

Budget Process Tools:

Introduction to CalPlanning

FY2017-18



CalPlan



HCP

(Human Capital Planning)



CalRptg



HCPRptg



Smart View

Agenda

- 1 CalPlanning Tools Defined**
- 2 CalPlanning Key Concepts
- 3 Supporting the Budget Process
- 4 Tool and Budget Process Resources

Training Material Overview

Classroom Handouts

- Budget Process Tools: Introduction to CalPlanning Presentation
- CalPlanning Data Flow and Timing Job Aid
- CalPlanning Dimensions Job Aid

On-Line

- Unit Profile
- FY2017-18 Budget Process High Level Timeline Job Aid
- Training Evaluation
- Additional CalPlanning Job Aids and Materials

FY2017-18 Budget Process Tool Training & Roles

CalPlanning Roles

- **Planners** create and analyze budgets and run financial reports
- **CalRptg & HCPRptg Reporters** run and analyze financial reports 

Budget Process Tool Training

New Planners *(as of February 2016)*

- **Budget Process Tools: Introduction to CalPlanning** 
- Budget Cycle Tools: Introduction to CalPlanning Reporting 
- Budget Process Tools: Creating a Unit Plan Navigating CalPlan
- Budget Cycle Tools: Creating a Compensation Plan Navigating Human Capital Planning (HCP)
- Smart View Ad Hoc Basics 

Getting Started Guide

CalPlanning Getting Started Guide for new Planners, CalRptg & HCPRptg Reporters

 *Recommended classes for CalRptg and HCPRptg Reporters*

Learning Objectives

This course is designed for new CalPlanning users. At the end of this session users will be able to:

- List the CalPlanning tools, uses and roles
- Identify data flow and timing of CalPlanning tools and source systems
- Define the CalPlanning Key Concepts
- Describe the Statement of Revenues, Expenses and Changes in Net Assets report
- Describe how CalPlanning integrates with UC Berkeley's Budget Process

CalPlanning Defined

CalPlanning is an enterprise software suite of tools used by the University of California, Berkeley to be a one-stop shop for financial planning, budgeting, forecasting and reporting.

CalPlanning provides a common enterprise-wide framework to:

- Create, analyze, and assess the annual budget
- Automate and streamline the budget process
- Increase strategic decision-making within and across campus constituents
- Provide a direct line of sight into financial plans and results at all levels of the institution
- Access analytical tools for helping create multi-year plans and ability to run ad hoc reports to answer specific financial questions
- Includes CalPlan, Human Capital Planning (HCP), CalRptg, HCPRptg and Smart view tools

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

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

Provides Planners with:

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

Source Systems: BFS for actuals, CalPlanning for saved plan data

Human Capital Planning (HCP) Tool



HCP

(Human Capital Planning)

A **web-based, compensation planning tool** for planners to create a future year Operating Budget and in year Forecast using Employee and Position data.

Functionality allows planners to

- Plan for future changes to employee and position data imported from our HR system, Human Capital Management (HCM)
- Plan for new positions and to-be-hired employees, plus additional compensation expense by DeptID
- Manage distributions at the employee and position level
- Review auto-calculated expenses for Fringe, Vacation, GAEL, and Fee Remission

Source System: HCM for Employee and Position data, Payroll Personnel System (PPS) for actuals, CalPlanning for saved plan data



A pre-defined, canned reporting template module with Point of View (POV) member selection options.

CalRptg provides

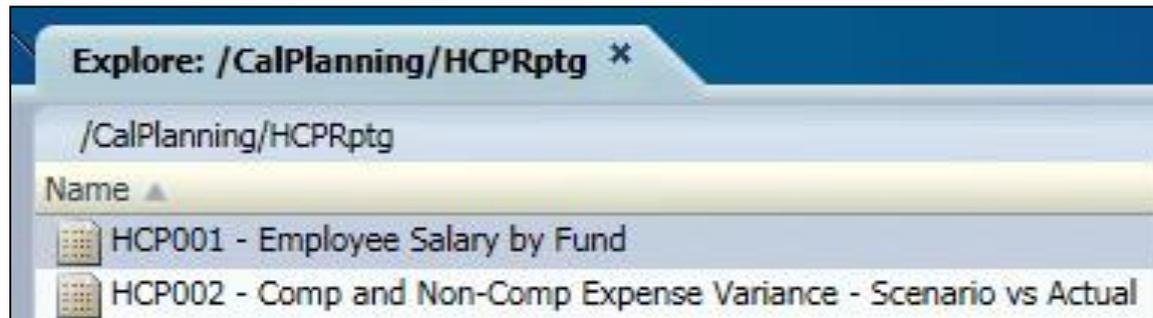
- Access to Operating Budget, Forecast and Actual data
- Org Levels: visibility to data at L1 to L7 levels
- Timeframes:
 - Year Total, Quarterly & Monthly
 - Period or Period to Date - Year, Quarter and Month, with additional options for:
 - Rounding data to thousands or millions
 - Viewing actual data through the prior business day
- CalRptg Chart of Accounts (COA): includes all BFS COA values and CalPlan Summary COA

Source System: BFS for actuals, CalPlanning for saved plan data



Pre-defined or canned reporting module with Point of View (POV) member selection options to create user defined reports.

- Use to view Human Capital Planning (HCP) compensation plan data for future year Operating Budgets, in year Forecasts and Actuals
- Provides visibility to both employee level and summarized data
- Source Systems: Personnel Payroll System (PPS) for monthly actuals, CalPlanning for saved plan data





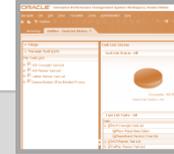
Smart View is a Microsoft Office add-in for use in Excel, Word, & PowerPoint that provides access to CalPlanning data from

- CalPlan
- CalRptg
- HCPRptg

Smart View provides:

- ad hoc query capability within MS Excel
- access to live data to develop user specific queries
- data analysis results stored as Excel documents
- imports query ready or formatted CalPlan, CalRptg & HCPRptg financial reports into Excel
- imports financial reports into MS Word or PowerPoint as document image

CalPlanning Roles



Roles

	CalRptg Reporter	HCPRptg Reporter	Planners	
Tool	<ul style="list-style-type: none"> • CalRptg 	<ul style="list-style-type: none"> • HCPRptg • CalRptg 	<ul style="list-style-type: none"> • CalPlan • CalRptg 	<ul style="list-style-type: none"> • HCP • HCPRptg
Actions	<ul style="list-style-type: none"> • Run & analyze CalRptg reports 	<ul style="list-style-type: none"> • Run & analyze HCPRptg & CalRptg reports 	<ul style="list-style-type: none"> • Input financial plans • Run & analyze CalRptg and CalPlan reports 	<ul style="list-style-type: none"> • Input employee and position plans • Run & analyze HCPRptg reports
Security	<ul style="list-style-type: none"> • Global Read Only 	<ul style="list-style-type: none"> • Entity Read Only 	<ul style="list-style-type: none"> • Entity Read & Write Access 	<ul style="list-style-type: none"> • Entity Read & Write Access

CalPlanning Application User Flow



HCP (Human Capital Planning)

Review and edit planned Compensation Expenses for **Employee and Position**.

CalPlan

Review and edit plan for **Revenue, Transfers, Non-Comp Expenses and Changes in Fund Balance** and summarized **Compensation Expense** plans from HCP.

CalRptg

Generate and review reports of **plan data from CalPlan** and **detailed Actuals from BFS**.

