CalPlanning Access Options

Option 1: CalPlanning via Blu from Internet Explorer Browser



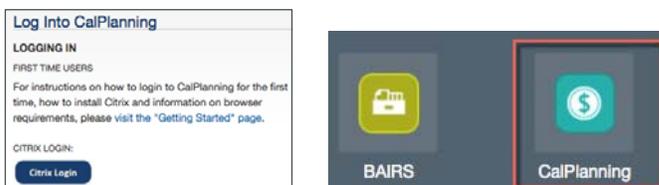
Option 2: CalPlanning from Internet Explorer Browser

Access Oracle Workspace directly from your Internet Explorer browser:

<https://calpln-rptportal.berkeley.edu/workspace/index.jsp>



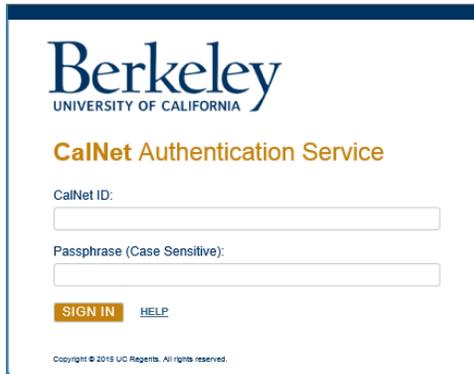
Option 3: Accessing CalPlanning via CITRIX



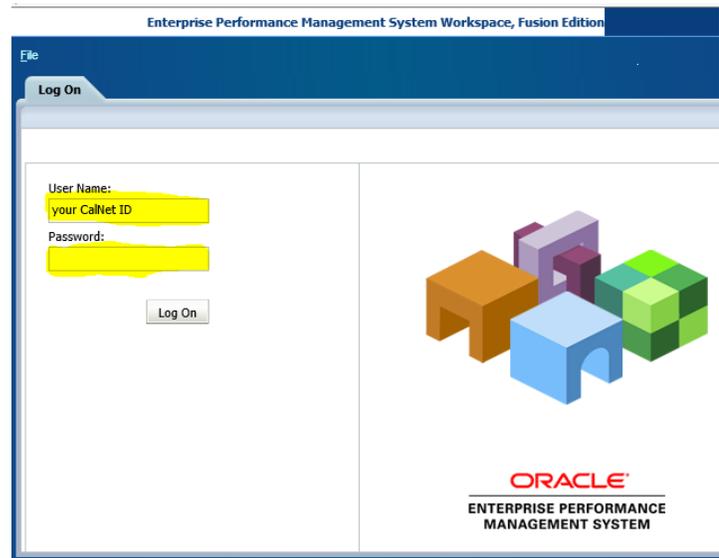
<http://calplanning.berkeley.edu>

What is my CalPlanning User ID and Password?

Use your CalNet Authentication CalNet ID and Passphrase to logon to the CalPlanning Workspace



The image shows the Berkeley University of California CalNet Authentication Service login page. It features the Berkeley logo at the top, followed by the text "CalNet Authentication Service". Below this, there are two input fields: "CalNet ID:" and "Passphrase (Case Sensitive):". A "SIGN IN" button is located below the passphrase field, and a "HELP" link is to its right. At the bottom, there is a small copyright notice: "Copyright © 2015 UC Regents. All rights reserved."

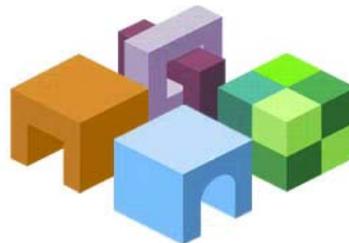


The image shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition login page. It features a "Log On" tab at the top. Below the tab, there are two input fields: "User Name:" and "Password:". The "User Name:" field contains the text "your CalNet ID". A "Log On" button is located below the password field. To the right of the input fields, there is a graphic of four interlocking blocks in orange, purple, blue, and green. Below the graphic, the Oracle logo is displayed, followed by the text "ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM".

CalPlan Components

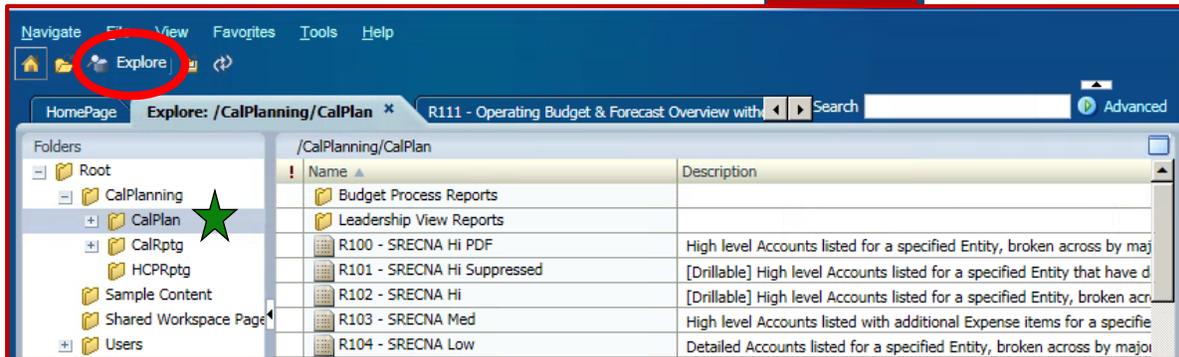
CalPlan Tool Components

- CalPlan Reports
- Task Lists
- Forms
- Intersection Forms



Navigating to CalPlan Reports

CalPlan Reports are run directly from the **Report Repository** using the Explore icon 



