

Budgeting for Experienced CalPlanning Users



Budgeting for Experienced CalPlanning Users

- Changes and Enhancements for FY2020-21 Budget Process
 - Upgrade to CalPlanning System
 - Composite Benefit Rates
 - Human Capital Planning
 - New CalPlan Form: Drill Through - Account Details
- Key Reminders
 - FY2020-21 Budget Process Key Dates
 - CalPlan / HCP monthly Actualized Forecast
 - Timing of Actuals Data in Reporting

CalPlanning Changes and Enhancements for FY2020-21 Budget Process



CalPlanning Upgrade

The CalPlanning server and infrastructure were upgraded in Nov 2019 to improve performance, reliability, and compatibility.

Some first-time setup is required for all users:

- Web Browser Setup
- Campus VPN Network Requirements
- CalPlanning Workspace Changes

CalPlanning Job Aid - <https://calplanning.berkeley.edu/release-notes>

Web Browser Setup



Internet Explorer version 11 is the Help Desk supported browser



Allow pop-ups

Network Requirements to Access CalPlanning



On Campus



UC Berkeley Network

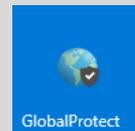


Citrix

Off Campus



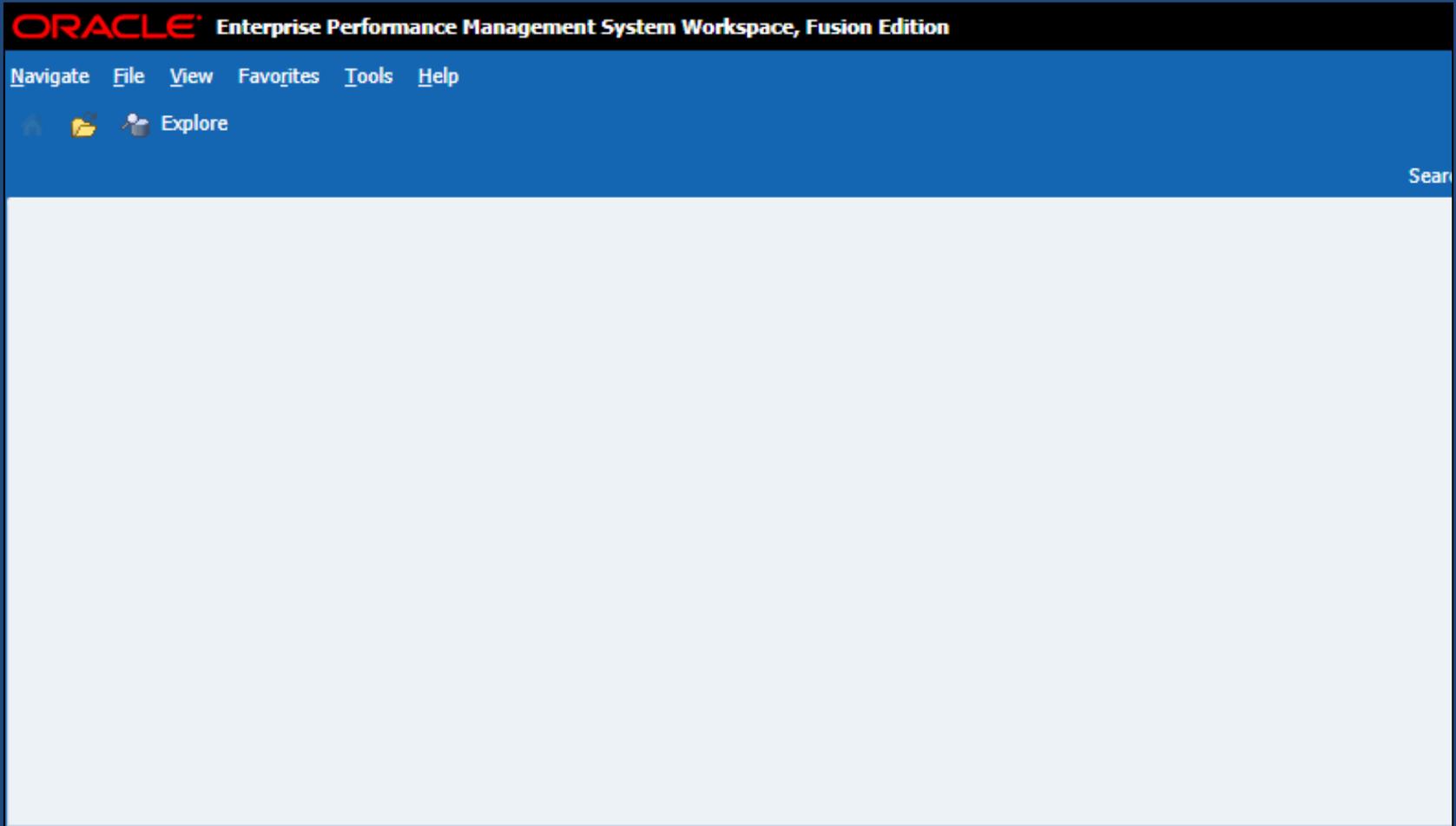
Citrix



Global Protect (bSecure Remote Access VPN)