HCPRptg

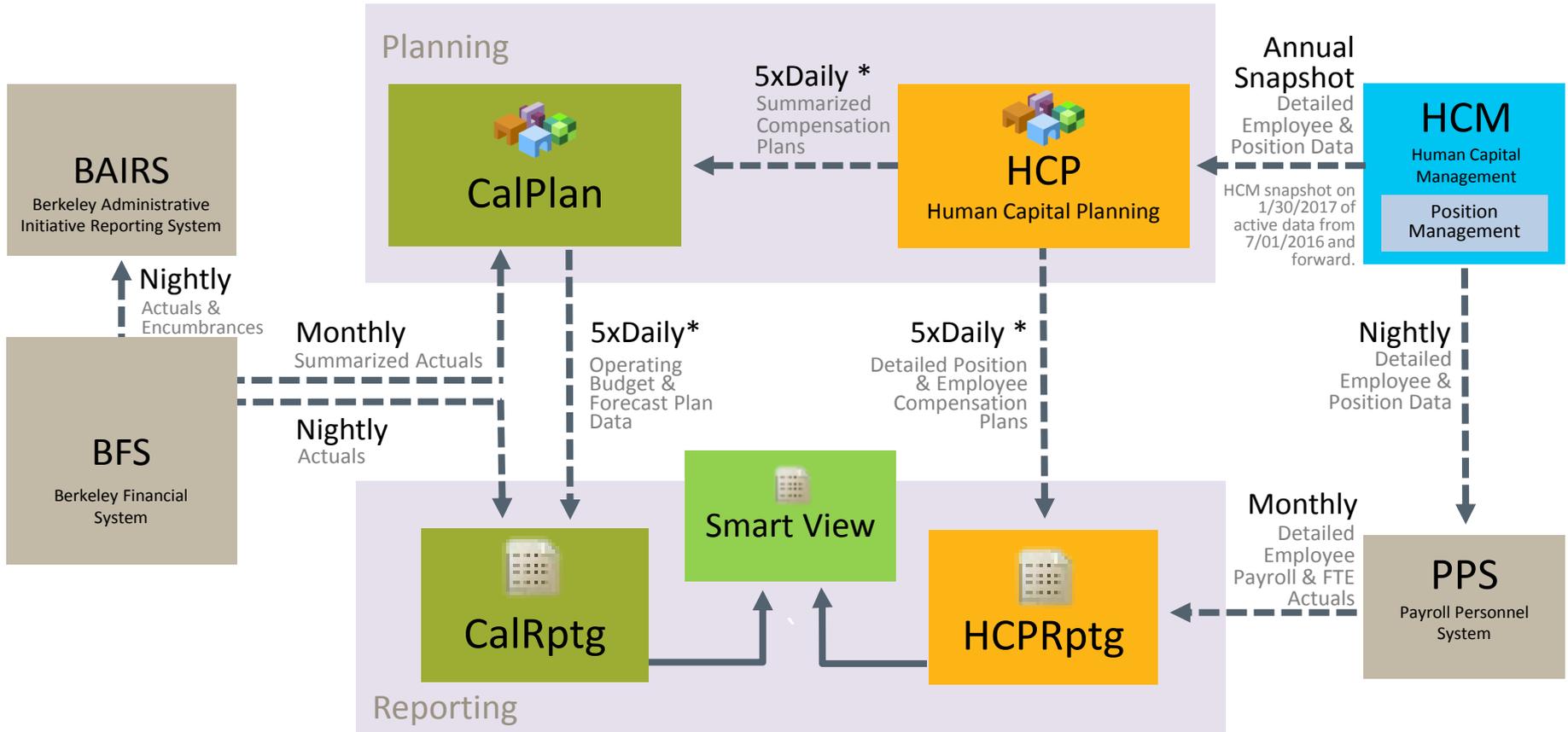
Generate and review Compensation Expense reports for **budget data from HCP** by **Employee and Position**.

Flow and Timing In Our Financial Landscape

BFS/BAIRS

CALPLANNING

HR



* 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.

Agenda

- 1 CalPlanning Tools Defined
- 2 CalPlanning Key Concepts**
- 3 Supporting the Budget Process
- 4 Tool and Budget Process Resources

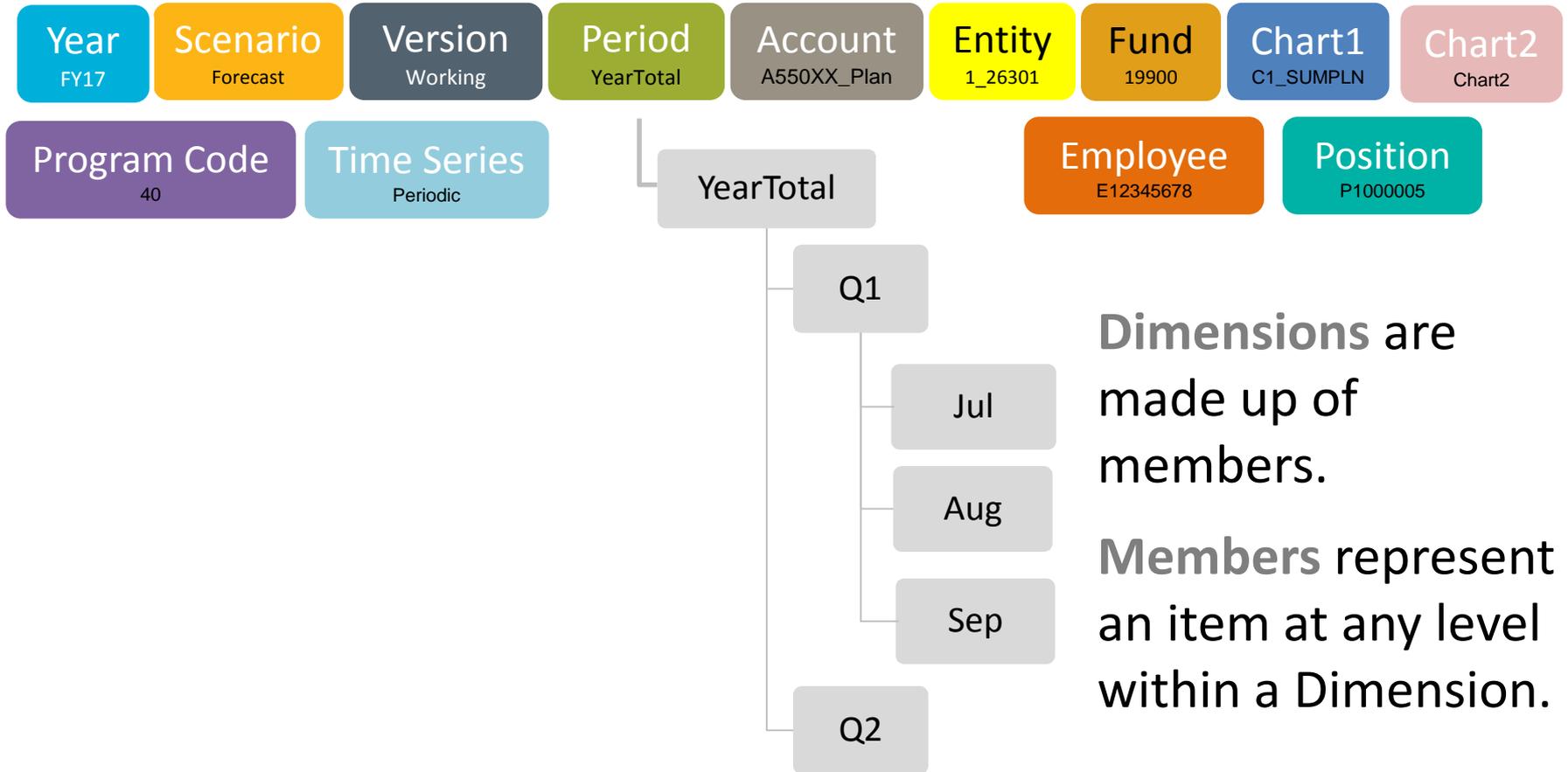
Terminology - BFS to CalPlanning

BFS & BAIRS concepts reside in CalPlanning under the same or a new name.

BFS & BAIRS	CalPlanning
<i>Year</i>	
Month / Accounting Period	Period
Master Org Tree (Dept ID)	Entity (Dept ID)
Ledger	Scenario
	Version (Unique to CalPlanning)
<i>Account</i>	
<i>Fund</i>	
Chartfield1	Chart1
Chartfield2	Chart2
<i>Program Code</i>	
	Time Series (Unique to CalPlanning)

Dimensions and Members

Dimensions - how data is organized within CalPlanning.



Year & Period Dimensions

Year

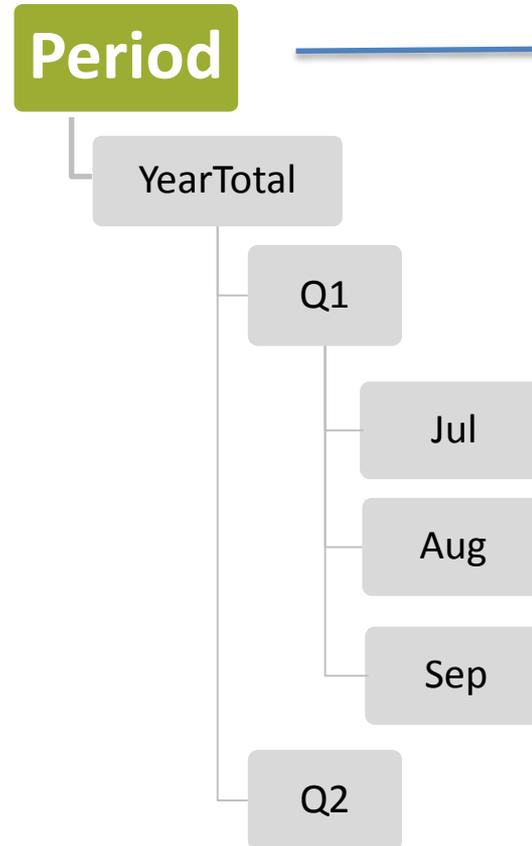
Period

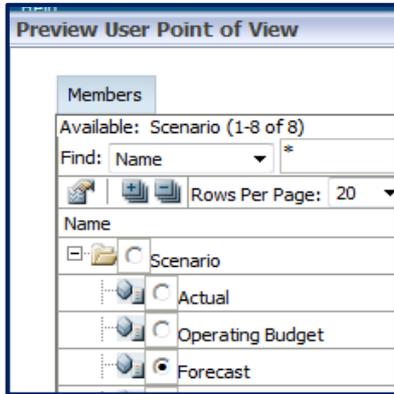
Year
dimension
contains
the list of
fiscal year
members.



