## FY24 CalPlanning Refresher Transcript

These comments align with the slides in FY24 CalPlanning Refresher FINAL.pptx

### 2 VC Finance Subject Matter Experts

The Budget and Financial Operations team, headed up by Rita d’Escoto, defines the budget processes and manages the central ledger. Team members on this initiative include Emily Liu, Herve Bruckert, and Latina Kamau-Kirika.

The Financial Systems team, headed up by Sharon Trahan, manages the data and CalPlanning tools. Team members include Alfred Alipio Jocson, Haidar Alssaqaf, and Dara Efron.

### 3 Agenda

In this session, we’ll do a quick review of key dates, training resources, and the CalPlanning upgrade from 2021. Then we’ll dive into the information you need in HCP and CalPlan, including a demo of the new forms, Compensation Drill Through in HCP and Multiyear Budget Template in CalPlan. And finally, we’ll share some resources to support your work with this year’s budget process.

### 4 Key Dates

* CalPlan and HCP are now open for you to update the FY23 plan and to enter your FY24 plan.
* Form A for divisions with ladder-rank faculty is due on April 28.
* May 31 is the deadline for all budget data to be entered in CalPlanning. This includes FY23 forecast updates, FY24 operating budget, FY25-26 in the multiyear budget template and the use of reserves in the multiyear budget template.

### 5 Training

In the Training section of the CalPlanning website, you can access the slides from today’s presentation and a transcript of the comments in the course called Experienced CalPlanning Users.

Course materials and job aids for the entire CalPlanning curriculum are available here. The content is available to all. There is no need to enroll in a class. For those that want instructor-led training, this page also has course descriptions and links to enroll.

### 6 Smart View for Planning

One course that I would like to highlight is Smart View for Planning. Smart View for Planning is the Excel interface to our planning applications, HCP and CalPlan. All of the tasks and forms used by the web version of the applications are available here in an Excel interface. A key benefit of Smart View for Planning is the ability to share Excel files with colleagues who provide budget data but are not CalPlanning users. They can enter their information in the Excel file. Once you review and approve, you can upload to CalPlanning without having to key in the data. You’ll save time and prevent data entry errors. We have a class coming up on Wednesday, May 3.

### 7 Smart View for Planning

For those of you that are already using Smart View for Planning, please check the Data Options section to be sure that you are not suppressing rows and that you have checked the box to submit zeroes. While we recommend that you leave cells blank if you have no budget to enter, there may be cases where you want to be explicit about a zero value. Checking the Submit Zero box ensures that you can successfully upload these zero values.

### 9 CalPlanning Upgrade

The CalPlanning server and infrastructure were upgraded in July 2021. If you haven’t used CalPlanning since then, there are a few things you’ll need to do.

### 10 Supported Browsers

You can use CalPlanning on the web with Chrome, Firefox, or Microsoft Edge. Internet Explorer is no longer supported.

If you haven’t used CalPlanning since July 2021, you’ll need to allow pop-ups.

### 11 Network Requirements to Access CalPlanning

To keep CalPlanning data secure, you’ll need to connect to Global Protect if you’re off campus or to EduRoam if you’re on campus. Alternatively, you can access CalPlanning from Citrix on or off campus.

### 12 Explore is the door to reports galore

When you log in to CalPlanning, it may not be obvious where to go to generate reports. Here’s a catchy phrase to help you remember, “Explore is the door to reports galore.”

Just click the Explore button to open the folders that hold the report templates.

### 13 HCP

Now let’s get into CalPlanning. First, we’ll discuss HCP and then we’ll dive into CalPlan.

### 14 Recommended Org Level Settings

We request that you work with an organization at level 5, 6, or 7, which is the Dept ID to ensure that you and other users have optimal performance. The amount of data present at an L4 Department or L3 Division level degrades performance for all users.

### 16 Composite Benefit Rates

The Composite Benefit Rates used for planning are shown here. We won’t know the final rates until later this year. When the rates are finalized, we will update HCP.

### 18 HCP FY23 Forecast Copied to FY24 Operating Budget

Monthly pay rates from June FY23 were copied to the FY24 operating budget with increases for individually planned employees and to be hired employees. The increase amounts vary by union. See the [release notes](https://calplanning.berkeley.edu/release-notes/april-2023-release-notes) for details.

Pooled positions were increased by 4.6% when copied to FY24 operating budget.

Dept ID comp adjustments were not copied.

### 20 Review HCM Data to Add to Plan

The data that has been copied with increases to FY24 operating budget is a good start towards compensation planning for employees in your unit.

