Budget Process Tools: CalPlanning Introduction & Reporting FY2020-21

CalPlan
HCP (Human Capital Planning)
CalRptg
HCPRptg
Smart View
FY2020-21 Budget Process Roles & Tool Training

CalPlanning Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalRptg Only Reporter</td>
<td>Run and analyze CalRptg reports</td>
</tr>
<tr>
<td>Reporter</td>
<td>Run and analyze CalRptg and HCP reports</td>
</tr>
<tr>
<td>Planner</td>
<td>Run and analyze CalRptg and HCP reports</td>
</tr>
<tr>
<td></td>
<td>Create and analyze budgets and run financial reports</td>
</tr>
</tbody>
</table>

Budget Process Tool Trainings

<table>
<thead>
<tr>
<th>Course</th>
<th>Reporter</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalPlanning Reporting</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Creating a Unit Plan Navigating CalPlan</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Creating a Compensation Plan Navigating HCP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Smart View</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Getting Started Guide
CalPlanning Getting Started Guide for new Planners, CalRptg & HCPRptg Reporters
Training Material Overview

Pre-Class Work
• Finance Community Member Profile

Classroom Handouts
• CalPlanning Reporting Exercises
• Job Aid: CalPlanning Dimensions and Members
• Job Aid: CalPlanning Data Flow and Timing
• Job Aid: CalPlanning Report Guide
• Job Aid: Daily Actuals Load in CalRptg

Online Resources
• Training Evaluation
• CalPlanning Job Aids and Materials
Learning Objectives

This course is designed for both CalPlanning Planners and Reporting Only finance members.

At the end of this training session you will be able to:

• Explain the use of members in the Scenario, Version, Year, Period, and Time Series dimensions
• Identify and navigate the steps to create, save, print and export CalRptg reports
• Run and access key FY2020-21 Budget Process reports
  – CR103, SRECNA Medium
  – CR120, SRECNA Trend
  – CR603, Year to Date Comparison
  – CR301, Entity Summary by Entity Selection
• Determine when plan and actual data in CalPlanning reporting modules is updated
• Review recommended CalRptg resources and job aids to assist in the FY2020-21 Budget Cycle
Agenda

• **Overview of CalPlanning Tools**
• Dimensions – Part 1
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• Reports with Prompts
• Dimensions – Part 2
• Support
CalPlanning Defined

CalPlanning is an enterprise software suite of tools used by the University of California, Berkeley to be a one-stop shop for financial planning, budgeting, forecasting, analysis and reporting.

CalPlanning provides a common enterprise-wide framework to:

- Create, analyze, and assess the annual budget
- Automate and streamline the budget process
- Increase strategic decision-making within and across campus constituents
- Provide a direct line of sight into financial plans and results at all levels of the institution
- Access analytical tools for helping create multi-year plans and ability to run ad hoc reports to answer specific financial questions
CalPlanning Tools

Planning
- CalPlan
- HCP (Human Capital Planning)

Reporting
- CalRptg
- Smart View
- HCP Rptg
CalPlan Planning Tool

A web-based, financial planning tool for planners to create future year Operating Budgets and revise in year Forecasts for:

- Non-Compensation Expenses, Revenues and Transfers and Changes in Fund Balance
- Review summarized Compensation plans from Human Capital Planning (HCP)

Provides Planners with:

- Task lists to guide them through the planning steps
- Data entry screens
- Automatic calculations
- Real-time reporting

CalPlan uses a subset of the BFS Chart of Accounts (COA) for planning
Human Capital Planning Tool

A web-based, compensation planning tool for planners to create a future year Operating Budget and in year Forecast using Employee and Position data.

Functionality allows planners to:

- Plan for future changes to employee and position data imported from our HR system, UC Path
- Plan for new positions and to-be-hired employees, plus additional compensation expense by DeptID
- Manage distributions at the employee and position level
- Review auto-calculated expenses for Fringe, Vacation, GAEL, and Fee Remission
CalRptg Reporting Tool

A pre-defined, canned reporting template module with the ability to select (filter) members to be included in the report

CalRptg provides:

• Access to Operating Budget, Forecast and Actual data
• Org Levels: visibility to data at all levels from UC Berkeley to Dept ID
• Timeframes:
  • Year Total, Quarterly & Monthly
  • Period or Period to Date - Year, Quarter and Month
• CalRptg Chart of Accounts (COA) includes:
  • All BFS COA values
  • CalPlan Summary COA
HCP Rptg Tool

A pre-defined, canned reporting template module with the ability to select (filter) members to be included in the report.