Period

Period
dimension
includes the
members
quarters,
months and
annual totals.



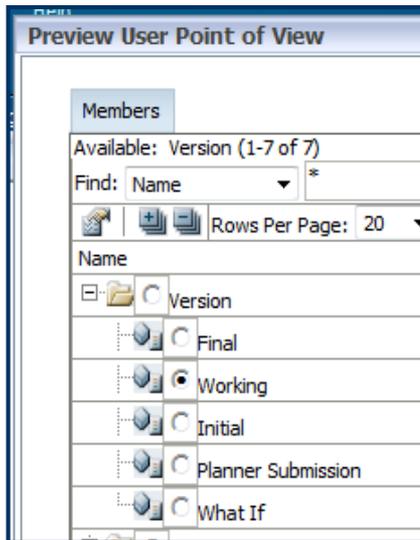


Scenario
Forecast

Scenarios are used to differentiate between the different types of financial data.

Scenario	Description
Actual	Contains historical actual data from closed periods
Operating Budget	Future fiscal year budget by month
Forecast	Current fiscal year budget by month

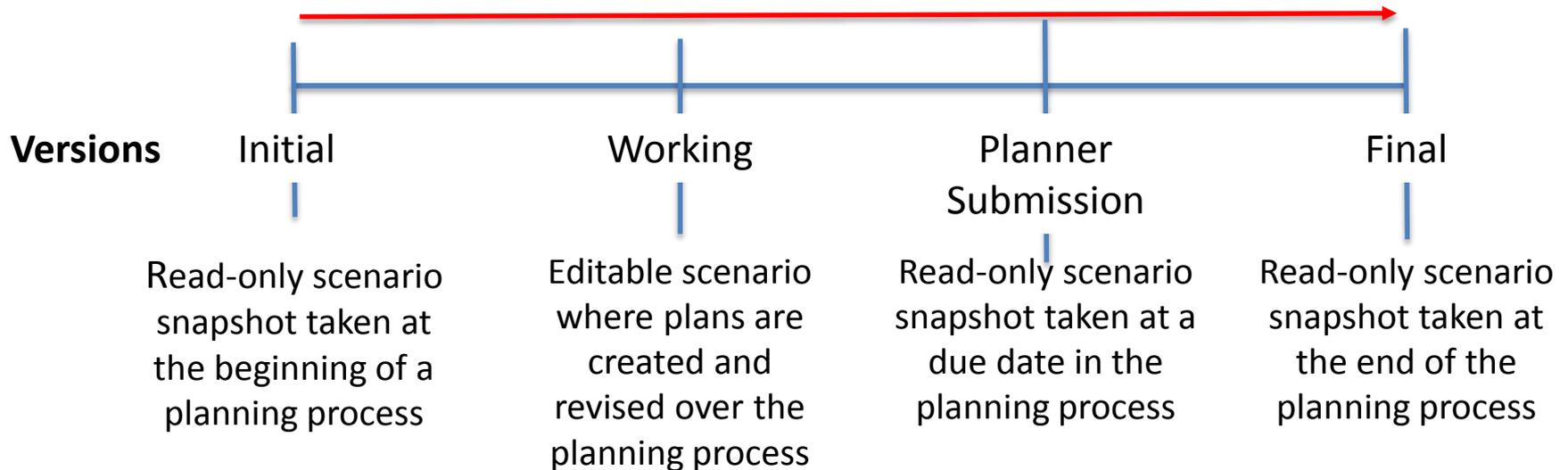
Version Dimension



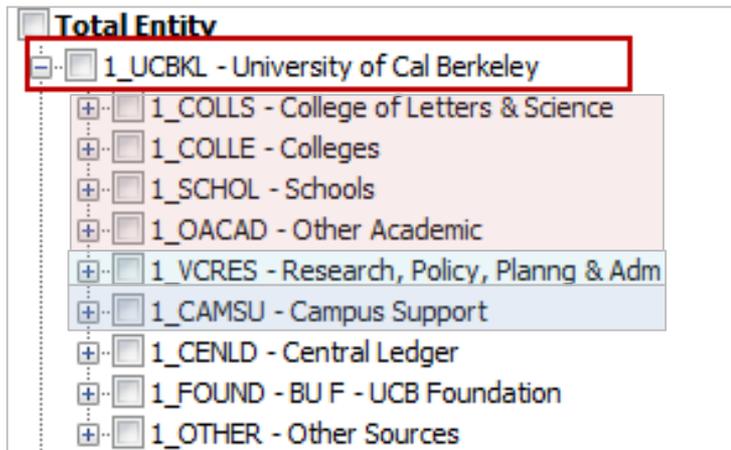
Version
Working

Versions are iteration of Scenarios created over the planning process. Versions intersect Scenario to allow for snap-shots of multiple iterations of data in a budget planning process.

Budget Process



Entity Dimension



The Entity hierarchy represents the **Master Org Tree** and is the same in all applications

- **1_UCBKL:** Hierarchy represents business unit 1 and is prefixed with “1_”.
- **J_UCBKL:** Hierarchy represents business unit J and is prefixed with “J_”.

Plans are created in CalPlan at the DeptID (L7) and aggregated up the hierarchy tree.

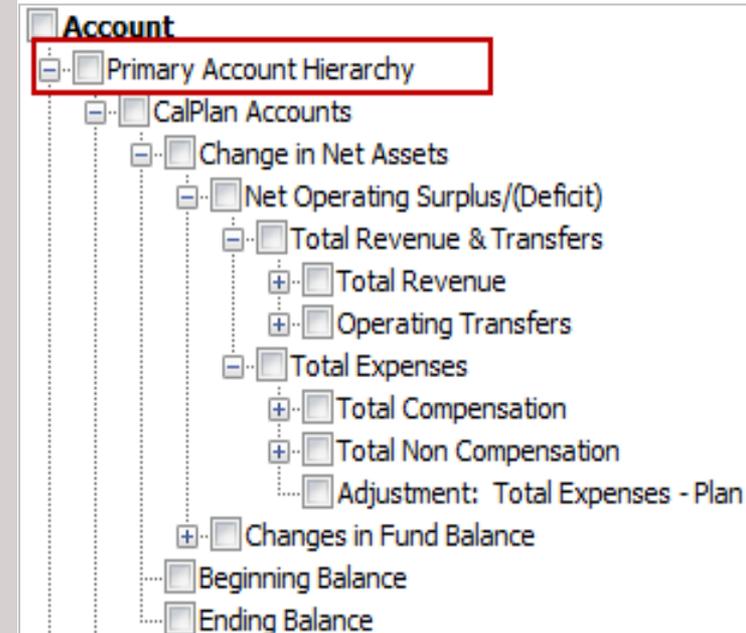
Account Dimension

Account is formatted in the columns or rows in most reports however, it's helpful to understand the Account hierarchies.

The CalPlan Chart of Account (COA) is a subset of the BFS COA to streamline planning. The complete BFS COA is available in CalRptg & HCPRptg for viewing Actual data.

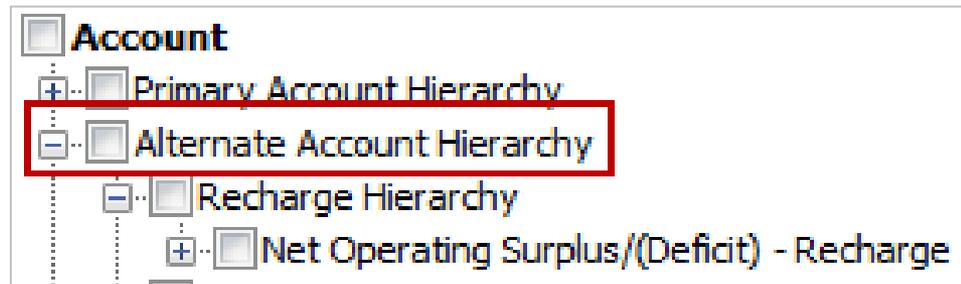
Primary Account Hierarchy – Account hierarchy is matching in all applications and used in SRECNA Reports

- **CalPlan Accounts** is the primary account hierarchy
- **CalPlan Account Hierarchy** allow for strategic budgeting, and alignment with the SRECNA (a key financial report from CalPlanning)
- The hierarchy differs from BFS as follows:
 - Financial Aid or Scholarships and Fellowships: Moved from Comp to Non-Comp
 - Other Employee Comp: Moved under Benefits
 - Parents added under Staff Salaries: Career, Contract, Casual
 - Room and Board: Moved under Auxiliary



Alternate Account Hierarchy

Alternate Account Hierarchy includes the Recharge Hierarchy requested by units that receive recharge as income. In BFS, Recharge Income is coded as a contra expense account. In the Alternate Account Hierarchy, the recharge account has been moved out of expenses to a stand-alone account group in order to facilitate analysis.