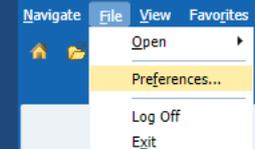
Smart View - recommend using from Citrix

CalPlanning Workspace Changes



Set Your Default Application

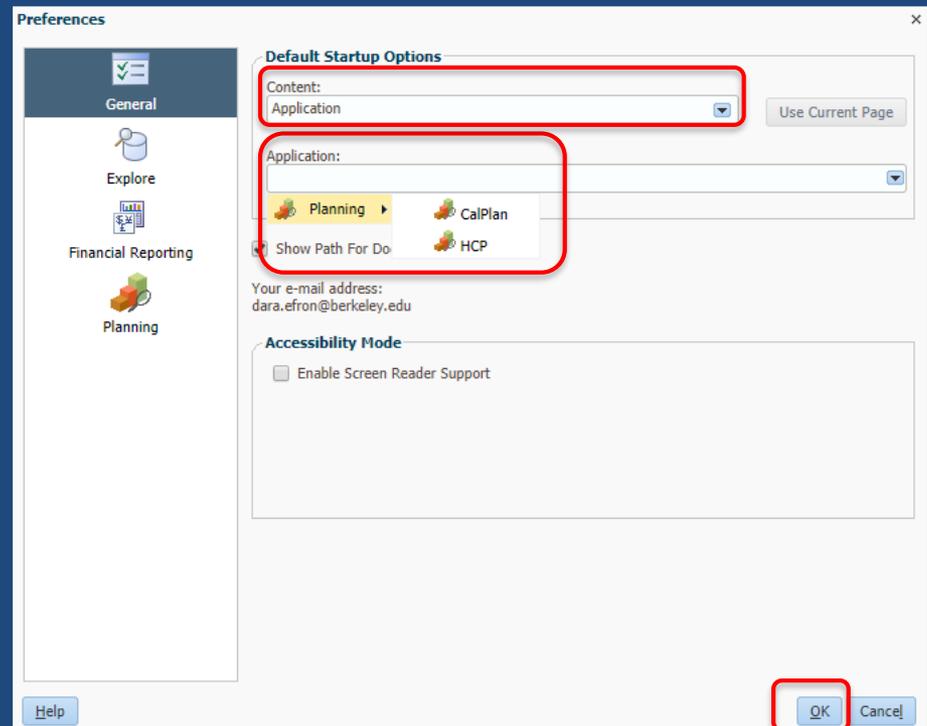
From the menu, select **File \ Preferences...**



Select **Application** as the Content

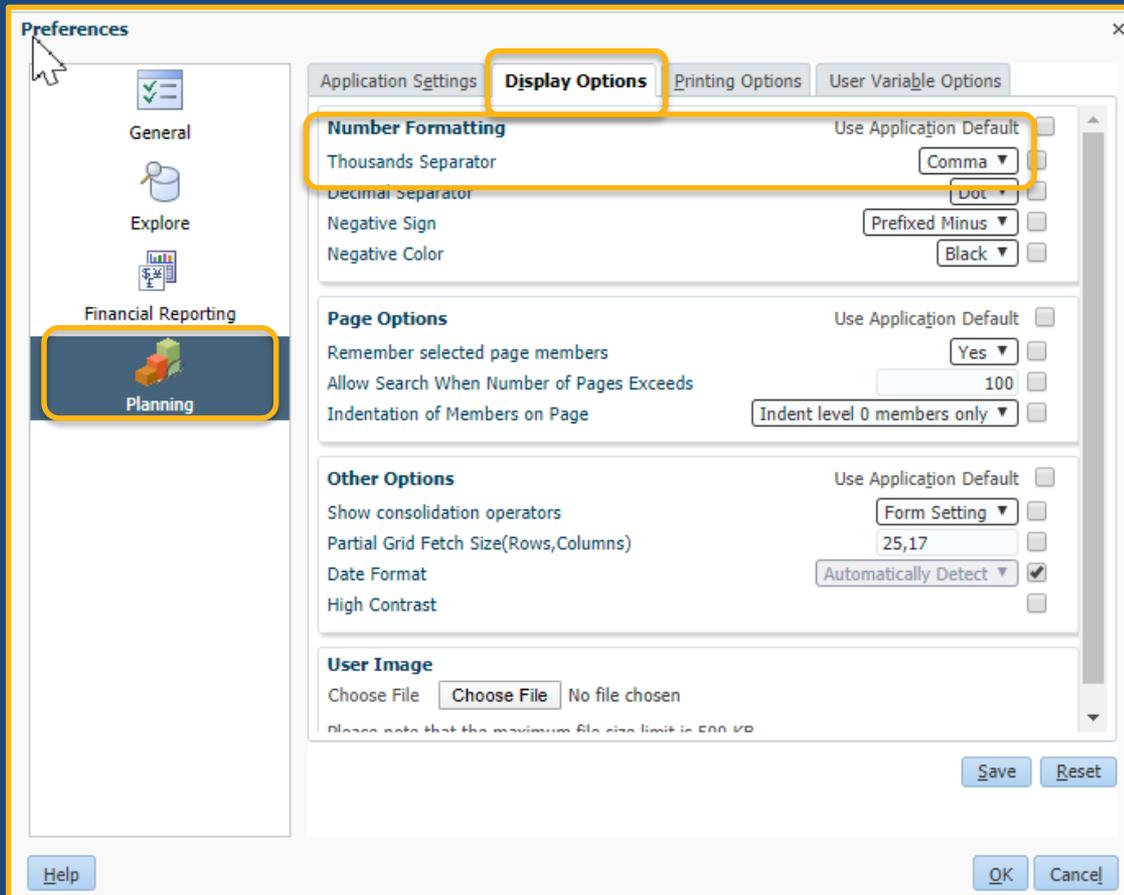
Select **Planning \ CalPlan** or **HCP** as your Application