- Use to view Human Capital Planning (HCP) compensation plan data for future year Operating Budgets, in year Forecasts, and Actuals
- Provides visibility to both employee level and summarized data
**Smart View**

**Smart View** is a Microsoft Office add-in for use in Excel, Word, & PowerPoint that provides access to CalPlanning data from:

- CalPlan
- CalRptg
- HCPRptg

**Smart View Capabilities:**

- Ad hoc query capability within MS Excel
- Access live data to develop user specific queries
- Analyze data and store results as Excel document
- Import query ready or formatted CalPlan, CalRptg & HCPRptg financial reports into Excel
- Import financial reports into MS Word or PowerPoint as document image
<table>
<thead>
<tr>
<th>Roles</th>
<th>CalRptg Only</th>
<th>HCP Rptg</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run and analyze CalRptg reports</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Run and analyze HCP Rptg reports</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Run and analyze CalPlan reports</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Input financial plans in CalPlan</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Input employee and position plans in HCP</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Read Only</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entity Read Only</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Entity Read and Write</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
CalPlanning Application User Flow

**HCP (Human Capital Planning)**
Review and edit planned Compensation Expenses for Employee and Position

**CalPlan**
Review and edit plan for Revenue, Transfers, Non-Comp Expenses and Changes in Fund Balance and summarized Compensation Expense plans from HCP

**CalRptg**
Generate and review reports of plan data for CalPlan and detailed Actuals from BFS

**HCP Rptg**
Generate and review Compensation Expense reports for budget data from HCP by Employee and Position
Agenda

• Overview of CalPlanning Tools
• **Dimensions – Part 1**
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• Reports with Prompts
• Dimensions – Part 2
• Support
Data in CalPlanning is organized into dimensions.

- **Dimensions** are made up of members.
- **Members** represent an item at any level within a Dimension.
Budget Concepts

**Forecast** is an update to the current year budget based on changing priorities, spending activity year to date and anticipated changes through the end of the fiscal year.

- Lays the foundation for the next year’s budget
- Ensures Divisions respond appropriately to circumstances that have changed since the Budget was created

**Operating Budget** is a plan for how resources will be allocated in a future fiscal year to support the goals and strategies of the unit.

- Plan of action for receiving and spending money within a specific period of time
- Intended to set *realistic* goals and expectations – based on past experience, current information and assumptions about the future
- Once finalized cannot be changed so that variances can be measured via quarterly reviews to forecast
Scenario Dimension

Scenarios are used to differentiate between the different types of financial data.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Contains historical actual data from closed periods</td>
</tr>
<tr>
<td>Forecast</td>
<td>Current fiscal year budget by month</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>Future fiscal year budget by month</td>
</tr>
</tbody>
</table>
Version Dimension

Versions are iterations of Scenarios created over the planning process. Versions intersect Scenario to allow for snap-shots of multiple iterations of data in a budget planning process. These snapshots support comparison and variance analysis of plan to forecast and actual data.

- **Initial** - read-only scenario snapshot taken at the beginning of a planning process
- **Working** - editable scenario where plans are created and revised over the planning process
- **Q1, Q2 & Q3 Submissions** - read-only, year total forecast snapshots taken after quarterly close, reflects any changes made to forecast up to the time of snapshot
- **Planner Submission** - read-only scenario snapshot taken after due date in the planning process
- **Final** - read-only scenario snapshot taken at the end of the planning process
Scenario and Version Combinations

**Scenario** is used to differentiate between the different types of financial data

**Versions** intersect Scenario to allow for snap-shots of multiple iterations of data in a planning Process

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Version</th>
<th>Initial</th>
<th>Working</th>
<th>Q1, Q2, Q3 Submission</th>
<th>Planner Submission</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Editable throughout budget cycle</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Read Only</td>
</tr>
<tr>
<td>Forecast</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Editable*</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Read Only</td>
</tr>
<tr>
<td>Actual</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Read Only</td>
</tr>
</tbody>
</table>

* Following the BFS close, actual data is loaded to the Forecast scenario, Working version for the month. Future months may be edited in the Forecast scenario and the Working version.
Version Scenario Creation

- Initial
- Q1, Q2 & Q3
- Planner Submission (PS)
- Final (F)

• Working (W)

Scenario Version Timeline – *timeframe and versions for illustrative purposes, timing updated prior to Budget Cycle*

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2020 Forecast</td>
<td>Initial</td>
<td>Q1</td>
<td>(W)</td>
<td>Q2</td>
<td>Q3</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY21 Operating Budget</td>
<td>Initial</td>
<td>Q1</td>
<td>(W)</td>
<td>Q2</td>
<td>Q3</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY21 Forecast and FY22 OB</td>
<td>Initial</td>
<td>Q1</td>
<td>(W)</td>
<td>Q2</td>
<td>Q3</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FY21 OB Final copied to FY21 Forecast Initial & Working
Year & Period Dimensions

Year dimension contains the list of fiscal year members.