Recharge Reports

A set of reports created specifically to view the alternate account hierarchy with recharge as revenue. Recharge reports have an R suffix following the report #.

The screenshot shows a web application interface with a breadcrumb trail: 'HomePage > Explore: /CalPlanning/CalRptg'. Below this is a table with the following data:

Name	Desc
CR902R - SRECNA Hi - Recharge	
CR903R - SRECNA Med - Recharge	

Recharge centers are units that provide specific, ongoing services to a number of campus units or projects, and recover the cost of providing these services from the unit served on a "rate basis".

University of California, Berkeley, Recharge Centers – Policy and Procedures

- In CalRptg, all Funds and Plan Only Funds are available for reporting
- There are only 19 Plan Only Fund members in CalPlan vs. CalRptg 25,000+ individual funds
- Selecting **Total Funds** will include Current and Non-Current Funds

- ★ **Best Practice:** Select **Current Funds** to remove any Non-Current Fund data from view if not needed
 - Most SRECNA's are preset to Current Funds

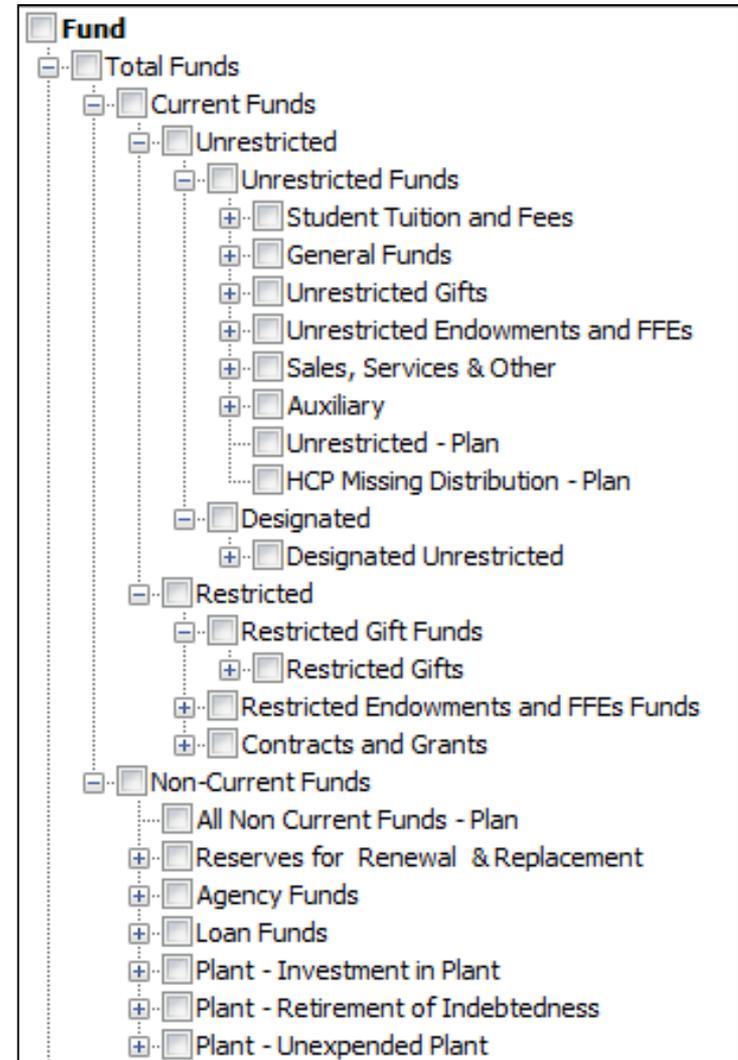
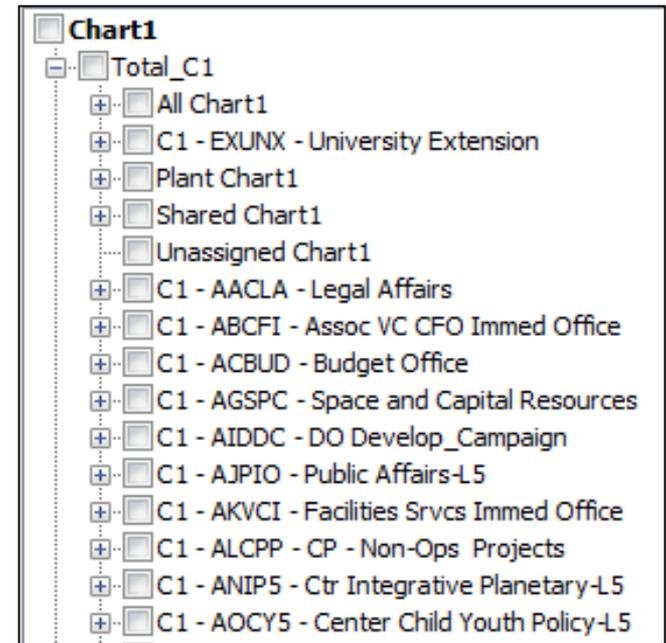


Chart1 Dimension

Chart1

C1_SUMPLN

- The Chart1 Dimension represents the Chartfield1 used in BFS/BAIRS
- In CalRptg, all Chart1s are available for actual reporting
 - Members are prefixed with “C1 - ”
- In CalPlan, a subset of Chart1s were originally identified by local implementation leaders for Planning
- C1_Summary - Plan
 - The lone Plan Only Member for Chart1
 - Most planners on the campus are using this value for their planning
 - Some select planners have utilized individual Chart1's



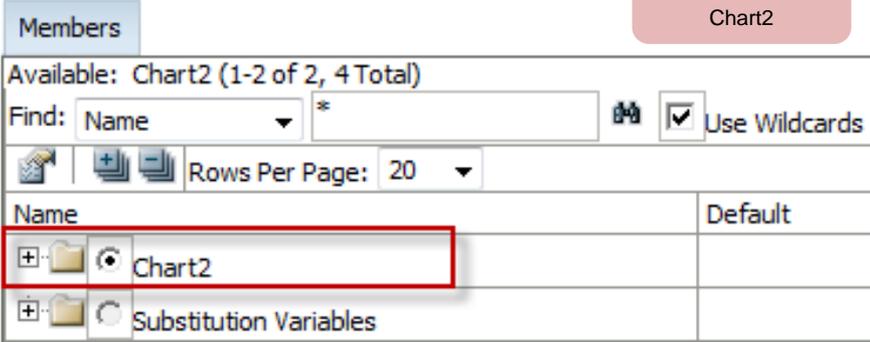
Best Practice: If you are not reporting on an individual Chart1, we suggest selecting Chart1 in your report settings. All data is aggregated and visible at this level in the hierarchy.

Chart2 and **Program Code** are available for reporting in CalRptg and HCPRptg only and are not used for creating plans in CalPlan.

★ Best Practices

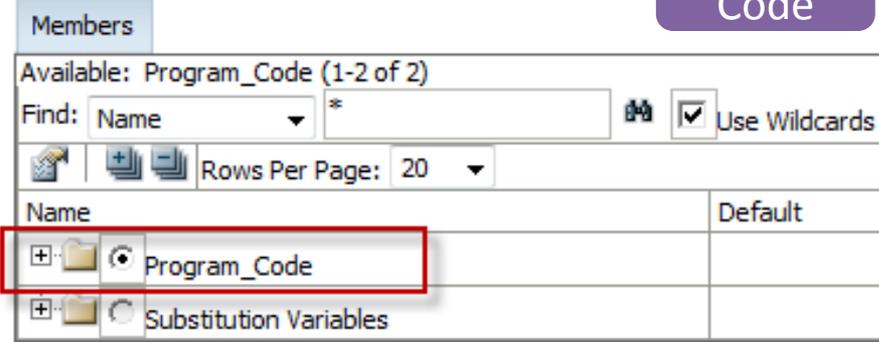
- When not reporting on an individual member, we recommend keeping these selections at the **top of the hierarchy** to include all data.
- Set CF2 = Unassigned to view Actual data that is not coded with any CF2 ("blank" in BAIRS/BFS)

Chart2



Name	Default
<input type="checkbox"/> <input checked="" type="radio"/> Chart2	
<input type="checkbox"/> <input type="radio"/> Substitution Variables	

Program Code



Name	Default
<input type="checkbox"/> <input checked="" type="radio"/> Program_Code	
<input type="checkbox"/> <input type="radio"/> Substitution Variables	

Available Dimensions in CalPlanning Tools

Dimension	CalRptg	CalPlan	HCP	H CPRptg	Smart View
Year	√	√	√	√	Mirrors Source Tool Availability
Period	√	√	√	√	
Scenario	√	√	√	√	
Version	√	√	√	√	
Account	√	√	√*	√*	
Entity	√	√	√	√	
Fund	√	√	√	√	
Chart1	√	√	√	√	
Chart2	√			√	
Time Series	√			√	
Program Code	√			√	
Employee			√	√	
Position			√	√	
Earn Code				√	
Job Code				√	