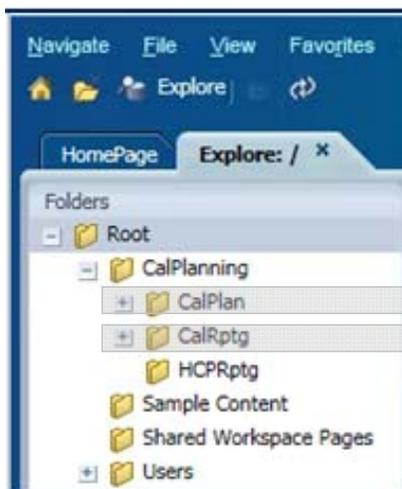
- **R** prefix (ex. **R111**)
- Includes complete budget, including summarized compensation plans from HCP
- Reports update immediately with **Saved** changes made in CalPlan whereas CalRptg reports are refreshed 5 times a day

R vs. CR Reports

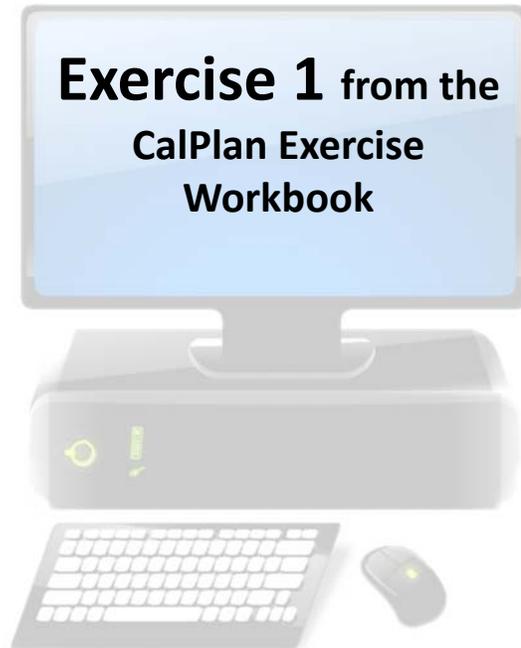
CalPlanning has two repositories for running reports:

- The CalPlan folder contains 'R' reports
- The CalRptg folder contains 'CR' reports

The available data sets and refresh schedules are different for the two repositories.



Reports	Refresh Schedule – Actuals	Refresh Schedule – Budget data	Chart of Accounts
CalPlan R Reports (ex. R111)	Monthly	Updated Immediately with Saved Changes	Summary Plan - Members
CalRptg CR Reports (ex. CR111)	Daily (i.e. Actuals as of yesterday)	Updated 5x daily (every 3 hours 9 am to 9pm)	Full COA



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Dimensions & Members

Dimensions define how data is organized within CalPlan.

Year FY18	Scenario Forecast	Version Working	Period YearTotal	Account A40XXX_Plan	Entity 1_26301	Fund Plan Only Fund Members	Chart1 C1_SUMPLN
2012	Actual	Initial	YearTotal	Total Revenue	1_EVCP3	Current Funds	C1_SUMPLN
2013	Forecast	Working	Q1	Net Tuition & Fees	1_HAAS3	Unrestricted-Plan	3DCXXX
2014	Operating Budget	Planner Submission	Jul	State Support	1_SSALL	Designated-Plan	350XXX
2015		Q1, Q2 & Q3 Submission	Aug	Contracts & Grants	1_BHCI	Restricted Gifts-Plan	3T0XXX
2016		Final	Sep		1_NAIMI		3U00MC
2017					1_OWFCR		
2018							

What CalRptg-only dimensions aren't listed above?

Plan Only Members (POMs)

Plan Only Members

- Allow for high-level, strategic budgeting in CalPlan and HCP
- Selected CalPlanning accounts, funds, and chart1s
 - Account (e.g. "440XX – Private Gifts for Current Use – Plan")
 - Fund (e.g. "Unrestricted - Plan")
 - Chart1 (e.g. "C1_SUMPLN - C1 - Summary - Plan")
- Forecast and Operating Budget Plan Only Members and the Actual data for individual members are visible in CalRptg reports
- Reference specific POM job aids located on CalPlanning training page to identify which individual Accounts, Funds and Chart1s are mapped to each POM

Plan Only Members - Accounts

BFS & BAIRS

Multiple Individual Travel Accounts

Travel

- 57211 - In-State Travel - Air Fare
- 57212 - Out-of-State Travel - Air Fare
- 57213 - In-State Travel - Non Air Fare
- 57214 - Out-of-State Travel - Non-Air
- 57215 - Domestic Travel Fees
- 57221 - Foreign Travel - Air Fare
- 57222 - Foreign Travel - Non-Air Fare
- 57223 - Foreign Travel Fees
- 57232 - Moving Costs

CalPlan

1 Plan Only Member Travel Account

- **572XX-Travel - Plan**

Plan Only Member Names include - *Plan* suffix

Plan Only Members – Accounts in CalRptg

CalRptg		
	Actual Final 2016-17	Forecast Working 2016-17
Expenses		
Total Non Compensation	14,363,582	28,423,009
Travel	816,403	1,101,731
57211 - In-State Travel - Air Fare	27,533	0
57212 - Out-of-State Travel - Air Fare	108,145	0
57213 - In-State Travel - Non Air Fare	125,894	0
57214 - Out-of-State Travel - Non-Air	152,003	0
57215 - Domestic Travel Fees	2,075	0
57221 - Foreign Travel - Air Fare	197,893	0
57222 - Foreign Travel - Non-Air Fare	173,112	0
57223 - Foreign Travel Fees	376	0
57232 - Moving Costs	29,371	0
572XX - Travel - Plan	0	1,101,731
Miscellaneous Expenses	1,333,952	565,435
Total Expenses	40,788,035	76,819,156

