

CalPlan

Creating a Unit Plan

Navigating CalPlan: Exercise Packet

2/15/2017

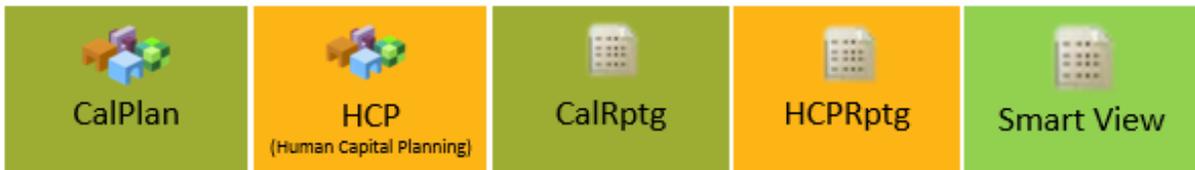


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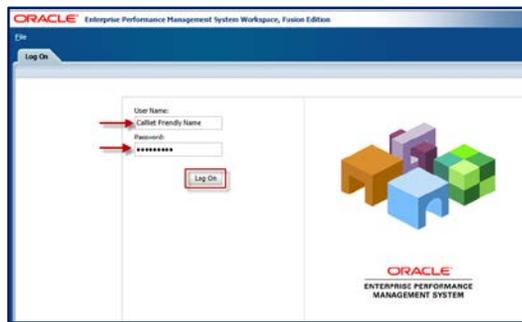
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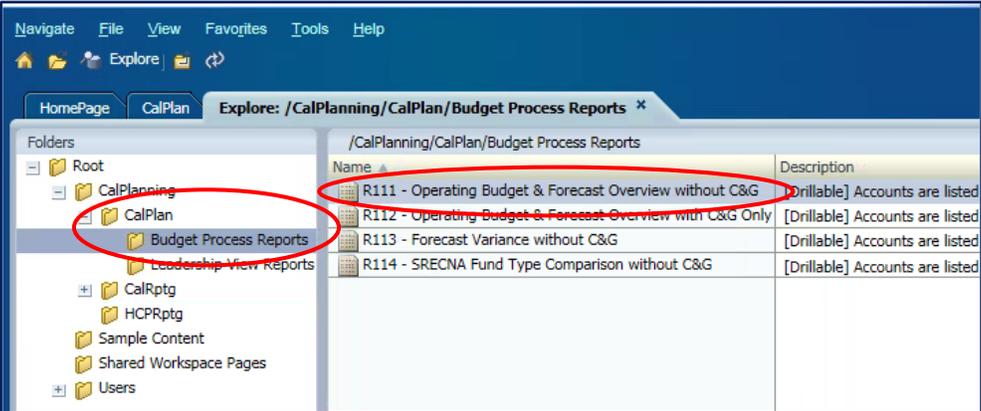
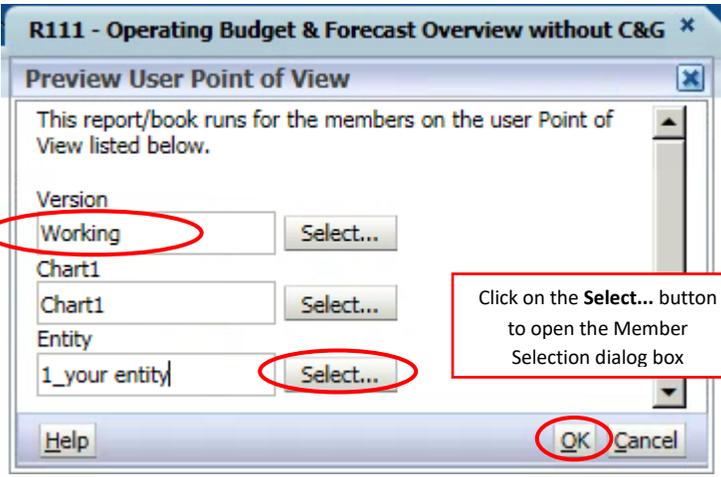
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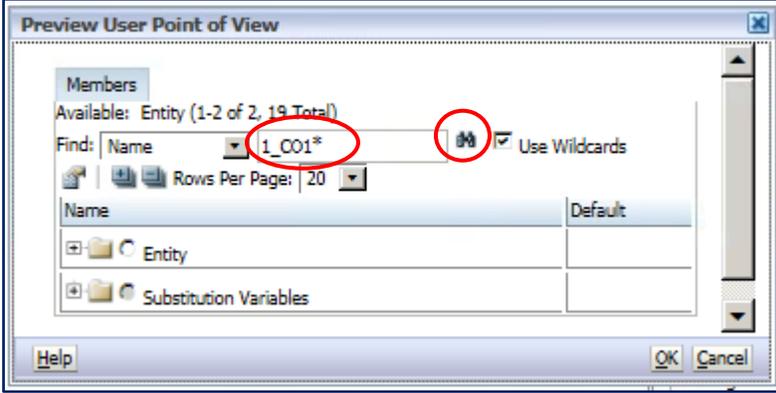
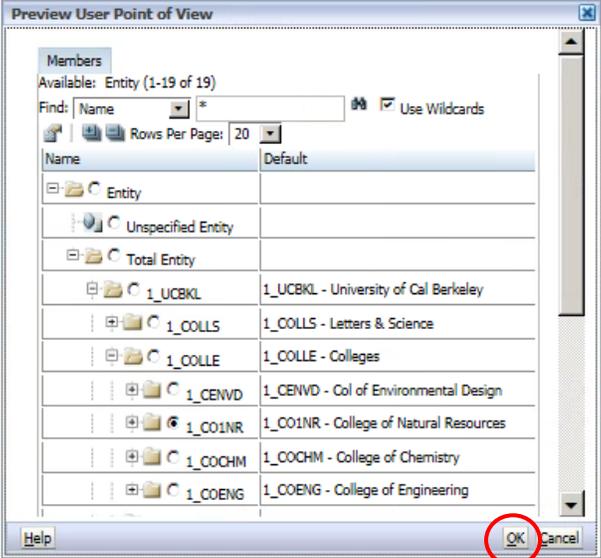
Exercise 1: Log into the Workspace & Run a CalPlan Report

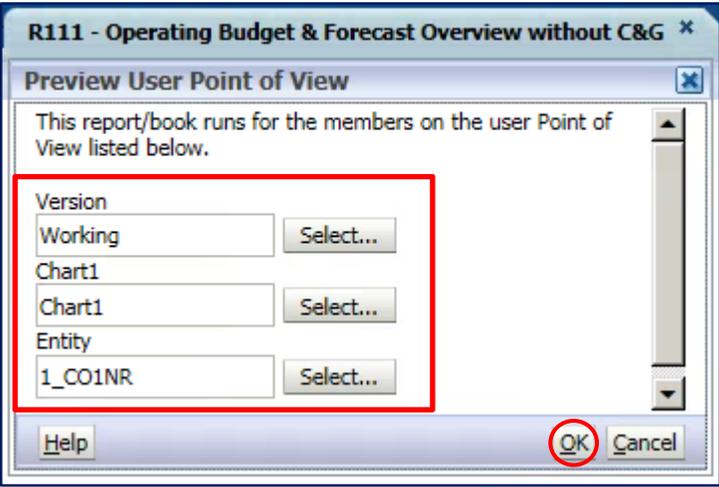
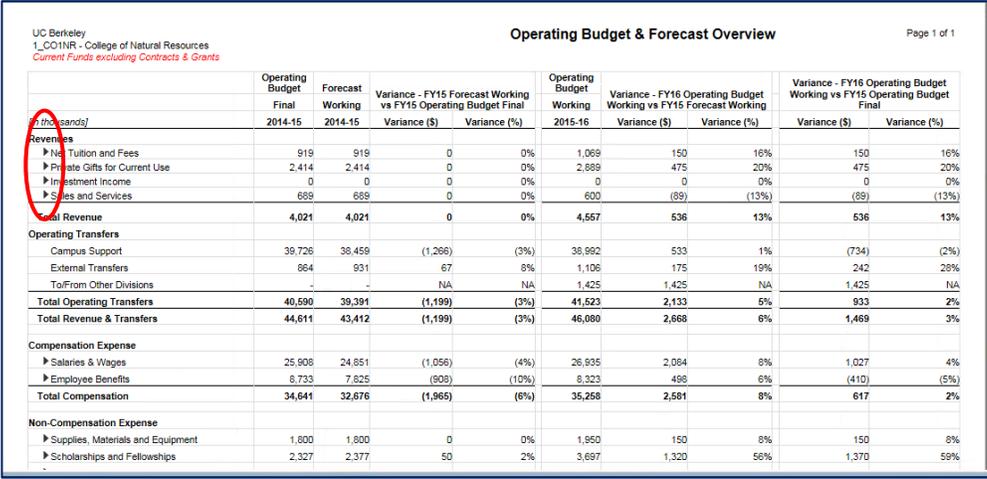
This exercise describes the steps necessary to log into the Workspace and run a CalPlan R report.

Step	Action	Result
1	From the desktop, launch the CalPlanning Workspace by clicking on the CalPlanning Icon or by typing the following URL into your browser: https://calpln-rptportal-ga2.berkeley.edu/workspace/index.jsp	Opens the HomePage.
2	Enter your CalNet ID and password in the Oracle User Name and Password in the associated fields. Click Log On .	Upon login, you will enter the CalPlanning Workspace.
3	Click on the Explore icon to open the report repository.	Opens the report repository.