The Review HCM data to add to plan form helps you update your plan for new hires and transfers into your department as well as employees who have left and should be removed from your plan. It is also helpful in cases where changes to pay rates and/or distributions are not reflected in the FY23 plan.

### 21 Review HCM Data to Add to Plan

This form presents data for each employee with one row for each scenario:

* Plan is from the Manage Existing Employees and Job Codes form
* HCM is actuals data from UCPath
* Fcst vs HCM is the difference or variance between Plan and HCM. The variance is highlighted in orange.

### 22 Review HCM Data to Add to Plan – Scenarios

This slide presents examples of employee data with different scenarios.

In the first example, the employee is included in the plan and has actuals. If the variance is material, we recommend that you add the data to plan.

In the second example, the employee is in the plan but doesn’t have actuals. In this case, you can delete plan data for months until actuals are expected or for all months if the employee has left.

The last example is an employee who has actuals but is not included in the plan. We recommend that you add this data to your plan.

### 23 Before You Add Data to Plan

* We recommend that you work with one Dept ID at a time.
* You can copy data for one employee at a time or for all employees in a Dept ID.
* When you copy data for all employees in a Dept ID, the To Be Hired employees are not copied.
* We recommend that you make a backup of the Manage Existing Employees and Job Codes form before you copy data so you can refer back as needed. Be sure to copy both the Monthly Pay Rate and the Distributions tabs.
* To export the data, go to the menu at the top of the window and select Tools / Export as Spreadsheet.

### 24 Add Data to Plan – One Employee ID

Top copy data for one employee, right-click on the scenario column for the employee and make a selection from the context sensitive menu. You can copy Forecast, Operating Budget, or both Forecast and Operating Budget.

### 25 Add Data to Plan – One Employee ID

Review the values in the Runtime Prompts box. If everything looks correct, click Launch.

CalPlanning copies the data into the plan in the Manage Existing Employees and Job Codes form.

The form now shows the same amount for Plan and HCM and a variance of zero for the employee. The orange highlighting is no longer present because there is no variance.

### 26 Add Data to Plan – One Employee ID – Distributions Tab

Be sure to review the data on the Distributions tab. You should expect fewer variances on distributions than on the monthly pay rate tab. If you haven’t already made a backup of this tab, do that before you copy any data.

### 27 Add Data to Plan – All Employees in a Dept ID

To copy all employees in a Dept ID at once, go to the HCM Monthly Pay Rate and Dist tab.

Right-click on the Dept ID in the first column and select where you want to copy: Forecast, Operating Budget, or both.

Remember that the To Be Hired employees will not be copied. You will need to add them to the plan in the Manage Existing Employees and Job Codes form.

### 28 Human Capital Planning (HCP) Job Aids

There are a number of resources available to help you with HCP including a job aid and a video on the Review HCM Data to Add to Plan form.

If you don’t use HCP on a regular basis throughout the year, you may not remember how to update the plan for scenarios such as an employee transferring or a split distribution. The Human Capital Planning Scenarios job aid includes these examples and several more common situations.

You can find the job aids on the Training menu of the CalPlanning website.

### 29 HCP Compensation Drill Through

CalPlanning users have wanted the ability to navigate easily between summary and detail data in HCP. The new Compensation Drill Through form provides the functionality to view at different levels and to edit at the detail level.

### 30 HCP Compensation Drill Through

The new Compensation Drill Through form shows a summary of compensation and benefits for each unique intersection of DeptID, fund bucket, and chartfield1. Starting at a summary level, you can drill down to detailed data and make updates as needed. And you can return to the summary level with a single click.

### 31 HCP Compensation Drill Through

The form presents summary data for compensation accounts sorted by Dept ID, Fund, and Chartfield1. You can drill into the details of an account by right-clicking and selecting Account Details by Employee.

### 32 HCP Compensation Drill Through – Account Details

The Account Details view presents a list of all named employees and To Be Hired employees followed by a summary of employees by job code so you can see the total dollars budgeted by job code. The last line shows the total for all employees in the intersection of Dept ID, Fund, and Chartfield1.

### 33 HCP Compensation Drill Through – Edit Employee Details

If you want to edit the details for an employee, simply right-click on the employee and select Edit EE Details from the context sensitive menu.

If there are pooled positions or Dept ID Comp Adjustments in the list, right clicking on those entries will take you to the Create and Edit Pooled Positions or Dept ID Comp Adjustments forms so you can make edits.

