CalPlan

Creating a Unit Plan Navigating CalPlan: Exercise Packet 2/15/2017



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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: <u>https://calpln-rptportal-qa2.berkeley.edu/workspace/index.jsp</u>	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.



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Step	Action	Result
6	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.	Searches for the target member name for the POV.
	Members Available: Entity (1-2 of 2, 19 Total) Find: Name IOO1* IOO1* IOO1* IOO1* IOO1* IOO IOO IOK Gancel	
7	Verify that the correct Entity member name is displayed. Click OK. Preview User Point of View Search Result Name Location © 1_CO1NR Entity\1_UCBKL\1_COLLE\1_CO1NR 1_CO1NR - College of Natural Resources Help CK Cancel	Selects the target member name for the POV.
8	Click OK.	Selects the member for the POV and returns the user to report POV window.



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Step				Ac	tion						Result
9	After you complete	e all of	the	require	d PO	v sele	ections,	click O	K.		Selects the
											remainder of
	R111 -	Operati	ng Bu	udget & Fo	recast	Over	view with	out C&C	; ×		the POV
	Preview	w User	Poin	t of View	1				×		members and
	This rep View lis	oort/boo ted belo	k run: w.	s for the me	embers	; on th	e user Poin	t of	_		runs the report. Use the
	Version Workin	g		Selec	ct						scroll bar to see each
	Chart1 Chart1			Selec	ct						dimension in the POV.
	Entity										
	1_C01	NR		Selec	ct]	-		
	Help						Q		el		
10	Review the R111 C)perat	ing I	Budget 8	& For	ecast	Overvie	ew wit	hout C&	G	Report displays
	report.										with expected
	UC Berkeley 1_CO1NR - College of Natural Resources Current Funds excluding Contracts & Grants				Oper	ating Bud	lget & Forecast	Overview	I	Page 1 of 1	results.
		Operating Budget Final	Forecast Working	Variance - FY15 Foreca vs FY15 Operating Bu	ast Working Idget Final	Operating Budget Working	Variance - FY16 Operat Working vs FY15 Forec	ting Budget ast Working	Variance - FY16 Operating Working vs FY15 Operatin Final	g Budget g Budget	
	in the sands] Reventes	2014-15	2014-15	Variance (\$) Va	riance (%)	2015-16	Variance (\$) Va	ariance (%)	Variance (\$) Varia	ince (%)	
	Ne Tuition and Fees Private Gifts for Current Use	919 2,414	919 2,414	0	0% 0%	1,069 2,889	150 475	16% 20%	150 475	16% 20%	
	Investment Income Solar and Sonatas	0	0	0	0%	0	0	0%	0	0%	
	P Siles and Services	4.024	4 024		0%	4.667	(09)	(1376)	(09)	(13%)	
	Operating Transfers	4,021	4,021	U	076	4,007	530	13%	536	13%	
	Campus Support	39,726	38,459	(1,266)	(3%)	38,992	533	1%	(734)	(2%)	
	External Transfers	864	931	67	8%	1,106	175	19%	242	28%	
	To/From Other Divisions	-	-	NA	NA	1,425	1,425	NA	1,425	NA	
	Total Operating Tono form	40.000			6 A 187.	A					
	Total Operating Transfers Total Revenue & Transfers	40,590	43.412	(1,199)	(3%)	41,523	2,668	6%	933	3%	
	Total Operating Transfers Total Revenue & Transfers	40,590 44,611	43,412	(1,199)	(3%)	41,523 46,080	2,668	6%	933 1,469	3%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense Salarise & Warner	40,590	43,412	(1,199)	(3%)	41,523 46,080	2,668	6%	1,469	3%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense > Salaries & Wages > Employee Benefits	40,590 44,611 25,908 8.733	43,412 24,851 7.825	(1,199) (1,056) (908)	(3%) (3%) (4%) (10%)	41,623 46,080 26,935 8.323	2,133 2,668 2,084 498	6% 6% 8%	1,469 1,027 (410)	2% 3% 4% (5%)	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ Sataries & Wages ▶ Employee Benefits Total Compensation	40,590 44,611 25,908 8,733 34,641	43,412 24,851 7,825 32,676	(1,199) (1,056) (908) (1,965)	(3%) (3%) (4%) (10%) (6%)	41,523 46,080 26,935 8,323 35,258	2,084 2,084 498 2,581	8% 6% 8% 8%	933 1,469 1,027 (410) 617	2% 3% 4% (5%) 2%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ Salaries & Wages ▶ Employee Benefits Total Compensation Fruence Non-Compensation Fruence	