Period dimension includes the members quarters, months and annual totals.

FY20 in CalPlanning is FY2019-20
Time Series Dimension

- Allows for reporting on periodic or cumulative to-date periods
  - Select **Periodic** when you need a specific month or quarter
  - Select **QTD** or **YTD** for cumulative totals
- Can be used to show report values in thousands or millions
- Time Series is specific to CalPlanning reporting modules; this dimension does not exist in planning modules
Year, Period, and Time Series Examples

Report run date: January 15, 2020

<table>
<thead>
<tr>
<th>Data Needed</th>
<th>Year</th>
<th>Period</th>
<th>Time Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecast for entire year of FY20</td>
<td>FY20</td>
<td>YearTotal</td>
<td>Periodic or YTD</td>
</tr>
<tr>
<td>Actuals for FY20 so far this year</td>
<td>FY20</td>
<td>YearTotal</td>
<td>Periodic or YTD</td>
</tr>
<tr>
<td>Forecast and Actual for Q1 FY20</td>
<td>FY20</td>
<td>Q1</td>
<td>Periodic or YTD</td>
</tr>
<tr>
<td>Forecast and Actual for Jul FY20</td>
<td>FY20</td>
<td>Jul</td>
<td>Periodic or YTD</td>
</tr>
<tr>
<td>Forecast and Actual for Aug FY20</td>
<td>FY20</td>
<td>Aug</td>
<td>Periodic</td>
</tr>
<tr>
<td>Forecast and Actual for Q2 FY20</td>
<td>FY20</td>
<td>Q2</td>
<td>Periodic</td>
</tr>
</tbody>
</table>

• The selections of Periodic and YTD in Time Series yield the same results when the Period is YearTotal, Q1, or Jul
• For quarters other than Q1 or months other than Jul, you must select Periodic in Time Series to get the specific time period
Examples of Period and Time_Series Intersections

<table>
<thead>
<tr>
<th>Year Period</th>
<th>Time Series Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 Periodic ($)</td>
<td>Quarter 1 Year-to-Date ($)</td>
</tr>
<tr>
<td>2019-20</td>
<td>30,000,000</td>
</tr>
</tbody>
</table>

Quarter 1 period yields the same for Periodic and YTD

<table>
<thead>
<tr>
<th>Year Period</th>
<th>Time Series Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 2 Periodic ($)</td>
<td>Quarter 2 Year-to-Date ($)</td>
</tr>
<tr>
<td>2019-20</td>
<td>1,800,000</td>
</tr>
</tbody>
</table>

Quarter 2 period yields different values for Periodic and YTD

<table>
<thead>
<tr>
<th>Year Period</th>
<th>Time Series Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal Periodic ($)</td>
<td>Quarter 2 Year-to-Date ($)</td>
</tr>
<tr>
<td>2019-20</td>
<td>32,000,000</td>
</tr>
</tbody>
</table>

Can use different combinations of Period and Time Series to get the same time period
Exercise 1

Identifying Your POV

**Scenario**: You want to run a CalRptg report to review your current year Forecast that reflects all of the reforecasting you have done to date. Which Dimension Members would you select to return this data?

<table>
<thead>
<tr>
<th>CalRptg Report Name</th>
<th>Dimensions Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Time Series</td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td></td>
</tr>
<tr>
<td>Version</td>
<td></td>
</tr>
<tr>
<td>Entity</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Program Code</td>
<td></td>
</tr>
<tr>
<td>Chart1</td>
<td></td>
</tr>
<tr>
<td>Chart2</td>
<td></td>
</tr>
</tbody>
</table>
Agenda

• Overview of CalPlanning Tools
• Dimensions – Part 1
• **Running a Report**
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• Reports with Prompts
• Dimensions – Part 2
• Support
2 Ways to Access CalPlanning

Browser

https://calpln-rptportal.berkeley.edu/workspace/index.jsp

Citrix Remote Desktop

Use Citrix remote desktop:

- To avoid browser compatibility issues
- Connect to CalPlanning when you away from campus
CalPlanning User ID and Password

Your CalNet ID and Passphrase are also your CalPlanning Workspace User Name and Password
Navigating to CalRptg Template Repository

1. Navigate to the CalRptg reports by clicking on Explore icon from the toolbar.

2. Click on the + CalPlanning and then + CalRptg to expand the file folder to display the CalRptg report templates.

3. Select a report by double-clicking on the report name, or right-clicking to run in a particular format (HTML or PDF).

Note: You can also open reports by clicking on the link from the Recently Opened section of the HomePage.
Report Point of View (POV)