** HCP and H CPRptg only include Compensation related accounts*

Exercise 1 - CalPlanning Dimension Review

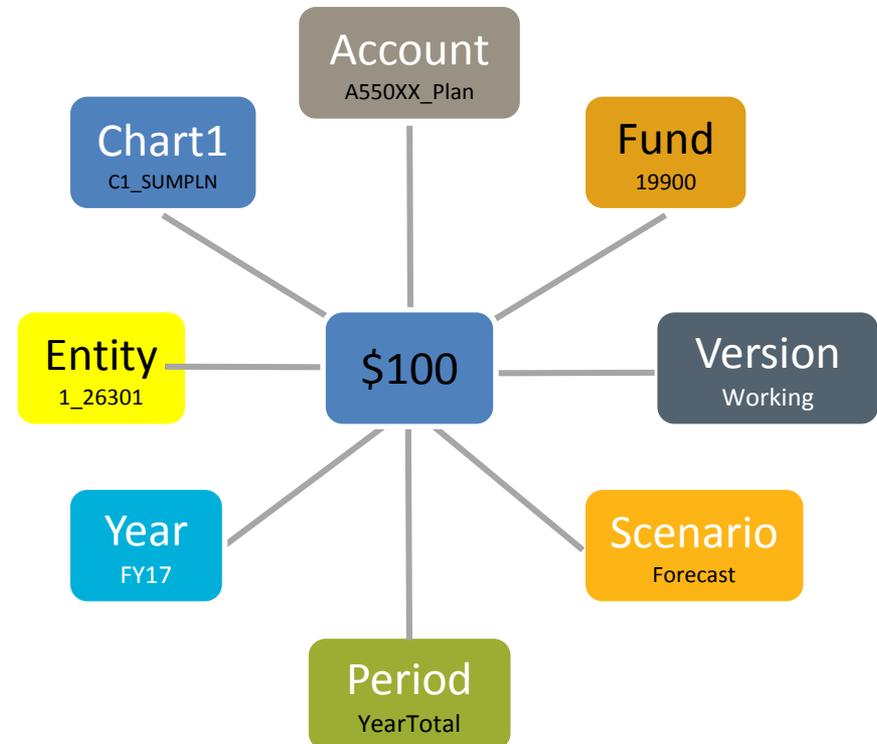
Match the CalPlanning Dimensions to their definition.

Dimension	Definitions
1. Year	a. Represents the Chartfield 2 values in BFS
2. Period	b. Represents Program Codes in BFS
3. Scenario	c. An HCP dimension that represents a role and includes job information
4. Version	d. Represents the Chartfield 1 values in BFS
5. Account	e. An HCP dimension that represents an employee
6. Entity	f. Classifies the nature of the transaction, such as Revenue or Expense
7. Fund	g. Actual, Forecast, Operating Budget
8. Chart1	h. Contains the list of available fiscal years
9. Chart2	i. Initial, Working, Planner Submission, Final
10. Program_Code	j. Timeframe -Year Total, Quarter, Month
11. Employee	k. Represents organizational units sources from BFS, which can be total Campus, Divisions, Departments and DeptIDs
12. Position	l. Timeframe for periodic, thousands and millions data
13. Time_Series	m. Represents the Fund field in BFS

Intersections of Data

Intersection are unique combinations of dimension members where a data point is stored. Intersections are unique to each CalPlanning application.

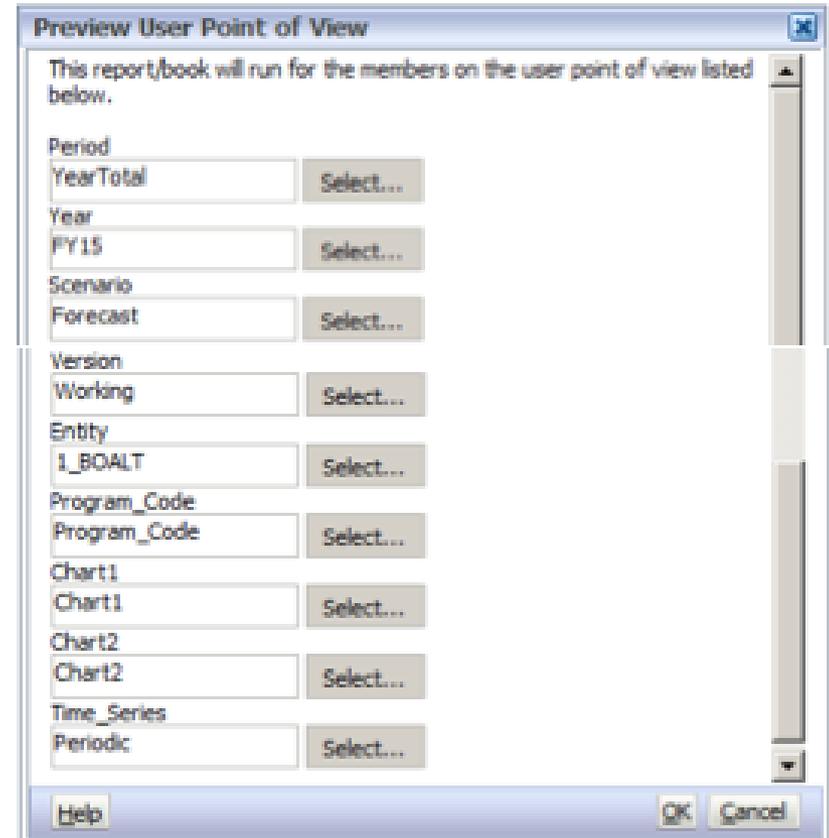
- When a report is run or data is entered in a form, each dimension **must** be defined
- If a report comes back as a blank page, the intersection is set to a point where data does not reside



Point of View (POV)

Point-of-View (POV)

- Unique set of dimension members that defines specific intersections of data
- Represents the dimensions that are visible for forms, reports and Smart View queries
- Determines what data is displayed in a report or form
- Dimensions listed in the POV are based upon the report or form selected
- If a Dimension is hard-coded in a report it will not display in Preview User Point of View dialog box



Exercise 2: Identifying Your POV

Scenario: You want to run a CalRptg report to review your current year Forecast that reflects all of the reforecasting you have done to date. Which Dimension Members would you select to return this data?

	Dimensions Members
Period	
Year	
Scenario	
Version	
Fund	
Entity	
Program Code	
Chart1	
Chart2	
Time Series	

Agenda

- 1 What is CalPlanning?
- 2 CalPlanning Key Concepts
- 3 Supporting the Budget Process**
- 4 Tool and Budget Process Resources

Budget Concepts

Forecast is an update to the current year budget based on changing priorities, spending activity year to date and anticipated changes through the end of the fiscal year.

- Lays the foundation for the next year's budget.
- Ensures Divisions respond appropriately to circumstances that have changed since the Budget was created.

Operating Budget is a plan for how resources will be allocated in a future fiscal year to support the goals and strategies of the unit.

- Plan of action for receiving and spending money **within a specific period of time.**
- Intended to set **realistic goals and expectations** – based on past experience, current information and assumptions about the future.
- **Once finalized cannot be changed** so that variances can be measured via quarterly reviews to forecast.

What is a SRECNA?

Statement
Revenues
Expenses
Changes in
Net
Assets

SRECNA Report

- A standard approach to measuring financial results
- This format can be used to review Actuals, Forecast or Budget
- Provides a financial overview of your organization's
 - Total Revenue & Transfers
 - Total Expenses – Compensation & Non Compensation
 - Net Operating Surplus/(Deficit)
 - Changes in Fund Balances
 - Beginning Balance
 - Ending Balance
 - By Fund Type

SRECNA Terminology

- **Revenues** - external income (e.g., Gifts, Grants, Student Fees, Sales and Services).
- **Operating Transfers** - flows of money within the University and within the same fund.
- **Expenses** - costs incurred, such as payments to outside parties.
- **Net Operating Surplus/(Deficit)** - net of Revenues, Operating Transfers and Expenses for the period, such as year to date or Full Year.
- **Change in Fund Balances** - represents movements of money between “current funds” to “non-current funds,” e.g. debt service, or capital projects.
- **Beginning Balances** - represent last years ending balances.
- **Change in Net Assets** - the combination of Net Operating Surplus/(Deficit) and Change in Fund Balance.
- **Ending Balances** -the beginning balance plus the change in net assets.