Actual Data includes individual travel accounts from BFS & BAIRS

Plan Data includes 1 travel POM account

Plan Only Members - Funds

19 Plan Only Fund Members in CalPlan & HCP

FUND TYPE	UNRESTRICTED		RESTRICTED		
	UNRESTRICTED	DESIGNATED	RESTRICTED GIFT	RESTRICTED ENDOWMENTS AND FFE's	CONTRACTS AND GRANTS
Plan Only Fund Type Members (5)	Unrestricted – Plan	Designated – Plan*	Restricted Gifts – Plan	Restricted Endowments and FFEs – Plan**	Contracts and Grants – Plan
Plan Only Detailed Fund Type Members (14)	Student Tuition and Fees - Plan	Designated State Appropriations - Plan			Federal Contracts and Grants - Plan
	General Funds - Plan	Designated Student Fees - Plan			State Contracts and Grants - Plan
	Unrestricted Gifts - Plan	Recharge Activities - Plan			Private Contracts and Grants - Plan
	Unrestricted Endowments and FFEs - Plan	Reserves - Plan			Restricted State Appropriations - Plan
	Sales and Services Other Revenue - Plan**				
	Auxiliary - Plan				

Dimensions in CalPlanning Tools

Dimension	CalRptg	CalPlan	HCP	HCP Rptg	Smart View
Year	✓	✓	✓	✓	✓
Period	✓	✓	✓	✓	✓
Scenario	✓	✓	✓	✓	✓
Version	✓	✓	✓	✓	✓
Account	✓	✓	✓*	✓*	✓
Entity	✓	✓	✓	✓	✓
Fund	✓	✓	✓	✓	✓
Chart1	✓	✓	✓	✓	✓
Chart2	✓			✓	✓
Time Series	✓			✓	✓
Program Code	✓			✓	✓
Employee			✓	✓	✓
Position			✓	✓	✓
Earn Code				✓	✓

* HCP and HCP Rptg only include Compensation related accounts

Exercise #2: What is in my FY17 Forecast & FY18 Operating Budget?

Work with your new Budget Buddy to identify the

- **Sources**
- **Edits** that may be required to update your forecast
- **Considerations** for planning

the listed accounts in your FY17 Working Forecast in CalPlan after the system re-opens on 2/8/17

Accounts	FY17 Forecast Source	Possible Edits	FY18 Operating Budget Source	Possible Edits
Non-Compensation Expenses				
Compensation Expense				
Revenues				
Transfers				

Setting Entity Preferences

Planners only need to set their **Entity preferences** in CalPlan in order to have a consistent view of data between CalPlan and HCP

The screenshot shows the 'User Preferences' window in CalPlan. The 'User Variable Options' tab is active, displaying a table with the following data:

Dimension	User Variable Name	Selected Member
Scenario	Current Scenario	Operating Budget
Version	Current Stage	Working
Year	Current Year of Vi...	FY18
Entity	MyOrg	1_HAAS3

The 'Entity' row is circled in red. Below the table are 'Save' and 'Reset' buttons.

- **MyOrg: Entity** that results in the population of DeptID Entities on forms and is used in system calculations.

Accessing CalPlan Application

CalPlan is the planning application to access both CalPlan and HCP

CalPlan application provides access to both the CaPlan and the HCP Task Lists to complete entry of your plan data.

Jan17HCP includes both CalPlan & HCP data as of Jan 31 to view CalPlan data FY17 Forecast pre-Fund Simplification and DeptID adjustments

CalPlan Application – Current User Variables

Scenario
Forecast

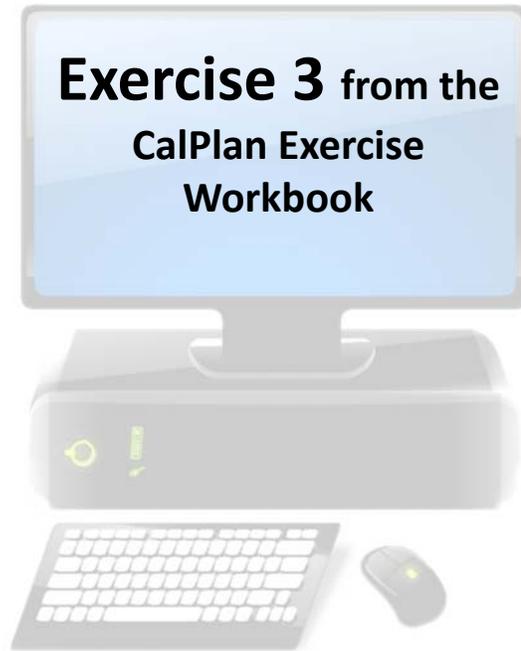
Scenario is used to differentiate between the different types of financial data.

Version
Working

Versions intersect Scenario to allow for snap-shots of multiple iterations of a planning cycle.

Editable Scenario and Version in CalPlan and HCP

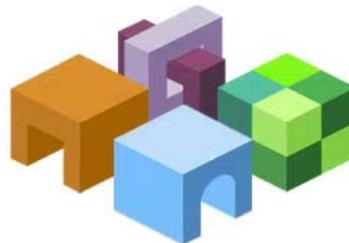
Scenario	Forecast	Operating Budget
Year	FY17	FY18
Version	Working	Working
Description	Editable version of the plan for the current year	Editable version of the plan for the future year
Date Available	Now!	Now!
Due	4/21/17	4/21/17