Click **OK**

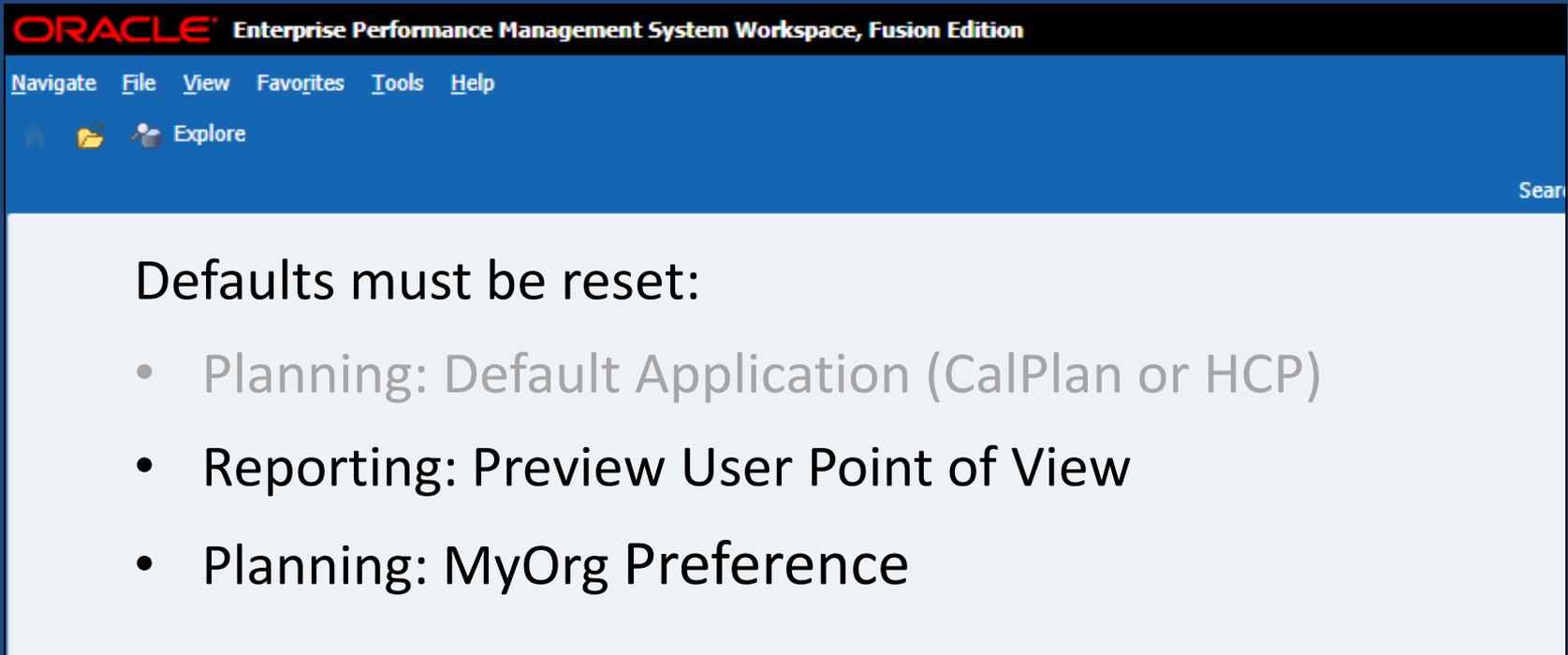


Number Formatting in CalPlan and HCP

You can set your preferences to display numbers with a comma for the thousands separator.