40,590 44,611 25,908 8,733 34,641	43,412 24,851 7,825 32,676	(1,139) (1,199) (1,056) (908) (1,965)	(3%) (3%) (4%) (10%) (6%)	41,523 46,080 26,935 8,323 35,258	2,133 2,668 2,084 498 2,581	6% 6% 6% 6% 8%	933 1,469 1,027 (410) 617	2% 3% 4% (5%) 2%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ statries & Wages ▶ Employee Benefits Total Compensation Non-Compensation Expense ▶ Supplies, Materials and Equipment	40,590 44,611 25,908 8,733 34,641 1,800	43,412 24,851 7,825 32,676 1,800	(1,139) (1,199) (1,056) (908) (1,965)	(3%) (3%) (4%) (10%) (6%)	41,523 46,080 26,935 8,323 35,258 1,950	2,668 2,084 498 2,581	6% 6% 6% 6% 8% 8%	933 1,469 1,027 (410) 617 150	2% 3% 4% (5%) 2% 8%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ salaries & Wages ▶ Employee Benefits Total Compensation Non-Compensation Expense ▶ Supplies, Materials and Equipment ▶ Scholarships and Fellowships	40,590 44,611 25,908 8,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,199) (1,056) (908) (1,965) 0 50	(3%) (3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 26,935 8,323 35,258 1,950 3,697	2,133 2,668 2,084 498 2,581 150 1,320	8% 6% 8% 8% 8% 8%	933 1,469 1,027 (410) 617 150 1,370	2% 3% 4% (5%) 2% 8% 5%	
	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ salaries & Wages ▶ Employee Benefits Total Compensation Non-Compensation Expense ▶ Supplies, Materials and Equipment ▶ Scholarships and Fellowships	40,590 44,611 25,908 8,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,199) (1,056) (908) (1,965) 0 50	(3%) (3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 26,935 8,323 35,258 1,950 3,697	2,668 2,084 498 2,581 150 1,320	8% 8% 8% 8% 8% 56%	933 1,469 1,027 (410) 617 150 1,370	2% 3% 4% (5%) 2% 8% 59%	
11	Total Operating Transfers Total Revenue & Transfers Compensation Expense ▶ statries & Wages ▶ Employee Benefits Total Compensation Non-Compensation Expense ▶ Supples, Materials and Equipment ▶ Scholarships and Fellowships	40,590 44,611 25,508 8,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,199) (1,056) (005) (1,965) 0 50 0 50	(3%) (3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 26,935 8,323 35,258 1,950 3,697	2,668 2,064 469 2,661 150 1,320	8% 8% 8% 8% 5%	1,469 1,027 (410) 617 150 1,370	2% 3% (5%) 2% 5% Funds	Drills down
11	Total Operating Transfers Total Avenue & Transfers Compensation Expense > Salaries & Wages > Employee Benefits Total Compensation Expense > Supplies, Materials and Equipment > Scholarships and Fellowships	40,590 44,611 25,508 6,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,199) (1,056) (1,965) (1,965) 0 50 50	(3%) (3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 26,835 8,323 35,258 1,950 3,697	2,668 2,064 468 2,681 150 1,320	8% 8% 8% 56%	1,469 1,027 (410) 617 1,370	27% 3% (5%) 2% 59% Funds	Drills down
11	Total Operating Transfers Total Revenue & Transfers Compensation Expense > salaries & Wages > Employee Benefits Total Compensation Expense > Supplies, Materials and Equipment > Scholarships and Fellowships Use the gray triange in the columns.	40,590 44,611 225,008 8,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,056) (1,065) (1,965) 0 50 50	(3%) (3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 28,835 8,323 35,258 1,950 3,697	2,668 2,064 468 2,691 150 1,320	8% 8% 8% 8% 8%	1,469 1,027 (410) 617 1,370	27% 3% (5%) 2% 59%	Drills down into the report
11	Total Operating Transfers Total Avenue & Transfers Compensation Expense > Salaries & Wages > Employee Benefits Total Compensation Expense > Supplies, Materials and Equipment > Scholarships and Pellowships Use the gray triange in the columns.	40,590 44,611 25,508 8,733 34,641 1,800 2,327	43,412 24,851 7,825 32,676 1,800 2,377	(1,199) (1,199) (1,066) (1,965) 0 50 50	(3%) (4%) (10%) (6%) 0% 2%	41,523 46,080 26,635 8,323 35,258 1,950 3,697	2,668 2,064 498 2,691 150 1,320	0% 0% 0% 0% 0%	1,469 1,027 (410) 617 1,370	27% 37% (5%) 27% 59%	Drills down into the report and completes