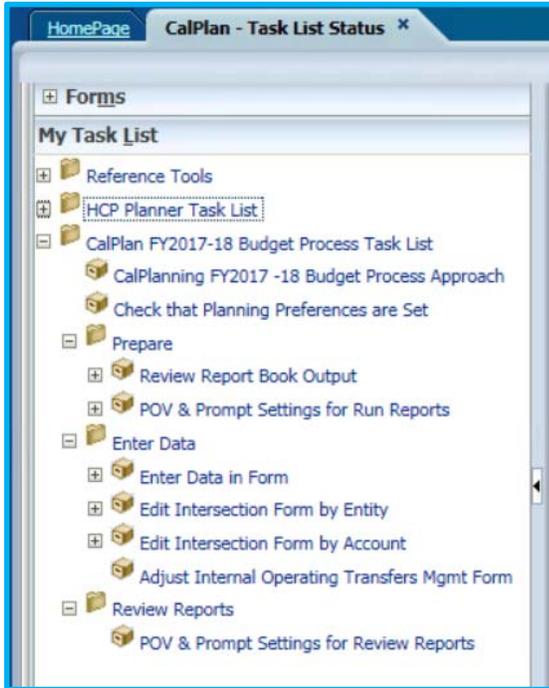
CalPlan Components

CalPlan Tool Components

- CalPlan Reports
- **Task Lists**
- Forms
- Intersection Forms



CalPlan Task List Review



CalPlan FY2017-18 Budget Process Task List

Sequential steps for

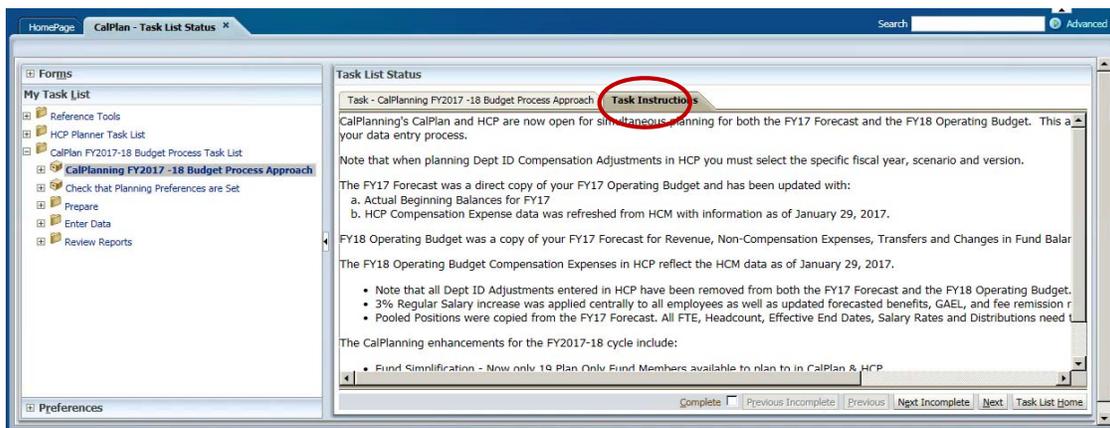
- revising your FY17 Forecast
- creating your FY18 Operating Budget

Includes links to:

- Financial Reports
- Data Entry Forms
- Intersections Forms

Task List Reference Tools and Instructions

Reference materials and instructions are available for each step of the task list



Navigation Pane
Drillable folder structure

View Pane
Context sensitive and includes Task and Task Instruction tabs

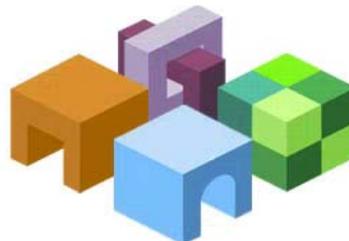
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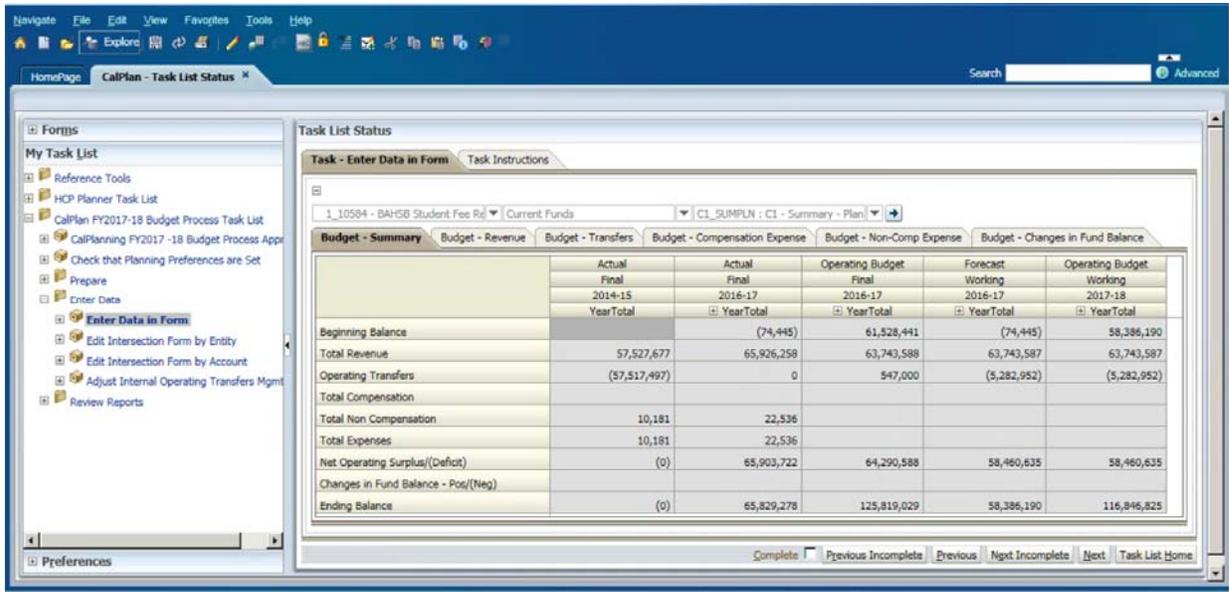
CalPlan Components

CalPlan Tool Components

- CalPlan Reports
- Task Lists
- **Forms**
- Intersection Forms



CalPlan Data Entry Form Overview



Read Only Tabs

- Budget – Summary
- Budget - Compensation Expenses

Editable Tabs

- Budget – Revenue
- Budget - Transfers
- Budget Non- Compensation Expenses
- Budget- Change in Fund Balances

Read Only vs Editable Cells in CalPlan

Task List Status

Task - Enter Data in Form Task Instructions

1_10584 - BAHSB Student Fee Rel Student Tuition and Fees - Plan C1_SUMPLN : C1 - Summary - Plan