CalPlanning Workspace Changes



ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Navigate File View Favorites Tools Help

Explore

Search

Defaults must be reset:

- Planning: Default Application (CalPlan or HCP)
- Reporting: Preview User Point of View
- Planning: MyOrg Preference

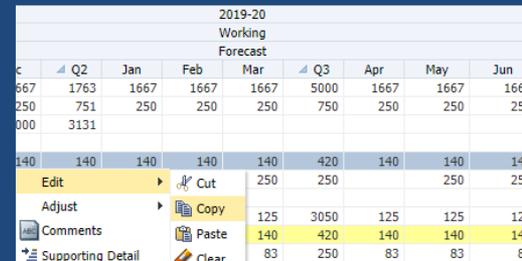
CalPlanning Job Aid - <https://calplanning.berkeley.edu/release-notes>

CalPlanning Upgrade – Paste Functionality

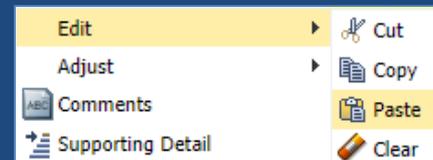


Use Internet Explorer from your desktop (not Citrix) to paste data from Excel or CalPlan to multiple cells

1. Select data to copy
2. Right-click and select Edit \ Copy
3. In CalPlan or HCP, select the cell(s) where you want to paste the data
4. Right-click and select Edit \ Paste
5. Click the Save icon 



2019-20								
Working								
Forecast								
	Q2	Jan	Feb	Mar	Q3	Apr	May	Jun
667	1763	1667	1667	1667	5000	1667	1667	1667
250	751	250	250	250	750	250	250	250
000	3131							
140	140	140	140	140	420	140	140	140
140	140	140	140	140	250	250	250	250
125	3050	125	125	125	125	125	125	125
140	420	140	140	140	140	140	140	140
83	250	83	83	83	83	83	83	83



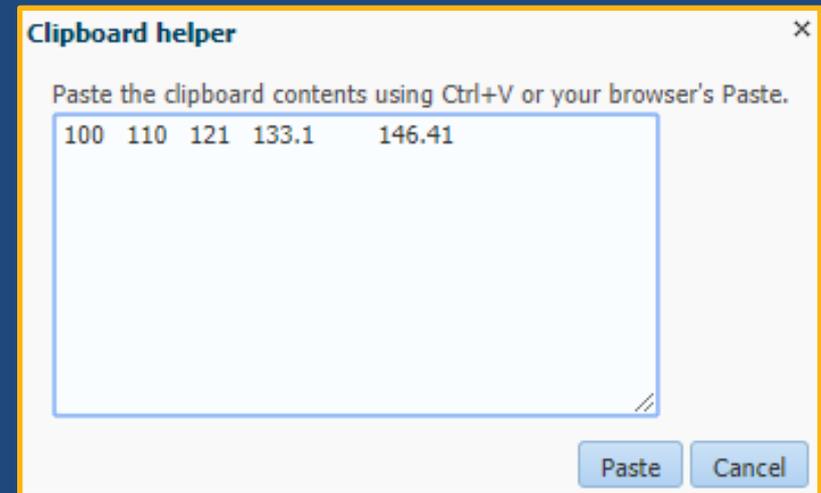
Note: You can paste with Chrome, but you'll have to use the Clipboard helper and issue the paste command for a second time.

