

Overview

Introduction

The Internal Operating Transfers Management Form is a CalPlanning data form that allows Department and Division managers to clear any outstanding transfer balances within their units. Users may plan their Divisional and Departmental transfers by account, fund bucket or fund, and Chartfield 1, while viewing all DeptIDs in their specified org node.

Content Overview

- Navigate to the Internal Operating Transfers Management Form
- Enter data into the Internal Operating Transfers Management Form
- Validate zeroing out of Internal Operating Transfers Management form

Security Access

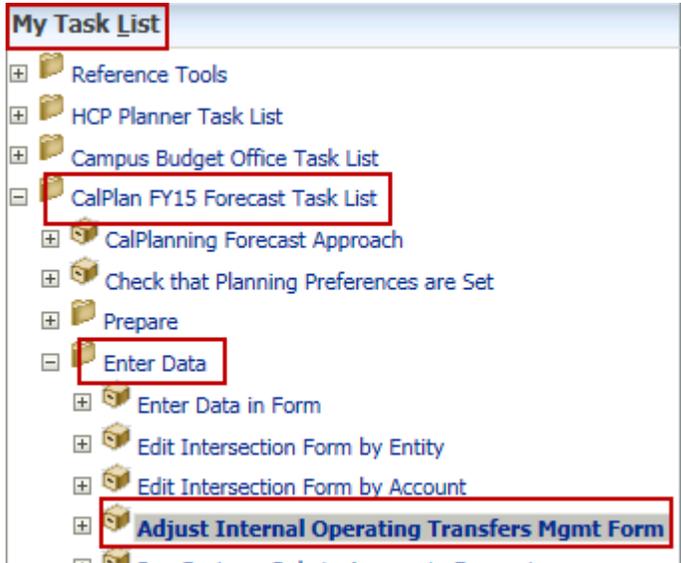
Anyone with CalPlan access can access and update the form according to entities within their access, although the form is intended for Division and Department managers only.

Questions

If you have any questions, please email calplanhelp@berkeley.edu.

Navigating to the Internal Operating Transfers Management Form

Navigate to the Internal Operating Transfers Management Form using the following Menu Path:
CalPlan FY15 Forecast Task List > Enter Data > Internal Operating Transfers Management Form



Known Oracle Issue

If a task list name is too long to display the entire name in the left-hand navigation pane, then clicking on the task list name will not open the task. Users must click on the yellow box next to the name of the task list. Otherwise, users can expand the left-hand navigation pane so that the entire task list name is viewable, and therefore users can click anywhere on the task list name to open the task.



Enter Data into the Internal Operating Transfers Management Form

Follow the steps below to enter data into the Internal Operating Transfers Management Form using CalPlan.

1. Login to CalPlan and navigate to the Adjust Internal Operating Transfers Management Form task list using the menu path above. CalPlan FY15 Forecast Task List > Enter Data > Internal Operating Transfers Management Form.

Just like any of the other CalPlan forms, Planners can only enter data into **white** cells.

Task - Adjust Internal Operating Transfers Mgmt Form-Internal Operating Transfers Mgmt Form		Task Instr
Year: FY15		Scenario: Forecast
73110 - Summer Session/UNEX Rev	YearTotal	C1_SUMPLN
	+ Unrestricted	+ Restricted Gift Fu
1_11871 - CLLAW ADM Building Services		
1_11872 - CLLAW ADM Operations		
1_11874 - CLLAW ADM Telegraph		
1_11869 - CLLAW ADM Business Services		
1_11865 - CLLAW DN Allocations		
1_11868 - CLLAW ADM Bud,Plng&AcPersonnel		
1_11875 - CLLAW ADM Salary Provisions		
1_11880 - CLLAW Dean's Extramural		

Note: The cells are grayed out because the default POV is not set to the lowest level members. YearTotal needs to be changed to a month, and the Fund columns need to be expanded to the bottom-level fund member before the white cells appear.

2. Click the downward arrow next to the Account dimension, and select an Account you wish to review and/or edit. You can search for the Account or scroll and select the member.

