Updated 2/10/15

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 <u>calplanhelp@berkeley.edu</u>.



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 Transfer	rs Mgmt Form-	Internal Op	erating Transfers	Mgmt Form Task Instr
Year: FY15				🔛 Scenario: Forecast
73110 - Summer Session/UNEX Rev YearTot	al	-	C1_SUMPLN	▼ 🔶
	🗄 🗄 Unrestricte	ed 🗄 Restri	icted Gift Fi	
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 Re 🔻 Jul	
Page Dimension	×
Member	
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	Ŧ



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

C1_SUMPLN	
Page Dimension	×
Member	
Member	
C1_SUMPLN	-
C1_AGCAPR	(=)
C1_AGSUIP	
C1_AJCCL	
C1_AJCMP	
C1_AJDES	
C1_AJMED	
C1_AJMRKT	
C1_AJRRF	
C1_PPSRPL	
C1_FPPSCG	
C1_UJUVAP	Ŧ

4. 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 Trans	fers Mgmt Form-I	nternal Operating Tra	ansi
Year: FY15		🛗 Scenario:	For
73110 - Summer Session/UNEX Rev VearT	otal	C1_SUMP	LN
		🗄 Restricted Gift Fl	
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 Trans	fers M	gmt Form-Internal	Operating Transfe	rs Mgmt Form	Task Instructions						
Year: FY15				Scenario:	Forecast			Ē	Version: Work	ing	
73110 - Summer Session/UNEX Rev Year	Total		C1_SUMPLN		→				-		
	ary	Unrestricted - Plan	HCP Missing Distrib	Unrestricted Fun	🗄 Designated State	Designated Stude	🗄 Designated Red	h Designated - Plan	Designated U	Designated	Unrestricted
1_12420 - HTAHN Gen Ops	-		4				6				
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.

YearTotal	C1_SUMPLN	
Page Dimension		×
Member		
Member		
YearTotal		-
Jul		
Aug		
Sep		
Oct		
Nov		=
Dec		
Jan		
Feb		
Mar		
Apr		
[May		Ŧ

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

73110 - Summer Session/UNEX Rev-	Jul	•	C1_SUMPLN -		•
				÷	



Update Data into Internal Operating Transfers Management 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 Trans	fers	Mgmt Form-Interna	al Operating Tran	sfers Mgmt Form	Task Instructions	
Year: FY15			🔛 Scenario: F	orecast		≣ ,∨
73110 - Summer Session/UNEX Rev Jul			C1_SUMPLN	l	-	
	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.

Navigate File Edit View F	avo <u>r</u> ites <u>T</u> ools <u>A</u> dministration <u>H</u> elp 🛃 🥖 🚚 — 📓 🛱 🚊 式 🤣 🗈 🎬 🖥 🏂 💭 🦃 🤘
l ± ⊦or <u>m</u> s	Task List Status
⊞ Manage Task <u>L</u> ists	Task - Run Intersection Form-Intersection Form - Tabs Task Instructions
My Tack Lict	

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**.





CalPlanning | Job Aid

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.

AggEntity in Progress	

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

(i) Information	×
AggEntity was successful.	
	OK

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

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File	Home	Insert	Page Layout Form	ulas Da	ita Re	eview \	View Dev	eloper	Smart View	Acrobat						۵ 🕜	- 8
Panel	Connections	සිටු Undo (රූඩ Redo	Copy Data Point Paste Data Point	Refresh	Submit Data	Options	P Help ▼ Sheet Info More ▼			_							
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1 2 3 4	A B	3 C	D D	E	F	G	Н	I	J	K	L	M	N	0	Smart View Smart View Home Smart View Home Shared Connections Connections from shared repo	sitory	• • • »
1 2 3 4 5	A B	3 0	D D	E	F	G	H	I	J	K	L	M	N	0	Smart View Smart View Home	sitory	• • • »

1. Enter User Name and Password. Click Connect

Connect to Dat	a Source 🔋 🕱					
User Authentication Needed. Enter correct username and password to sign on.						
User Name:	msevinc					
Password:	•••••					
	Connect Cancel Details <<					
IIDI	https://calolo.cotoortal.ca? herkeley, edu/workepace/Sp					

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

PO	OV Internal Operating Transfers Mgmt Form - hypp-da05_CalPlan_1								
	73110 - Summer Se	13110 - Summer Session/UNEX Rev Share 🔻 Jul 👻 C1_SUMPLN 👻 FY15 Forecast Working Refresh							
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	AFZ	•e	Jx U						
_									
1		А		DI		DW	DX	DY	DZ
1.				+Sales, Services	& Other +A	uxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds
2	1_12630 - HUF	LM Film Studie	es Gen Op	5	0	0	50,000	0	50,000
3	1 12631 - HUF	LM Film Collec	tion		0	0	0	0	0

<u>After</u>

_	PO	/ Internal Operatin	Internal Operating Transfers Mgmt Form - hypp-da05_CalPlan_1							
		73110 - Summer Ses	sion/UNEX Rev S	hare 🔻	Jul 👻 C1_SUMPLN 🗸	FY15 For	recast Working Refr	esh		
		DX13	- (0	f_{x}						
Ĩ			А		DI	DW	DX	DY	DZ	
	1				+Sales, Services & Other	+Auxiliary	Unrestricted - Plan	HCP Missing Distribution - Plan	-Unrestricted Funds	
	2	1_12630 - HUFL	M Film Studie	es Gen Ops	C) 0	60,000	0	50,000	
	3	1_12631 - HUFL	M Film Collec	tion	C	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.

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	Add-Ins	Smart View	Planning
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Analyze	Refresh *	POV	🖬 Calculate 🔻	🗊 Submit Data							
Ad Hoc			Data			V	Vorkflow				



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:

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File Home Insert Page Layout Form	iulas Data Review View D	eveloper Smart View Plann	ing Acrobat	
Analyze Refresh POV	st * , More * through mit Data			
Ad Hoc Data	Workflow			
POV Intersection Form - Tabs - hypp-qa06_CalPlan_2				
MyOrg:1_HAAS3 Current Scenario:Forecast Current St	age:Working Current Year of View:FY14 R	efresh		
W22 fx				
A	B	С	D	U
10 1 10653 - RAHSR Student Aid Undergrad	Restricted Regents Endowments - Pl	an C1 - Summary - Plan	72210 - Regents Endow/FFE Payout	2964
11	Restricted Regents FFE - Plan	C1 - Summary - Plan	72210 - Regents Endow/FFE Payout	15036

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

<u>S</u> mart View	• 54	<u>D</u> rill-through
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		Supporting Details
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	<u></u>	<u>L</u> ock
		Adj <u>u</u> st ▶
		Options
		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
I	1 12631 - HUFLM Film Collection	0	0	0	0	0

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