Step	Action	Result
<p>4</p>	<p>Expand the folders Root > CalPlanning > CalPlan > Budget Process Reports to display the CalPlan report templates. Double click on the R1111 – Operating Budget & Forecast Overview without C&G report. Note: To see the list of reports, you must click the CalPlan sub-folder.</p> 	<p>Opens the R111 report User Point of View (POV) window.</p>
<p>5</p>	<p>Enter the Dimension Members by which you want to run the report either by clicking on the Select... buttons or free form typing the member name directly into the field.</p>  <p>Free form typing into the Dimension field</p> <p>Click on the Select... button to open the Member Selection dialog box</p>	<p>Opens the Member Selection window.</p>

Step	Action	Result
6	<p>Search for a member by typing “1_” followed by any known characters and then the wildcard symbol *. Click on the binocular icon to search for any matching member names in the hierarchy.</p> 	<p>Searches for the target member name for the POV.</p>
7	<p>Verify that the correct Entity member name is displayed. Click OK.</p> 	<p>Selects the target member name for the POV.</p>
8	<p>Click OK.</p> 	<p>Selects the member for the POV and returns the user to report POV window.</p>

Step	Action	Result
9	<p>After you complete all of the required POV selections, click OK.</p> 	<p>Selects the remainder of the POV members and runs the report. Use the scroll bar to see each dimension in the POV.</p>
10	<p>Review the R111 Operating Budget & Forecast Overview without C&G report.</p> 	<p>Report displays with expected results.</p>
11	<p>Use the gray triangles to drill down into the Accounts in the rows and Funds in the columns.</p>	<p>Drills down into the report and completes the exercise.</p>

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 and Operating Budget
- **Considerations** for planning

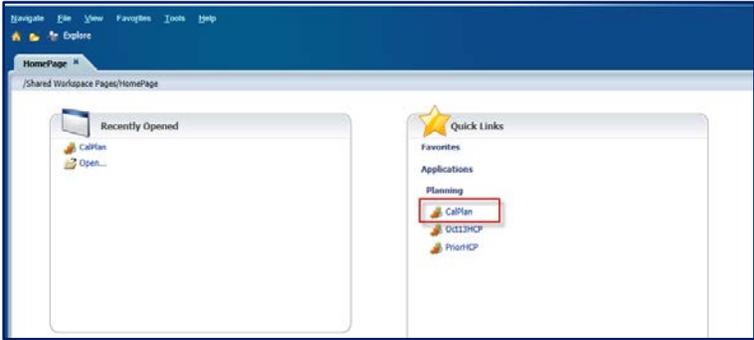
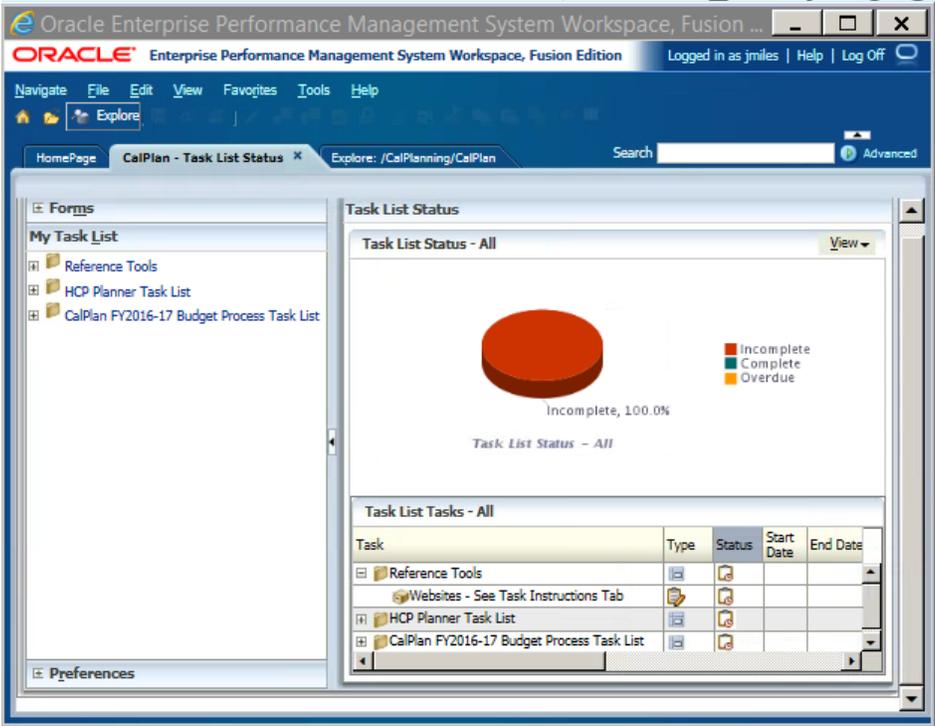
for the listed accounts in your FY17 Working Forecast and FY18 Operating Budget in CalPlan after the system re-opened on 2/08/17.

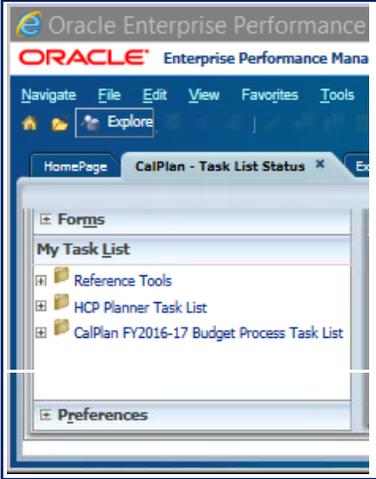
Accounts	FY17 Forecast Source	Possible Edits	FY18 Operating Budget Source	Possible Edits
Non-Compensation Expenses				
Compensation Expense				
Revenues				
Transfers				

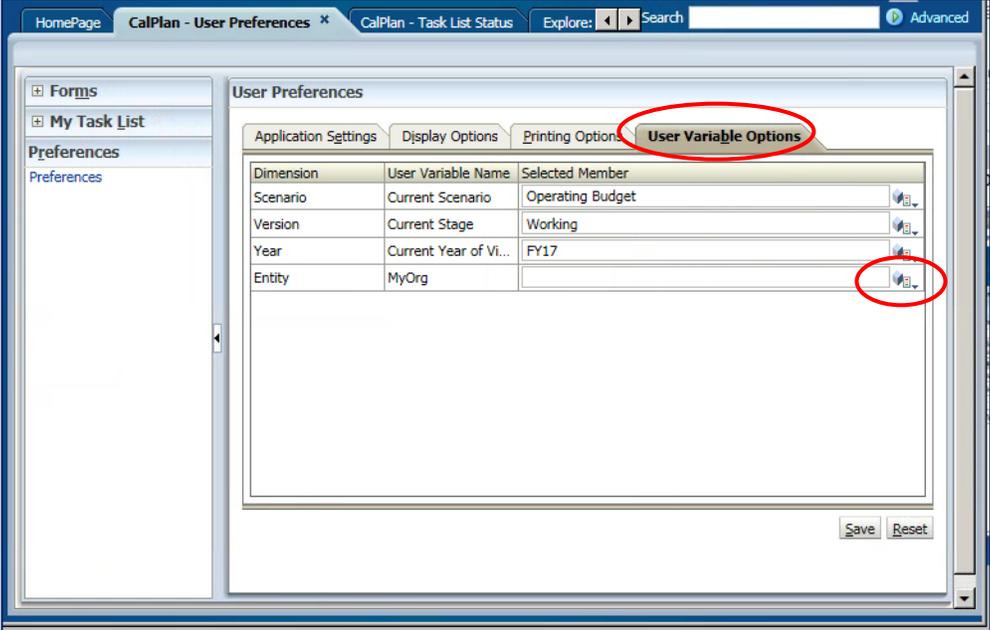
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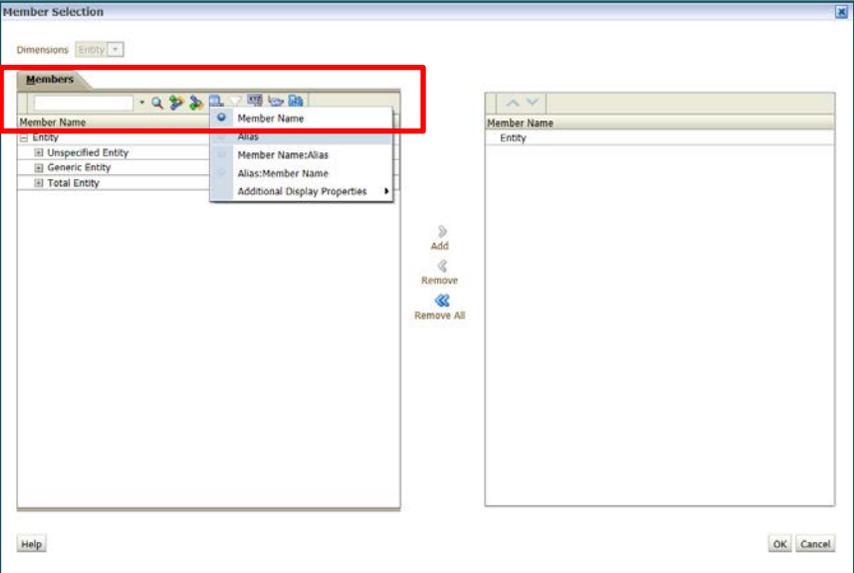
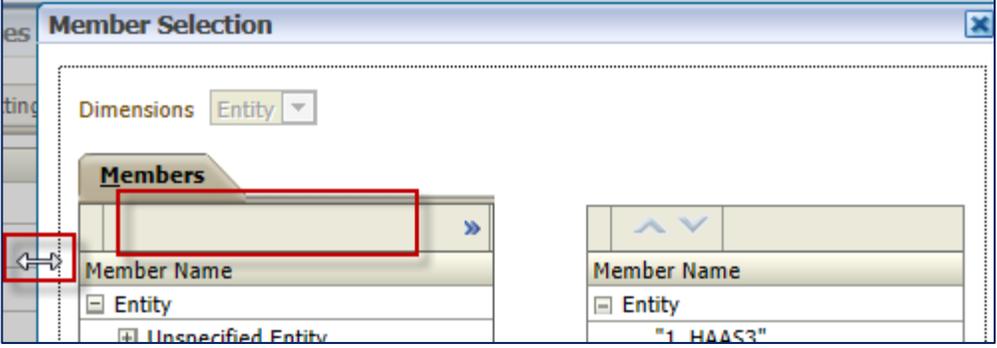
Exercise 3: Setting Your Entity and Launch CalPlan FY2017-18 Budget Process Task List

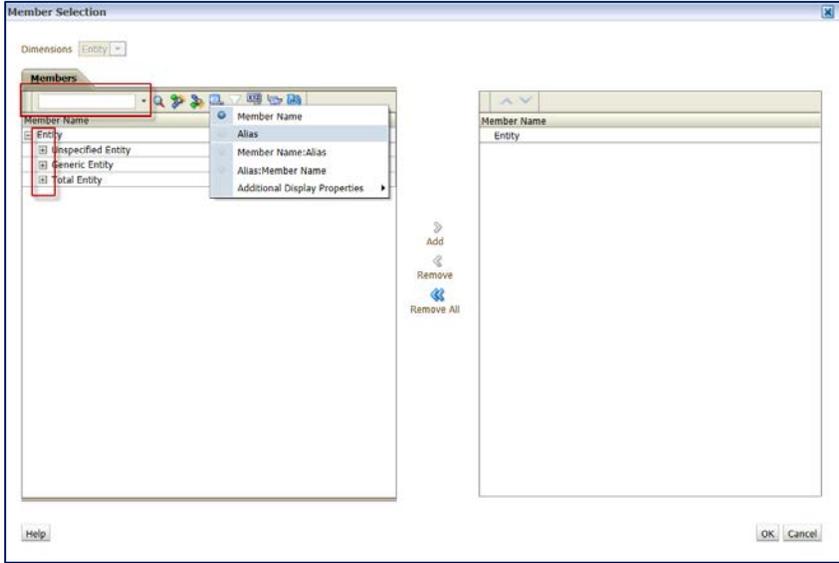
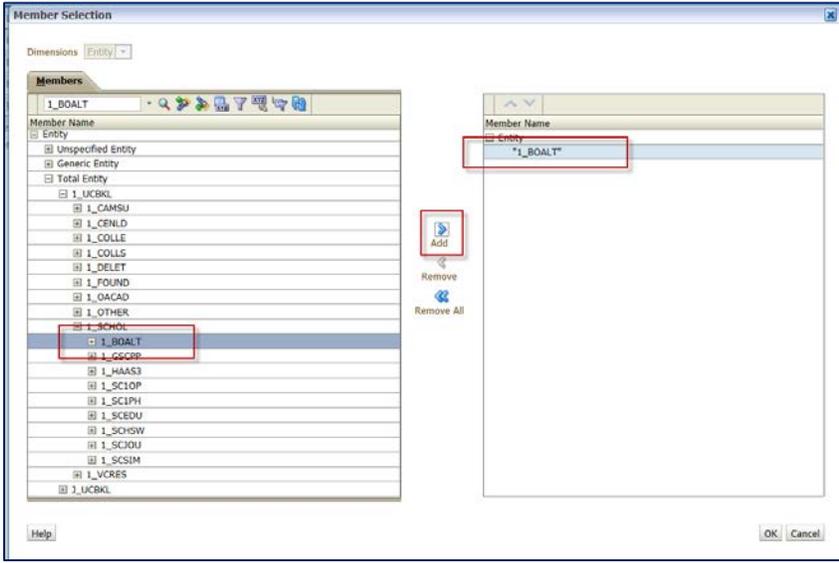
In this exercise you will launch the CalPlan application, set preferences, and review the CalPlan Planner Task List.