CalPlanning Upgrade – Paste with Chrome

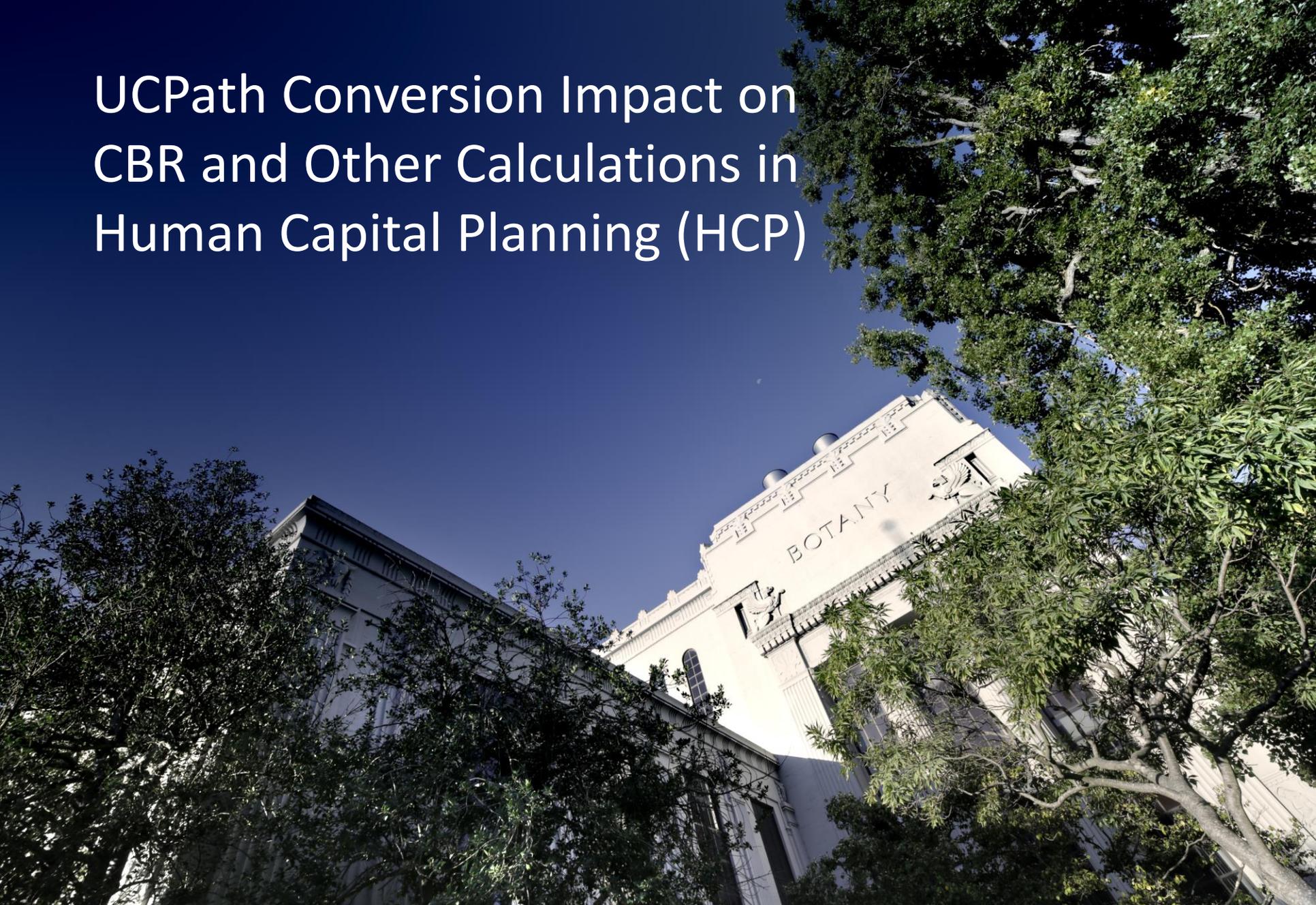
You must use [Ctrl+V] to paste with Chrome



1. Select data to copy
2. Right-click and select Edit \ Copy
3. In CalPlan or HCP, select the cell(s) where you want to paste the data
4. Press [Ctrl+V]
5. Clipboard helper window opens. Press [Ctrl+V] to paste
6. Click Paste
7. Click the Save icon 



UCPath Conversion Impact on CBR and Other Calculations in Human Capital Planning (HCP)



Composite Benefit Rate Groups

- Composite Benefit Rates are based on intersections of Salary Account, Earn Code, and Eligibility Code
- Central Resource Management Team has distilled all of the possible combinations into 5 Composite Benefit Rate Groups

CBR Rate Group	FY19	FY20	FY21*
Academic	38.0%	36.5%	36.5%
Staff	46.0%	45.5%	45.5%
Limited (includes PostDocs)	17.0%	17.4%	17.4%
Employees with No Benefit Eligibility	0.0%	5.6%	5.6%
Students	0.0%	2.4%	2.4%

New rates coming in Jan

Composite Benefit Rates - <https://cfo.berkeley.edu>

CalPlanning: Human Capital Planning (HCP)



Human Capital Planning (HCP)



HCP has **new distribution accounts** to align with the changes in CBR groups



Beginning February 3, 2020 **UCPath Human Capital Management (HCM)** data will be available to copy into your plans



Since Oct 2019, **UCRP Supplemental Assess-Interest (53709)** is calculated for you

FY2019-20 Fiscal Year Calendar											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31	31	31	31

Fee Remission Expense (5380X) posted once per semester in September and February

Managing HCP Distributions

New HCP Distribution Accounts have names that identify the Salary Account and Composite Benefit Rate group so Planners can easily identify the CBR Group used to calculate benefits.