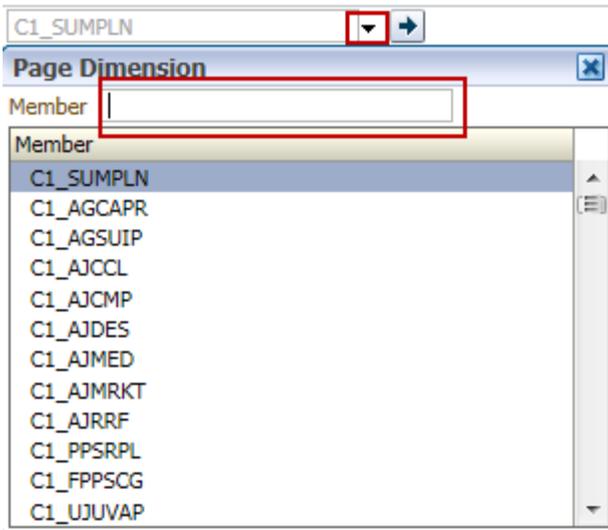
73110 - Summer Session/UNEX Rev Jul

Page Dimension

Member

- 73110 - Summer Session/UNEX Rev Share
- 73120 - Academic/Research Awards
- 73130 - Personnel Awards & Training
- 73140 - Work-study Funding
- 73150 - Gift Fee Distribution
- 73201 - InterDiv - Initial Transfers
- 73205 - InterDiv - Vice-Chanc Support
- 73295 - InterDiv - Other Xfer Btwn Divs
- 74101 - Div - Initial Transfers
- 74110 - Div - Block Grant
- 74120 - Div - Temp Acad Support
- 74130 - Div - Faculty Start-up

- Click the downward arrow next to the Chart1 dimension, and select the Chart1 member you wish to review and/or edit.



- Expand the Fund columns to determine which bottom-level Transfers account has data or to add an amount to the appropriate lowest level Fund member.

Task - Adjust Internal Operating Transfers Mgmt Form-Internal Operating Transf

Year: FY15 Scenario: For

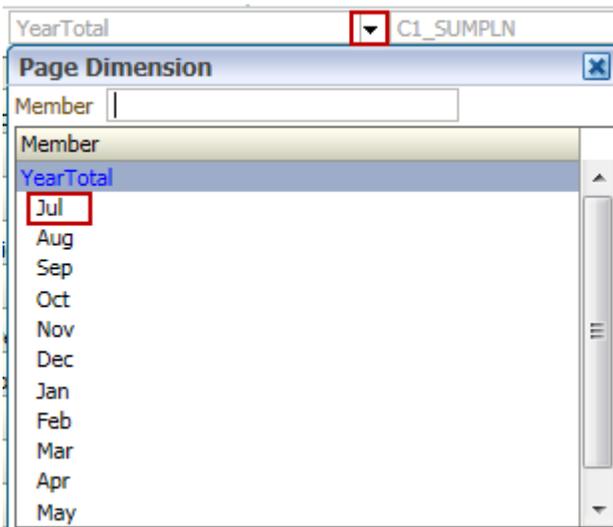
73110 - Summer Session/UNEX Rev YearTotal C1_SUMPLN

	Unrestricted	Restricted Gift Fu
1_12420 - HTAHN Gen Ops		
1_12630 - HUFLM Film Studies Gen Ops	111,702	
1_12631 - HUFLM Film Collection		
1_12632 - HUFLM Rdg & Composition Instr		
1_12633 - HUFLM Research		
1_12634 - HUFLM Temp Academic Support		
1_12910 - HVSSA So & SE Asian Gen Ops	22,028	
1_12911 - HVSSA Rdg & Comp Instr		
1_12913 - HVSSA TAS Administration		
1_12912 - HVSSA Research		
1_31350 - HWBUD Buddhist Studies Gen Op		
1_31351 - HWBUD Buddhist St Research		
1_32355 - HYHRT CSM Interdiscp Research		
1_32356 - HYHRT Study of Religion		
1_32357 - HYHRT Study of Value		
1_12660 - HZGER German Gen Ops	152,072	
1_12661 - HZGER Dutch Studies		

In this case, you can see that all the Transfer data sits in both **Unrestricted – Plan** and **Designated – Plan** fund buckets.