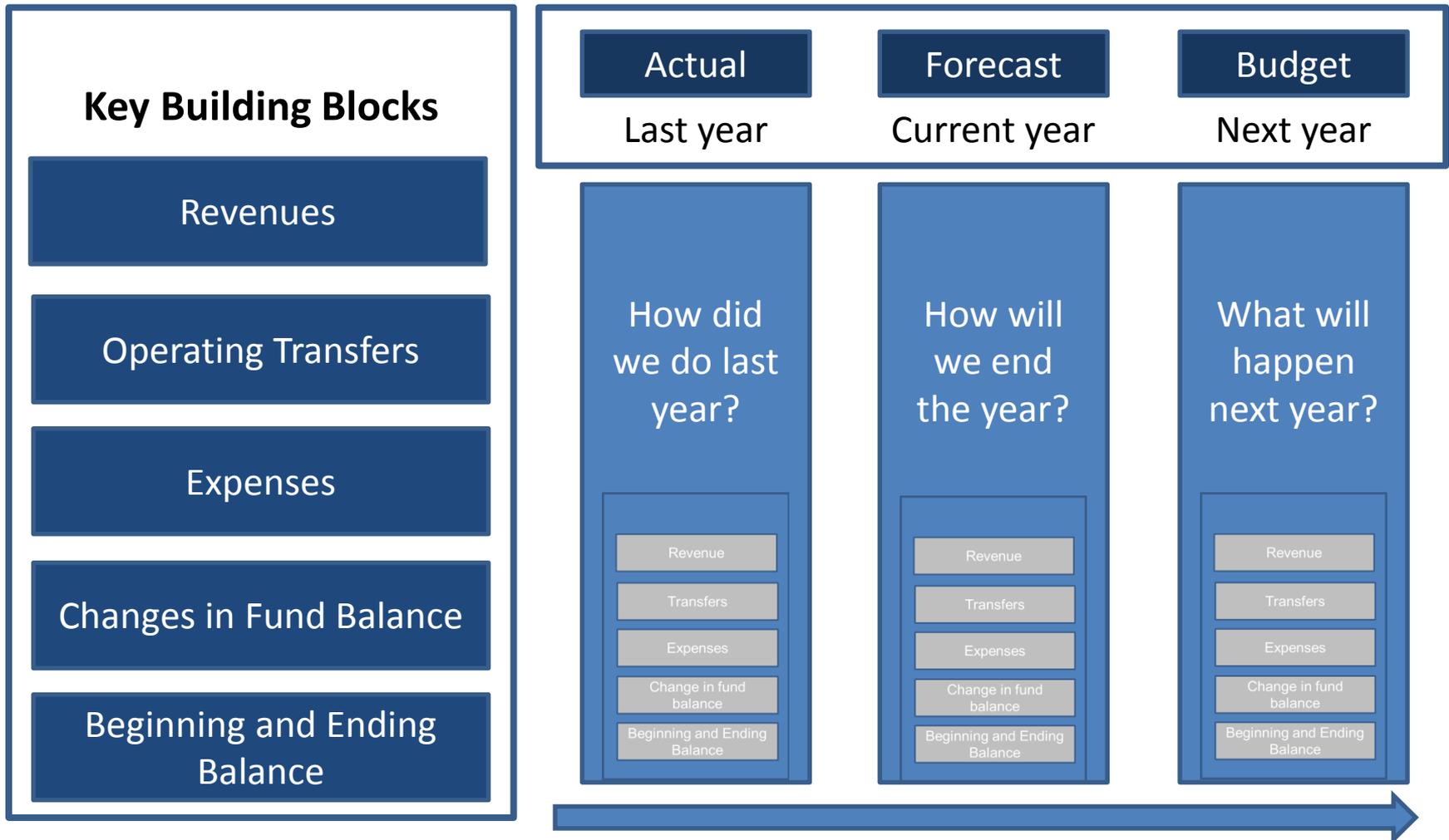
Key Building Blocks

Standardized reports help us see financial data up and down the organization and across fund types.

Key Building Blocks		[in thousands]	Current Funds
Revenues	→	Revenues	
		Contracts & Grants	366
		Private Gifts for Current Use	262
		Total Revenue	629
Operating Transfers	→	Operating Transfers	3,071
		Total Revenue & Transfers	3,700
Expenses	→	Expenses	
		Total Compensation	3,487
		Total Non Compensation	856
		Total Expenses	4,343
		Net Operating Surplus/(Deficit)	(643)
Changes in Fund Balance	→	Changes in Fund Balance	-
		Change in Net Assets	(643)
Beginning and Ending Balance	→	Beginning Balance	1,677
		Ending Balance	1,034

Time

Now we can use our building blocks to answer different questions.



Fund Types

We can use our building blocks to understand how the money is distributed across each fund type.

Key Building Blocks

Revenues

Operating Transfers

Expenses

Changes in Fund Balance

Beginning and Ending Balance

	<i>(in thousands)</i>	Across Fund Types				
		Unrestricted		Restricted		
		Unrestricted	Designated	Restricted Gift Funds	Restricted Endowments and FFEs Funds	Contracts and Grants
Current Funds						
Revenues and Operating Transfers						
Net Tuition and Fees	663	350	313			
Contracts & Grants	109094					109094
Private Gifts for Current Use	32146	257		21035	10853	1
Investment Income	19			9	10	
Sales and Services	2142	1832	310			
Total Revenue	144065	2439	623	21044	10863	109095
Operating Transfers	500821	288817	1496	200	10558	-250
Total Revenue & Transfers	444886	291256	2120	21245	21421	108845
Expenses						
Academic Salaries & Wages	197809	160796	382	3133	4798	28700
Staff Salaries & Wages	45020	31780	2968	2524	1326	6421
Employee Benefits	79411	65928	1364	1869	1667	8585
Total Compensation	322241	258504	4714	7526	7790	43706
Supplies, Materials and Equipment	26219	4310	4832	2563	1811	12703
Scholarships and Fellowships	41202	24456	131	1621	6150	8844
Other Operating Expenses	54239	10853	-7570	3246	4118	43592
Total Non Compensation	121516	39475	-2607	7430	12079	65139
Total Expenses	443757	297979	2107	14956	19870	109845
Net Operating Surplus/(Deficit)	1129	-6724	12	6289	1551	
From/(To) Plant Funds	-391	-306		-85		
From/(To) Regents Endow Pool	-1				-1	
Changes in Fund Balance - Pos/(Neg)	-393	-306		-85	-1	
Change in Net Assets - Pos/(Neg)	737	-7030	12	6204	1550	
Beginning Balance	175482	85734	4016	43481	37353	4898
Ending Balance	176219	78705	4028	49685	38903	4898

Vertical View

The key report building blocks often are stacked vertically.

Key Building Blocks

Revenues

Operating Transfers

Expenses

Changes in Fund Balance

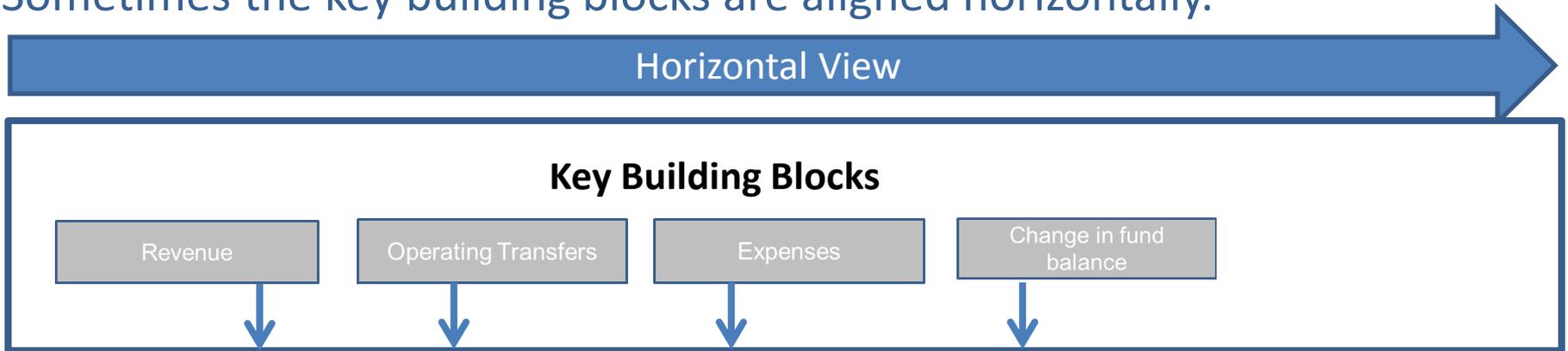
Beginning and Ending Balance

Vertical Views

<u>[in thousands]</u>	<u>Current Funds</u>
Revenues	
Contracts & Grants	366
Private Gifts for Current Use	262
Total Revenue	629
Operating Transfers	3,071
Total Revenue & Transfers	3,700
Expenses	
Total Compensation	3,487
Total Non Compensation	856
Total Expenses	4,343
Net Operating Surplus/(Deficit)	(643)
Changes in Fund Balance	-
Change in Net Assets	(643)
Beginning Balance	1,677
Ending Balance	1,034

Horizontal View

Sometimes the key building blocks are aligned horizontally.