• Enter the Point of View (POV) for reports to retrieve data
  – Type member in text box if you know it OR
  – Click Select... to open the Members tab

• Once the POV is selected, the members will persist until you:
  – Edit the dimension
  – Log out of CalPlanning
Drilling-Down Into Report Data

- Some CalPlanning reports allow for an expanded view of data in **HTML format**
- An arrow to the left of the member name will appear only in the HTML version of these **Drillable** reports
- Click on the arrow to drill-down into the hierarchy

<table>
<thead>
<tr>
<th>Revenue and Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
</tr>
<tr>
<td>Investment Income</td>
</tr>
<tr>
<td>Net Tuition and Fees</td>
</tr>
<tr>
<td>Private Gifts for Current Use</td>
</tr>
</tbody>
</table>

| **44010 - Private Gifts - Restricted** | 8,889,808 |
| **44012 - UCBF Donation - Restricted** | 0         |
| **44013 - UCBF Endow Income - Restricted** | 0         |
| **44015 - Gift Fee Assess - Restricted** | 0         |
| **440XX - Private Gifts for Current Use - Plan** | 0         |
Cal Reporting Favorites

Once you have run a report you can add it to your Favorites on the CalPlanning menu

• Manage Favorite to Hide or Remove reports
Exercise 2
CalRptg Exercise Workbook
Logging into CalPlanning Workspace and Accessing the CalRptg Report Repository
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- Support
What is a SRECNA?

**SRECNA Report**
- A standard approach to measuring financial results
- This format can be used to review Actuals, Forecast or Budget
- Provides a financial overview of your organization’s
  - Total Revenue & Transfers
  - Total Expenses – Compensation & Non Compensation
  - Net Operating Surplus/(Deficit)
  - Changes in Fund Balances
  - Beginning Balance
  - Ending Balance
  - By Fund Type
# SRECNA Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>External income, e.g. Gifts, Grants, Student Fees, Sales and Services</td>
</tr>
<tr>
<td>Operating Transfers</td>
<td>Flows of money within the University and within the same fund</td>
</tr>
<tr>
<td>Expenses</td>
<td>Costs incurred, such as payments to outside parties</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>Net of Revenues, Operating Transfers and Expenses for the period</td>
</tr>
<tr>
<td>Change in Fund Balances</td>
<td>Represents movements of money between “current funds” and “non-current funds,” e.g. debt service, or capital projects</td>
</tr>
<tr>
<td>Beginning Balances</td>
<td>Represents ending balance from last year</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>Sum of Net Operating Surplus/(Deficit) and Change in Fund Balance</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>Net of Beginning Balance and Change in Net Assets</td>
</tr>
</tbody>
</table>
CR103 Job Aid

Budget Creation Reporting
CR103 CalRptg
Statement of Revenue, Expenses and Change in Net Assets

CR103 - Statement of Revenue, Expenses and Changes in Net Assets

The Statement of Revenues, Expenses, and Changes in Net Assets or SRECNA report is the standard financial report at UC Berkeley and includes traditional revenue and expense statement elements, along with operating transfer activity that indicates the movement of resources between units.

The report displays data for the entity selected and can be expanded (drillable) at the account level, allowing users to see the detail accounts for revenue, expenses and fund balances. Those accounts are broken out by major Current fund buckets - expanded to Unrestricted and Restricted in the columns.

Questions answered with the CR103

Depending on the POV for the version, scenario, year and time period selected; this report can answer:

- Which fund type do I currently have balances? Are most of my monies restricted or unrestricted in nature?
- Is my unit running a surplus or deficit?
- What is driving my “miscellaneous” expenses? (Drill to the account level to view).
Key Building Blocks

Standardized reports help us see financial data up and down the organization and across fund types.

<table>
<thead>
<tr>
<th>Key Building Blocks</th>
<th>(in thousands)</th>
<th>Current Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>Private Gifts for Current Use</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Operating Transfers</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Total Revenue &amp; Transfers</td>
<td>4,600</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Compensation</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>Total Non Compensation</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>4,400</td>
<td></td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Changes in Fund Balance - Pos(Neg)</td>
<td>(1,000)</td>
<td></td>
</tr>
<tr>
<td>Change in Net Assets - Pos(Neg)</td>
<td>(800)</td>
<td></td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>1,200</td>
<td></td>
</tr>
</tbody>
</table>
Let’s Do the Math

Report Formulas

Net Operating Surplus/(Deficit) = Revenues + Transfers - Expenses

Change in Net Assets = Net Operating Surplus/(Deficit) + Changes in Fund Balance

Ending Balance = Beginning Balance + Changes in Net Assets
Time

Now we can use our building blocks to answer different questions.

