

CalPlanning | Job Aid

Glossary: All CalPlanning Modules

Overview

CalPlanning is UC Berkeley's new, campus-wide financial planning and analysis tool. Included in CalPlanning are several different tools for financial planning. These include:

HCP: A compensation planning tool to enter budget plans using Employee & Position data.

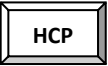
CalPlan: A planning tool for budgeting Revenue, Transfers, & Non-Comp & for viewing summarized compensation expense plans from HCP.


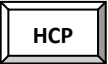
HCPRptg: A reporting tool for viewing employee & position expenses.

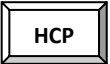
CalRptg: A reporting tool for viewing budget data from CalPlan & detailed Actuals from BFS.

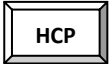
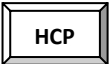
Smart View: An Excel-based reporting tool for rapidly developing custom analyses from CalPlan's robust data sets.

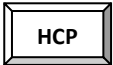
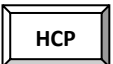
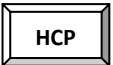
Glossary of Terms

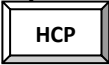

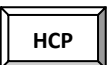
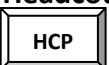
Term	Definition
#MISSING	A marker indicating that data in the labeled location does not exist, contains no meaningful data, or was never entered or loaded.
Account	Dimension that represents the Account field from BFS.
Actual	A Scenario in all applications that contains actualized data for a time period. The data is sourced from BFS and loaded on a monthly basis.
Aggregation (CalPlan Task)	As part of the Task List, users will run a business rule that aggregates the hierarchy totals for data entry. These rules will be run after entering Forecast or Operating Budget data at a level-0 member. The rule will cause the values to total up through the parent values in the hierarchy.
Alias	An Alias is used to give a more readable name or description to a dimension member.
Allocation Assignments 	Parent member of the Budget Item dimension that tracks the allocation assignments for positions and employees. Allocations link position and employee compensation expenses to the corresponding General Ledger accounts through segments or chart strings. The details of those allocations are captured by these members.
Attribute	A classification of a member in a dimension. You can select and group members based on their associated attributes. You can also specify an attribute when you perform calculations and use calculation functions. Additional information included with a dimension, that is not used in defining the levels of the dimension. Dimensions become more useful when there are many descriptive attributes that can be used for analyzing the data.
Attribute Dimension	A type of dimension that allows analysis. It is based on the attributes or qualities of the members of its base dimension.
Base Dimension	A standard dimension associated with one or more attribute dimensions. To classify a member of a base dimension, you associate it with a member of one or more attribute dimensions that describes the classification.
Base Level Data	Data at the lowest level, often acquired from another source, such as a transactional database.

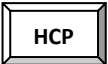
Term	Definition
BFS COA	The existing Chart Of Accounts from the Berkeley Financial System (BFS).
Budget Item 	An HCP dimension that allows for tracking of effective dates for changes to Salary, Fringe, Vacation, FTE count, Status changes to Employee and Allocations.
Business Rules	Business Rules are calculations written in scripts and are used to calculate data in Hyperion Planning. They often run in the “background” upon saving a data entry form change. For example: A business rule may be created for calculating benefit expenses from base salary and fringe rate associated with an employee. Or, a business rule may be created for calculating aggregated totals.
Calculate Compensation Expense 	A business rule in HCP that is required in order to view adjustment to salary throughout the application. This business rule should be run after any adjustment to any attributes of employee/position compensation, for example, changing a salary rate or an FTE.
CalPlan	CalPlanning planning application that provides a summarized view of financial data, and the ability to Forecast and create an Operating Budget. Users enter data and execute calculations. Data will be presented according to the “CalPlan COA”.
CalPlan COA	The hierarchy that will be available for budgeting in CalPlanning. It will be a subset of the full BFS chart of accounts.
CalPlanning	Umbrella term for the enterprise budgeting, planning, and reporting solution built on the Essbase database. These include the CalPlan, HCP, HCPRptg, and CalRptg applications.
CalRptg	CalPlanning reporting application that provides access to detailed financial data. CalRptg hierarchies have been updated to include CalPlan values. Presents actuals data based on the CalRptg COA (which includes all BFS COA).
CalRptg COA	Data and structure sourced from BFS. Transformations include adding prefixes, moving GAEL and 58100 within the account tree, creating groupings in Fund, CF1 and CF2, and flipping signs.