	▲ Total Revenue	▲ Operating Transfers	Total Revenue & Transfers	▲ Total Expenses	Net Operating Surplus/(Deficit)	▲ Changes in Fund Balance - Pos/(Neg)	Change in Net Assets - Pos/(Neg)	Beginning Balance	Ending Balance
Dept 1									
Dept 2	9,909	10,468	20,377	19,554	822	(1,103)	(281)	21,158	20,877
Dept 3	121,228	2,369	123,597	137,341	(13,744)	(248)	(13,992)	40,300	26,308
Dept 4	986	4,714	5,700	5,729	(29)	(225)	(254)	5,210	4,956
Dept 5	464	11,058	11,522	12,814	(1,293)	(900)	(2,193)	5,544	3,351
Dept 6	1,548	23,044	24,592	28,659	(4,067)	(1,232)	(5,300)	15,553	10,254
Dept 7	248	4,131	4,379	4,531	(151)	-	(151)	3,572	3,420
Dept 8	110	3,780	3,890	2,319	1,571	-	1,571	2,406	3,977
Dept 9	3,321	13,076	16,396	15,072	1,325	-	1,325	12,662	13,987
Dept 10	250	1,783	2,033	2,304	(271)	-	(271)	1,195	925
Dept 11	170	2,425	2,595	2,764	(169)	-	(169)	184	15
Dept 12	6,051	2,818	8,869	9,885	(1,016)	-	(1,016)	3,747	2,731
Dept 12	5,129	283	5,411	8,026	(2,615)	-	(2,615)	(551)	(3,166)
Total	149,413	79,948	229,361	248,997	(19,637)	(3,709)	(23,345)	110,980	87,635

Components of SRECNA Report

10. UC Berkeley
1_ABC Example College **Statement of Revenue, Expense and Changes to Net Assets**

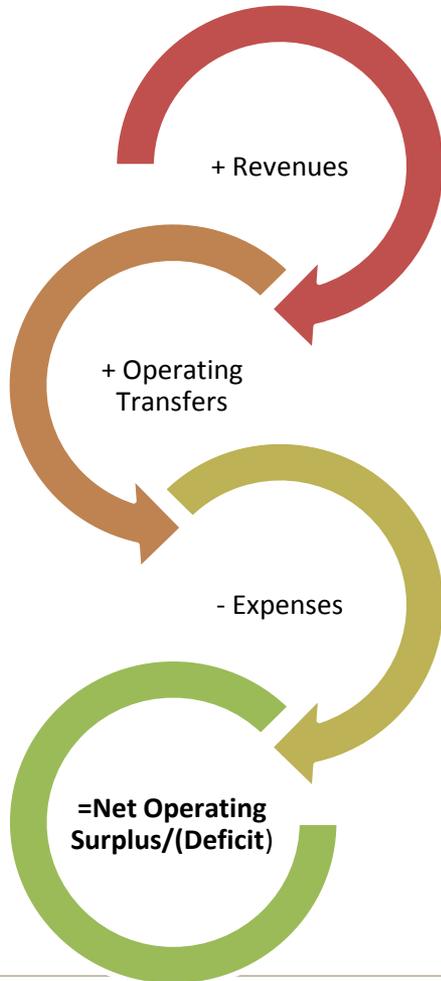
	Actual	FORECAST (with Beginning Balance from Actual)						
	Final FY 2012-13 Total	FY 2013-14		FY 2013-14 Unrestricted		FY 2013-14 Restricted		
		Current Funds	Current Funds	Unrestricted Funds	Designated Funds	Restricted Gifts Funds	Restricted Endowments and FICA Funds	Contracts and Grants
1. Revenues								
Net Tuition and Fees	2,261	2,148		2,100	48	-	-	-
Contracts & Grants	121,742	120,124		-	-	-	-	120,124
Private Gifts for Current Use	24,624	24,620		-	-	22,246	2,374	-
Investment Income	29	14		(3)	-	-	-	17
2. Sales and Services of Educational Activities	4,182	3,892		1,817	1,075			
Total Revenue	154,838	149,612		3,214	1,124	22,246	2,374	120,143
3. Operating Transfers								
Campus Support								
General Allocation	60,270	60,124		60,124	-	-	-	-
Campus Commitments	4,122	12,741		11,741	1,000	-	-	-
Wage & Benefits Support	1,227	112		112	-	-	-	-
Cost Assessments/Withdrawals	(229)	(274)		(274)	-	-	-	-
Campus Support - Plan	-	799		799	-	-	-	-
Diurnal Transfers	2,712	4,871		200	-	-	4,671	-
To/From Other Divisions	2,814	(624)		(241)	-	(181)	(84)	-
Internal DIVISION Transfers	(2,049)	67		(1,219)	-	67	229	1,000
Internal DEPARTMENT Transfers	222	-		-	-	-	-	-
Total Operating Transfers	77,422	79,712		72,214	1,000	(181)	4,644	1,000
Total Revenue & Transfers	232,260	229,324		76,027	2,124	22,065	6,978	121,143
4. Expenses								
Salaries & Wages	102,261	99,694		47,222	4,129	6,841	269	40,122
Employee Benefits	22,842	22,429		12,721	1,287	1,277	112	7,029
Total Compensation	125,103	122,123		60,227	5,726	8,118	381	47,151
Supplies, Materials and Equipment	12,247	12,246		12,246	2,494	1,222	421	8,940
Scholarships and Fellowships	20,447	20,226		6,429	181	1,722	2,102	12,499
Other Operating Expenses	66,124	60,226		7,227	(8,272)	2,221	1,219	22,179
Total Non-Compensation	101,822	100,822		16,722	(3,622)	4,922	3,741	24,621
Total Expenses	226,925	222,945		76,949	2,094	17,040	4,121	122,122
5. Net Operating Surplus/Deficit	5,335	6,379		(922)	30	5,025	2,857	(1,079)
From/To: Plan Funds	(2,724)	(2,724)		(824)	-	(1,667)	(1,204)	-
From/To: Reserve Endowment Pool	-	-		-	-	-	-	-
From/To: All Other Fund Balance	2,724	2,724		2,724	2,724	2,724	2,724	2,724
Change in Fund Balance - Real/Net	(2,724)	(2,724)		(824)	-	(1,667)	(1,204)	-
7. Change in Net Assets - Real/Net	(2,724)	3,655		(1,200)	30	3,355	1,653	(1,079)
8. Ending Balance (from Actual)	101,822	101,822		28,227	4,294	22,429	16,782	(2,022)
9. Ending Balance	121,822	121,822		27,221	4,294	22,246	18,212	(4,072)

Check out the **SRECNA Report Components Job Aid** in the **Appendix** for the definition of the components.

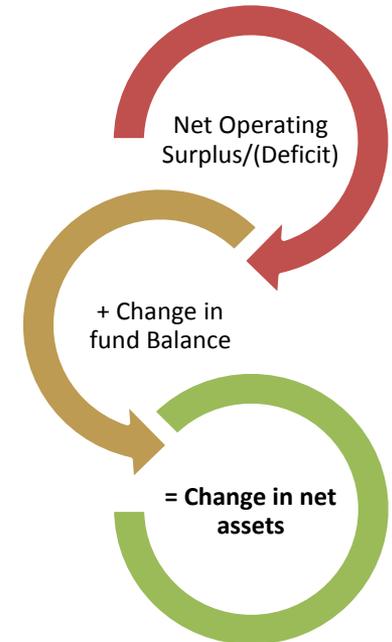
Let's Do the Math

Report Formulas

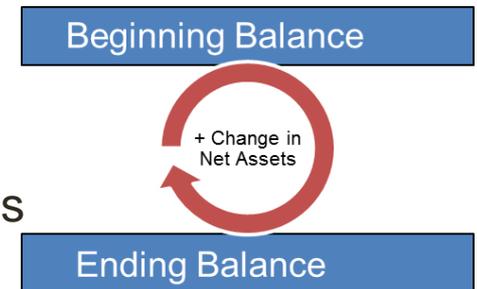
Net Operating Surplus/(Deficit) =
Revenues + Transfers - Expenses



Change in Net Assets =
Net Operating
Surplus/(Deficit) + Changes
in Fund Balance



Ending Balance =
Beginning Balance +
Changes in Net Assets



Exercise 3 - SRECNA Activities Worksheet – Activity 1

Use the plan values in the SRECNA report included on the SRECNA Activities Worksheet.