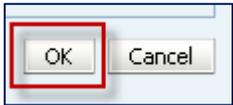
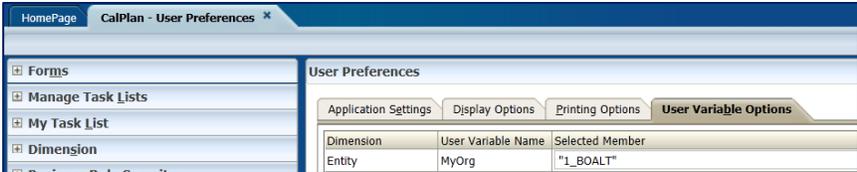
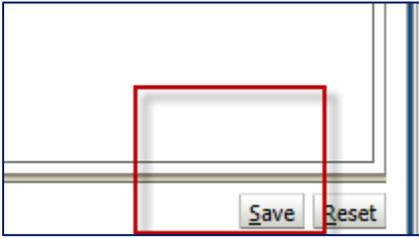
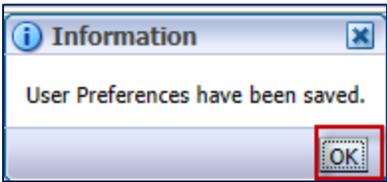
Step	Action	Result
1	<p>From the Homepage, click the CalPlan icon under Quick Links in the Applications section of the screen.</p> 	<p>Opens the CalPlan Homepage.</p>
2	<p>The Planning application will launch, displaying navigation options on the left hand side of the page, and a view pane on the right.</p> 	<p>CalPlan opens.</p>

Step	Action	Result
<p>3</p>	<p>On the bottom of the left-hand navigation pane, select Preferences by clicking on the (+) icon.</p>  <p>Then click on the Preferences link.</p> 	<p>Opens User Preferences in the view pane.</p>

Step	Action	Result
<p>4</p>	<p>Select the User Variable Options tab. Click on the Members Selections icon  to the right of the MyOrg Field.</p> 	<p>User variable tab displays. Entity is the only User Preference that needs to be set prior to any data entry in CalPlan.</p>

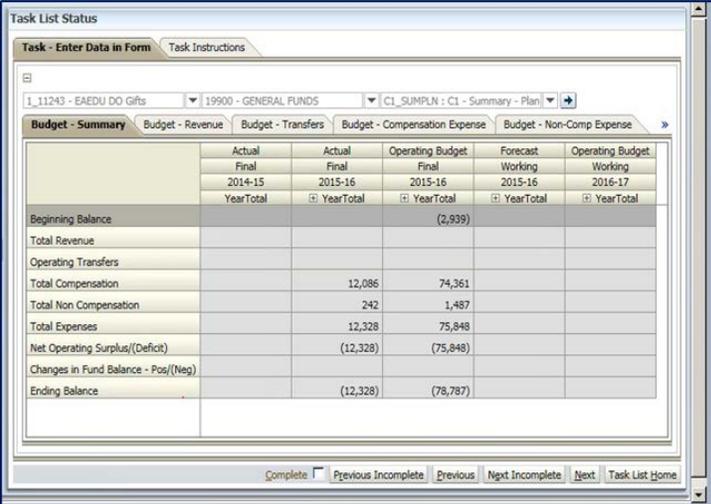
Step	Action	Result
5	<p>In the Member Selection window, values will default with the member name only. If you would like to view the alias (description) for members, select the Display Properties icon  in the member selection toolbar for Display Properties. Update the display options to Alias.</p>  <p>Note: If you can't see the icons or the text box to search for a member, expand the window size. To do so hover your mouse over any edge of the window and drag it so that the window size increases.</p> 	Displays Entity alias.

Step	Action	Result
6	<p>Select your Entity by either searching for the text or expanding the hierarchy by clicking on the + icon.</p> 	<p>Locate desired entity.</p>
1	<p>Highlight your desired Entity and click on the Add icon  to move your Entity from the left pane to the right pane.</p> 	<p>Entity will move to selected column.</p>

Step	Action	Result
7	Once finished, click OK . 	
8	Your entity will show in the MyOrg field. 	Entity is displayed in user variables.
9	Once your Entity is selected, click Save . 	MyOrg is saved.
10	Acknowledge success message by clicking OK . 	Ok.

Exercise 4: Dimensions in CalPlan Forms

Let's practice navigating the CalPlan task lists and forms and entering data using CalPlan functionality.

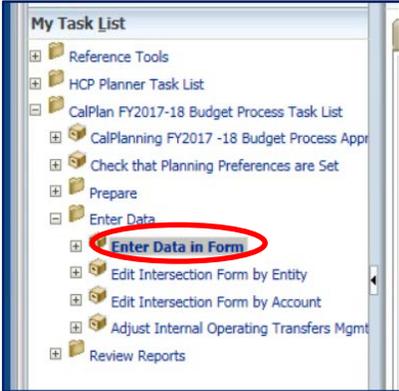
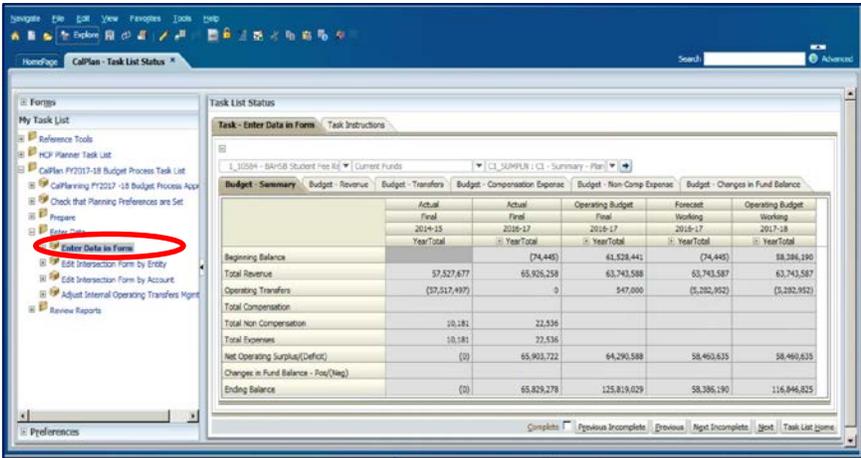
Step	Action	Result
<p>1</p>	<p>From My Task List, click CalPlan FY2017-18 Budget Process-> Enter Data->Enter Data in a Form.</p> 	<p>Opens the CalPlan Data Entry Form</p>
<p>2</p>	<p>Navigate through the form to identify the Dimension locations and available Members in the CalPlan Data Entry Form. Update the table on the next page.</p> 	<p>CalPlan Data Entry Form opens.</p>

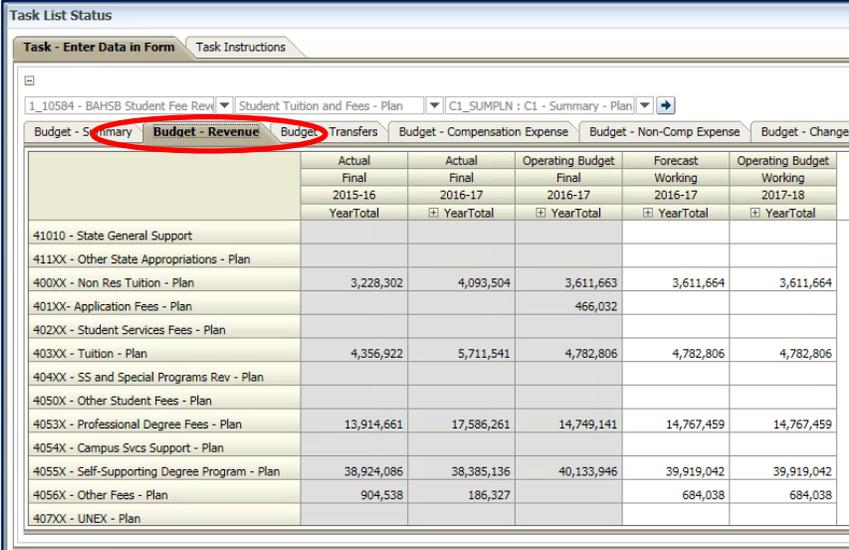
Step	Action		Result
3	Dimension	Which Members/Member Levels Are Available in the Form?	
	Entity		
	Fund		
	CF1		
	Accounts		
	Scenarios/Versions		
	Year		
	Period		

/

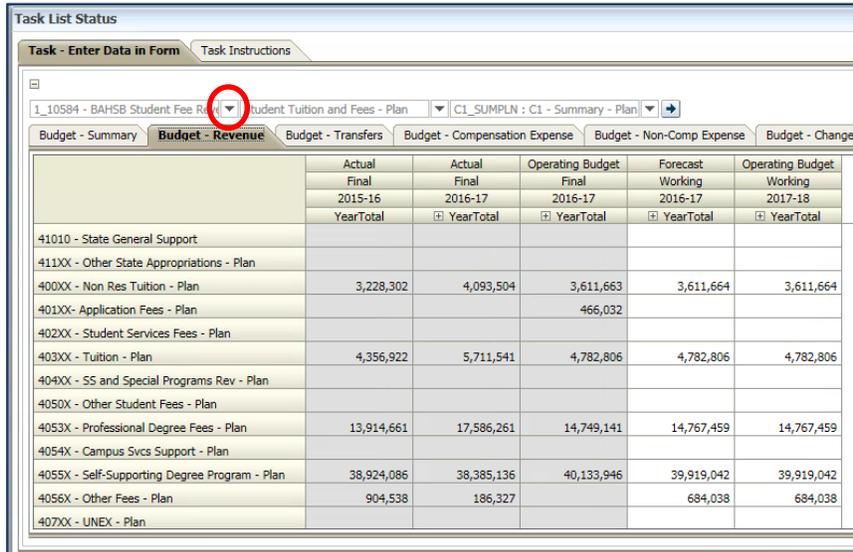
Exercise 5: Enter Data for FY17 Forecast and FY18 Operating Budget into Forms

You need to adjust your FY17 Forecast and FY18 Operating Budget for Revenue. In this exercise, you will reference your pre-work Smart View Ad Hoc query for the data you will enter into the CalPlan form.