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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	From the Homepage, click the C Applications section of the scree	CalPlan icon under Quick Links in the en.	Opens the CalPlan Homepage.
	A torrelate to the control of the co	Quick Links Favorites Applications Planning COLISING COLISING PrioriteP	
2	The Planning application will lau left hand side of the page, and a	unch, displaying navigation options on the a view pane on the right.	CalPlan opens.
	ORACLE Enterprise Performance Management Navigate File Edit Yew Favorites Tools Help Image: State State Image: Stat	nt System Workspace, Fusion Edition Logged in as jmiles Help Log Off Q /CalPlanning/CalPlan Search D Advanced	
	Navigate File Edit View Favorites Tools Help Image: Status	nt System Workspace, Fusion Edition Logged in as jmiles Help Log Off O /CalPlanning/CalPlan Search O Advanced List Status	
	CalPlan FY2016-17 Budget Process Task List	nt System Workspace, Fusion Edition Logged in as jmiles Help Log Of /CalPlanning/CalPlan Search	
	Navigate File Edit View Favorites Tools Help PomePage CelPlan - Task List Status X Explore HomePage CelPlan - Task List Status X Explore PomePage CelPlan Fizz Task PomePage CelPlan Fizz PomePage PomePage CelPlan Fizz <t< td=""><td>nt System Workspace, Fusion Edition Logged in as jmiles Help Log Off /CaliPlanning/CaliPlan Search /CaliPlanning/CaliPlan Search List Status sk List Status - All wiew - Incomplete, 100.0% Task List Status - All sk List Tasks - All sk List Tasks - All sk List Tasks - All Status Status Status - All Status - All Status Status - All Status Status - All Status Status - All Status - All St</td><td></td></t<>	nt System Workspace, Fusion Edition Logged in as jmiles Help Log Off /CaliPlanning/CaliPlan Search /CaliPlanning/CaliPlan Search List Status sk List Status - All wiew - Incomplete, 100.0% Task List Status - All sk List Tasks - All sk List Tasks - All sk List Tasks - All Status Status Status - All Status - All Status Status - All Status Status - All Status Status - All Status - All St	
	CRACLE Enterprise Performance Management Navigate Ele Edit View Favorites Tools Help Explore HomePage CalPlan - Task List Status X Explore Task Reference Tools HCP Planner Task List CalPlan FY2016-17 Budget Process Task List CalPlan FY2016-17 Budget Process Task List CalPlan FY2016-17 Budget Process Task List E Preferences E E E Preferences E E	nt System Workspace, Fusion Edition Logged in as jmiles Help Log Off /CalPlanning/CalPlan Search	



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Step	Action	Result
3	On the bottom of the left-hand navigation pane, select Preferences by clicking on the (+) icon.	Opens User Preferences in the view pane.
	Image: Contrast list Image: Contrast list	
	Navigate File Edit View Favorites Tools MomePage CalPlan - User Preferences X E HomePage CalPlan - User Preferences X E E Forms X E Image: Main Table List Preferences Preferences Preferences Preferences X	





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nep	Action	Result
6	Select your Entity by either searching for the text or expanding the hierarchy by clicking on the + icon.	Locate desired entity.
	Member Selection Dimensions Member Name Member Name Entry Member Name Entry Alias Total Entry Additional Display Properties Add Remove Remove All	
	Help OK Cancel	
1	Highlight your desired Entity and click on the Add icon Add to move your Entity from the left pane to the right pane.	Entity will move to selected
1	Highlight your desired Entity and click on the Add icon Add icon Entity from the left pane to the right pane.	Entity will move to selected column.



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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.





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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
Step 1	Action From My Task List, click CalPlan FY2017-18 Budget Process-> Enter Data- >Enter Data in a Form. My Task List Reference Tools HCP Planner Task List CalPlan My2016-17 Budget Process Task List CalPlanning FY2016-17 Budget Process Approach Check that Planning Preferences are Set Prepare Enter Data in Form S Edit Intersection Form by Entity S Edit Intersection Form by Account S Adjust Internal Operating Transfers Mgmt Form Review Reports	Result Opens the CalPlan Data Entry Form
2	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. Image: table table on table on the next page. Image: table table on table on the next page. Image: table table on table on table on the next page. Image: table table on table	CalPlan Data Entry Form opens.



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Step		Action	Re	esult
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.