Task - Adjust Internal Operating Transfers Mgmt Form-Internal Operating Transfers Mgmt Form										
Year: FY15			Scenario: Forecast			Version: Working				
73110 - Summer Session/UNEX Rev		YearTotal	C1_SUMPLN							
ary	Unrestricted - Plan	HCP Missing Distrib	Unrestricted Fun	Designated State	Designated Studi	Designated Resh	Designated - Plan	Designated U	Designated	Unrestricted
1_12420 - HTAHN Gen Ops										
1_12630 - HUFLM Film Studies Gen Ops	55,851		55,851				55,851	55,851	55,851	111,702
1_12631 - HUFLM Film Collection										
1_12632 - HUFLM Rdg & Composition Instr										
1_12633 - HUFLM Research										
1_12634 - HUFLM Temp Academic Support										
1_12910 - HVSSA So & SE Asian Gen Ops	11,014		11,014				11,014	11,014	11,014	22,028
1_12911 - HVSSA Rdg & Comp Instr										
1_12913 - HVSSA TAS Administration										
1_12912 - HVSSA Research										
1_31350 - HWBUD Buddhist Studies Gen Op										
1_31351 - HWBUD Buddhist St Research										
1_32355 - HYHRT CSM Interdiscp Research										
1_32356 - HYHRT Study of Religion										
1_32357 - HYHRT Study of Value										
1_12660 - HZGER German Gen Ops	76,036		76,036				76,036	76,036	76,036	152,072
1_12661 - HZGER Dutch Studies										

5. In order to update the cells, change the POV to a month, instead of YearTotal, which is not a bottom-level member. Click the downward arrow next to YearTotal, and select a month you wish to enter data.



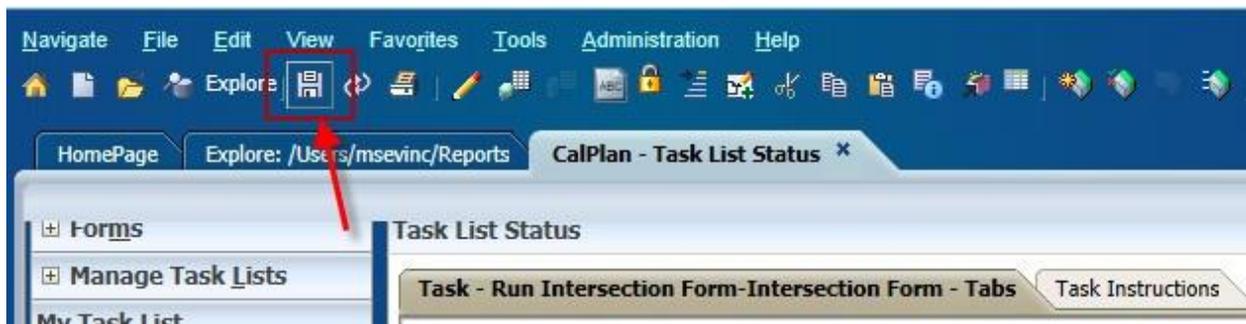
6. Click on the right arrow to the right of the POV options in order to refresh the form.



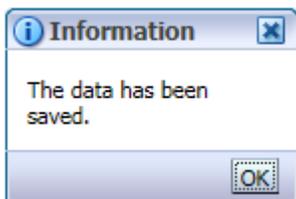
7. The cells are now ready to update. Select the cell or number you plan to update.
 - a. **Example:** Update **1_12360 > Unrestricted - Plan** from 4,654.25 to 50,000 in the Transfers form.

Task - Adjust Internal Operating Transfers Mgmt Form-Internal Operating Transfers Mgmt Form							Task Instructions
Year: FY15		Scenario: Forecast					
73110 - Summer Session/UNEX Rev		Jul	C1_SUMPLN				
	End	⊕ Sales, Services &	⊕ Auxiliary	Unrestricted - Plan	HCP Missing Distrib	⊖ Unrestricted Fun	
1_12884 - HSCAN Celtic Rdg & Comp Instr							
1_12885 - HSCAN Temp Academic Support							
1_12420 - HTAHN Gen Ops							
1_12630 - HUFLM Film Studies Gen Ops				50,000		4,654.25	
1_12631 - HUFLM Film Collection							
1_12632 - HUFLM Rdg & Composition Instr							
1_12633 - HUFLM Research							
1_12634 - HUFLM Temp Academic Support							
1_12910 - HVSSA So & SE Asian Gen Ops				917.833333333.		917.833333333.	
1_12911 - HVSSA Rdg & Comp Instr							

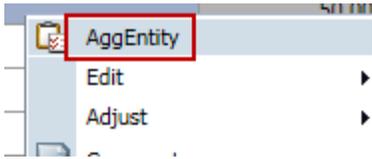
8. Click **Save**.