### 34 Employee Details Drill Through

The Employee Details Drill Through form has six tabs. Just like the Manage Existing Employees and Job Codes form, you can edit the first two: Monthly Pay Rate and Distributions. The remaining tabs are read-only because the values are calculated.

### 35 Employee Details Drill Through – Return to Summary

The breadcrumb links in the upper left corner are there for you to navigate between the summary and detail levels of the form. Click Total EE v3.1 to return to the summary where you started your exploration.

### 36 Form is available in Smart View for Planning

We’ve been looking at the Compensation Drill Through form in the web interface of HCP. For those of you that use Smart View for Planning, the form is available there as well. The navigation between summary and detail levels and the functionality to edit details works the same way as the web version.

### 37 HCP Best Practices

* DeptID Adjustments should be used rarely and should not be used for To Be Hired Employees.
* Make sure that compensation costs are not duplicated in these forms:
	+ Dept ID Comp Adjustments
	+ Manage Existing Employees and Job Codes
* When an employee has distributions split across different divisions, make sure you talk to each other to plan it correctly in HCP

### 38 CalPlan

Moving on to CalPlan, we’ll talk about Dept ID inactivation, central transfers and commitments, and the new multiyear budget template.

### 39 Recommended Org Level Settings

With CalPlan, we recommend that you set your org at any level from Dept ID (L7) up to Department (L4).

### 40 Dept ID Inactivation

When a Dept ID is inactivated, CalPlan moves the plan data to the new mapped entity. The actuals data stays with the inactivated Dept ID. The [Dept ID planned for inactivation](https://cfo.berkeley.edu/divisional-finance-leaders/dfl-concierge/organizational-tree/request-org-tree-changes/deptid-planned) web page shows the relevant information.

### 42 Central Transfers and Commitments – General Allocation

The FY24 Operating Budget has been seeded with Permanent Budget data for these accounts: 71110 General Allocation, 71290, and 75101.

### 43 Central Transfers and Commitments – Campus Support

The Campus Support accounts beginning with 71 have been updated with the most recent commitments data for open periods in FY23 and FY24.

Please note that inclusion in the commitments database does not guarantee future funding. All amounts are subject to change.

Form A Accounts in the 71xxx series will be updated again later this month with Form A data provided by the DFLs for both planning years.

Central transfers were loaded to new CalPlan-only Chart1 members. These are the Chart1 members used only in CalPlanning; they will not be used for the Actuals journals.

### 44 Central Transfers and Commitments – Regents Endowment / FFE

For account 72210 Regents Endowment / FEE, the FY24 Operating Budget has an increase of 2% over the FY23 actual payouts.

To learn more about fund performance, see the FY2023-24 Operating Budget Guidelines for potential planner adjustments for information from University Development and Alumni Relations (UDAR).

### 45 CalPlan Best Practices

Check for intersections (Chartfield1, Fund, Dept ID) have seeded amount copied over from FY23 budget that you need to clear for FY24 budget

### 46 CalPlan: Multiyear Budget Template

For those of you that submit high-level budget data for the two years beyond FY24, we have a new Multiyear Budget Template built into CalPlanning. With this functionality in CalPlanning, we have retired the Excel files that have been used in previous years.

### 47 Multiyear Budget Template

The Multiyear Budget Template is available in the web interface of CalPlan and also in Smart View for Planning. Use the interface that you prefer to enter your budget data for FY25 and FY26.

### 48 Multiyear Budget Template

The Multiyear Budget Template has two tabs: Multiyear Budget Template and Use of Reserves.

### 49 Multiyear Budget Template

When planning for the years beyond next year, sometimes called “the outer years,” we budget at a summary level.

There are a limited number of summary accounts and no parsing by Dept ID, Fund, or Chartfield1.

Planners enter budget data at the L4 Department level. If you want to budget at the L3 Division level, that is also possible; simply select an L4 in your division and enter all of the data there. CalPlan summarizes the data entered in the L4 Departments into the L3 Division.

### 50 Multiyear Budget Template – Comments

When entering data at the L4 Department level, you can enter comments in the last column on the right, which it titled Multi-year Operating Budget FY25 Working. The name does not suggest that this is a place for comments, but indeed it is. The Oracle software used to create CalPlanning requires this type of naming.

To enter a comment, click in the cell and type your comment.

### 51 Multiyear Budget Template – Save

To save your data entries to CalPlanning, click the Save button.