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)			Ac	ction				Result
3	The	form will open to a read	l-only Bud	dget Sun	nmary ta	b. Select	t the tab	Opens the
	lahe		Budget –					
	labe		01111.					Duuget
		Tack List Status						Revenue F
		Task - Enter Data in Form Task Instructions						
		1_10584 - BAHSB Student Fee Reve 💌 Student Tu	ition and Fees - Plan	C1_SUMPLN	: C1 - Summary - Pla	in 🔻 🏓		
		Budget - Seamary Budget - Revenue Bu	dget Transfers Bu	udget - Compensatio	n Expense Budget	t - Non-Comp Expense	e Budget - Change	
			Actual	Actual	Operating Budget	Forecast	Operating Budget	
			Final	Final	Final	Working	Working	
			2015-16 VearTotal	2016-17	2016-17	2016-17	2017-18	
		41010 - State General Support	rearrouar	El rearrotar	E rearrotar		E rearrotar	
		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						





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1		A	Action				Result					
5	Repeat the steps to select	the Fund	and Chart	1 dimensi	ons from	your Smart	Changes Fu					
	View query and then click	on the 💻	to refres	h the forn	า.							
							the Page					
	NOTE: C1 SUMPLALis the	dofault Ch	oort1 Vou	, may not	nood to u	ndata this	Dimension					
	NOTE: CI_SOMPENTS the			i may not	neeu to u	puace this	rofroshos th					
	value.											
	Task List Status											
	Task - Enter Data in Form						the form.					
	1_10584 - BAHSB Student Fee Reve 🔻 Student	Fuition and Fees - Plan	C1 SUMPLN	: C1 - Summary - Pla								
	Budget - Summary Budget - Revenue E	udget - Transfers E	Budget - Compensatio	n Expense Budget	- Non-Comp Expen	Budget - Change						
		Actual	Actual	Operating Budget	Forecast	Operating Budget						
		Final	Final	Final	Working	Working						
		2015-16 YearTotal	2016-17	2016-17	2016-17	2017-18						
	41010 - State General Support	rearroad										
	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						1					
	403XX - Tuition - Plan	4,356,922	5,711,541	4,782,806	4,782,806	4,782,806						
	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan	4,356,922	5,711,541	4,782,806	4,782,806	4,782,806						
6	The form will refresh with wish to update. Use the s	your chos	en interse needed to	ection. Loo o find the	4,782,806 cate the A Account.	4,782,806						
6	The form will refresh with wish to update. Use the s	your chos	en interse needed te	ection. Loo o find the	4,782,806 cate the A Account.	4,782,806						
6	The form will refresh with wish to update. Use the s	your chos	s,711,541 en interse needed to	ection. Loo o find the	4,782,806 cate the A Account.	4,782,806						
6	The form will refresh with wish to update. Use the s	your chos	s,711,541 en interse needed to	ection. Loo o find the	4,782,806 cate the A Account.	4,782,806						
6	The form will refresh with wish to update. Use the s	your chos	s,711,541 een interse needed to	ection. Loo o find the	4,782,806	4,782,806						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions I 10584 - BAH5B Student Fee Rev Student 1	4,356,922	s,711,541 en interse needed to	ection. Loc o find the : C1 - Summary - Pla	4,782,806 cate the A Account.	4,782,806						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions I 10584 - BAHSB Student Fee Rev Budget - Summary Budget - Revenue	4,336,922	s,711,541 een interse needed to v⊂[c1_SUMPLN Rudget - Compensatio	ection. Loc o find the : C1 - Summary - Pla in Expense Budget	4,782,806 cate the A Account.	4,782,806						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions 1_10584 - BAHSB Student Fee Rev Student T Budget - Summary Budget - Revenue B	4,336,922	s,711,541	ection. Loc o find the : c1 - Summary - Pla m Expense Budget	4,782,806 Cate the A Account.	4,782,806 CCCOUNT YOU						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions Incluster Student Fee Revence Budget - Summary Budget - Revenue	4,336,922	s,711,541	+,782,806 ection. Loc o find the : c1 - Summary - Pla : c1 - Summary - Pla	4,782,806 Cate the A Account.	4,782,806						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions 1_10584 - BAHSB Student Fee Reverse Budget - Summary Budget - Revenue	4,336,922	s,711,541	+,782,806 ection. Loc o find the : c1 - Summary - Pla : c1 - Summary	4,782,806 cate the A Account. I → Porecast Working 2016-17 B YearTotal	4,782,806						