	Actual Final 2014-15 YearTotal	Actual Final 2016-17 YearTotal	Operating Budget Final 2016-17 YearTotal	Forecast Working 2016-17 YearTotal	Operating Budget Working 2017-18 YearTotal
41010 - State General Support					
411XX - Other State Appropriations - Plan					
400XX - Non Res Tuition - Plan	3,377,477	4,093,504	3,611,663	3,611,664	3,611,664
401XX- Application Fees - Plan			466,032		
402XX - Student Services Fees - Plan					
403XX - Tuition - Plan	4,720,815	5,711,541	4,782,806	4,782,806	4,782,806
404XX - SS and Special Programs Rev - Plan					
4050X - Other Student Fees - Plan					

Gray = Read Only **White = Editable**

- **Gray** background cells in CalPlan are **Read Only**
- **White** background cells in CalPlan are **Editable**
- **Enter** plan data as a whole number rounded to either 100s or 1000s

Compensation Expense Form in CalPlan

Compensation Expenses displayed as read only by DeptID in CalPlan

	Actual Final	Actual Final	Operating Budget Final	Forecast Working	Operating Budget Working
	2014-15	2016-17	2016-17	2016-17	2017-18
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
53010 - Faculty Benefits					
53020 - Staff Non student Benefits					
53030 - Other Academics Benefits					
53040 - Post Doc Benefits					
53050 - Graduate Student Benefits					
53060 - Benefit Assess-Acad Regular					
53070 - Benefit Assess-Staff Regular	327,180	168,027	336,119	359,715	403,728
53080 - Benefit Assessment - Limited	1,859				
53090 - Fringe Assessment-Contra					
53XXX - Fringe Benefits - Plan					
53700 - UCRP - Plan					
537XX - Other Retirement Benefits - Plan					
57310 - General & Empl Liability Insur	7,180	3,777	7,208	7,915	8,411
Adjustment: Total Compensation - Plan					
Total Compensation	1,154,243	546,039	1,102,021	1,159,156	1,253,238

Form Page Dimensions

CalPlan Form has three Page Dimension member dropdown selections

- 1. Entity** select from the DeptIDs that roll up under your MyOrg selected in Preferences
- 2. Fund** must be set to one of the 19 Plan Only Fund buckets available to plan to in CalPlan

	Actual Final	Actual Final	Operating Budget Final	Forecast Working
	2014-15	2016-17	2016-17	2016-17
	YearTotal	YearTotal	YearTotal	YearTotal
41010 - State General Support				
411XX - Other State Appropriations - Plan				
400XX - Non Res Tuition - Plan	3,377,477	4,093,504	3,611,663	3,611,664



Remember to click on the **GO** right arrow icon

to refresh your form with the Page Dimension selections!

- 3. CF1** can be left at C1_SUMPLN: C1-Summary-Plan or select one of the 400 available C1s

Filtering rows with no data and zeros

Right Click over the Row Label

- Select **Filter**
 - **Hide rows with no data** or
 - **Hide rows with zeros** or
 - **Hide rows with zeros and no data**

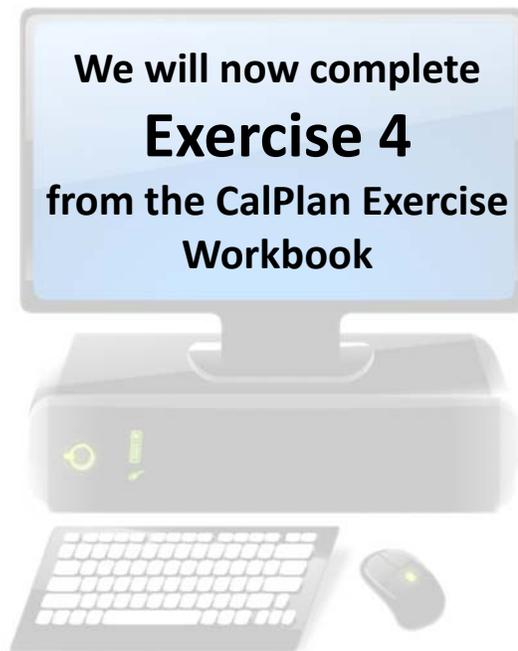
Right Click over the Row Label ->Filter-> **Show rows with zeros** to restore default view

Row Label	Actual Final 2014-15	Actual Final 2015-16	Operating Budget Final 2015-16	Forecast Working 2015-16	Operating Budget Working 2016-17
41010 - State General Support					
411XX - Other State Appropriations - Plan					
4000X - Non Res Tuition - Plan					
401XX - Application Fees - Plan					
402XX - Student Services Fees - Plan					
4030X - Tuition - Plan					
4040X - SS and Special P					
4050X - Other Student Fe					
4053X - Professional Degr	962,862	502,200	850,000	850,000	850,000
4054X - Campus Svcs Sup					
4055X - Self-Supporting D					
4056X - Other Fees - Plan					
4070X - UNEX - Plan					
4080X - Contr Student F					
4120X - State Contracts					
4200X - Federal Contract					
4410X - Private Contract					

Row Label	Actual Final 2014-15	Actual Final 2015-16	Operating Budget Final 2015-16	Forecast Working 2015-16	Operating Budget Working 2016-17
4053X - Professional Degree Fees - Plan	962,862	502,200	850,000	850,000	850,000
Total Revenue	962,862	502,200	850,000	850,000	850,000

Filter...
Show rows with no data
Hide rows with zeros
Hide rows with zeros and no data