9. The data is saved to the CalPlan database, and the yellow cells revert back to white. The following message is shown once the save is complete. Click **OK**.



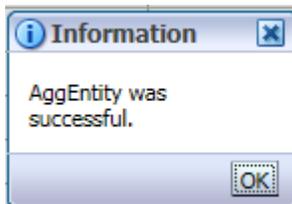
10. Once you've updated and saved all the necessary updates to the Transfer dollars, right-click anywhere on the form, and select **AggEntity**.



11. The AggEntity business rule is run for the MyOrg variable.



12. Users will get the below message after clicking on the AggEntity button:



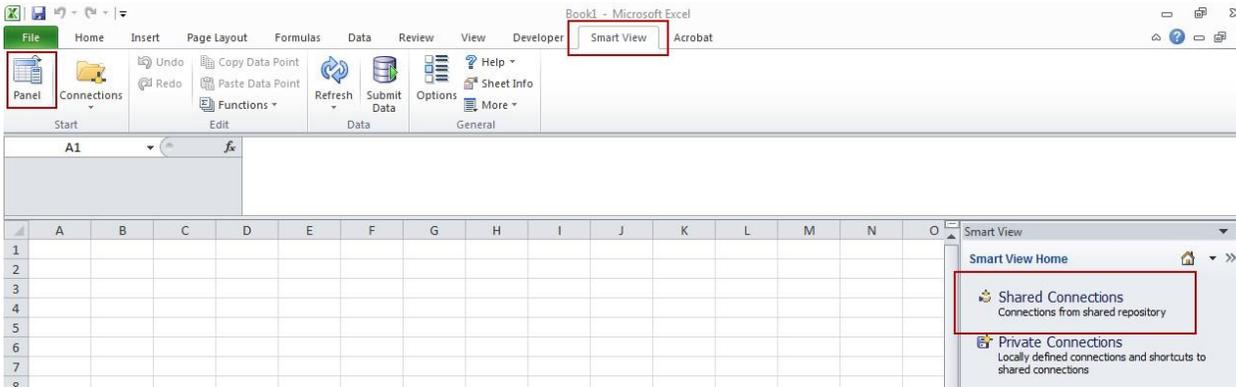
13. Click **OK** button.

This is the final step for completing this activity using CalPlan.

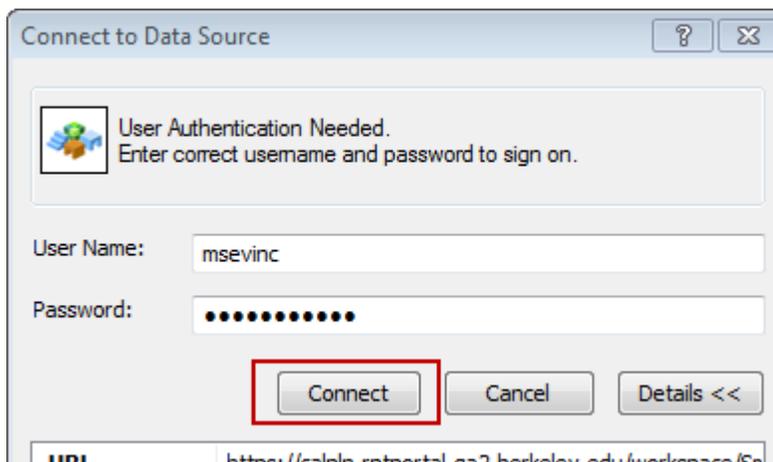
Enter Data into the Internal Operating Transfer Management Form Using Smart View

Follow the steps below to enter data into the Internal Operating Transfer Management Form using Smart View.