6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions 1_10584 - BAHSB Student Fee Revel < Student Task Use Commany	4,356,922	s,711,541 een interse needed to verded to c1_sumplay kudget - Compensatio Actual Final 2016-17 B YearTotal	4,782,806 ection. Loc o find the : C1 - Summary - Pla : C1 - Summary - Summary - Pla : C1 - Summary -	4,782,806 Cate the A Account.	4,782,806 ACCOUNT YOU Be Budget - Change Operating Budget Working 2017-18 T YearTotal						
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6	403XX - Tuition - Plan 404XX - SS and Special Programs Rev - Plan The form will refresh with wish to update. Use the s Task List Status Task - Enter Data in Form Task Instructions I 10584 - BAHSB Student Fee Rev Budget - Summary Budget - Summary Budget - Revenue 41010 - State General Support 410XX - Non Res Tuition - Plan 400XX - Non Res Tuition - Plan 400XX - Application Fees - Plan	4,336,922	s,711,541 een interse needed to v C1_SUMPLN Nudget - Compensatio Actual Final 2016-17 ⊕ YearTotal	4,782,806 ection. Loc o find the : C1 - Summary - Pla : C1 - Summary -	4,782,806 Cate the A Account.	4,782,806 Account you Budget - Change Operating Budget Working 2017-18 T YearTotal 3,611,664						
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H	40230X - Student Services Fees - Plan 40330X - Tuttion - Plan 40430X - SS and Special Programs Rev - Plan 40530X - Other Student Fees - Plan 4053X - Professional Degree Fees - Plan 4054X - Campus Svcs Support - Plan	2016-17 () YearTotal 4,782,806 n 14,749,141	3,818,661 3,000 8,778,137	₽ Q2 3,346,431 7,000 8,808,124	2016-17	Q4 YearTotal 6,000,00 10,000 22,00	2017-18	
H	402XX - Student Services Fees - Plan 403XX - Tution - Plan 404XX - SS and Special Programs Rev - Plan 405XX - Other Student Fees - Plan 405XX - Professional Degree Fees - Plan 4054X - Campus Svcs Support - Plan	4,782,806	3,818,661 3,000 8,778,137	3,346,431 7,000 8,808,124	(1,165,092) 2,000	6,000,00 10,000 22,00	0 4,782,806	
H	404xX - SS and Special Programs Rev - Plan 4050X - Other Student Fees - Plan 4053X - Professional Degree Fees - Plan 4054X - Campus Svcs Support - Plan	n 14,749,141	3,000	7,000	2,000	10,000 22,00	0	
H	4050X - Other Student Fees - Plan 4053X - Professional Degree Fees - Plan 4054X - Campus Svcs Support - Plan	14,749,141	8,778,137	8,808,124				
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12 0						<u> </u>		
T2 26	elect another accou	unt with no	current	t Foreca	st values	for the yea	r. Enter	Change Data
th	he following:							value
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Ta	Task List Status]
	Task - Enter Data in Form Task Instruction	15						
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		Final 2016-17			2016-17		Working 2017-18	
	402XX - Student Services Fees - Plan	YearTotal	. E Q1	⊕ Q2	± Q3	E Q4 ⊡ YearTotal	YearTotal	
	403XX - Tuition - Plan	4,782,806	3,818,661	3,346,431	(1,165,092)	6,000,0	4,782,80	
	404XX - SS and Special Programs Rev - Plan		3,000	7,000	2,000	10,000 22,0	6	
	4050X - Other Student Fees - Plan 4053X - Professional Degree Fees - Plan	14,749,141	2 8,778,137	8,808,124	3 (2,818,802)	1 14,767,4	59 14,767,45	
	4054X - Campus Svcs Support - Plan	-						
								1