Step	Action	Result
<p>1</p>	<p>Expand the CalPlan FY2017-18 Budget Process Task List by clicking on the (+) icon in the left pane and navigate to: Enter Data -> Enter Data in Form</p> 	<p>Expands the task list</p>
<p>2</p>	<p>Click on the first sub task, Enter Data in Form.</p> 	<p>The Budget Form will display.</p>

Step	Action	Result
3	<p>The form will open to a read-only Budget Summary tab. Select the tab labeled Budget – Revenue Form.</p> 	<p>Opens the Budget – Revenue Form</p>

Step	Action	Result
4	<p>Change the Entity in the page Dimension to the DeptID you identified in your Pre-work Smart View Ad Hoc query by clicking on the  then typing in the value and highlighting it. Note there is no wildcard feature in the Smart List of available entities.</p>	<p>Changes Entity in the Page Dimension</p>



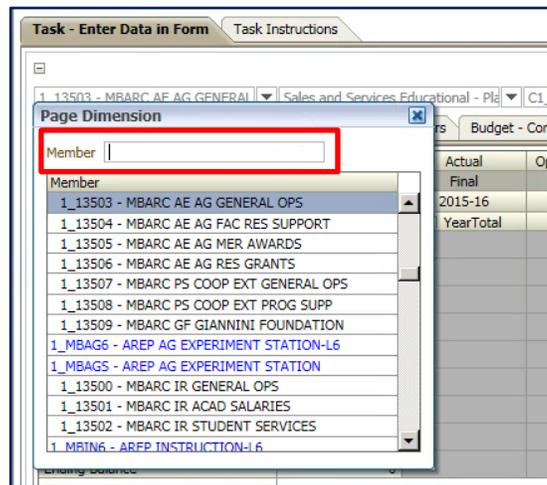
Task List Status

Task - Enter Data in Form Task Instructions

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

Budget - Summary Budget - Revenue Budget - Transfers Budget - Compensation Expense Budget - Non-Comp Expense Budget - Change

	Actual Final 2015-16	Actual Final 2016-17	Operating Budget Final 2016-17	Forecast Working 2016-17	Operating Budget Working 2017-18
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
41010 - State General Support					
411XX - Other State Appropriations - Plan					
400XX - Non Res Tuition - Plan	3,228,302	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	4,356,922	5,711,541	4,782,806	4,782,806	4,782,806
404XX - SS and Special Programs Rev - Plan					
4050X - Other Student Fees - Plan					
4053X - Professional Degree Fees - Plan	13,914,661	17,586,261	14,749,141	14,767,459	14,767,459
4054X - Campus Svcs Support - Plan					
4055X - Self-Supporting Degree Program - Plan	38,924,086	38,385,136	40,133,946	39,919,042	39,919,042
4056X - Other Fees - Plan	904,538	186,327		684,038	684,038
407XX - UNEX - Plan					



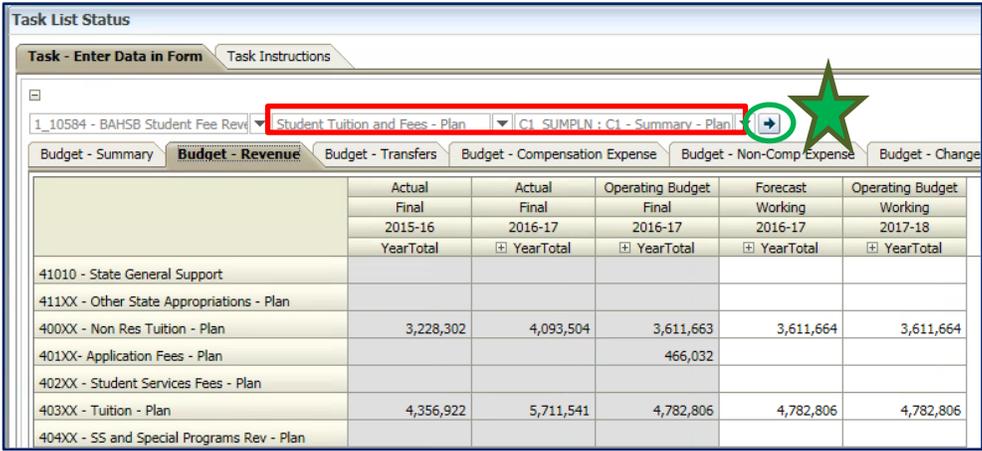
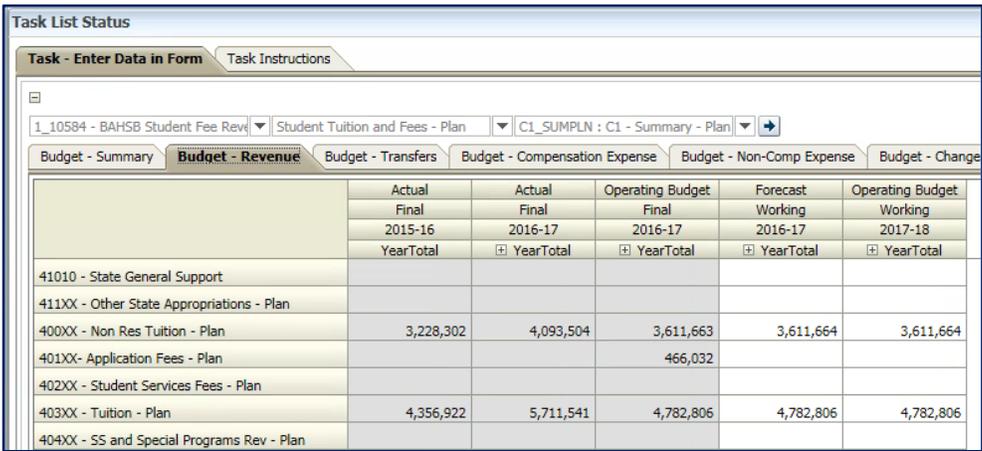
Task - Enter Data in Form Task Instructions

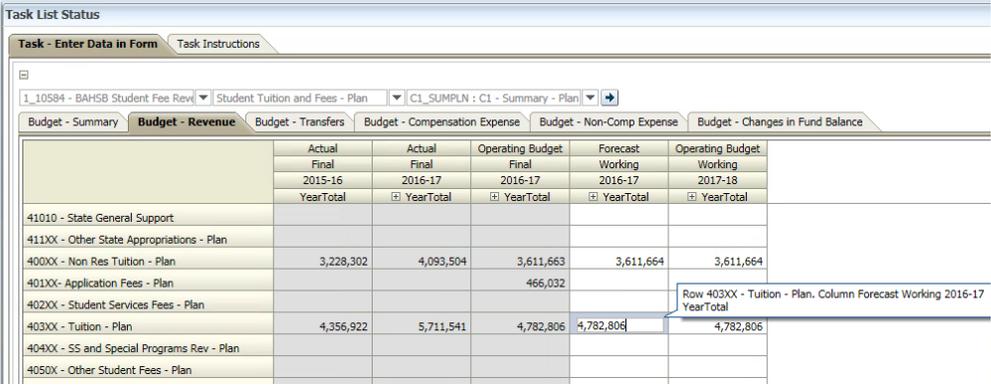
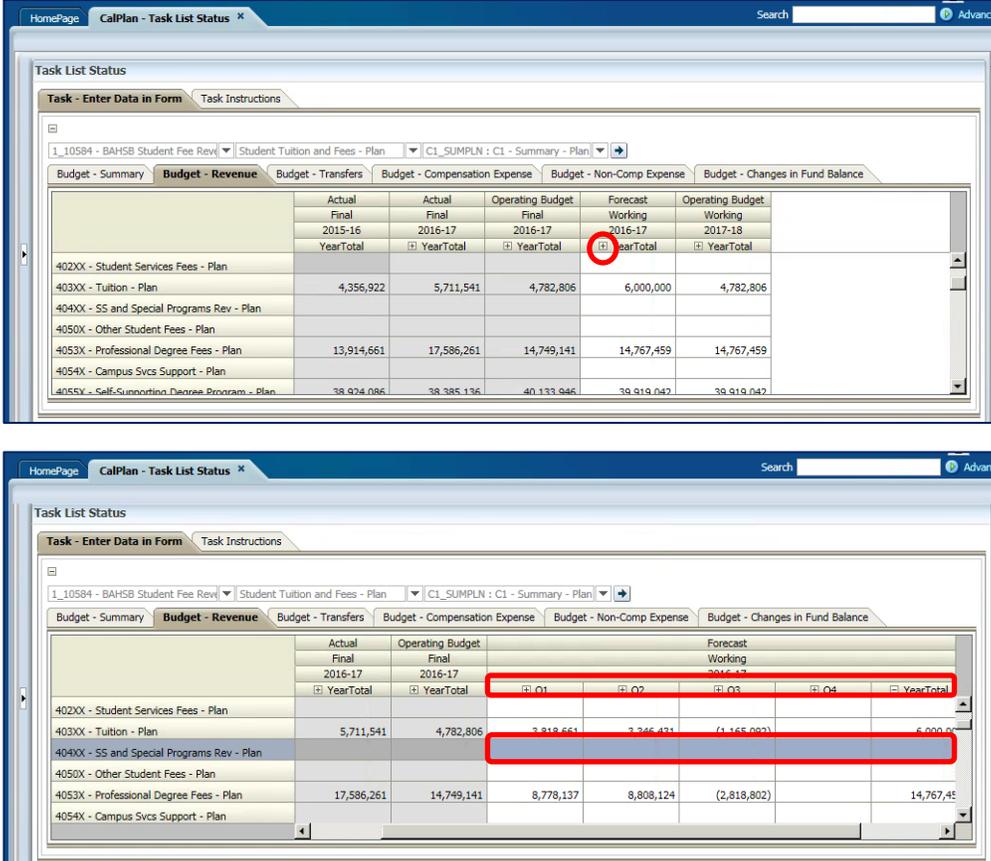
1_13503 - MBARC AE AG GENERAL Sales and Services Educational - Plan C1_S