Dimensions in CalPlan Forms



Editing and Saving Data in Forms

Compensation Expe
Operating Budget
Working
2013-14
+ YearTotal

1.
Click on cell
to activate.

Compensation Expe
Operating Budget
Working
2013-14
+ YearTotal
10,000

2.
Input value
(cell turns
yellow).

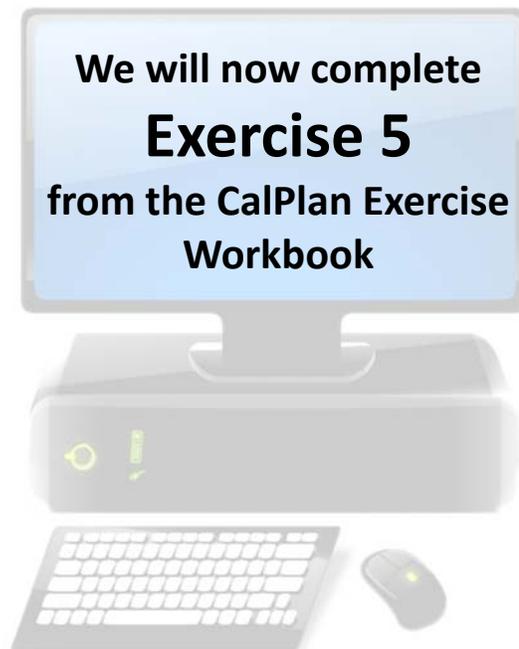


3.
Select **Save**
from the
Tool Bar.

Compensation Expe
Operating Budget
Working
2013-14
+ YearTotal
10,000

4.
Value is
updated (cell
turns back to
white).

Enter Data into Forms



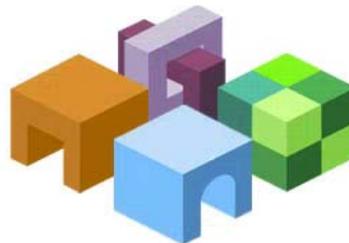
Agenda

- 1 CalPlan Defined
- 2 FY2016-17 Budget Process Timeline and Key Dates
- 3 CalPlan Financial Reports & Task Lists
- 4 CalPlan Components
- 5 Entering Data in Forms
- 6 Planning with Intersection Forms**
- 7 Post Training Support

CalPlan Components

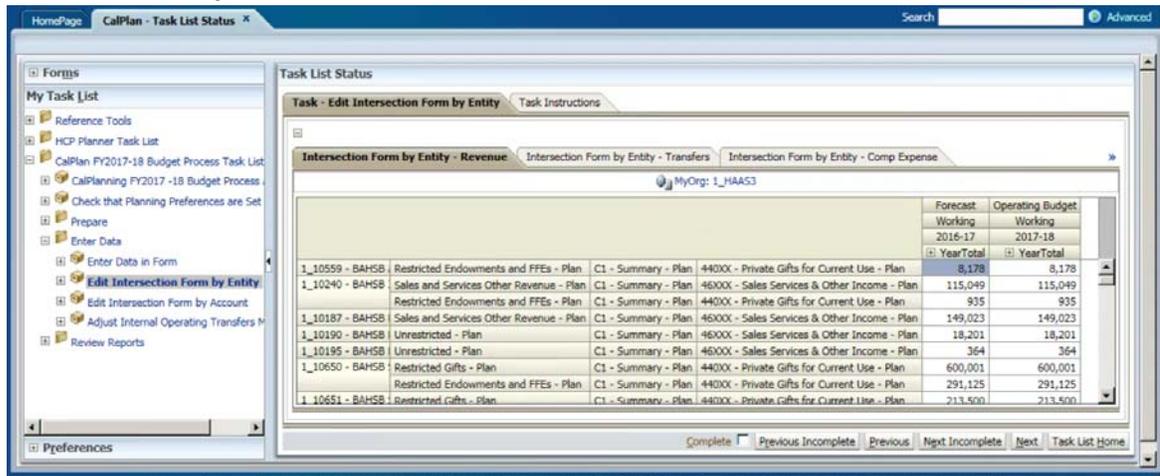
CalPlan Tool Components

- CalPlan Reports
- Task Lists
- Forms
- **Intersection Forms**



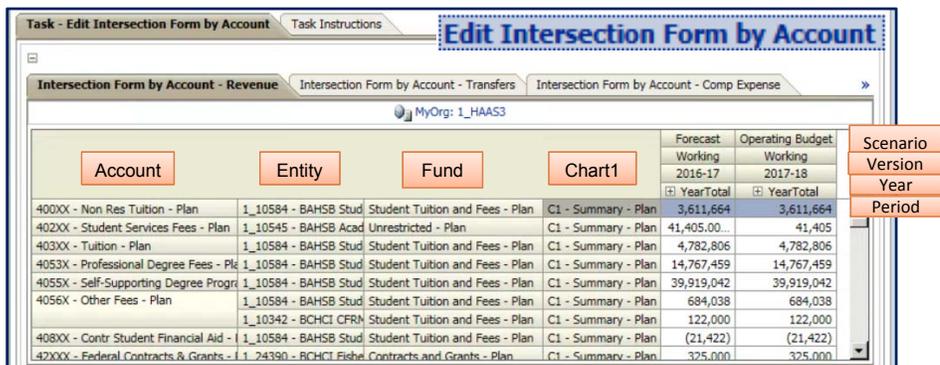
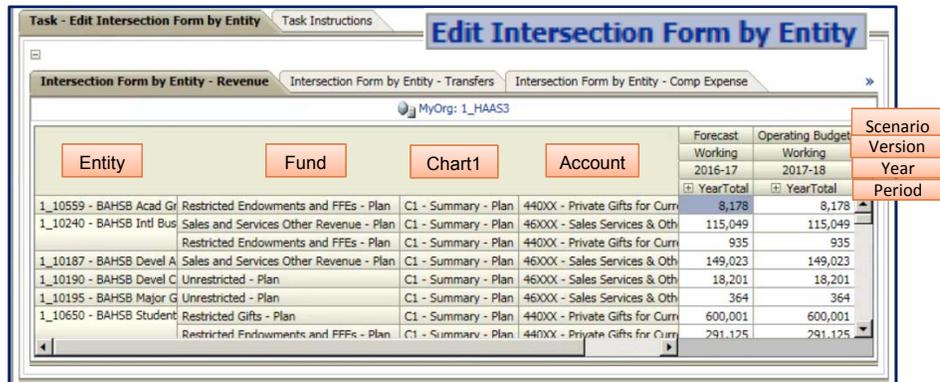
Intersection Forms - Locate your Data