Key Building Blocks

- Revenues
- Operating Transfers
- Expenses
- Changes in Fund Balance
- Beginning and Ending Balance

Actual
Last year

Forecast
Current year

Budget
Next year

How did we do last year?

How will we end the year?

What will happen next year?

Revenue
Transfers
Expenses
Change in fund balance
Beginning and Ending Balance

Revenue
Transfers
Expenses
Change in fund balance
Beginning and Ending Balance

Revenue
Transfers
Expenses
Change in fund balance
Beginning and Ending Balance

Revenue
Transfers
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Revenue
Transfers
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Change in fund balance
Beginning and Ending Balance

Revenue
Transfers
Expenses
Change in fund balance
Beginning and Ending Balance
Reports Naming and Description Conventions

• The first digit in the report # indicates the type of report:
  1 = SRECNA
  2 = DeptID (L7) Level
  3 = Entity Level
  4 = Budget
  5 = Transfers and Fund
  6 = Trend
  7 = Chartfield 1
  9 = Recharge

• Description begins with the dimension for the rows in the report

• [Drillable] indicates that you can drill down to more details in the report in HTML preview

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR105 - SRECNA Any Scenario vs Actual Variance</td>
<td>[Drillable] Accounts are listed for specified Entity. Variance analysis (percent and nominal) of prior-year Actuals to a selected Scenario/Version.</td>
</tr>
<tr>
<td>CR106 - SRECNA Working vs Initial Version</td>
<td>[Drillable] Accounts are listed for a specified Entity. Allows a user to review changes from the starting point (Initial) of the Forecast or Operating Budget cycle versus the current values (Working).</td>
</tr>
<tr>
<td>CR106b - SRECNA Flexible Version Comparison</td>
<td>[Drillable] Accounts are listed for a specified Entity. Allows a user to review changes from the starting point (Initial) of the Forecast or Operating Budget cycle versus the current values (Working).</td>
</tr>
<tr>
<td>CR107 - SRECNA 3 Year Scenario Comparison</td>
<td>[Drillable] Accounts are listed for a specified Entity. User selected year for the Operating Budget is compared to the prior year Forecast and two-year prior Actuals.</td>
</tr>
</tbody>
</table>
Agenda

- Overview of CalPlanning Tools
- Dimensions – Part 1
- Running a Report
- SRECNA
- **Modifying POV**
- Data Updates
- Report Features
- Reports with Prompts
- Dimensions – Part 2
- Support
Fund Dimension

Best Practice ★

• Select **Current Funds** to remove any Non-Current Fund data from view if not needed. Most SRECNA’s are preset to Current Funds

• Selecting Total Funds will include Current and Non-Current Funds

How Many Funds?

• There are 30,000+ individual funds in CalRptg; to simplify planning, CalPlan has 5 Plan Only Fund members

• In CalRptg, all Funds and Plan Only Funds are available for reporting

Exclude Contracts and Grants in Reporting

• You can select **Current_Funds_Excluding_C&G** from the Alt_Fund_Hierarchy if you don’t want to include contracts and grants in your report
Reporting on Contracts and Grants

Keep in mind when reporting on contracts and grants:

- While contracts and grants have defined end dates, the start and end dates may span more than one fiscal year.
- Contracts and Grants revenue should be budgeted to appropriately offset expenses in the fiscal year.
- CalRptg reports beginning with CR5 focus on Funds; you can drill down to a specific contract or grant.
Reports open in HTML by default

Header displays
- Report Name
- Entity
- Time Series
- Column and row labels

Member selections made in POV are displayed in the editable POV toolbar
Change POV After Running a Report

There are 2 ways to change POV after you have run a report:

1. To change a single dimension, click the dimension in the editable POV toolbar

![Image of editable POV toolbar]

2. To display the POV dialog box, go to the menu and select View \ Preview User Point of View

![Image of menu with Preview User Point of View highlighted]
The member selections made in the POV are displayed and printed in the report footer.
Exercise 3
CalRptg Exercise Workbook
Selecting POV Members,
Running a Report and
Changing the POV
CR120 Job Aid

Budget Creation Reporting
CR120 CalRptg
SRECNA Trend

CR120 - SRECNA Trend

The CR120 report is a trending report meaning it provides historical (i.e. prior fiscal years) Actuals data. The multi-year actuals can be compared against any scenario/version that is chosen. The report is in the standard SRECNA format.