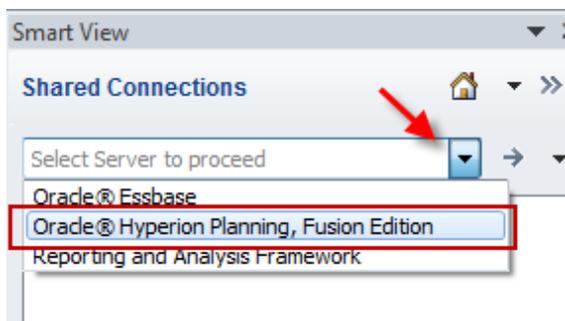
Menu Path: Use the following menu path in Excel: Click on **Smart View > Panel > Shared Connections**



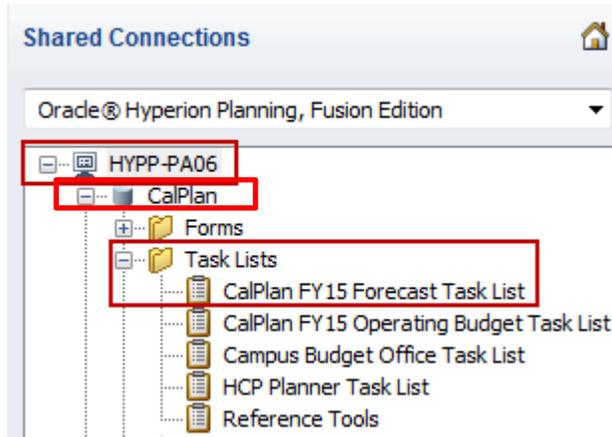
1. Enter User Name and Password. Click **Connect**



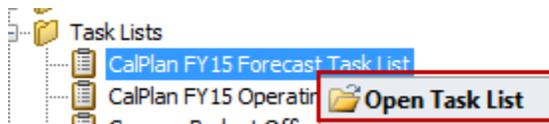
2. Use the drop down arrow to the right of the Select Server to proceed box. Select **Oracle Hyperion Planning, Fusion Edition** option in Shared Connections:



3. **Expand HYPP-PA06 > CalPlan >**
4. **Navigate** to the CalPlan FY15 Forecast Task List

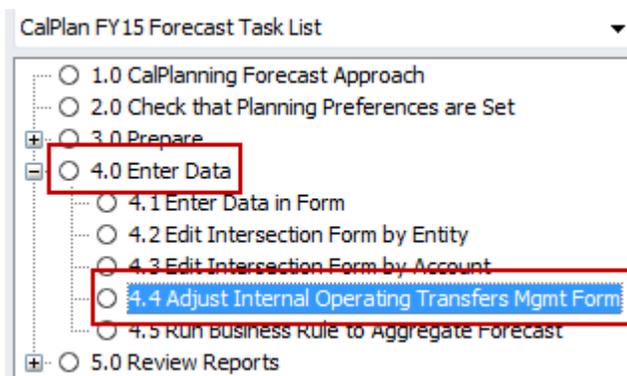


5. Right click on **CalPlan FY15 Forecast Task List** and click on **Open Task List**

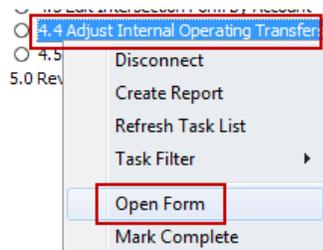


This will open the Task List.

6. Navigate to the **Adjust Internal Operating Transfers Management Form** task list that is located under 4.0 Enter Data:



7. Right click on the task list and click on **Open Form**, or **double-click** on the form.



Example:

The previous example demonstrated how to update **1_12360 > Unrestricted - Plan** from 4,654.25 to 50,000. This example shows how to update the same intersection from 50,000 to 60,000.

Before

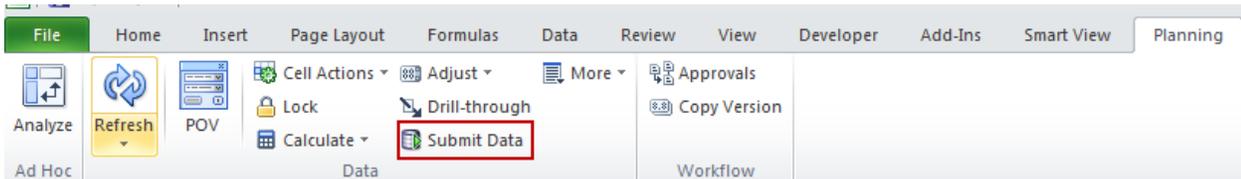
	A	DI	DW	DX	DY	DZ
		+Sales, Services & Other	+Auxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds
1						
2	1_12630 - HUFLM Film Studies Gen Ops		0	50,000	0	50,000
3	1_12631 - HUFLM Film Collection		0	0	0	0

After

	A	DI	DW	DX	DY	DZ
		+Sales, Services & Other	+Auxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds
1						
2	1_12630 - HUFLM Film Studies Gen Ops		0	60,000	0	50,000
3	1_12631 - HUFLM Film Collection		0	0	0	0

After entering 60,000 you will notice a color change on the cell, which means that the data has been entered into the form but not been saved yet.