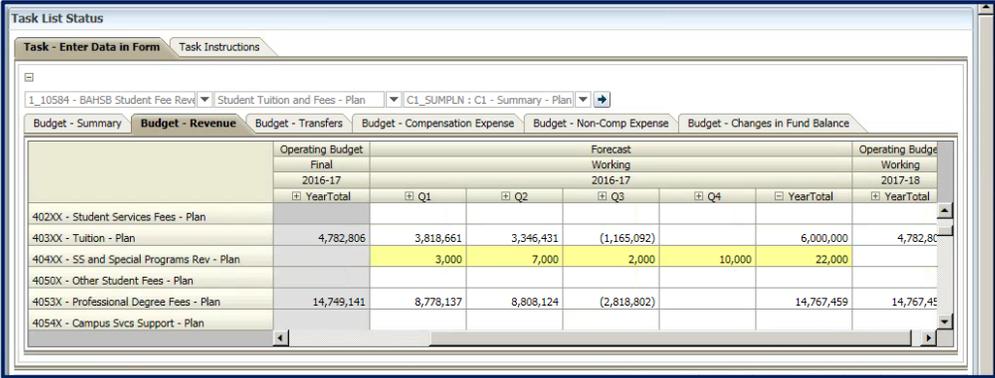
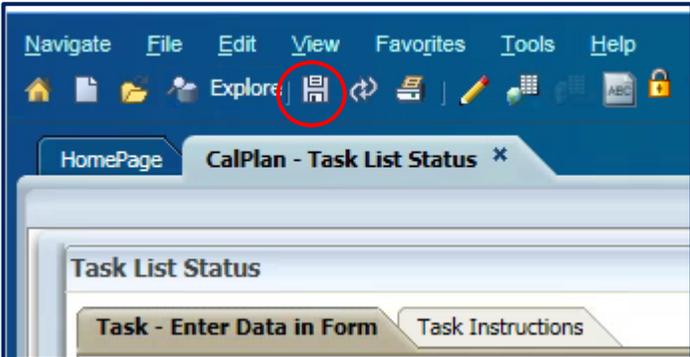
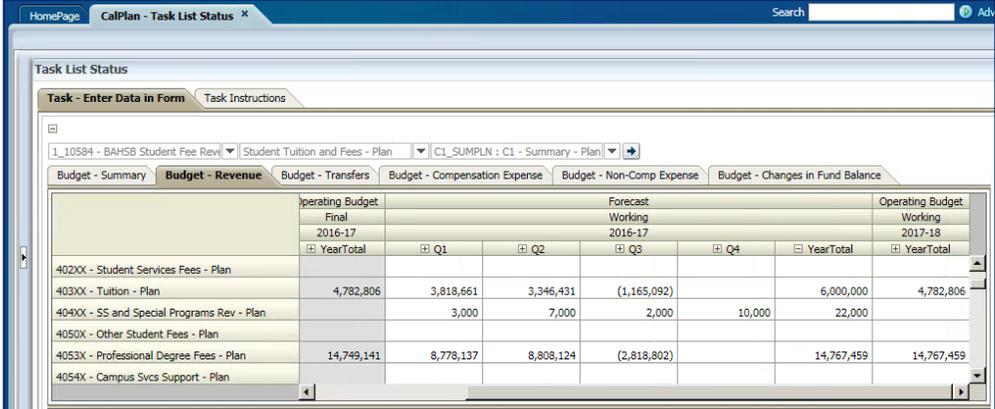
Page Dimension

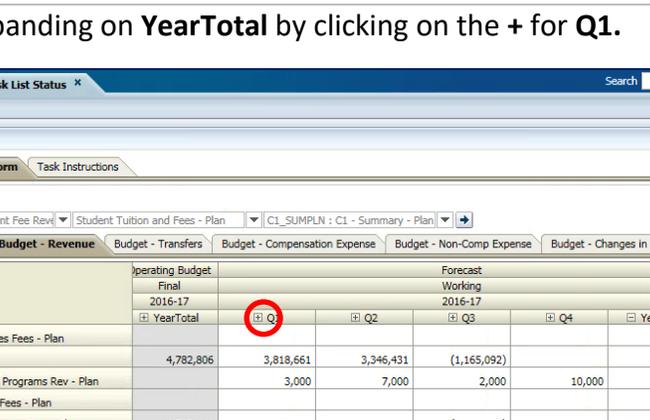
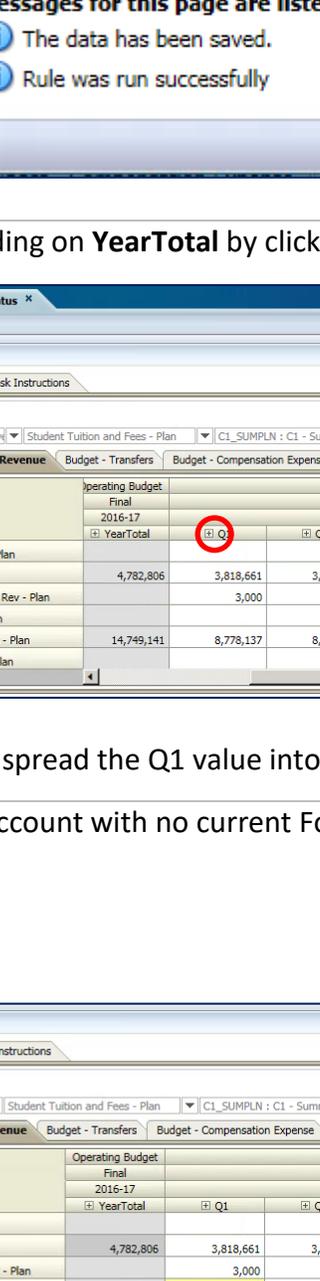
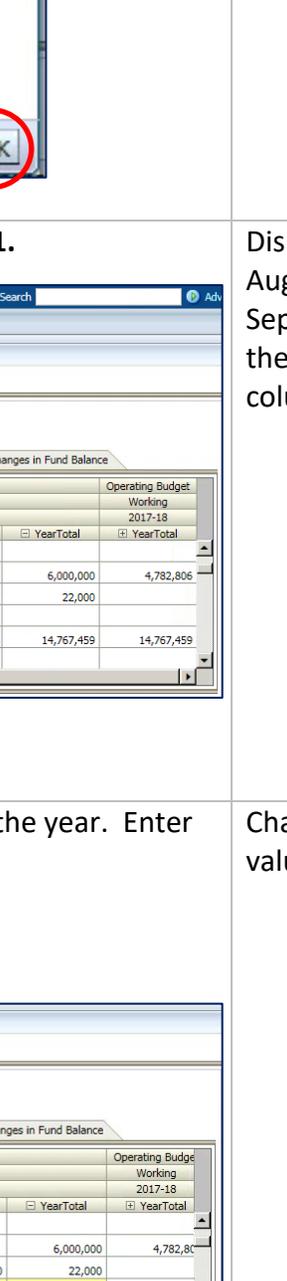
Member

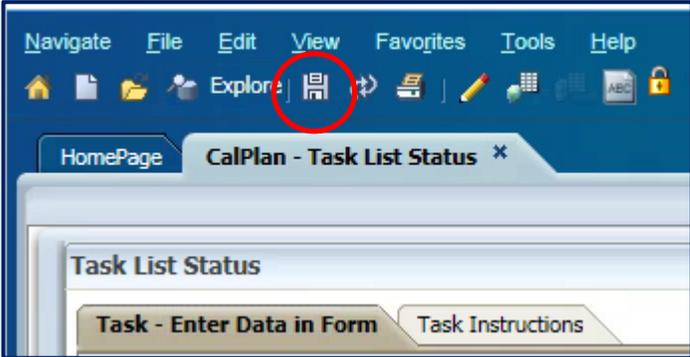
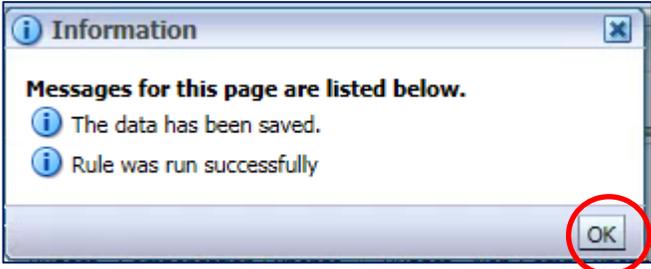
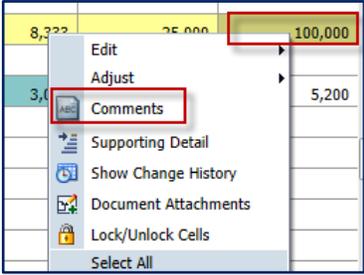
- Member
- 1_13503 - MBARC AE AG GENERAL OPS
- 1_13504 - MBARC AE AG FAC RES SUPPORT
- 1_13505 - MBARC AE AG MER AWARDS
- 1_13506 - MBARC AE AG RES GRANTS
- 1_13507 - MBARC PS COOP EXT GENERAL OPS
- 1_13508 - MBARC PS COOP EXT PROG SUPP
- 1_13509 - MBARC GF GIANNINI FOUNDATION
- 1_MBAG6 - AREP AG EXPERIMENT STATION-L6
- 1_MBAG5 - AREP AG EXPERIMENT STATION
- 1_13500 - MBARC IR GENERAL OPS
- 1_13501 - MBARC IR ACAD SALARIES
- 1_13502 - MBARC IR STUDENT SERVICES
- 1_MBIN6 - AREP INSTRUCTION-L6

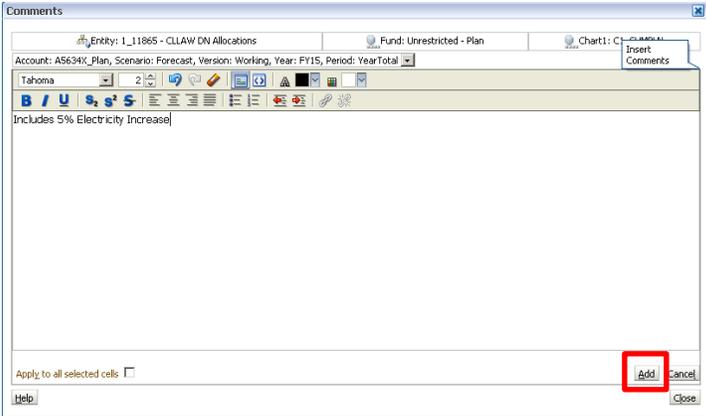
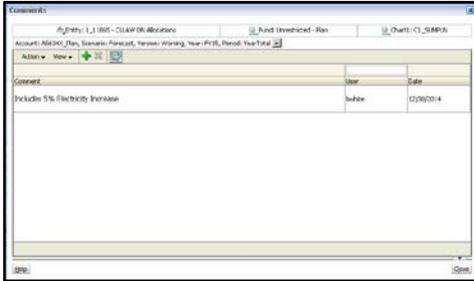
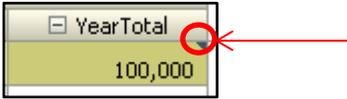
Step	Action	Result
<p>5</p>	<p>Repeat the steps to select the Fund and Chart1 dimensions from your Smart View query and then click on the  to refresh the form.</p> <p>NOTE: C1_SUMPLN is the default Chart1. You may not need to update this value.</p> 	<p>Changes Fund and Chart1 in the Page Dimension and refreshes the intersection displayed in the form.</p>
<p>6</p>	<p>The form will refresh with your chosen intersection. Locate the Account you wish to update. Use the scroll bar if needed to find the Account.</p> 	