Term	Definition
Cell	A data unit representing the intersection of dimensions in a multi-dimensional data source. A cell is also referred to as a single point in a cube. Cubes have cells for all of the possible combinations of points from all of the cube's dimensions.
Chart1	A CalPlanning dimension representing Chartfield 1 values in BFS.
Chart2	A CalPlanning dimension representing Chartfield 2 values in BFS. Chart2 is only available in CalRptg.
Child	Members one level below a parent are called its children. For example, Jul, Aug, and Sep are the Children of the Parent, Q1.
Column	A vertical display of information in a grid or table. A column can contain data from a single field, derived data from a calculation or text information. The words <i>column</i> and <i>field</i> are sometimes used interchangeably.
Compensation Design Focus Group 	The Compensation Design Focus Group is the focus group that was primarily involved in requirement gathering and design decisions for the Human Capital Planning (HCP) module. The group is comprised UCB financial employees and Subject Matter Experts (SME's) representing various types of planning from across the campus.
Cube	Also known as a Multidimensional Cube. The fundamental structure for data in a multidimensional (OLAP) system. A cube contains dimensions, hierarchies, levels, and measures. Each individual point in a cube is referred to as a cell. An Essbase database is considered a "cube", with each cube axis representing a different dimension, or slice of the data (accounts, time, funds, etc.). For example, a "Human Capital Planning cube" could contain detailed information about employees and include salary and fringe data. The "Planning cube" could contain the organization's budget, which includes all budgeted expenditures and employee expenses derived from the compensation budget in Human Capital Planning.
Data	The values (monetary or non-monetary) associated with the dimension intersection.
Data Access Permission	Access rights of Read, Read/Write, and None, associated with a piece of data.

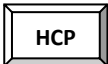
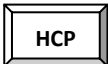
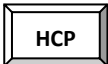
Term	Definition
Data Entry Form	Forms are spreadsheet-like grids with rows, columns and pages that allow users to enter data into the cube from a Web browser or from SmartView Excel. Certain dimension member values are fixed, giving users a specific view into the data. Forms contain members from the dimensions in the underlying cube. All dimensions must be referenced on the Form.
Department (L4)	A member of the CalPlanning Entity hierarchy that is representative of an organized group of employees with a leader (director, chair, manager). A department resides at level-4 of the Entity hierarchy and encompasses multiple programs/projects.
Department Vacation Override 	An HCP form that is accessible to users who have been granted oversight access for a division or department. The Department Override Form provides the ability to override the campus input vacation driver, by entity.
DeptID (L7)	A member of the CalPlanning Entity hierarchy that is representative of the lowest budgetary unit at which all financial transactions are recorded. Local finance staff are accountable for the use of an established budget for each DeptID. The DeptID represents the transactional level org node and resides at level-7 of the Entity hierarchy.
Descendants	All members one or more levels below a parent are called descendants. For example, in a dimension that includes YearTotal, quarters, and months, the members Qtr2 and April are descendants of the parent, Year Total.
Dimension (CalPlanning definition)	<p>Dimensions are the elements that describe and hold data. In Hyperion Planning, dimensions are the categories in which data is arranged. Each dimension usually contains a hierarchy of related members grouped within it. There are eight dimensions in the CalPlanning application: Account, Entity (BU/Org), Year, Scenario, Version, Period, Fund, and Chart1.</p> <p>The HCP application includes the following additional dimensions: Employee, Position, Budget Item, and Element.</p>
Distribution 	The chart string associated with a planned expense in HCP. Multiple distributions can be associated with one component, for example, when an employee is split costed.
Division (L3)	A member of the CalPlanning Entity hierarchy that is representative of a