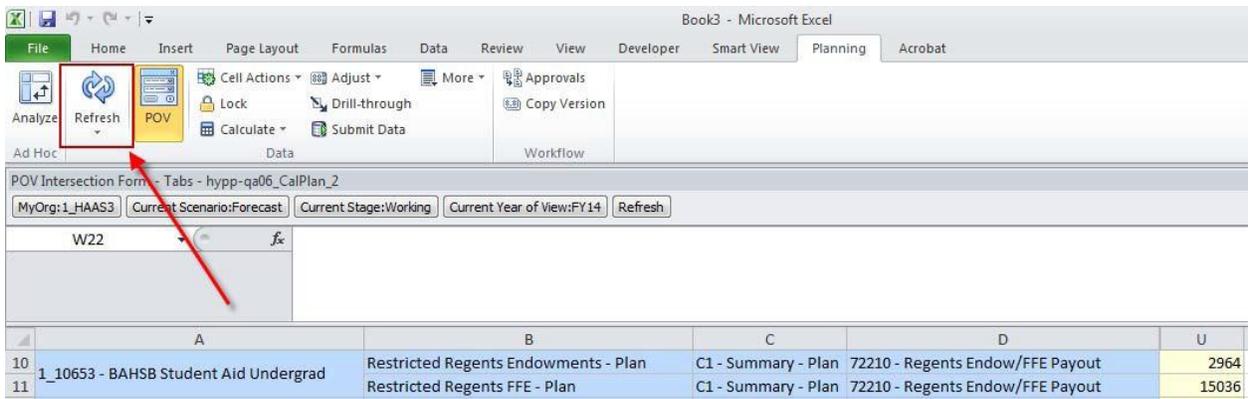
8. Click Submit Data button.



Unlike CalPlan, there is no confirmation that the data is saved. If the data has been successfully saved, the color of the cell should be the same colour as the rest of the data values.

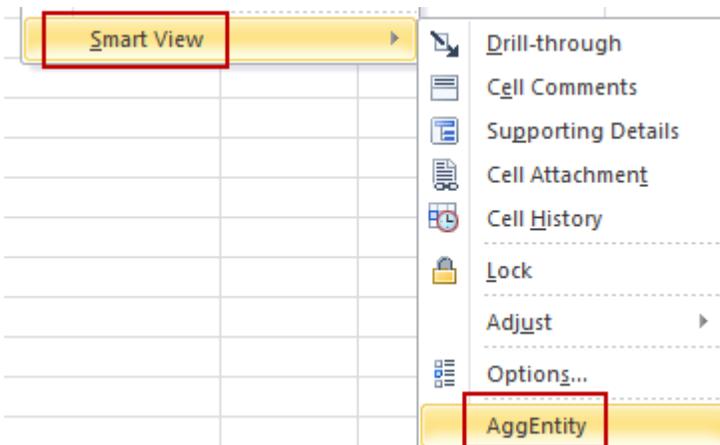
	+Sales, Services & Other	+Auxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds
1_12630 - HUFLM Film Studies Gen Ops	0	0	60,000	0	50,000
1_12631 - HUFLM Film Collection	0	0	0	0	0

9. To confirm the data has been saved, refresh the page. Click on the **Refresh** button:



10. Once all the updates have been entered into the form, and the **Submit Data** processes have been successfully completed, you must **AggEntity** in order to aggregate the new number to the parent Fund members. Currently, **Unrestricted – Plan** has a value of 60,000, but its parent, **Unrestricted Funds**, is still at the old value of 50,000.

Right-click anywhere in the form and navigate to **Smart View -> AggEntity**



11. Once the AggEntity business rule has completed, you will see the parent Fund member equal to the sum of the children Fund members, as seen below.

	+Sales, Services & Other	+Auxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds
1_12630 - HUFLM Film Studies Gen Ops	0	0	60,000	0	60,000
1_12631 - HUFLM Film Collection	0	0	0	0	0

You have updated the Internal Operating Transfers Management Form using Smart View.