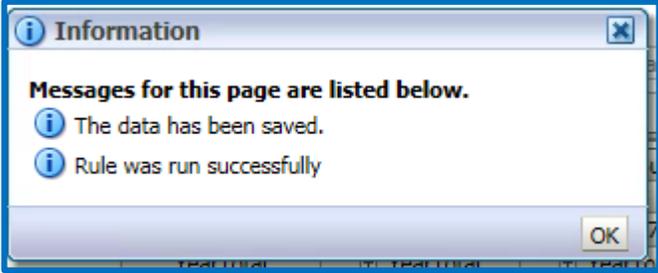
Step	Action	Result
<p>7</p>	<p>Select the cell you want to update and input your new Forecast value.</p> 	<p>Enter new Data value</p>
<p>8</p>	<p>Expand the YearTotal period in the Forecast Working column by clicking on the +.</p> 	<p>Displays quarters in the Form.</p>

Step	Action	Result
<p>9</p>	<p>Enter the following Forecast plan values into the account fields:</p> <ul style="list-style-type: none"> • Q1 = \$3000 • Q2 = \$7000 • Q3 = \$2000 • Q4= \$10,000 	
<p>10</p>	<p>Click the Save icon from the toolbar.</p>  	

Step	Action	Result
11	Click on OK from the Information pop up box. 	
12	Continue expanding on YearTotal by clicking on the + for Q1 .  <p>How did CalPlan spread the Q1 value into the months?</p>	Displays July, August and September in the Forecast column.
13	Select another account with no current Forecast values for the year. Enter the following: <ul style="list-style-type: none"> • Q1=2 • Q3= 3 • Q4= 1 	Change Data value

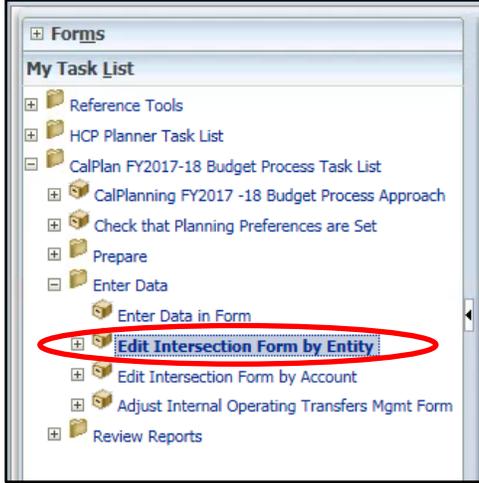
Step	Action	Result
14	<p>Click the Save icon from the toolbar.</p> 	
15	<p>Click on OK from the Information pop up box.</p> 	
16	<p>Using the same account in Step 13, input \$6,000,000 into the YearTotal cell and click the Save icon from the toolbar.</p> <p>How did CalPlan spread the \$6,000,000 into the Quarters?</p> <ul style="list-style-type: none"> • Q1 = • Q2 = • Q3 = • Q4 = 	
17	<p>Highlight the YearTotal cell, right click and choose the “Comments” on the menu.</p> 	<p>Display Cell Comment action screen</p>

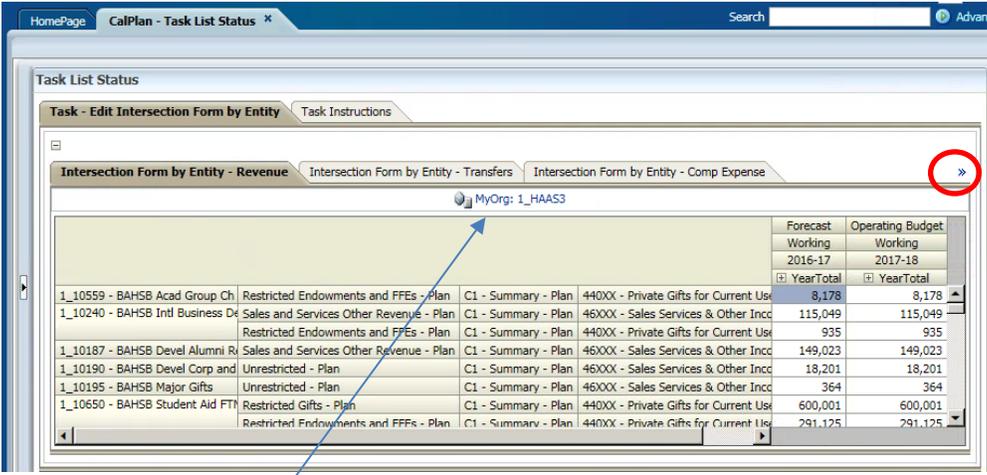
Step	Action	Result
18	Click on “+” icon. 	Displays Cell Comment input screen
19	Type in the text “\$6M spread proportionally based on the ratios entered at the Qtr level calculated from FY16 actual” and click on Add. 	Comment is added.
20	Click on Close. 	Closes the window.
21	Note the cell now has an icon in the corner indicating a comment. 	Cell is outlined to indicate comments
22	Save the changes to the Forecast by selecting the Save icon from the toolbar. 	Saves the changes to the Forecast.

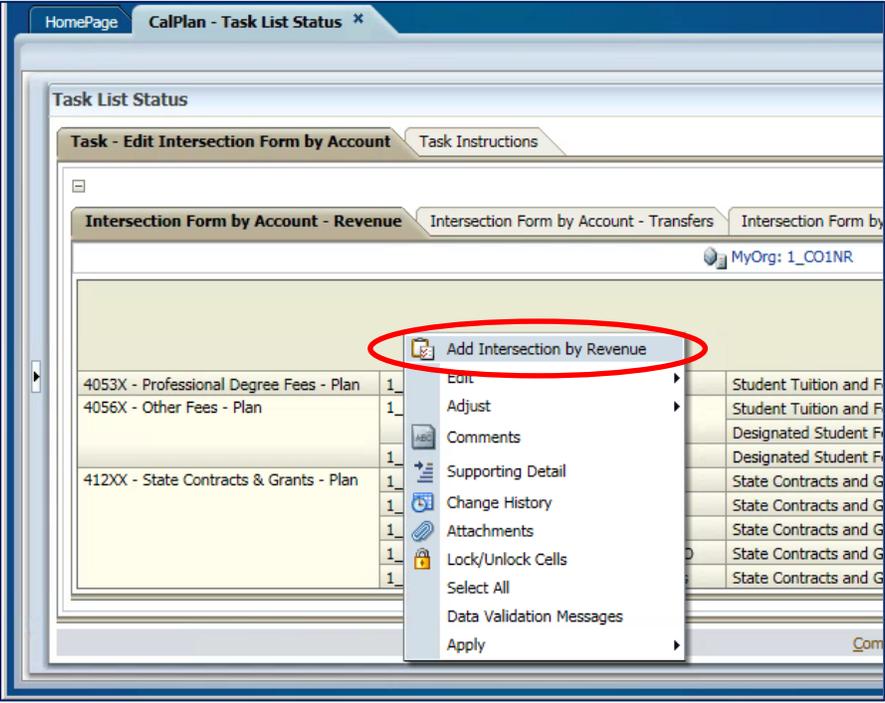
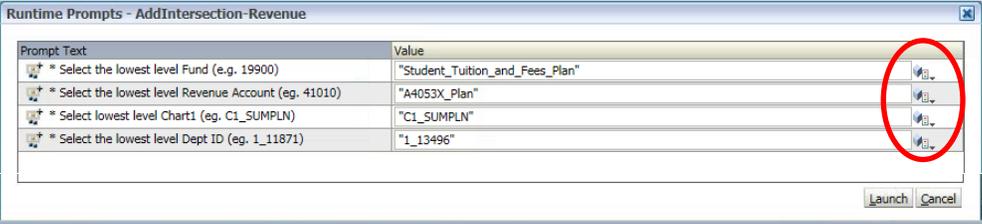
Step	Action	Result
23	Click OK from the Information pop up dialog box. 	

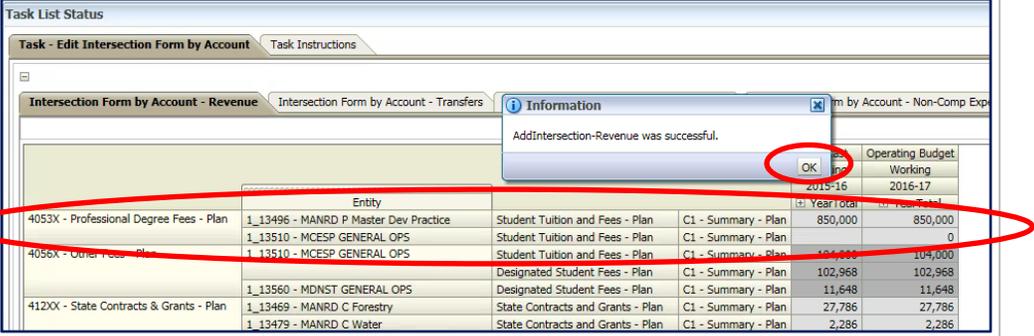
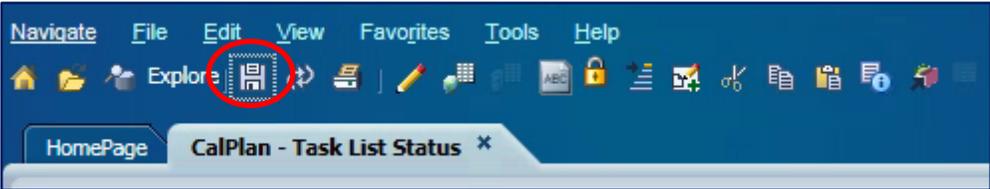
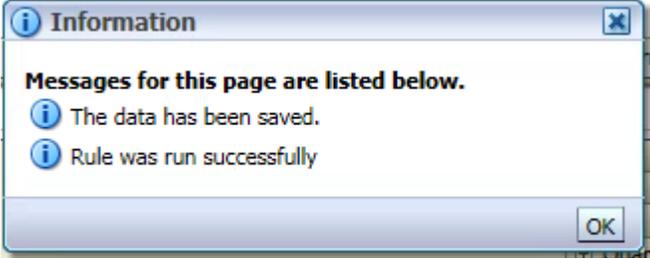
Exercise 6: Entering Data into the Intersection Form

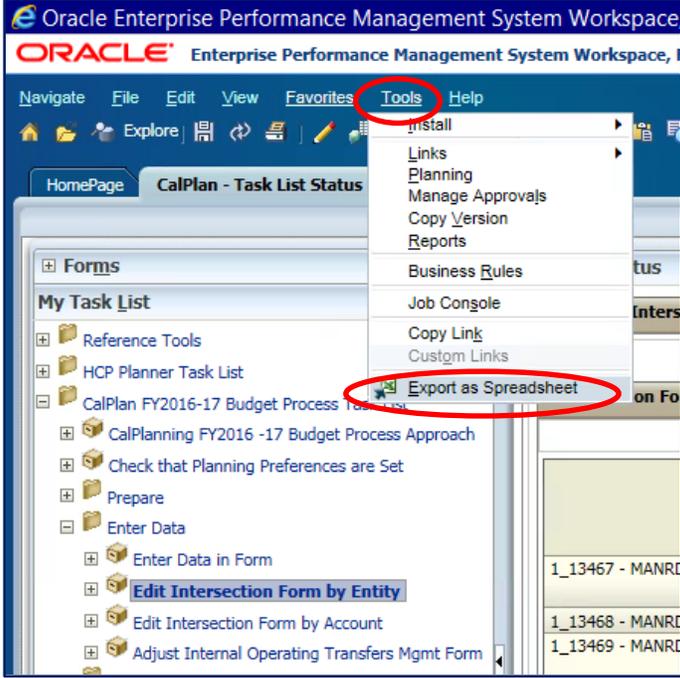
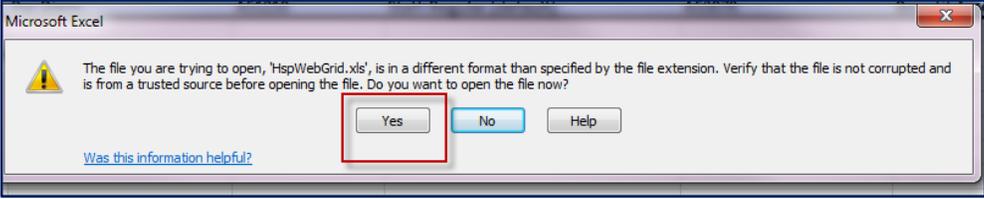
In this exercise you will use the Intersection form to enter data into CalPlan. The Intersection form displays only those intersections of data that currently exist in your Forecast and Operating Budget, making it easier to find your data for analyzing how to update your budget. You will update plan data in an existing Intersection and also create and plan a new Intersection.