Questions answered with the CR120

Depending on the POV for the version, scenario, year and time period selected; this report can answer:

- What area(s) of my revenue have been trending up or down over the last 3 or 4 years?
- What area(s) of my expenses have been trending up or down over the last 3 or 4 years?
- Are there spikes or seasonality in the trends that are helpful in understanding how the finances work in my unit?
- Does my budget, forecast or current-year actuals reflect a similar trend compared to the last 3 years? Is there any major swings or deviations from the trends?
Agenda

- Overview of CalPlanning Tools
- Dimensions – Part 1
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- Modifying POV
- **Data Updates**
- Report Features
- Reports with Prompts
- Dimensions – Part 2
- Support
Plan Data Updates in CalRptg and HCPRptg

**HCP (Human Capital Planning)**
Review and edit planned Compensation Expenses for Employee and Position.

**CalPlan**
Review and edit plan for Revenue, Transfers, Non-Comp Expenses and Changes in Fund Balance and summarized Compensation Expense plans from HCP.

**CalRptg**
Generate and review reports of plan data from CalPlan and detailed Actuals from BFS.

**HCPRptg**
Generate and review Compensation Expense reports for budget data from HCP by Employee and Position.

Plan data is pushed from HCP and CalPlan to HCPRptg and CalRptg every 3 hours daily:
9 AM / 12 PM / 3 PM / 6 PM / 9 PM

Do not run CalPlanning reports (CalPlan, CalRptg, HCPRptg and Smart View) for the first 15 minutes of the push hours to avoid an incomplete refresh of your data.
Actuals Data Updates in CalRptg

• Actuals data in CalRptg is refreshed nightly from BFS

• Depending on your selection of Period and Time Series, reports can be run to view:
  – Actual data as of the close of the prior business day for **unclosed** months
  – Monthly Actuals for **periods that have closed** in BFS

• CalRptg reports include a footnote with the date of the most recent nightly load and the date of closed monthly Actual data
Tree Hierarchy Updates

• Newly created Funds in BFS will be added to CalRptg nightly with temporary Fund type classifications that will be reviewed and updated after the monthly close

• Example
  – Fund
    • New Contracts & Grants Funds
    • New Current Funds Not C&G
    • New Non-Current Funds

• CalPlanning Release Notes notify users of hierarchy tree updates.
Actuals Data Updates in Reports

- Actual data in CalRptg refreshed nightly from BFS
- CalPlan and HCPRptg reports have Actuals refreshed on a monthly basis after the month close
Data Flow and Timing

**Data Refresh Frequency**
- Nightly or multiple times daily
- Monthly

---

* Data pushes every three hours between 9:00am and 9:00pm.

** A snapshot of all active employees is taken in early Q3 and is optional for planners to copy to plans.

Check [http://budget.berkeley.edu/systems/calplanning](http://budget.berkeley.edu/systems/calplanning) for details on timing of data pushes and updates to CalPlanning system availability.
Terminology - BFS to CalPlanning

BFS/UC Path/Cal Answers Financials concepts reside in CalPlanning under the same or a new name.

<table>
<thead>
<tr>
<th>BFS – UC Path – Cal Answers Financials</th>
<th>CalPlanning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Month / Accounting Period</strong></td>
<td><strong>Period</strong></td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Master Org Tree (DeptID)</strong></td>
<td><strong>Entity (Business Unit_DeptID)</strong></td>
</tr>
<tr>
<td><strong>Ledger</strong></td>
<td><strong>Scenario</strong></td>
</tr>
<tr>
<td><strong>Version</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Time Series</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chartfield1</strong></td>
<td><strong>Chart1</strong></td>
</tr>
<tr>
<td><strong>Chartfield2</strong></td>
<td><strong>Chart2</strong></td>
</tr>
<tr>
<td><strong>Program Code</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Unique to CalPlanning
# Financial Data Cross Walk: Data Detail by Tool

<table>
<thead>
<tr>
<th>Planning Tools</th>
<th>Reporting Tools</th>
<th>Detail</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CalPlan</strong></td>
<td><strong>HCPRptg</strong></td>
<td>L7 DeptID for review and plan creation</td>
<td>L7 DeptID</td>
</tr>
<tr>
<td><strong>HCP</strong></td>
<td><strong>CalRptg</strong></td>
<td>Employee and Position Detail</td>
<td>L7 DeptID</td>
</tr>
<tr>
<td><strong>CalPlan</strong></td>
<td><strong>CalRptg</strong></td>
<td>L7 DeptID for review and plan creation</td>
<td>L7 DeptID</td>
</tr>
<tr>
<td><strong>Smart View</strong></td>
<td><strong>Smart View</strong></td>
<td>Mirrors Tool Levels</td>
<td>Mirrors Tool Levels</td>
</tr>
<tr>
<td><strong>CalAnswers</strong></td>
<td><strong>CalAnswers</strong></td>
<td>Journal level transactional detail <em>(e.g. chartstring level detail, journal line descriptions)</em></td>
<td>Aggregated L7 to L3</td>
</tr>
</tbody>
</table>