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Step	Action	Result
14	Click the Save icon from the toolbar.	
	Navigate File Edit View Favorites Tools Help ▲ ▲ Explore ■ ↓ ● ▲ ● </th <th></th>	
15	Click on OK from the Information pop up box.	
	(i) Information Messages for this page are listed below. (i) The data has been saved. (i) Rule was run successfully OK	
- 10		
16	 Using the same account in Step 13, input \$6,000,000 into the YearTotal cell and click the Save icon from the toolbar. How did CalPlan spread the \$6,000,000 into the Quarters? Q1 = Q2 = Q3 = Q4 = 	
17	Highlight the YearTotal cell, right click and choose the "Comments" on the menu.	Display Cell Comment action screen



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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.



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Step	Action	Result
23	Click OK from the Information pop up dialog box.	
	(i) Information	
	Messages for this page are listed below.	
	 The data has been saved. 	
	 Rule was run successfully 	





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
Step 1	Action 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). Forms My Task List Reference Tools Reference Tools Reference Tools Reference Tools CalPlan FY2017-18 Budget Process Task List CalPlan FY2017-18 Budget Process Task List Reference Tools Reference To	Result Opens the intersection form.
	 Enter Data Enter Data in Form Edit Intersection Form by Entity Edit Intersection Form by Account S Adjust Internal Operating Transfers Mgmt Form Review Reports 	



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Step	Action	Result
2	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. Use the >> to display a dropdown box of additional Intersection Forms currently not visible in the Task List Status window. 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. 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. The first status to the first status window is the first status window. Note: 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. Note: Select first status to the first status window. Note: To change the MyOrg variable selection you can click directly on the selection from within the form.	Form displays all intersections containing data for the Entity, Scenario, Version, and Year selected.
3	Navigate through the different tabs of the form to view the intersections by Account Type on each Intersection Form by Entity Tab name.Identify for each of the available Intersection Form by Entity tabs which are read-only and which are writeable.• RevenueRead-Only or Writeable• TransfersRead-Only or Writeable• Compensation ExpenseRead-Only or Writeable• Non-Compensation ExpenseRead-Only or Writeable• Changes in Fund BalanceRead-Only or Writeable	Account Type is displayed.
4	Navigate to the Revenue tab.	



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Step	Action										Result
11	The selected ta	b will now disp	olay as	an Excel docun	nent	with	the 1	ab N	lame	ć	Form displays
	listed in the Exc	el worksheet	tab at t	he bottom of t	he pa	age.					as an Excel
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	C6 • (* <i>fe</i>		C 22								
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	3				Forecast Working	Forecast Working	Forecast	Forecast	Forecast Working	For	
	5			1	2015-16 July	2015-16 August	2015-16 September	2015-16 Quarter 1	2015-16 October	201 Nove	
	7 1_13467 - MANRD C Fire 8 1_13467 - MANRD C Fire	Federal Contracts and Grants - Plan Private Contracts and Grants - Plan	C1 - Summary - Plan C1 - Summary - Plan	42000 - Federal Contracts & Grants - Plan 49200 - Investment Income - Plan	12565.88 28.62	12565.88 28.62	12565.88 28.62	37697.64 85.86	12565.88 28.62	1	
	9 1_13468 - MANRD C Biological Control			46XXX - Sales Services & Other Income - Plan	4.39	4.39	4.39	13.17	4.39		
	10 1.15469 - MANRO C Forestry 11 1.13469 - MANRO C Forestry	Sales and Services Educational - Plan Sales and Services Other Revenue - Plan	C1 - Summary - Plan	46XXX - Sales Services & Other Income - Plan 48XXX - Other Income - Plan	45000	45000	45000	135000	45000	_	
	12 1_13469 · MANRD C Forestry 13 1_13469 · MANRD C Forestry	Restricted Gifts - Plan Restricted Foundation Endowments - Plan	C1 - Summary - Plan C1 - Summary - Plan	44000 - Private Gifts for Current Use - Plan 44000 - Private Gifts for Current Use - Plan	560.62 2876.06	560.62 2876.06	560.62 2876.06	1681.86 8628.18	560.62 2876.06		
	14 1_13469 - MANRD C Forestry	Restricted Foundation FFE - Plan	C1 - Summary - Plan	44000 - Private Gifts for Current Use - Plan	532.39	532.39	532.39	1597.17	532.39		
	PRO TIP · When	n saving the Ex	cel doc	rument he sure	to u	Indat	e the	nan د	ne as		
				a for over tab		paut			ne us	,	
		ault to the sam	ie nam	le for every lab	•						





Exercise 7: CalPlan Form Review

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

omePage CalPlan - Task List Status ×						Search	0	
Forms	Task List Status							
Task List	Task - Enter Data in Fo	rm Task Instructio	ons					
Reference Tools HCP Planner Task List CalPlan FY2017-18 Budget Process Task List	E 1_10584 - BAHSB Stud	ent Fee Re 🔻 Curre	nt Funds	C1_SUMPLN : C1 - Sun	imary - Plan 🔻 🔿			
E 🞯 CalPlanning FY2017 -18 Budget Process Appr	Budget - Summary	Budget - Summary Budget - Revenue Budget - Transfers Budget - Compensation Expense Budget - Non-Comp Expe						
 Image: State Planning Preferences are Set Image: Prepare Image: Planning Preferences are Set Image: Planning Preferences are Set<th></th><th></th><th>Actual Final 2014-15</th><th>Actual Final 2016-17</th><th>Operating Budget Final 2016-17</th><th>Forecast Working 2016-17</th><th>Operating Budget Working 2017-18</th>			Actual Final 2014-15	Actual Final 2016-17	Operating Budget Final 2016-17	Forecast Working 2016-17	Operating Budget Working 2017-18	
🗄 😏 Enter Data in Form	Beginning Balance		Tear Totar	(74.445)	61.528.441	(74,445)	58.386.190	
Edit Intersection Form by Entity	Total Revenue		57,527	,677 65,926,258	63,743,588	63,743,587	63,743,587	
Git Intersection Form by Account Section Form by	Operating Transfers Total Compensation		(57,517,	497) 0	547,000	(5,282,952)	(5,282,952)	
nation reports	Total Non Compensation	1	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	
	Ending Balance			(0) 65,829,278	125,819,029	58,386,190	116,846,825	