Step	Action	Result
1	<p>From the CalPlan FY18 Forecast Task List, navigate to: CalPlan FY2017-18 Budget Process Task List ->Enter Data -> Edit Intersection Form by Entity by clicking on the (+) icons or clicking on the name itself (which is a link to the forms).</p> 	<p>Opens the intersection form.</p>

Step	Action	Result
2	<p>The Intersection Form by Entity will display with all the intersections of data for the selected MyOrg user variable that was selected in the Preferences section.</p> <p>Use the >> to display a dropdown box of additional Intersection Forms currently not visible in the Task List Status window.</p> <p>Select from the dropdown to display. Use the << to display a dropdown box of additional Intersection Forms currently not visible in the Task List Status window.</p>  <p>NOTE: To change the MyOrg variable selection you can click directly on the selection from within the form.</p>	<p>Form displays all intersections containing data for the Entity, Scenario, Version, and Year selected.</p>
3	<p>Navigate through the different tabs of the form to view the intersections by Account Type on each Intersection Form by Entity Tab name.</p> <p>Identify for each of the available Intersection Form by Entity tabs which are read-only and which are writeable.</p> <ul style="list-style-type: none"> • Revenue <u>Read-Only or Writeable</u> • Transfers <u>Read-Only or Writeable</u> • Compensation Expense <u>Read-Only or Writeable</u> • Non-Compensation Expense <u>Read-Only or Writeable</u> • Changes in Fund Balance <u>Read-Only or Writeable</u> 	<p>Account Type is displayed.</p>
4	<p>Navigate to the Revenue tab.</p>	

Step	Action	Result
5	<p>Right-click anywhere in the Revenue tab to add a new intersection row.</p> 	
6	<p>For each Dimension click on the Member Selection icon to identify the individual Fund, Revenue Account, Chart1 and DeptID for the desired intersection you want to add to the form. Click on the Launch button.</p>  <p>Note: You can also type the name of each member directly into the field within a pair of parenthesis, "Account Name".</p>	

Step	Action	Result																																
7	<p>CalPlan displays message "AddIntersection-Revenue was successful". Click OK. The new intersection displays in the row with Zero plan values. Input plan values. The confirmation is dependent on the Account on which the rule is run.</p>  <p>The screenshot shows the 'Task List Status' window with an 'Information' dialog box that says 'AddIntersection-Revenue was successful.' with an 'OK' button circled in red. Below the dialog is a table with columns for Entity, Description, and Year totals (2015-16, 2016-17).</p> <table border="1" data-bbox="324 651 1291 798"> <thead> <tr> <th>Entity</th> <th>Description</th> <th>2015-16</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>4053X - Professional Degree Fees - Plan</td> <td>1_13496 - MANRD P Master Dev Practice</td> <td>850,000</td> <td>850,000</td> </tr> <tr> <td></td> <td>1_13510 - MCESP GENERAL OPS</td> <td></td> <td>0</td> </tr> <tr> <td>4056X - Other Fees - Plan</td> <td>1_13510 - MCESP GENERAL OPS</td> <td>104,000</td> <td>104,000</td> </tr> <tr> <td></td> <td>Designated Student Fees - Plan</td> <td>102,968</td> <td>102,968</td> </tr> <tr> <td></td> <td>Designated Student Fees - Plan</td> <td>11,648</td> <td>11,648</td> </tr> <tr> <td>412XX - State Contracts & Grants - Plan</td> <td>1_13469 - MANRD C Forestry</td> <td>27,786</td> <td>27,786</td> </tr> <tr> <td></td> <td>1_13479 - MANRD C Water</td> <td>2,286</td> <td>2,286</td> </tr> </tbody> </table>	Entity	Description	2015-16	2016-17	4053X - Professional Degree Fees - Plan	1_13496 - MANRD P Master Dev Practice	850,000	850,000		1_13510 - MCESP GENERAL OPS		0	4056X - Other Fees - Plan	1_13510 - MCESP GENERAL OPS	104,000	104,000		Designated Student Fees - Plan	102,968	102,968		Designated Student Fees - Plan	11,648	11,648	412XX - State Contracts & Grants - Plan	1_13469 - MANRD C Forestry	27,786	27,786		1_13479 - MANRD C Water	2,286	2,286	
Entity	Description	2015-16	2016-17																															
4053X - Professional Degree Fees - Plan	1_13496 - MANRD P Master Dev Practice	850,000	850,000																															
	1_13510 - MCESP GENERAL OPS		0																															
4056X - Other Fees - Plan	1_13510 - MCESP GENERAL OPS	104,000	104,000																															
	Designated Student Fees - Plan	102,968	102,968																															
	Designated Student Fees - Plan	11,648	11,648																															
412XX - State Contracts & Grants - Plan	1_13469 - MANRD C Forestry	27,786	27,786																															
	1_13479 - MANRD C Water	2,286	2,286																															
8	<p>Save your plan edits by clicking on the Save or diskette icon from the Workspace tool bar.</p>  <p>The screenshot shows the workspace toolbar with a 'Save' icon (a floppy disk) circled in red. Below the toolbar is a message box with the text: 'Messages for this page are listed below.' followed by two messages: 'The data has been saved.' and 'Rule was run successfully'.</p> <p>When Save is complete, CalPlan will display this message. Click OK.</p> 																																	

Step	Action	Result
<p>9</p>	<p>Exporting an Intersection Form to Excel. On a form with multiple tabs, you will need to export the tabs one at a time. Select the tab you would like to export then navigate to Tools at the top of the page and select Export as Spreadsheet</p> 	<p>Launches export</p>
<p>10</p>	<p>Based upon your browser and Excel settings you may receive a series of warning. Select YES and to OPEN the document.</p>  	<p>Export continues.</p>

Step	Action	Result
11	The selected tab will now display as an Excel document with the Tab Name listed in the Excel worksheet tab at the bottom of the page.	Form displays as an Excel document.

			Forecast Working 2015-16	Forecast Working 2015-16	Forecast Working 2015-16	Forecast Working 2015-16	Forecast Working 2015-16	
			July	August	September	Quarter 1	October	
7	1_13467 - MANRD C Fire	Federal Contracts and Grants - Plan	C1 - Summary - Plan 423XX - Federal Contracts & Grants - Plan	12565.88	12565.88	12565.88	37697.64	12565.88
8	1_13467 - MANRD C Fire	Private Contracts and Grants - Plan	C1 - Summary - Plan 492XX - Investment Income - Plan	28.62	28.62	28.62	85.86	28.62
9	1_13468 - MANRD C Biological Control	Sales and Services Educational - Plan	C1 - Summary - Plan 46XXX - Sales Services & Other Income - Plan	4.39	4.39	4.39	13.17	4.39
10	1_13469 - MANRD C Forestry	Sales and Services Educational - Plan	C1 - Summary - Plan 46XXX - Sales Services & Other Income - Plan	45000	45000	45000	135000	45000
11	1_13469 - MANRD C Forestry	Sales and Services Other Revenue - Plan	C1 - Summary - Plan 480XX - Other Income - Plan	177.55	177.55	177.55	532.65	177.55
12	1_13469 - MANRD C Forestry	Restricted Gifts - Plan	C1 - Summary - Plan 440XX - Private Gifts for Current Use - Plan	560.62	560.62	560.62	1681.86	560.62
13	1_13469 - MANRD C Forestry	Restricted Foundation Endowments - Plan	C1 - Summary - Plan 440XX - Private Gifts for Current Use - Plan	2876.06	2876.06	2876.06	8628.18	2876.06
14	1_13469 - MANRD C Forestry	Restricted Foundation PFE - Plan	C1 - Summary - Plan 440XX - Private Gifts for Current Use - Plan	532.39	532.39	532.39	1597.17	532.39

PRO TIP: When saving the Excel document, be sure to update the name as CalPlan will default to the same name for every tab.