CalPlanning Training - Introduction to CalPlanning and Reporting

SRECNA Activities 1 and 2

UC Berkeley 1_XXXXX UCB College/School YearTotal Forecast						
Statement of Revenue, Expense and Changes to Net Assets						
[In thousands]	Total FY 2014-15	Unrestricted		Restricted		
		Unrestricted	Designated	Restricted Gift Funds	Restricted Endowments and FFEs Funds	Contracts and Grants
Revenues and Transfers						
Net Tuition and Fees	39,000	39,000	0	0	0	0
Contracts & Grants	4,000	0	0	0	0	4,000
Private Gifts for Current Use	5,000	0	0	4,000	1,000	0
Sales and Services of Educational Activities	2,000	2,000	0	0	0	0
46XXX - Sales Services & Other Income - Plan	2,000	2,000	0	0	0	0
Total Revenue	50,000	41,000	0	4,000	1,000	4,000
Total Operating Transfers	30,000	22,000	0	500	7,500	0
Total Revenue & Transfers	80,000	63,000	0	4,500	8,500	4,000
Expenses						
Academic Salaries & Wages	20,000	14,000	0	1,000	4,000	1,000
Staff Salaries & Wages	20,000	14,000	0	1,000	4,000	1,000
Employee Benefits	10,000	7,000	0	500	2,000	500
Total Compensation	50,000	35,000	0	2,500	10,000	2,500
Scholarships and Fellowships	0	0	0	0	0	0
Other Operating Expenses	27,000	20,000	100	1,900	4,000	1,000
Total Non Compensation	27,000	20,000	100	1,900	4,000	1,000
Total Expenses	77,000	55,000	100	4,400	14,000	3,500
Net Operating Surplus/(Deficit)	3,000	8,000	(100)	100	(5,500)	500
To/From Plant Funds	(5,500)	(5,500)	0	0	(500)	0
To/Fr Regents Endowment Pool	500	0	0	0	500	0
To/From All Other Fund Balance	0	0	0	0	0	0
Changes in Fund Balance	(5,000)	(5,000)	0	0	0	0
Change in Net Assets	(2,000)	3,000	(100)	100	(5,500)	500
Beginning Balance	12,000	1,800	200	3,000	6,000	1,000
Ending Balance		4,800	100	3,100	500	1,500

1. Use the SRECNA data for Revenues, Transfers, Expenses, Net Operating, Changes in Fund Balance, Change in Net Assets to calculate the Ending Balance for the FY2014-15 Forecast for this UCB College/School.

Ending Balance \$ _____

2. Identify the CalPlanning Dimensions listed below on the SRECNA report.

A. Year _____

B. Period _____

C. Scenario _____

D. Version _____

E. Entity _____

F. Account _____

G. Planning Member _____

H. Fund _____

I. POV _____

POV - Period: YearTotal, Year: FY15, Scenario: Forecast, Version: Working, Entity: 1_XXXXX, Program Code: Program_Code, Chart1: Chart1, Chart2: Chart2
DR109 - SRECNA Med - CalPlan

Run Date: 11/07/2014
Run Time: 10:05 AM

Exercise 3 - SRECNA Activities Worksheet – Activity 2

As we define the CalPlanning Key Concepts, let's identify them on your copy of the SRECNA report.

CalPlanning Training - Introduction to CalPlanning and Reporting

SRECNA Activities 1 and 2

		Unrestricted		Restricted		
		Unrestricted	Designated	Restricted OR Funds	Restricted Endowments and FFEs Funds	Contracts and Grants
[in thousands]		Total FY 2014-15				
Revenues and Transfers						
Net Tuition and Fees	39,000	39,000	0	0	0	0
Contracts & Grants	4,000	0	0	0	0	4,000
Private Gifts for Current Use	5,000	0	0	4,000	1,000	0
Sales and Services of Educational Activities	2,000	2,000	0	0	0	0
46XXX - Sales Services & Other Income - Plan	2,000	2,000	0	0	0	0
Total Revenue	50,000	41,000	0	4,000	1,000	4,000
Total Operating Transfers	30,000	22,000	0	500	7,500	0
Total Revenue & Transfers	80,000	63,000	0	4,500	8,500	4,000
Expenses						
Academic Salaries & Wages	20,000	14,000	0	1,000	4,000	1,000
Staff Salaries & Wages	20,000	14,000	0	1,000	4,000	1,000
Employee Benefits	10,000	7,000	0	500	2,000	500
Total Compensation	50,000	35,000	0	2,500	10,000	2,500
Scholarships and Fellowships	0	0	0	0	0	0
Other Operating Expenses	27,000	20,000	100	1,900	4,000	1,000
Total Non Compensation	27,000	20,000	100	1,900	4,000	1,000
Total Expenses	77,000	55,000	100	4,400	14,000	3,500
Net Operating Surplus/(Deficit)	3,000	8,000	(100)	100	(5,500)	500
To/From Plant Funds	(5,500)	(5,000)	0	0	(500)	0
To/Fr Regents Endowment Pool	500	0	0	0	500	0
To/From All Other Fund Balance	0	0	0	0	0	0
Changes in Fund Balance	(5,000)	(5,000)	0	0	0	0
Change in Net Assets	(2,000)	3,000	(100)	100	(5,500)	500
Beginning Balance	12,000	1,800	200	3,000	6,000	1,000
Ending Balance		4,800	100	3,100	500	1,500

1. Use the SRECNA data for Revenues, Transfers, Expenses, Net Operating, Changes in Fund Balance, Change in Net Assets to calculate the Ending Balance for the FY2014-15 Forecast for this UCB College/ School.

Ending Balance \$ _____

2. Identify the CalPlanning Dimensions listed below on the SRECNA report.

- A. Year _____
- B. Period _____
- C. Scenario _____
- D. Version _____
- E. Entity _____
- F. Account _____
- G. Planning Member _____
- H. Fund _____
- I. POV _____

POV - Period: YearTotal, Year: FY15, Scenario: Forecast, Version: Working, Entity: 1_XXXX, Program Code: Program_Code, Chart1: Chart1, Chart2: Chart2
CR103 - SRECNA Mod - CalPlan

Run Date: 11/07/2014
Run Time: 10:05 AM

Agenda

- 1 What is CalPlanning?
- 2 CalPlanning Key Concepts
- 3 Supporting the Budget Process
- 4 Tool and Budget Process Resources**

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 Actuals Upload Schedule
- Help Desk Information

UC Berkeley | VCAF - Office of the Chief Financial Officer

Search this site

Berkeley Campus Budget Office

Home About Us Budget Process Finance Reform Recharge Student Fees Systems Resources

CalPlanning

CALPLANNING

- Training
- Budget Process
- Release Notes
- About CalPlanning
- Contact Us

CalPlanning News

July 6, 2016
[Smart View Ad Hoc Basics Training Now Enrolling!](#)

March 17, 2016
[CalPlanning updated with February Actuals and FY16 Forecast and FY17 Operating Budget snapshots in the Planner Submission version](#)

March 14, 2016
[New! CalPlanning Compensation Data PHD vs Distribution Entity Job Aid](#)

CalPlanning is currently available

Log Into CalPlanning
 Citrix Login via Internet Explorer (IE):
[Citrix Log In](#)

Browser Login:
[CalPlanning Log In](#)

Quick Links

New to CalPlanning?
 Access and Support, Browser Requirements, Logging In

System Availability

Berkeley Campus Budget Office

Home About Us Budget Process Finance Reform Recharge Student Fees Systems Resources

Budget Process Tool Training

CALPLANNING

- Training
 - Job Aids
 - Training Materials
- Classes
 - Budget Process
 - Release Notes
 - About CalPlanning
 - Contact Us

Getting Started Guide
 New Planners and Reporting Only Users, please review the [CalPlanning Getting Started Guide](#).

CalPlanning Roles

- Planners create and analyze budgets and run financial reports
- CalRptg & HCPRptg Reporters run and analyze financial reports

Ongoing CalPlanning Tool Training Now Enrolling!

We now offer 4 of our CalPlanning tool training courses on a quarterly basis for our newest members to the Finance Community. Ongoing training sessions are now open for enrollment in the UC Learning Center for our CalPlanning Reporting and Planner roles:

- Introduction to CalPlanning
- CalPlanning Reporting
- Smart View Ad Hoc Basics 1
- Smart View Ad Hoc Basics 2

Attend in the order listed above as the curriculum builds from class to class. [Access to CalPlanning](#) is required.
[Read more](#)

CalPlanning Classes

Day	Date	Class (click to register)	Session Time	Location
Tuesday	9/20/16	Introduction to CalPlanning	2:00pm-4:00pm	670 University Hall
Friday	9/23/16	Introduction to	1:00pm-	28 University

Job Aids

Introduction to CalPlanning

Smart View

CalPlanning Reporting

<http://calplanning.berkeley.edu>

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 HCPRptg *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, HCPRptg 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, 2010 or 2013
- 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 \(DFL\)](#)

Appendix

Exercise 1 - CalPlanning Dimension Review Answers

Match the CalPlanning Dimension Names to their definition.

Dimension	Definitions	
<u>H</u>	1. Year	a. Represents the Chartfield 2 values in BFS
<u>J</u>	2. Period	b. Represents Program Codes in BFS
<u>G</u>	3. Scenario	c. An HCP dimension that represents a role and includes job information
<u>I</u>	4. Version	d. Represents the Chartfield 1 values in BFS
<u>F</u>	5. Account	e. An HCP dimension that represents an employee
<u>K</u>	6. Entity	f. Classifies the nature of the transaction, such as Revenue or Expense
<u>M</u>	7. Fund	g. Actual, Forecast, Operating Budget
<u>D</u>	8. Chart1	h. Contains the list of available fiscal years
<u>A</u>	9. Chart2	i. Initial, Working, Planner Submission, Final
<u>B</u>	10. Program_Code	j. Timeframe -Year Total, Quarter, Month
<u>E</u>	11. Employee	k. Represents organizational units sources from BFS, which can be total Campus, Divisions, Departments and DeptIDs
<u>C</u>	12. Position	l. Timeframe for periodic, thousands and millions data
<u>L</u>	13. Time_Series	m. Represents the Fund field in BFS