## FY25 CalPlanning Refresher Transcript

These comments align with the slides in FY25 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 Herve Bruckert, Emily Liu, Latina Kamau-Kirika, Thomas Choy, Aaron Smyth, Thomas Baza, and Rocio Fragoso.

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 and what you need to be aware of to run CalPlanning. Then we’ll dive into the information you need in HCP and CalPlan, including a demo of the new CalPlan Drill Through-Account Summary form, and a review of the Review HCM Data to Add to Plan and Compensation Drill Through tasks in HCP. In addition, we’ll do a quick review of the Multiyear Budget Template in CalPlan. 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 FY24 plan and to enter your FY25 plan.
* March 15 is the due date for divisions with ladder-rank faculty to complete Form A.
* April 26 is the deadline for all budget data to be entered in CalPlanning. This includes FY24 forecast updates, FY25 operating budget, FY26-27 in the multiyear budget template and use of reserves.

Throughout this presentation, you will see links for more information in a yellow banner at the bottom of a slide. If you want to know more about dates and the budget process, follow the link.

### 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. Training – Budgeting for Experienced CalPlanning Users

When you select this class from the training menu, you will see the class dates and links to download the slides and a transcript of what I am saying in the presentation.

### 7. 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, March 27.

### 8. 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. Operational Updates and Best Practices

Next we have a quick review of what you need to get into CalPlanning, how to get to the report library, and the data update schedule.

### 10. Network, Browser, and Setup Requirements

* To ensure that our financial data is available only to authorized campus users, you must connect to a Berkeley network to access CalPlanning. If you’re on campus, you’ll connected to Eduroam. Off campus, use GlobalProtect. Or you can access CalPlanning via Citrix on a remote desktop.
* You can use CalPlanning on the web with Chrome, Firefox, or Microsoft Edge. Internet Explorer is not supported.
* If you are new to CalPlanning or are now using a computer that has never connected to CalPlanning before, there is some first-time setup required. Follow the link to the [CalPlanning Upgrade July 2021 Job Aid](https://calplanning.berkeley.edu/calplanning-upgrade-jul-2021-job-aid) for details.

### 11. 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.

### 12. CalPlanning Internal Data Updates

Planners enter data into the planning databases, CalPlan and HCP. CalPlanning copies the plan data to the reporting databases, CalRptg and HCPRptg, at 9am, 12pm, 3pm, 6pm, and 9pm daily. The data copy takes less than 15 minutes. We suggest that you wait until 15 minutes after the start of the copy process to get complete data when running reports, e.g. wait until 9:15am, etc.

### 13. CalPlanning External Data Updates / Actualized Forecast

After BFS closes the general ledger for the month, CalPlanning summarizes the actuals data and loads it to Forecast Working. The actuals data replace what was present and the month is no longer editable.

February actuals data will be loaded to the FY2023-24 Forecast Working version on Thursday morning March 14 between 6am and 9am. See CalPlanning.Berkeley.edu for details.

### 14. Membership Funds Moved from Contracts & Grants to Sales & Service

As previously reported by the Controller’s Office, thirty-five membership funds transferred from the C&G fund group to the Sales and Services fund group. CalPlanning implemented this change in rollup of funds.

## 15. CalPlan

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

### 16. Recommended Org Level Settings

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

### 17. 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.

## 18. Data Seeded in the FY25 Operating Budget

### 19. Data Seeded in the FY25 Operating Budget

* In October 2023, FY24 Operating Budget Final was copied to FY25 Operating Budget Working. See the release notes for details.
* FY25 Operating Budget Working includes all of the updates that planners made through Feb 6, 2024.

### 20. Central Transfers and Commitments – General Allocation

The FY25 Operating Budget has been seeded with Permanent Budget data for these accounts: 71110 General Allocation, 71290, and 75101.

### 21. 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 FY24 and FY25.

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.

### 22. Central Transfers and Commitments – Regents Endowment / FFE

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

### 23. CalPlan Best Practice

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

## 24. Drill Through – Account Summary Form

### 25. Drill Through Account Summary Form

I am beyond excited to share the new Drill Through – Account Summary form with you. As campus has requested, we have been building out the capabilities for planners to easily navigate between summary and detail level views.

Building on the success of the HCP Compensation Drill Through form that was introduced last year, we deliver similar functionality in CalPlan with the Drill Through – Account Summary form.

On this form, you can enter data by the quarter or for the entire year, and CalPlan spreads the dollars to the months for you, so you can work more efficiently and accurately.

### 26. Start from a high level in your organization

You can view summary data at a high-level such as division (L3) or department (L4). Select the entity, fund, and chart1 and then click the right arrow to fetch the data.

### 27. Start from a high level in your organization

The Account Summary form shows summary level accounts in the rows and several combinations of year, scenario, and version data across the columns.

### 28. Drill down to detailed data for an account

To see the details for an account, right-click on the account and then select Account Summary Details from the context sensitive menu.

### 29. Account Summary Details

The Account Summary Details form presents one row for each unique combination of planning account, DeptID, fund bucket, and Chart1.

### 30. Expand Year, Scenario, and Version to display months

Expand the columns by clicking on the triangles below the year, scenario, and version.

### 31. Enter Data in Quarter or YearTotal

You can enter data one month at a time like in all of the other forms, but this form also allows you to enter data in a summary period like a quarter or yeartotal. CalPlan spreads the data from the quarter or yeartotal to the months in the same proportion as any existing data.

In this example, our unit is increasing its budget for general supplies from 600 to 1,200 for the year so you enter 1,200 in YearTotal and CalPlan distributes that 1,200 to the months.

We can see that the amounts for Jul, Aug, and Sep were doubled from 50, 50, and 100 to 100, 100, and 200. CalPlan spread the dollars proportionally.