Exercise 7: CalPlan Form Review

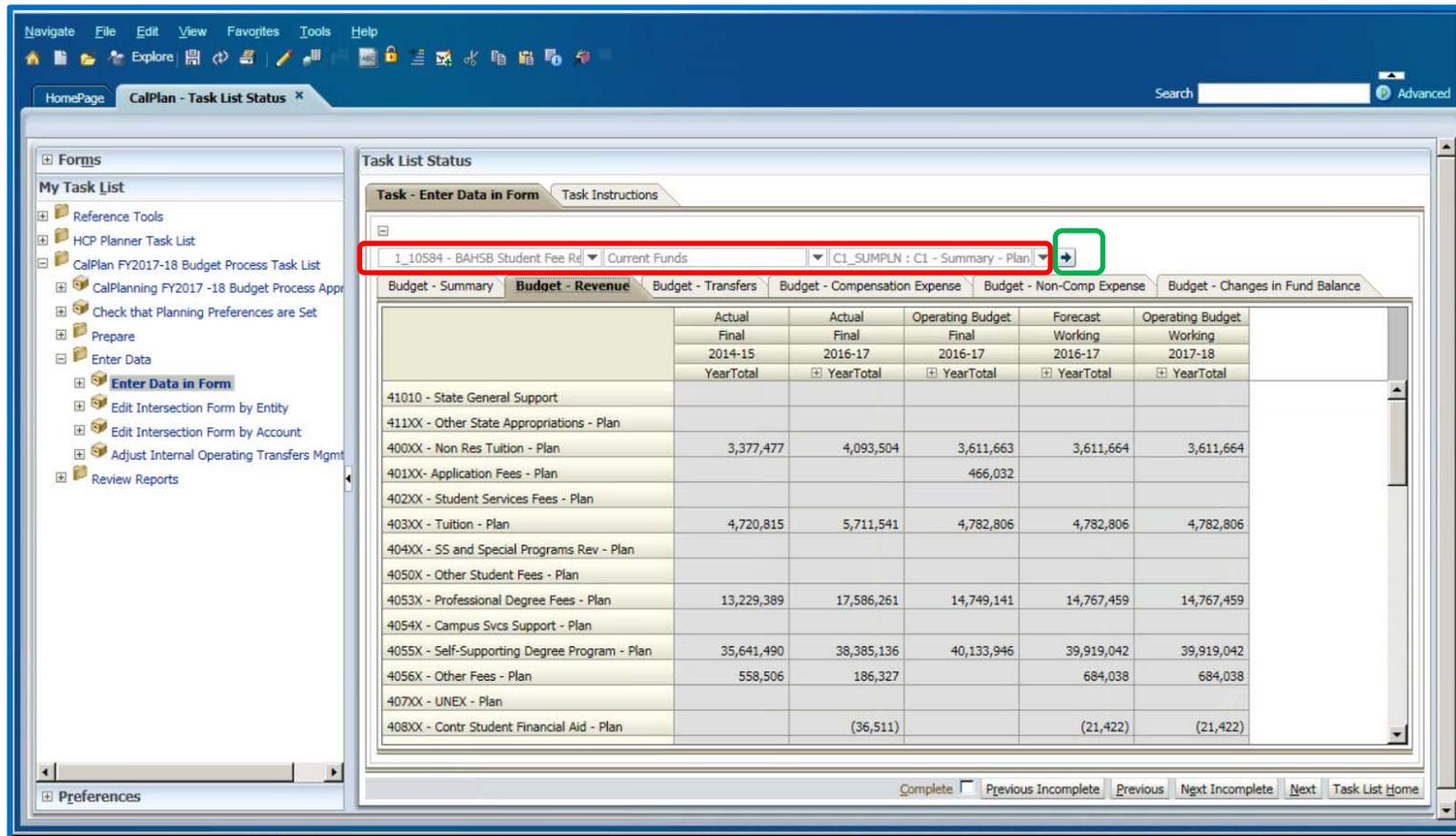
1. What CalPlan form is displayed below?
2. What does the grey background fill indicate in the fields below?

The screenshot shows the CalPlan Task List Status interface. The main window displays the 'Task - Enter Data in Form' tab. The table below shows the 'Budget - Summary' data. The 'Actual' and 'Operating Budget' columns for 2014-15 and 2016-17 are greyed out, indicating they are read-only fields.

	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
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

3. Why are these fields read-only?

4. What CalPlan form is displayed below?



- 5. Why are these fields read-only?
- 6. What are the three dropdown boxes (outlined in red) above the form tabs?
- 7. What is the right facing arrow button (outlined in green)?

8. What steps do you need to take to make the FY17 Forecast and FY18 Operating Budget editable fields?

9. What steps do you take to remove all the rows with no plan values?

Task List Status

Task - Enter Data in Form Task Instructions

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

Budget - Summary Budget - Revenue Budget - Transfers Budget - Compensation Expense Budget - Non-Comp Expense Budget - Change

	Actual	Actual	Operating Budget	Forecast	Operating Budget
	Final	Final	Final	Working	Working
	2014-15	2016-17	2016-17	2016-17	2017-18
YearTotal	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	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					
4053X - Professional Degree Fees - Plan	13,229,389	17,586,261	14,749,141	14,767,459	14,767,459
4054X - Campus Svcs Support - Plan					
4055X - Self-Supporting Degree Program - Plan	35,641,490	38,385,136	40,133,946	39,919,042	39,919,042
4056X - Other Fees - Plan	558,506	186,327		684,038	684,038
407XX - UNEX - Plan					
408XX - Contr Student Financial Aid - Plan		(36,511)		(21,422)	(21,422)

Task List Status

Task - Enter Data in Form Task Instructions

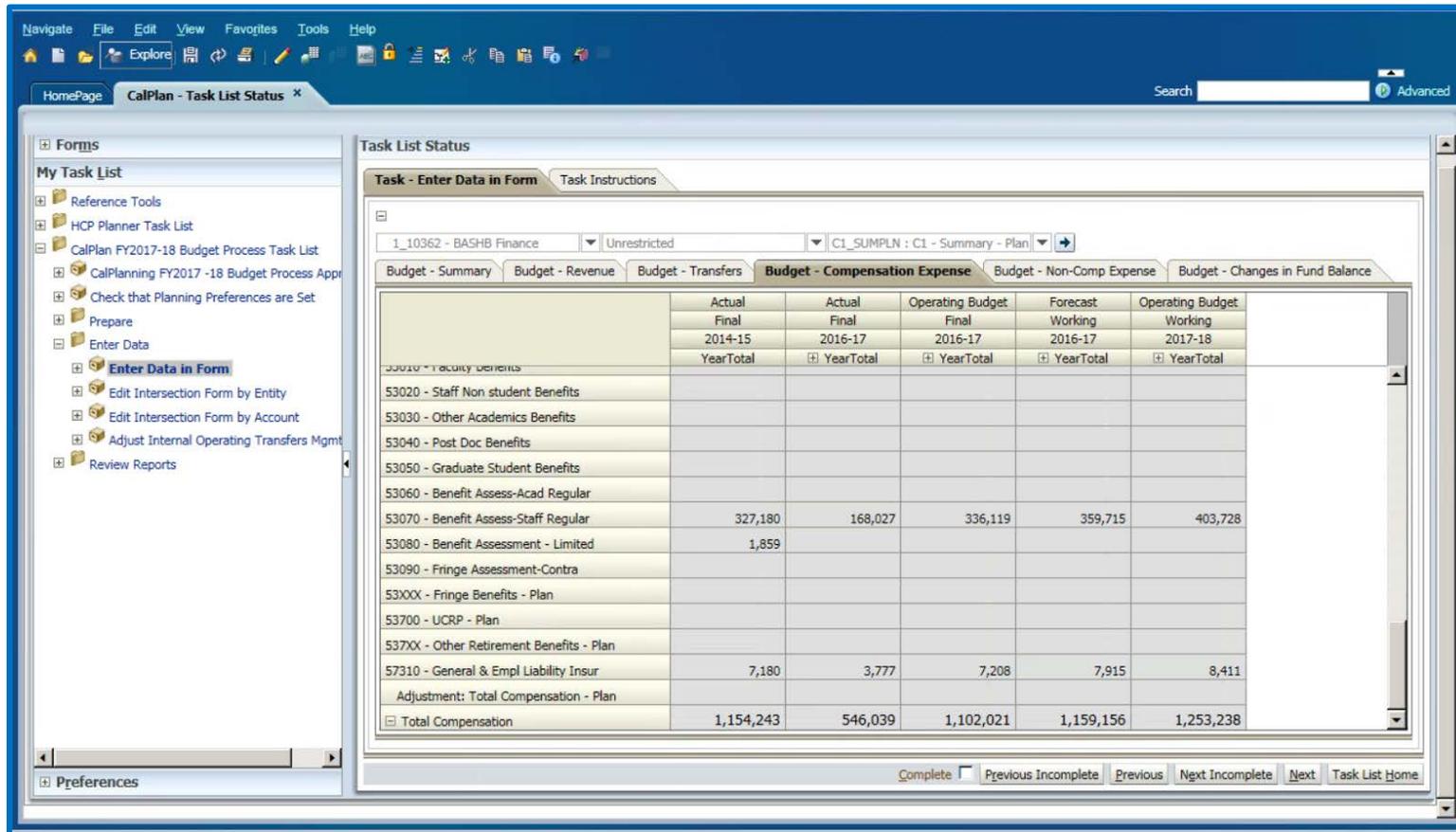
1_10584 - BAHSB Student Fee Re Student Tuition and Fees - Plan C1_SUMPLN : C1 - Summary - Plan

Budget - Summary Budget - Revenue Budget - Transfers Budget - Compensation Expense Budget - Non-Comp Expense Budget - CF

	Actual	Actual	Operating Budget	Forecast	Operating Budget
	Final	Final	Final	Working	Working
	2014-15	2016-17	2016-17	2016-17	2017-18
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	
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		
403XX - Tuition - Plan	4,720,815	5,711,541	4,782,806	4,782,806	4,782,806
4053X - Professional Degree Fees - Plan	13,229,389	17,586,261	14,749,141	14,767,459	14,767,459
4055X - Self-Supporting Degree Program - Plan	35,641,490	38,385,136	40,133,946	39,919,042	39,919,042
4056X - Other Fees - Plan	558,506	186,327		684,038	684,038
408XX - Contr Student Financial Aid - Plan		(36,511)		(21,422)	(21,422)
Total Revenue	57,527,677	65,926,258	63,743,588	63,743,587	63,743,587

10. What CalPlan Form is displayed below?

11. What does the grey background fill indicate in the fields below?



12. Why are these field read-only?

13. Where can you edit this fields?

14. What CalPlan Form is displayed below?

15. How is the **Intersection Form by Entity- Revenue** different than the **CalPlan Form Budget – Revenue**?

The screenshot shows the 'Task List Status' window in CalPlanning. The active task is 'Edit Intersection Form by Entity'. The main window displays the 'Intersection Form by Entity - Revenue' for 'MyOrg: 1_HAAS3'. The table below shows the data for various plans, comparing the Forecast Working 2016-17 and Operating Budget Working 2017-18 values.

				Forecast Working	Operating Budget Working
				2016-17	2017-18
				YearTotal	YearTotal
1_10559 - BAHSB Acad Group Ch	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	8,178	8,178
1_10240 - BAHSB Intl Business D	Sales and Services Other Revenue - Plan	C1 - Summary - Plan	4600X - Sales Services & Other Income - Plan	115,049	115,049
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	935	935
1_10187 - BAHSB Devel Alumni R	Sales and Services Other Revenue - Plan	C1 - Summary - Plan	4600X - Sales Services & Other Income - Plan	149,023	149,023
1_10190 - BAHSB Devel Corp and	Unrestricted - Plan	C1 - Summary - Plan	4600X - Sales Services & Other Income - Plan	18,201	18,201
1_10195 - BAHSB Major Gifts	Unrestricted - Plan	C1 - Summary - Plan	4600X - Sales Services & Other Income - Plan	364	364
1_10650 - BAHSB Student Aid FT	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	600,001	600,001
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	291,125	291,125
1_10651 - BAHSB Student Aid Sel	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	213,500	213,500
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	175,555	175,555
1_10652 - BAHSB Student Aid Ph	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	190,039	190,039
1_10653 - BAHSB Student Aid Un	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	14,485	14,485
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	134,886	134,886
1_10654 - BAHSB Student Aid Ge	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	47,500	47,500
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	107,169	107,169
1_10208 - BAHSB Berk Innov Ldr	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	24,375	24,375
1_10314 - BAHSB Instr MFE Gen	Sales and Services Other Revenue - Plan	C1 - Summary - Plan	4600X - Sales Services & Other Income - Plan	195,000	195,000
	Restricted Gifts - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	19,000	19,000
	Restricted Endowments and FFEs - Plan	C1 - Summary - Plan	440XX - Private Gifts for Current Use - Plan	32,820	32,820

16. Why are the FY18 Operating Budget plans values the same as the FY17 Forecast Working plan values?