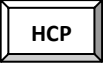
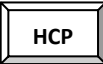
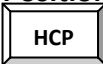
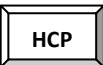
Term	Definition
	centrally defined reporting org code used to indicate major colleges, schools, or administrative units. The Division resides at level-3 of the Entity hierarchy.
Drill Down and Drill Up	<p>The ability to move between levels of the hierarchy when viewing data in reports and when creating ad-hoc reports.</p> <p>Drill Down - Changing the view of the data to a greater level of detail.</p> <p>Drill Up - Changing the view of the data to a higher level of aggregation.</p> <p>Drilling down and drilling up allow a user to move down and up the hierarchies to see how the information at the various levels is related. After looking at the total expenses for a department, the user may want to drill down to see the expenses listed by individual account. Then the analyst may choose to drill up to view how the total expenses for one Dept ID compare to the entire Division.</p>
Element Changes 	Parent member of the Budget Item dimension that tracks changes to the elements assigned to positions and employees, such as changes to benefits, salary grades, or additional earnings.
Employee 	An HCP dimension that contains individual employee related details (i.e. Employee Name, Empl ID), sourced from Human Capital Management (HCM).
Entity Dimension	A CalPlanning dimension representing organizational units, which can be total campus, divisions, and Dept ID's. Sourced from BFS.
Essbase	Extended Spread Sheet dataBASE (Essbase) is the multi-dimensional cube (database) that houses the data used in the Hyperion Planning system.
Fee Remission 	A calculated benefit for eligible pooled positions in HCP. Fee remission is calculated by the fee remission cost (full, partial, and NRST) times the headcount of the position. The Fee Remission is charged to the Fee Remission account, and generic Fund and Chart1 values. However, the generic distributions can be changed by the user.
Final Version	A member of the Version dimension in CalPlanning in which all users are locked out. This version is for reporting purposes only.

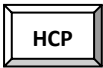
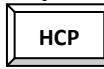
Term	Definition
Financial Reporting	Financial Reporting enables users to create reports and charts to post to the Web or to print for analysis and distribution of budget plans.
Forecast	A member of the Scenario dimension for use in CalPlanning. The current fiscal year Forecast is the starting point for the seeding of the future fiscal year Operating Budget. The most important element of the Forecast is the Ending Balance as this will become the Beginning Balance of the Operating Budget. Planners with appropriate access can adjust the Forecast to impact the Beginning Balance of the Operating Budget.
Form	Data forms are user friendly interfaces that contains rows and columns for entering data.
FTE (Full Time Equivalent) 	The portion of full time employment budgeted for a position. FTE is used to calculate annualized salaries in HCP.
Fund Dimension	A CalPlanning dimension representing Fund values that has been built from the Master Fund Tree as well as the Management Fund Grouping in the Fund table in BAIRS.
Future State BFS COA	The rationalized chart of accounts that will be stored in BFS.
Generation	A layer in a hierarchical tree structure that defines member relationships in a Hyperion Essbase cube. Hyperion Essbase orders generations incrementally from the dimension (Generation 1) down to the leaf members.
Grade or Step 	A Smart List in HCP that represents the grade or step of a particular job type. This information is sourced from HCP and selectable when creating new positions.
HCP (Human Capital Planning) 	Employee and Position expense budgeting application that is a separate cube within a planning application. The HCP module is part of a separately licensed Hyperion product called Public Sector Planning. Employee and position data will be sourced from the Human Resources module, Human Capital Management (HCM), and will provide users the ability to plan employee and position expenses for a specific time period.
Headcount 	The number of employees associated with a position. In eligible pooled positions, the headcount is used in calculating Fee Remissions.

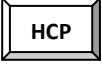
Term	Definition
Hierarchy	Organization of data into a logical tree structure. Dimensions can have one or more hierarchies, for example, the Account hierarchy contains a CalPlan COA and a Recharge COA. Hierarchies contain levels, which organize data into a logical structure.
Interactive User	Users who can submit information and data for approval. They can then control this process, sign off, reject, pass to another level and/or verify the plans with other parts of the organization, and so on.
Intersection	Intersection is a unique combination of dimension members. Data resides at the intersection of a unique member from each dimension.
Leaf Member	A member that has no children (also known as Level 0 or base member).
Level	The CalPlanning hierarchies in dimensions have levels which can be used to view data at various levels of detail. A Time dimension could have levels for Year, Quarter, Month, and Day. The levels are numbered incrementally from the leaf member (Level 0) up towards the root.
Local Implementation Manager (LIM)	Local Implementation Managers (LIMs) are a unit's primary point of contact for non-technical CalPlanning-related questions. LIMs are the primary source for requirement gathering, design, and implementation of CalPlanning and help translate the existing processes of their unit into the functionality of the application.
Mass Adjust Base Salary 	An HCP form that is accessible to users that have been granted oversight access for a division or department. The Mass Adjust Base Salary form provides the ability to adjust multiple employee salaries within the plan at one time, by creating a list or by selecting the Salary Admin Plan.
Member	A discrete component for a level of a hierarchy of a dimension. Some of the members of the Month level of the Time dimension are January, February, March, and April.
Multidimensional Database Management System (MDBMS or MDD)	A database management system that organizes data within multiple dimensions. A multidimensional database management system organizes data specifically so it can be viewed with a multidimensional analysis (OLAP) tool. Because it is optimized for this purpose, it has the potential to deliver the information quickly and efficiently.
Multi-Year	Creating a plan that spans further than one year and is planned on an annual