*Important to remember that journal level detail only resides in CalAnswers*
Financial Data Cross Walk: Available Scenarios

<table>
<thead>
<tr>
<th>Planning Tools</th>
<th>Reporting Tools - All Read Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CalPlan</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>X</td>
</tr>
<tr>
<td>Forecast</td>
<td>X</td>
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<tr>
<td>Actuals</td>
<td>Read-Only</td>
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<tr>
<td>Perm Budget</td>
<td></td>
</tr>
<tr>
<td>Temp Budget</td>
<td></td>
</tr>
</tbody>
</table>
Exercise 4
CalRptg Exercise Workbook
Using the Period, Time_Series and Year Dimensions
Agenda

• Overview of CalPlanning Tools
• Dimensions – Part 1
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• **Report Features**
  • Reports with Prompts
  • Dimensions – Part 2
• Support
CalRptg reports default to **HTML** and can be converted to **PDF**

- HTML versions may have drill-down options on members in rows and/or columns
- PDF versions are static and for **printing**
Setting Formatting Preferences

Select custom formatting for viewing reports using the Financial Reporting Preference option.

1. Select File > Preferences from the menu
2. Click Financial Reporting in the left panel
3. Set formats as desired
Use Time Series to Report in Thousands or Millions

- The Time Series dimension offers the capability to display values in thousands or millions.
- The header and footer indicate that the values in the report are in thousands or millions.

Statement of Revenue, Expense and Changes to Net Assets

The last closed month for the current Fiscal Year is October. Daily Actuals for unclosed month(s) are available through 20191201 (YYYYMMDD).


CR103 - SRECNA Med - CalRptg
Saving and Printing Reports

In the PDF format you can Print and Save from the navigation toolbar.
Exporting Reports

• You can export a report from HTML or PDF format
• Export to Excel will separate the data into cells that can be edited
• From the menu, select File \ Export \ Excel
Refreshing Data

If you have had a report open for a while, refresh to fetch the most current data from the database:

<table>
<thead>
<tr>
<th>Using the ___ to refresh</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Icon</td>
<td>🔄</td>
</tr>
<tr>
<td>Menu</td>
<td>View \ Refresh</td>
</tr>
<tr>
<td>Keyboard</td>
<td>[F5]</td>
</tr>
</tbody>
</table>
Exercise 5
CalRptg Exercise Workbook
Exporting a CalPlanning Report to MS Excel
Agenda

• Overview of CalPlanning Tools
• Dimensions – Part 1
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• **Reports with Prompts**
• Dimensions – Part 2
• Support
Running Reports with Prompts

- Some reports will prompt for member selections prior to running the report.
- A prompt allows for variable selections, or the option to choose more than one member.
- You have the option to accept the default member(s) or you can also choose your own member(s) as desired.

Click in Edit Member Names field to activate Selection box to type in member.
Respond to Prompts

1. Expand tree to display the member(s) you want to include
2. Check the box(es) to select members
3. Click > to move the members to the Selected pane
4. Click OK

If you click OK without moving the members to the right pane, the system prompts you to do so.
Changing the Members Selected in a Prompt

- You can change the members after running the report
- From the menu, select **View \ Respond to Prompts**
Exercise 6
CalRptg Exercise Workbook
Running Reports with Prompts
Agenda

• Overview of CalPlanning Tools
• Dimensions – Part 1
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• Reports with Prompts
• **Dimensions – Part 2**
• Support
### Available Dimensions in CalPlanning Tools

<table>
<thead>
<tr>
<th>Dimension</th>
<th>CalRptg</th>
<th>CalPlan</th>
<th>HCP</th>
<th>HCPRptg</th>
<th>Smart View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
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<td>✓</td>
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<td>Period</td>
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<tr>
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<td>✓*</td>
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</tr>
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<td>Entity</td>
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<tr>
<td>Fund</td>
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</tr>
<tr>
<td>Chart1</td>
<td>✓</td>
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<tr>
<td>Chart2</td>
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<td>Time Series</td>
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<td>Program Code</td>
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<td>Position</td>
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<td>Job Code</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Compensation related accounts are only included in HCP and HCPRptg.

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The Entity hierarchy represents the Master Org Tree and is the same in all applications

- **1_UCBKL**: Hierarchy represents business unit 1 and is prefixed with `1_`
- **J_UCBKL**: Hierarchy represents business unit J and is prefixed with `J_`

Plans are created in CalPlan at the DeptID (L7) and aggregated up the hierarchy tree.
Account Dimension

- Account is formatted in the columns or rows in most reports however, it’s helpful to understand the Account hierarchies.