3. Why are these fields read-only?

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4. What CalPlan form is displayed below?

age CalPlan - Task List Status *						Scarch	
ms	Task List Status						
sk List	Task - Enter Data in Form Task Instructions						
eference Tools		à					
CP Planner Task List	1 10594 - PAUCE Student Fee Dr	de		C1 Cuerran Dis			
alPlan FY2017-18 Budget Process Task List	Pudat Summary Rudget Revenue	ast Transform Pro	- CI_SUMPLY	European Rudget	Nan Carro Evinance	Budget Changes in Eur	nd Palance
CalPlanning FY2017 -18 Budget Process Appr	budget - Summary Dudget - Kevenue bud	get - Transfers Du	iget - Compensation	n Expense Budget	- Non-Comp Expense	Budget - Changes in Fu	nu balance
Prenarta		Actual	Actual	Operating Budget	Forecast	Operating Budget	-
Enter Data		2014-15	2016-17	2016-17	2016-17	2017-18	
Sector Data in Form		YearTotal	YearTotal	I YearTotal	YearTotal		
Sedit Intersection Form by Entity	41010 - State General Support						-
Generation Form by Account	411XX - Other State Appropriations - Plan						
We Adjust Internal Operating Transfers Mont	400XX - Non Res Tuition - Plan	3,377,477	4,093,504	3,611,663	3,611,664	3,611,664	
Review Reports	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				- 1 1		
	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 - LINEX - Plan	550,500	200,027		00 1,000	00 1000	
	408XX - Contr Student Financial Aid - Plan		(36 511)		(21 422)	(21 422)	
	HUGAA - Condi Student Financial Ald - Plan		(20,311)		(21,422)	(21,422)	

- 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?

isk List Status											
Task - Enter Data in Form Task Instructions											
E 1_10584 - BAHS8 Student Fee Re V Student T Budget - Summary Budget - Revenue Bud	uition and Fees - Plar get - Transfers Bu	n 🛛 🕶 🛛 C1_SUMPLN idget - Compensatio	: C1 - Summary - Pla n Expense Budget	n 🔻 🍝 t - Non-Comp Expen	se Budget - Chang	Task List Status Task - Enter Data in Form Task	Instructions				
	Actual	Actual	Operating Budget	Forecast	Operating Budget						
	Final	Final 2016-17	Final	Working 2016 17	Working						
	YearTotal	1 YearTotal	YearTotal	YearTotal	YearTotal	1_10584 - BAHSB Student Fee Re	 Student Tuition and Fees 	Plan 🔻 C1_SUMP	LN : C1 - Summa	ry - Plan 🔻 🔶	
41010 - State General Support						Budget - Summary Budget - Re	venue Budget - Transfers	Budget - Compensa	ation Expense	Budget - Non-Comp Expe	ense Budget -
411XX - Other State Appropriations - Plan							Actual	Actual	Operating Ruda	at Experient	Operating Rudgel
400XX - Non Res Tuition - Plan	3,377,477	4,093,504	3,611,663	3,611,664	3,611,664		Final	Final	Final	Working	Working
401XX- Application Fees - Plan			466,032				2014-15	2016-17	2016-17	2016-17	2017-18
402XX - Student Services Fees - Plan							YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
403XX - Tuition - Plan	4,720,815	5,711,541	4,782,806	4,782,806	4,782,806	400XX - Non Res Tuition - Plan	3,377,477	4,093,504	3,611,6	63 3.611.664	3,611,66
404XX - SS and Special Programs Rev - Plan						401XX- Application Fees - Plan			466.0	32	
4050X - Other Student Fees - Plan							4 700 045	5 714 544	4 700.0	4 700 000	4 702 00
4053X - Professional Degree Fees - Plan	13,229,389	17,586,261	14,749,141	14,767,459	14,767,459	403XX - Tultion - Plan	4,720,815	5,/11,541	4,/82,8	4,/82,806	4,782,80
4054X - Campus Svcs Support - Plan						4053X - Professional Degree Fees - F	Plan 13,229,389	17,586,261	14,749,1	41 14,767,459	14,767,45
4055X - Self-Supporting Degree Program - Plan	35,641,490	38,385,136	40,133,946	39,919,042	39,919,042	4055X - Self-Supporting Degree Prog	gram - Plan 35,641,490	38,385,136	40,133,9	46 39,919,042	39,919,04
4056X - Other Fees - Plan	558,506	186,327		684,038	684,038	4056X - Other Fees - Plan	558,506	186,327		684,038	684,03
407XX - UNEX - Plan						408XX - Contr Student Financial Aid	- Plan	(36,511)		(21,422)	(21,422
408XX - Contr Student Financial Aid - Plan		(36,511)		(21,422)	(21,422)	Total Revenue	57,527,677	65,926,258	63,743 5	88 63,743,587	63,743 583