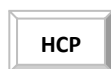
Term	Definition
Budgeting	basis instead of a monthly basis.
MyAllocOrg	This user variable is populated with a lower-level Entity (DeptID) to support the Campus Budget Office (CBO) allocation process. The CBO is standardizing its allocation process, which will help departments receive their allocations in a timelier manner. An attribute will be added to BFS to indicate which existing DeptID represents the Level 3 Division (or Level 2 Control Unit). There will be one "Allocation DeptID" per Level 3 Division. In the future, allocations from the Budget Office will always be directed to this DeptID.
MyOrg	This user variable is populated with a high-level Parent Entity to populate a list of Child Entities in forms for use in Planning.
On-the-fly	One way a calculation can be made at run-time in response to a specific query. In an analytic workspace, custom measures and custom members are typically calculated on-the-fly. Aggregate data can be precalculated, calculated on-the-fly, or a combination of the two methods.
Operating Budget	A member of the Scenario dimension for use in CalPlan. The Operating Budget is a projection of the next fiscal year estimated Revenues, Expenses, and Transfers for a period of time. It is based upon the prior year seeded Forecast and is potentially inflated by growth factors and adjusted for known future year transfers.
Parent	A member that has an aggregated branch (children) below it.
Period Dimension	<p>A dimension in CalPlanning that represents quarters, months, beginning balance (period 0) and annual totals for reporting purposes.</p> <p>In CalPlanning, the accounting periods have been broken up as follows:</p> <ul style="list-style-type: none"> • Beg Balance or Beginning Balance or accounting period 0 • YearTotal which includes accounting periods 1 thru 12 • Q1, Q2, Q3, Q4 -- these are the four quarters. Q1 contains Jul, Aug, and Sep, Q2 -- Oct, Nov and Dec, and so on. <p>Users can also run reports for individual months.</p>

Term	Definition
Planner	Users who are able to input, submit, and view data. Planners are also able to view reports written by others, execute business rules and other processes associated with validating and preparing data, and use any data access tools for which they have access.
Plan Type	A cube (database) within a planning application. A public sector planning application can have up to four plan types.
Planning Members	<p>Summary CalPlan members that include multiple individual DeptIDs to allow for high-level budgeting. These individual DeptIDs are visible in CalRptg but not CalPlan.</p> <p>The Planning Members include:</p> <ul style="list-style-type: none"> Account Planning Members (<i>ex. 550XX-General Supplies-Plan</i>) Fund Planning Members (<i>ex. Unrestricted-Plan</i>) Chart1 Planning Members (<i>ex. C1-Summary-Plan</i>)
Point Of View (POV)	A unique set of dimension members that defines specific intersections of data. It represents the dimensions that are selectable within forms and reports in Hyperion Planning.
HCP Pooled Position 	A user created position used for planning a group of like positions, where multiple FTE are assigned to one position. Positions are planned using total combined FTE and headcount, but there is no individual employee level data associated with a pooled position. No data is imported from HCM to HCP for these positions.
Position 	A CalPlanning dimension within HCP. Position includes information related to the job and can have an employee associated with it. Funding information is stored at the position level, which can assist in tracking a potential savings. There are three types of position: single incumbent, shared and pooled.
Position Number 	A number uniquely associated with a Position.
Program Code Dimension	A CalPlanning dimension representing Program Code values from BFS.
Right-Click Navigation	The ability to navigate from one form to another using the right-click mouse button. Right-clicking is sensitive to cell, row, and column placement, and will generate specific menu actions applicable to that location.