### 52 Multiyear Budget Template – View Data at L3

While we enter data at the L4 Department level in this template, you may want to see how things look from a division level. You can use the Entity drop-down to select a division. Be sure to click the right arrow to refresh the data.

From the Division level, you can enter comments, but you cannot enter values.

In addition, you can drill down on an account to see the detailed data. Right-click on an account and select BudTemp Acct Details.

### 53 Multiyear Budget Template – Account Details

Account Details shows the L4 Departments that roll up to the Division

### 54 Multiyear Budget Template – Enter Comments at L3

The process to add a comment at the L3 Division level is different from adding a comment at the L4 Department level.

Right-click on the cell and select Comments from the context sensitive menu.

### 55 Multiyear Budget Template – Enter Comments at L3

* Select the green plus symbol to create a new comment.
* Enter your comment in the Comments box and click Add.
* If you don’t need to edit the comment or create any more comments, click Close.
* The comment is visible when the L3 Division is selected.
* To see comments at the L4 Department level, select that entity.

### 56 Use of Reserves

The Use of Reserves tab allows planners to show how the organization plans to spend reserves. To keep submissions at a high level, there is a limit of five rows for each category of reserve spending:

* Revenue Generating
* Capital Projects
* Other Strategic Purpose
* Funding Loss Mitigation

Like the Multiyear Budget Template, you enter data at the L4 Department level.

### 57 Use of Reserves – Save

Click the Save button to save your numbers and comments to CalPlanning.

### 58 Use of Reserves: Review at Summary Level

To view data at the Division level, open the Entity drop-down and select Division.

Then click the Go button to refresh the data.

### 59 R180 Budget Template

The CalPlan R180 Budget Template allows you to generate a report showing data for multiple entities so you can see department and division entries, each on their own page.

You’ll find the template in the Budget Template folder.

### 60 R180 Budget Template – Respond to Prompts

Respond to Prompts is where you select the entities to include in the report; they can be L4 Departments or L3 Divisions.

If you know the member names, check Edit Member Names and type the entities in the Selection box.

If you prefer to select members from the tree, click the Member Selection button.

### 61 R180 Budget Template Report

The report for each entity is on a separate page. Use the Page drop-down to select the entity you want to display.

### 62 Multiyear Budget Template in Smart View for Planning

The Multiyear Budget Template is also available in Smart View for Planning. Log in to Smart View for Planning, open CalPlan, select CalPlan Budget Process Task List, and then double-click on Multiyear Budget Template.

### 63 Multiyear Budget Template - Smart View for Planning

To use the form, select an L4 Division and click Refresh.

Enter your budget numbers and comments.

Select Submit Data to save changes.

### 64 Multiyear Budget Template – L3 Division Comments

It is possible to enter comments for your L3 Division. The process is different from adding comments for an L4 Department.

To add a comment, select a cell in the Multi-Year Operating Budget FY25 Working column.

From the Planning ribbon, open the Cell Actions drop-down and select Comments.

### 65 Multiyear Budget Template – L3 Division Drill Down

With an L3 Division in view, you can drill down to see detail data by right clicking on an account.

From the context sensitive menu, select Smart View and then select BudTemp Acct Details

### 66 Multiyear Budget Template – L3 Division Drill Down

BudTemp Acct Details opens a new sheet to display the details.

To return to the Multiyear Budget Template, click the tab at the bottom of the screen.

### 67 Multiyear Budget Template Support

We will hold two working sessions to support planners working on the multiyear budget and use of reserves

* Thursday, April 20, 1-2pm
* Thursday, May 4, 10-11am

Sessions will be held via Zoom. You do not need to register in advance. [calplanning.berkeley.edu/training](https://calplanning.berkeley.edu/training) has the links to add the session to your calendar.

### 68 Online Resources

Next, we’ll do a quick review of webpages available to help you with the budgeting process.

### 69 cfo.berkeley.edu

At cfo.berkeley.edu, you’ll find information about the FY24 budget process.

### 70 Release Notes

At calplanning.berkeley.edu, the Release Notes section has detailed information about the data that is seeded in the FY24 operating budget.

### 71 calplanning.berkeley.edu

Also at calplanning.berkeley.edu, the training section has course materials for self-study and links to enroll in instructor-led classes. In the Experienced CalPlanning Users course, you’ll find the slides from this session and a transcript of the facilitator’s comments.

### 72 Job Aids

Also in the Training section, there are Job Aids organized by subject and CalPlanning tool.

### 73 Thank You

Thank you for joining this session today. We hope that the system enhancements and this presentation help you manage the FY24 budget process with confidence and ease.