10. What CalPlan Form is displayed below?

Navigate File Edit View Favorites Tools Help 🔥 🖺 🚰 🎦 Explore 🗒 (#) 🚑 📝 🚚 👘 🔜 🔓 💆 🔣 🚜 🐴 🖏 🐐 -Advanced HomePage CalPlan - Task List Status × Search **E** Forms Task List Status My Task List Task - Enter Data in Form Task Instructions E PReference Tools Ξ HCP Planner Task List 1_10362 - BASHB Finance ▼ Unrestricted ▼ C1_SUMPLN : C1 - Summary - Plan ▼ 🔶 🗄 📁 CalPlan FY2017-18 Budget Process Task List 🗄 🞯 CalPlanning FY2017 -18 Budget Process Appr Budget - Summary Budget - Revenue Budget - Transfers Budget - Compensation Expense Budget - Non-Comp Expense Budget - Changes in Fund Balance ⊞ I Check that Planning Preferences are Set Actual Actual Operating Budget Forecast **Operating Budget** E Prepare Final Final Final Working Working 2014-15 2016-17 2016-17 2016-17 2017-18 🖃 📁 Enter Data YearTotal 1 YearTotal YearTotal YearTotal 1 YearTotal 🗄 🞯 Enter Data in Form JUUTO * LACORY DEHERICS Edit Intersection Form by Entity 53020 - Staff Non student Benefits Edit Intersection Form by Account 53030 - Other Academics Benefits 🗉 🞯 Adjust Internal Operating Transfers Mgmt 53040 - Post Doc Benefits E PReview Reports 53050 - Graduate Student Benefits 53060 - Benefit Assess-Acad Regular 53070 - Benefit Assess-Staff Regular 327,180 168,027 336,119 359,715 403,728 53080 - Benefit Assessment - Limited 1,859 53090 - Fringe Assessment-Contra 53XXX - Fringe Benefits - Plan 53700 - UCRP - Plan 537XX - Other Retirement Benefits - Plan 57310 - General & Empl Liability Insur 7,180 3,777 7,208 7,915 8,411 Adjustment: Total Compensation - Plan 1,154,243 546,039 1,102,021 1,159,156 1,253,238 Total Compensation Complete Previous Incomplete Previous Next Incomplete Next Task List Home Preferences

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?

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HomePage CalPlan - Task List Status ×				Search	*	Advances
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CalPlan FY2017-18 Budget Process Task List	Intersection Form by Entity - I	Revenue Intersection Form by Entity	Transfers Interse	ction Form by Entity - Comp Expense		»
€ 🐨 CalPlanning FY2017 -18 Budget Process Appr			MyOrg: 1_HA	AS3		
					Forecast	Operating Budget
🗄 芦 Prepare					Working	Working
Enter Data					2016-17	2017-18
					1 YearTotal	1 YearTotal
🗄 🖤 Enter Data in Form	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
Edit Intersection Form by Entity	1_10240 - BAHSB Intl Business D	Sales and Services Other Revenue - Plan	C1 - Summary - Plan	46XXX - Sales Services & Other Income - Plan	115,049	115,049
🕀 🞯 Edit Intersection Form by Account		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	46XXX - Sales Services & Other Income - Plan	149,023	149,023
🗐 🖗 Daviau Danata	1_10190 - BAHSB Devel Corp and	Unrestricted - Plan	C1 - Summary - Plan	46XXX - Sales Services & Other Income - Plan	18,201	18,201
Keview Reports	1_10195 - BAHSB Major Gifts	Unrestricted - Plan	C1 - Summary - Plan	46XXX - Sales Services & Other Income - Plan	364	364
	1_10650 - BAHSB Student Aid FTI	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 Phi	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	46XXX - 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
		Dostricted Endoursonts and EEEe Dian	C1 Summany Dian	440VV Brivata Cifta for Current Lles Blan	72.020	22.920
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Preferences			Compl	lete Previous Incomplete Previous Ne	kt Incomplete	Next Task List Home

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