Term	Definition
Row	A horizontal display of information in a grid (form) or table.
Salary Admin Plan 	A Smart List within HCP, Salary Admin Plan (SAP) groups job codes into compensation or salary administration plans. They are identical to the unit code for the represented job codes. Within the non-represented job codes '99', the salary administration plans are separate - PSS, MSP and SMG. The academic job codes also have SAP groupings, which are used to designate the salary scale for a particular title. Salary Admin Plan in HCP can be used to define a population of employees/positions for updates and reporting.
Scenario Dimension	A required dimension in Hyperion Planning that describes the type of financial data that a plan includes (for example, Operating Budget, Actual, Forecast, etc.).
Shared Position (HCM Pooled) 	A position type that supports multiple employees holding a single position. Multiple employees can be associated with the shared position. The FTE of a shared position is fixed and can be greater than one, to allow for the possibility of vacancy planning. Shared positions can be user created or imported from HCM pooled position data.
Sibling	A child member at the same generation as another child member and having the same immediate parent.
Single Incumbent Position 	A position that can be associated with only one employee. The headcount may not be greater than 1.0.
Slice and Dice	The ability to move between different combinations of dimensions when viewing data with an OLAP browser. Multidimensional analysis tools organize the data in two primary ways: in multiple dimensions and in hierarchies. Slicing and dicing refers to the ability to combine and re-combine the dimensions to see different slices of the information. Picture slicing a three-dimensional cube of information, in order to see what values are contained in the middle layer. Slicing and dicing a cube allows an end-user to do the same thing with multiple dimensions.
Smart Lists 	Pseudo-dimensions in Hyperion Planning that streamline data entry by enabling Planners and other end-users to select relevant values from a custom drop-down list.

Term	Definition
Smart View	Smart View is a Microsoft Office add-in available for use with the Hyperion Planning System that enables entering and managing of data in MS Excel spreadsheets, using the same functionality as Hyperion Planning. In Hyperion, you can open Excel and utilize the Smart View to enter, format, analyze, report, and upload data to the Planning cube. You can also use the add-in with Power Point to create and refresh presentation data.
Sources/Uses Reports	A BAIRS report used to analyze fund balances by grouping base operating funds & limited use funds.
SRECNA Report	The Statement of Revenue, Expenses, and Changes in Net Assets (SRECNA) report available in CalPlan. The SRECNA provides an overview of account totals by fund grouping for a particular entity.
Supporting Detail	Calculations and assumptions from which values of cells are derived. Supporting detail can include text, values and operators that define how data aggregates.
Suppression	The ability to suppress members in a data entry form or report that have no data.
Task Lists	Task Lists are a feature available in the Hyperion Planning (CalPlan and HCP). Task lists guide users through the planning process by listing tasks that need to be completed, along with instructions and due dates. Tasks can be strictly informational (instructions, tips & tricks) or can launch webforms, calculations and reports. Tasks lists can be different for different types of users. Only those task lists that a user has access to will be viewable.
Time Series Dimension	A CalPlanning dimension that provides the ability to report on stagnant or dynamic time periods including quarter-to-date, year-to-date and inception-to-date values (including period 0) at any intersection of month and year.
To-Be-Hired Employee 	An employee type in HCP that is user generated. This type of employee can be created as a placeholder for an employee that will be hired, but whose information may not yet be known. Associating a to-be-hired employee with a position ensures that planned compensation expense is calculated for the position.
Total Compensation Expense 	A calculated field in HCP that represents all potential annual expense for an employee, this may include, base salary, fringe, vacation, and additional earnings. The calculation takes into consideration FTE and pay status.

Term	Definition
User Acceptance Testing (UAT)	Testing of system functionality by end-users prior to go-live. Testing sessions will begin with a brief system overview, which should not be regarded as comprehensive training.
User Variables	User Variables specify selectable members in the row, column, page, and Point of View (POV) of data forms. In CalPlan and HCP, users will set User Variables that will result in forms pre-populating appropriately.
Vacant Position 	A position in HCP that is not associated with an employee.
Validation Rule	Imposed limits on planning data that administrators define to ensure that values adhere to business policies.
Version	A required dimension representing different iterations of the Scenario. Examples of version include iterations of budgets such as “Working”, “Planner Submission” and “Final.”
Working Version	A member of the version dimension in CalPlan and HCP which can be edited by users depending on their access level.
Workspace	In Hyperion Planning, workspace is the web-based interface for accessing the system. The workspace is specific to a user login in terms of the task lists and the access that the user has to the planning and reporting tools.
Year Dimension	A dimension that contains the list of fiscal years. They have been labeled as FY11, FY12, FY13, etc.



Identifies Terms Specific to Human Capital Planning Module (HCP)