- The complete BFS COA is available in CalRptg and HCPRptg for viewing Actual data. To streamline planning, the CalPlan Chart of Account (COA) uses a subset of the BFS COA.

Primary account hierarchy is used in all applications and SRECNA reports. The hierarchy is different from BFS in these ways:

- Financial Aid or Scholarships and Fellowships: Moved from Comp to Non-Comp
- Other Employee Comp: Moved under Benefits
- Parents added under Staff Salaries: Career, Contract, Casual
- Room and Board: Moved under Auxiliary
Alternate Account Hierarchy

Alternate Account Hierarchy includes the Recharge Hierarchy requested by units that receive recharge as income. In BFS, Recharge Income is coded as a contra expense account. In the Alternate Account Hierarchy, the recharge account has been moved out of expenses to a stand-alone account group in order to facilitate analysis.

Recharge Reports
A set of reports created specifically to view the alternate account hierarchy with recharge as revenue. Recharge reports have an R suffix following the report #.

Recharge centers are units that provide specific, ongoing services to a number of campus units or projects, and recover the cost of providing these services from the unit served on a “rate basis”.
University of California, Berkeley, Recharge Centers – Policy and Procedures
Chart2 and Program Code

- **Chart2** and **Program Code** are available for reporting in CalRptg and HCPRptg only and are not used for creating plans in CalPlan

**Best Practice:** When not reporting on an individual member, we recommend keeping these selections at the *top of the hierarchy* to include all data.
Plan Only Members

Plan Only Members

- Provide **summary level** “Plan Only” values for select CalPlanning Accounts, Funds, and Chart1s in CalPlan tool
  - Account Members (e.g. “440XX – Private Gifts for Current Use – Plan”)
  - Fund Members (e.g. “Unrestricted - Plan”)
  - Chart1 Members (e.g. “C1_SUMPLN - C1 - Summary - Plan”)

- Allow for high-level, strategic budgeting in CalPlan

- Individual members visible in CalRptg Actual reports
Plan Only Members - Accounts

Plan Only Members provide **summary level** “Plan Only” values for select CalPlanning Accounts, Funds, and Chart1s in CalPlan tool.

**BFS & CalAnswers**

- Multiple Individual Travel Accounts

**CalPlan**

- 1 Plan Only Member Travel Account

Plan Only Member Names use **Plan** as a suffix.
Exercise 7
CalRptg Exercise Workbook
Exploring the Reports
Agenda

• Overview of CalPlanning Tools
• Dimensions – Part 1
• Running a Report
• SRECNA
• Modifying POV
• Data Updates
• Report Features
• Dimensions – Part 2
• Support
CalPlanning Website

Check out the CalPlanning website for up to date info on:

• CalPlanning system availability
• Load of Actuals data
• Scenario Version updates
• Budget Process Calendar
• Training and Job Aids
• Release notes about system enhancements
• Resources for technical and non-technical support

http://calplanning.berkeley.edu
CalPlanning System Availability, Tech Support

- **Available:** Monday – Friday, 8am-5pm *with technical support*, except University holidays

- **Available:** Monday – Friday, 7am-8am, 5pm-3am, and weekends *but without technical support*

- **Unavailable:** 3am-7am daily
Support: Technical and Non-Technical

**Technical**
For technical help with the CalPlanning tool (including logging into or using CalPlan, CalRptg, HCP, HCPRptg and Smart View), contact the CalPlanning Help Desk
• Hours: 8 a.m. to 5 p.m., Monday - Friday, except for University holidays
• E-mail: calplanhelp@berkeley.edu
• Phone: (510) 664-9000, Phone Tree: Option 1 (IT), Option 2, then Option 4 (CalPlanning)

**Non-Technical**
For non-technical Budget Process help including questions about your Division’s requirements, decisions for your unit and your CalPlanning access contact your:
• Local [CalPlanning Support Person](#)
• [Divisional Finance Leader (DFL)](#)
System Requirements for CalPlanning

Access the web-based Workspace at either:

- https://calpln-rptportal.berkeley.edu/workspace/index.jsp
- https://citrix.berkeley.edu

The Help Desk-supported system requirements for CalPlanning are:

- Internet Explorer 10.x and Internet Explorer 11 with Enterprise Mode
- Windows 7 & 8.1
- Microsoft Office 2007, 2010 or 2013
- Adobe Acrobat Reader 7.0+ or higher

For more information, go to: https://calplanning.berkeley.edu/getting-started/browser-requirements
Please take a few minutes to evaluate this class:

https://forms.gle/GDcbiuoT2vKExdraA