### 32. Return to Account Summary Form

Use the breadcrumb links at the top of the form to navigate between the Account Summary and Account Summary Details views.

Using the Back button on the browser does not take you back to the previous screen; it logs you out of CalPlanning. Be sure to use the breadcrumb links to navigate.

### 33. Form Available in Smart View for Planning

The Drill Through-Account Summary form is available in Smart View for Planning. It has the same functionality as the web-based form.

### 34. SRECNA Scenario Comparison with 3 years of Actuals

Developed in partnership with the College of Letters & Science, CR127 builds on the functionality of two existing CalRptg reports:

* CR107 SRECNA 3 Year Scenario Comparison
* CR120 SRECNA Trend

CR127 SRECNA Scenario Comparison with 3 years of Actuals does what it’s name implies; it uses the average of the last three years of actuals and calculates variances between the current year forecast and the following year operating budget.

### 35. SRECNA Scenario Comparison with 3 years of Actuals

The report presents three years of actuals followed by forecast and then calculates the variance. Then it presents the operating budget and calculates the variance. Comparing to an average amount rather than simply a prior year can provide more accuracy in forecasting.

## 36. HCP

To get started with HCP, we’ll recommend an org level setting, show you where you can see rates for benefits and fee remission in the HCP forms, and explain what data has been seeded in the HCP FY25 Operating Budget.

Then we’ll talk about forms and processes to help you plan for existing and to be hired employees. Review HCM Data to Add to Plan is the next topic, and finally we’ll review the Compensation Drill Through form that was introduced last year.

### 37. 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.

## 38. Composite Benefit Rates

### 39. Composite Benefit Rates

You can see the rates for composite benefits and payroll assessments in the Manage Existing Employees and Job Codes task. The rates shown here are 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.

## 40. Fee Remission Rates

### 41. Fee Remission Rates

You can see the fee remission rates in the Manage Fee Remissions task. The FY25 fee remission rates were updated in HCP on March 1, 2024.

## 42. HCP Data Seeded in FY25 Operating Budget

### 43. HCP FY24 Forecast Copied to FY25 Operating Budget

* For existing and to be hired employees, the June FY24 monthly pay rate was increased by 4.2% and loaded to the FY25 Operating Budget. That is a good starting point for units that have only ladder ranked faculty and non-represented staff. For units with represented staff, there is more complexity in the timing and percentage of FY25 increases. We will talk about that shortly.
* For pooled positions, FY24 data was copied with a 4.2% increase.
* Data is not copied for DeptID Comp Adjustments.

### 44. Plan for Existing and To Be Hired Employees

Compensation for the employees on the Manage Existing Employees form are often the largest part of the budget so we want to focus some attention on the forms and processes available to help you. In this section, we are talking about existing and to be hired employees who will display on the Manage Existing Employees form. We are not talking about pooled positions such as graduate student researchers or per diem employees.

We’ll review making a backup of your data, explore data from summary and detail levels with the Compensation Drill Through form, sync our data with UCPath and expected salary increases, make changes to individual employees, and ensure that all of our to be hired employees are included.

### 45. Backup HCP Data

It’s always a good idea to start with a backup copy of your data. We suggest that you export both the Monthly Pay Rate and the Distributions tabs on the Manage Existing Employees and Job Codes form. From the menu, select Tools / Export as Spreadsheet.

### 46. Review HCM Data to Add to Plan

We recommend the Review HCM Data to Add to Plan form because it puts the right people at the right pay rates into your plan. Let’s talk about how this task gets the right people and the right pay rates.

### 47. Review HCM Data to Add to Plan

The Review HCM data to add to plan form takes employee data from the source, UCPath. It identifies new hires and transfers who aren’t in your plan (but have been paid) and employees who have left your department and should be removed from your plan. You get the right people in your plan.

If there are differences in Dept ID, fund, or chart 1 between actual pay in UCPath and data in HCP, adding data to plan will remedy these issues.

### 48. FY25 Salary increases and timing in Review HCM Data to Add to Plan

Review HCM Data to Add to Plan calculates the FY25 monthly pay rate using the Jan 2024 actual pay period and the increase percentage and timing for each union code as specified in the [March 2024 Release Notes](https://calplanning.berkeley.edu/release-notes/march-2024-release-notes).

### 49. 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.

### 50. 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.

### 51. 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.

### 52. 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.

### 53. 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.

### 54. 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.

### 55. 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.

### 56. 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.

## 57. 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.

### 58. 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.

### 59. 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.

### 60. 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.

### 61. 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.

### 62. 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.

### 63. 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.

### 64. 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.

### 65. 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

## 66. 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.

### 67. 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.

### 68. Multiyear Budget Template

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

### 69. 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.

### 70. 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.

### 71. Multiyear Budget Template – Save

Save your work as you go. CalPlanning doesn’t save in the background for you, so be sure to click the Save button frequently as you enter data.

### 72. 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.

### 73. Use of Reserves – Save

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

### 74. 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.

### 75. 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.

### 76. 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.

### 77. 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.

### 78. R181 Use of Reserves Template

The CalPlan R181 Use of Reserves presents the data from the Use of Reserves form.

## 79. Online Resources

### 80. cfo.berkeley.edu

The CFO website covers the budget process timeline and deliverables

### 81. Release Notes

At calplanning.berkeley.edu, the Release Notes section has detailed information about the data that is seeded in the FY25 operating budget.

### 82. calplanning.berkeley.edu/training

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.

### 83. Job Aids

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

### 84. Thank You

Thank you for joining this session today. We hope that the system enhancements and this presentation help you manage the FY25 budget process with confidence and ease.