Task - Manage Existing Employees and Job Codes | Task Instructions

Employee Details

Monthly Pay Rate | **Distributions** | Salary Expense | Benefits | Total Con

A	003320 - ASST SPECIALIST	1	A50200 - Acad-Full Benefits-Pct
B	JC001146	1	A50200 - Acad-CBR Exempt-Pct
B	007377 - ADMIN OFCR 3	1	A51200 - Staff-Full Benefits-Pct
F	000841 - ACADEMIC COORD I-FY	1	A50200 - Acad-Limited Benefits-Pct

Review HCM Data to Add to Plan

- ★ HCM data available to copy
February 3, 2020



- ★ This task allows **you** to copy data from HCM. CalPlanning does not overwrite any entries for future months for new hires, promotions, separations, etc. unless you choose to run this task

Review HCM Data to Add to Plan

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- ★ Employee monthly pay rates were increased by 3%
- ★ Annual salaries for employees paid over 10 months
- ★ Pay rates were extended

Review HCM Data to Add to Plan

Monthly Pay Rates Increased by 3%

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- ★ Employee monthly pay rates were increased by 3% starting in July 2020
- ★ Applies to employees with distributions in Dec 2019
- ★ Does not apply to pooled positions

Annual Salary Spread Across 12 Months

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- ★ Employee monthly pay rates were increased by 3% starting in July 2020
- ★ Annual salaries for employees paid over 10 months were multiplied by $12/10$ to spread salary evenly across 12 months for planning

Pay Rates Extended

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- ★ Employee monthly pay rates were increased by 3% starting in July 2020
- ★ Annual salaries for employees paid over 10 months were multiplied by 12/10 to spread salary evenly across 12 months for planning
- ★ Pay rates were extended for employees with end dates except for:
 - Contract appointment employees
 - Employees who separated prior to 1/1/2020

Planning for Employees in Suspense

- Employees with payroll in suspense will be reflected in HCP under your designated suspense allocation org
- It is important to review this information and ensure employees, along with their associated expenses, are mapped to the correct department
- In order to identify payroll in suspense, one option is running a report in CalAnswers:
 - Fund = 69995
 - DeptID = designated suspense allocation org for your L3-Division

Options for Copying HCM Data to Your HCP Plan

For HCM Monthly Pay Rate and HCM Distributions, you can copy data to:

- Forecast
- Operating Budget
- Forecast and Operating Budget

The image shows a 'Fiscal Year Calendar' for 'FY2019-20'. It displays a grid of weeks for each month from April to March. Each week is represented by a small grid with numbers 1-5, likely representing days of the week. The calendar includes a legend at the bottom for various holidays and events, such as Good Friday, Easter Monday, Summer Bank Holiday (E2), and Christmas Day.

Navigating HCP Training - <https://calplanning.berkeley.edu/training>

Options for Copying HCM Data to Your HCP Plan

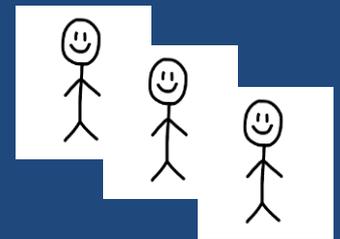
You can copy data for one or more employees at the same time:

For **Monthly Pay Rate**, employees must have the same:

- Job Code
- DeptID

For **Distributions**, employees must have the same:

- DeptID
- Fund
- Chart1



Navigating HCP Training - <https://calplanning.berkeley.edu/training>

UCRP Supplemental Assess-Interest (53709)

- University of California Retirement Plan (UCRP) Supplemental Assess-Interest (53709) is now calculated and budgeted for you in HCP
- Beginning Feb 2020, UCRP is calculated on Current Funds excluding Contracts & Grants
- As a reminder, in your FY20 Forecast and FY21 Operating Budget, DeptID adjustments that were entered for UCRP were not copied because HCP is now calculating it for you

Fee Remission Expense (5380X)

- Graduate Students who hold academic appointments (GSI, GSR, Reader, Tutor) may be eligible for fee remissions that offset a portion or all of their fees
- For FY2020-21, Fee Remission Expense is planned for one payment per semester:
 - September for Fall
 - February for Spring

Fee Remissions - <https://grad.berkeley.edu/financial/fee-remissions/>

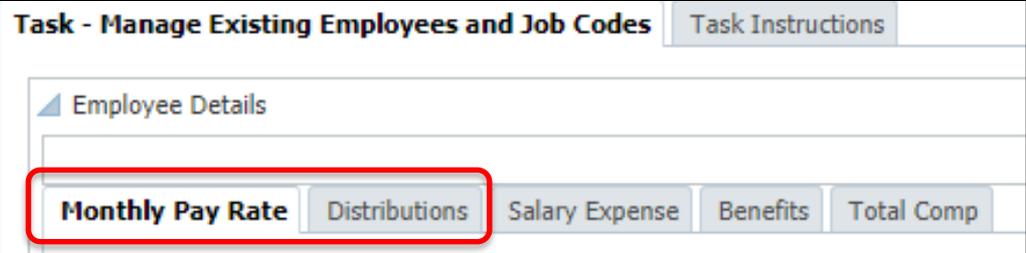
Best Practices for Human Capital Planning