- Intersection Forms display the lowest level of your plan data at the specific Account, Entity, Fund, and Chart1 dimension combinations where edits can be made in CalPlan
- Forms can be used to **review** and **edit** plan data
- Intersection rows can be added to the form to input plan data combinations currently not displayed on the form
- Entity can be changed within the form
- **Form can be exported to Excel**



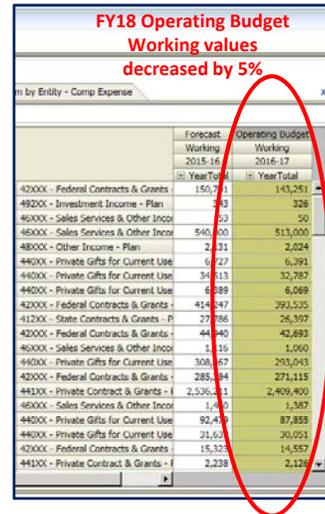
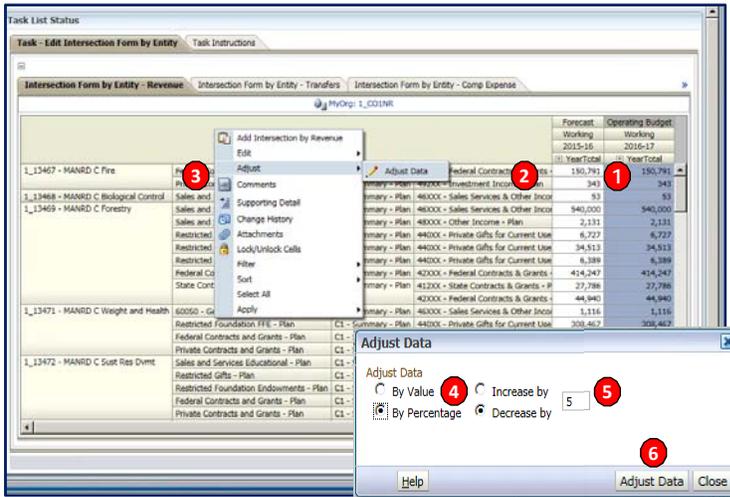
Two CalPlan Intersection Forms

Both Intersection Forms display the same information in a different sort order. Which form you use is based on your preference



Adjusting Data in CalPlan Forms

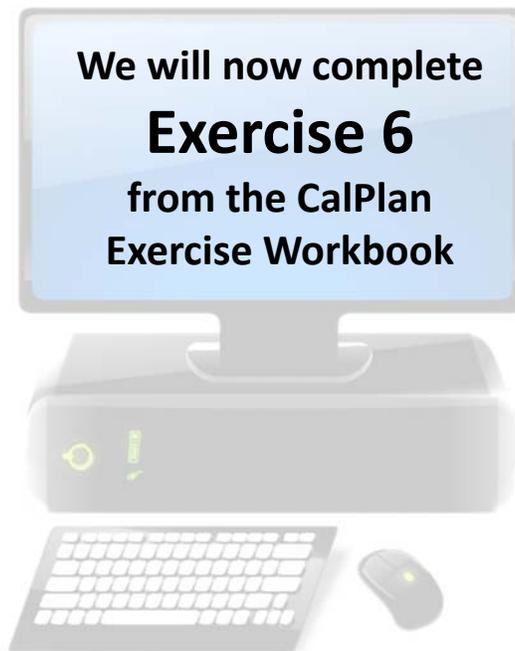
CalPlan **Adjust Data** functionality allows Planners to **Increase** or **Decrease** plan data by a Value or Percentage



- 1 Highlight cells that you would like to adjust
- 2 Right Click in the grid
- 3 Select **Adjust -> Adjust Data**
- 4 Select
 - Value or Percentage
 - Increase or Decrease
- 5 Input value or percentage number
- 6 Click **Adjust Data**

Editing Data in the Intersection Forms

We will now complete
Exercise 6
from the CalPlan
Exercise Workbook



Agenda

- 1 CalPlan Defined
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- 4 CalPlan Components Financial Reports & Task Lists
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CalPlanning Website

Check out the CalPlanning website for up to date info on:

- Browser and Citrix Links to the CalPlanning Workspace
- Training, reference materials and local unit support
- Latest news and system updates
- Monthly Actual Upload Schedule
- Help Desk Information

The top screenshot shows the Berkeley Campus Budget Office website with the following content:

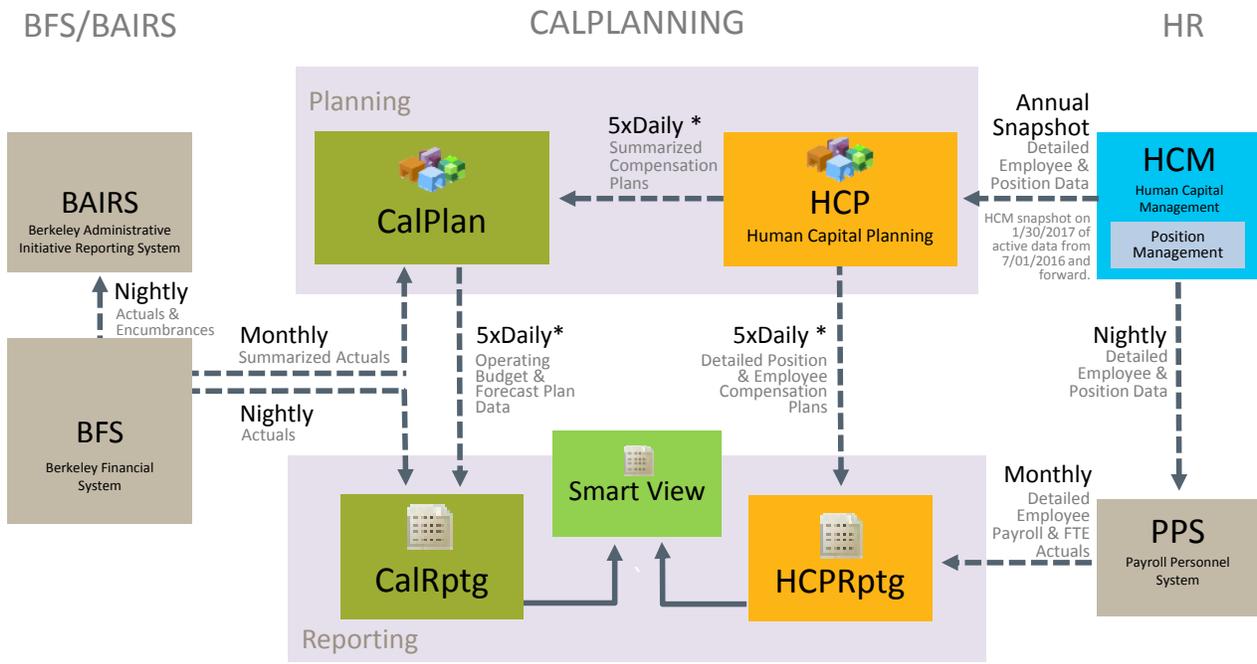
- Navigation: Home, About Us, Budget Process, Finance Reform, Recharge, Student Fees, Systems, Resources
- Section: CalPlanning
- CalPlanning is currently available
- Log Into CalPlanning: Citrix Login via Internet Explorer (Citrix), Citrix Log In, Browser Login, CalPlanning Log In
- Quick Links: New to CalPlanning? Access and Support, Browser Requirements, Citrix Log In, System Availability
- CalPlanning News: July 6, 2016 Smart View Ad Hoc Basics Training Now Enrolling; March 25, 2016 CalPlanning updated with February Actuals and FY16 Forecast and FY17 Operating Budget snapshots in the Planner Submission version; March 14, 2016 Next CalPlanning Compensation Data PhD Up Distribution Study Job Aid

The bottom screenshot shows the 'Budget Process Tool Training' section:

- Section: Budget Process Tool Training
- Ongoing CalPlanning Tool Training Now Enrolling!
- Training: Job Aids, Training Materials, Classes (Budget Process, Release Notes, About CalPlanning, Contact Us)
- Getting Started Guide: New Planners and Reporting Only Users, Older review the CalPlanning Getting Started Guide
- CalPlanning Roles: Planners create and analyze budgets and run financial reports; Calllog & HCRPlog Reporters run and analyze financial reports
- CalPlanning Classes Table:

Day	Date	Class (click to register)	Session Time	Location
Tuesday	9/29/16	Introduction to CalPlanning	2:00pm-4:00pm	670 University Hall
Friday	9/23/16	Introduction to	1:00pm-	28 University

<http://calplanning.berkeley.edu/>



* Data pushes every three hours between 9:00am and 9:00pm. Check <http://budget.berkeley.edu/systems/calplanning> for more on the data push schedule and updates to CalPlanning system availability.



CalPlanning Availability & Data Push Schedule

CalPlanning Availability

- **Available:** Monday – Friday, 8am-5pm with technical support, except University holidays
- **Available:** Monday – Friday, 7am-8am, 5pm-3am, and weekends but without technical support
- **Unavailable:** 3am-7am daily

CalPlanning Data Push Schedule

CalPlanning plan data is pushed from

- HCP to both CalPlan and HCP Rptg and from
- CalPlan to CalRptg

5 times daily in the first 15 minutes of the hour starting at 9:00am and then every three hours until 9:00pm.

Do not run CalPlanning reports (CalPlan, CalRptg, HCP Rptg and Smart View) for the first **15 minutes** of the **push hours** to avoid an incomplete refresh of your data.

Data Push Schedule*
9:00am - 9:15am
12:00pm - 12:15pm
3:00pm - 3:15pm
6:00pm - 6:15pm
9:00pm - 9:15pm

*Do not run reports during the push

System Requirements for CalPlanning

Access the web-based Workspace at either:

- <https://calpln-rptportal.berkeley.edu/workspace/index.jsp>
- <https://citrix.berkeley.edu>

Details on the system requirements for CalPlanning (including Mac access)

The Help Desk-supported system requirements for CalPlanning are:

- Internet Explorer 10.x and [Internet Explorer 11 with Enterprise Mode](#)
- Windows 7 & 8.1
- Microsoft Office 2007 or 2010
- Adobe Acrobat Reader 7.0+ or higher

Support: Technical and Non-Technical

For technical help with the CalPlanning tool (including logging into or using CalPlan, CalRptg, HCP, HCPRptg and Smart View), contact:

- CalPlanning Help Desk
 - Hours: 8 a.m. to 5 p.m., Monday - Friday, except for University holidays
 - E-mail: calplanhelp@berkeley.edu
 - Phone: (510) 664-9000, Phone Tree: Option 1 (IT), Option 2, then Option 4 (CalPlanning)

For non-technical Budget Process help including questions about your Division's requirements, decisions for your unit and your CalPlanning access contact your

- [Local CalPlanning Support Person](#)
- [Divisional Finance Leader \(DFL\)](#)

THANK YOU!

CalPlan Appendix

Composite Benefit Rates

UCB Composite Benefit Rates (effective 7/1/2016)

CBR Rate Group	Approved	Projections for Planning Purposes ----->				
	FY17	FY18	FY19	FY20	FY21	FY22
Academic	39.0%	40.0%	40.0%	40.0%	40.0%	40.0%
Staff	46.0%	48.0%	48.0%	48.0%	48.0%	48.0%
Limited	17.0%	19.0%	19.0%	19.0%	19.0%	19.0%
Students (Graduate and Undergraduate)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

<http://www.spo.berkeley.edu/policy/benefits/benefits.html>