Add a Distribution in a Different DeptID for an Existing Employee

In the new DeptID, be sure to create entries for:

- Monthly Pay Rate
- Distributions



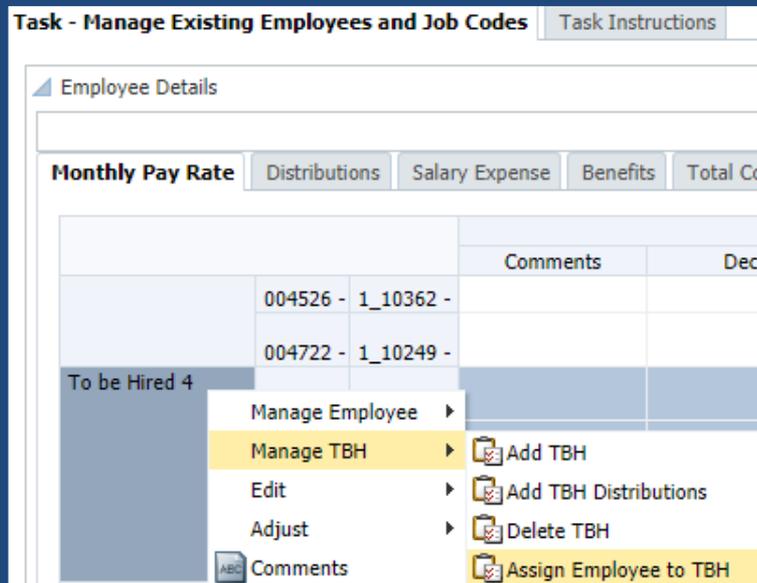
The screenshot shows a web interface for managing employees. The main title is "Task - Manage Existing Employees and Job Codes". Below the title, there are several tabs: "Task Instructions", "Employee Details", "Monthly Pay Rate", "Distributions", "Salary Expense", "Benefits", and "Total Comp". The "Monthly Pay Rate" and "Distributions" tabs are highlighted with a red rectangular box.

If either Monthly Pay Rate or Distribution is missing, HCP will not calculate Salary Expense, Benefits, or Total Comp

Be sure to adjust the Distribution % in the original DeptID after creating the new DeptID entry, if applicable

Assign a Newly Hired Employee

When the employee you were planning for has been hired and has an Employee ID, you can assign the Employee to the To Be Hired employee so your plan and Actuals will align



1. Copy the Employee ID for the new employee
2. Open the Manage Existing Employees and Job Codes task
3. Right-click on the To Be Hired employee for the position that has been filled
4. Select Manage TBH \ Assign Employee to TBH

Assign a Newly Hired Employee

Prompt Text	Value
* Select a To-Be-Hired Employee (eg. To be Hired 3)	To be Hired 4
* Select an Employee (eg. E012494996)	To be Hired 4

Launch Cancel

1. The To-Be-Hired Employee you selected is displayed. If it's not the TBH employee you wanted, you can change the selection
2. Paste the Employee ID into the Value text box for Select an Employee
3. Click Launch

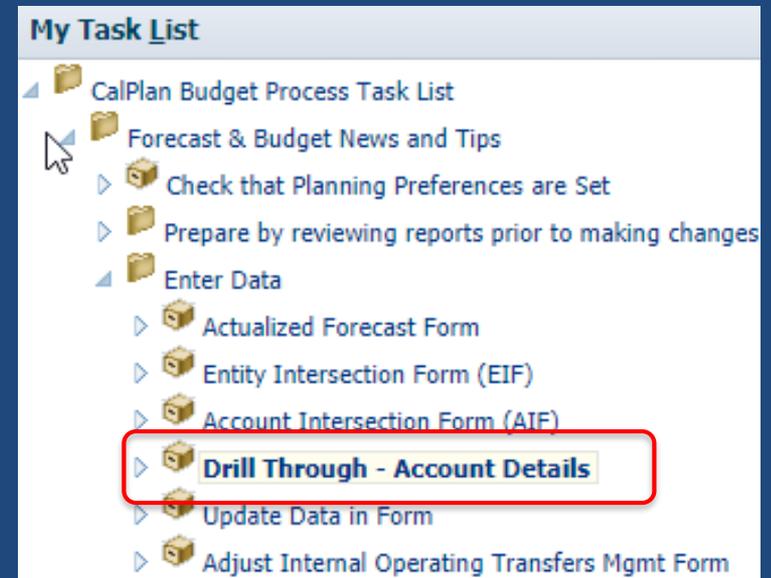
CalPlan Drill Through



Drill Through – Account Details Form

This form allows you to:

- **Navigate** from a high level POV for a single account to see detailed information on Entity (DeptID), Fund and Chart1
- **Edit** data for the forecast or operating budget
- **Return** to the high level view with one click



Navigate from High Level Point of View (POV)

Select members for:

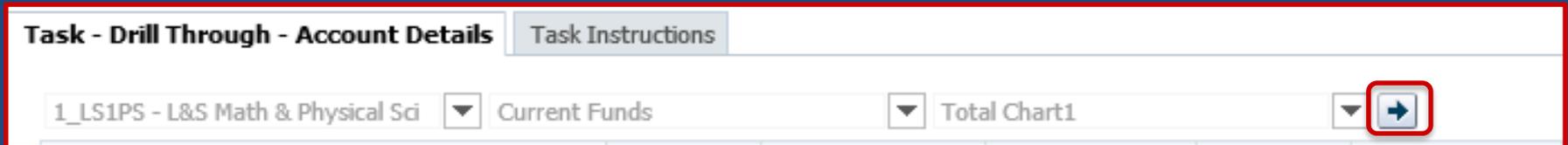
- Entity
- Fund
- Chart1

Task - Drill Through - Account Details Task Instructions

1_LS1PS - L&S Math & Physical Sci ▼ Current Funds ▼ Total Chart1 ▼ ➔

Navigate from High Level Point of View (POV)

Click → to refresh the data



The screenshot shows a task bar with the following elements:

- Task - Drill Through - Account Details
- Task Instructions
- 1_LS1PS - L&S Math & Physical Sci
- Current Funds
- Total Chart1
- A refresh button (right arrow) highlighted with a red box.

Select Acct Details by POV for an Account

Task List Status

Task - Drill Through - Account Details Task Instructions

1_LS1PS - L&S Math & Physical Sci Current Funds Total Chart1

	2019-20	2019-20	2019-20	2019-20
	Final	Planner Submission	Final	Working
	Actual	Operating Budget	Operating Budget	Forecast
	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal
579XX - Indirect Cost Recovery - Plan	5,004,931	10,970,865	10,970,865	10,970,865
59000 - Recharge Income	-272,230	-871,848	-871,848	-795,000
5781X - Non UC Contracts - Plan	603	6,045,019	6,045,019	5,338,000
5782X - C&G Intercampus Expenditure	859	1,755,903	1,755,903	1,665,000
560XX - Comp Service & Software - Plan	327	291,940	291,940	419,000
561XX - Communications - Plan	990	278,899	278,899	298,000
562XX - Maint Contract & Services - Plan	536	275,203	275,203	150,000
564XX - Publications & Media - Plan	570	259,627	259,627	262,000

Context menu for 5781X - Non UC Contracts - Plan:

- Acct Details By POV
- Edit
- Adjust
- Comments
- Supporting Detail

- Right-click on the account you want to explore
- Select Acct Details by POV

Expand Periods as Needed to See Plan Details

Task - Drill Through - Account Details | Task Instructions

Drill Through - Account Details > Acct Details by DFC

199000 - Recharge Income

			2019-20	2019-20	2019-20				201
			Final	Planner Submission	Final				Wo
			Actual	Operating Budget	Operating Budget				Fore
			▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ Q1	▶ Q2	Jan	Feb
1_24221 - NQBSL GCL Recharge	Designated - Plan	C1 - Summary - Plan	-7384	-33303	-33303	-7384			-16651
1_12980 - PAAST Astron Gen Ops	Designated - Plan	C1 - Summary - Plan	-39430	-142800	-142800	-39430	-11900	-11900	-11900
1_12996 - PGECE Computing	Designated - Plan	C1 - Summary - Plan	-4362	-25000	-25000	-2237	-2125		-5000
1_13075 - PHYSI Shops Machine Shop	Designated - Plan	C1 - Summary - Plan	-221055	-670745	-670745	-139341	-120629	-59613	-49293

Click ▶ to expand periods to see plan by quarter and month

Return to High Level POV

To return to the high level POV, click the **Drill Through – Account Details** hyperlink

Task - Drill Through - Account Details | Task Instructions

[Drill Through - Account Details](#) > Acct Details by DFC

59000 - Recharge Income [Dropdown] [Arrow]

			2019-20	2019-20	2019-20
			Final	Planner Submission	Final
			Actual	Operating Budget	Operating Budget
			▷ YearTotal	▷ YearTotal	▷ YearTotal
1_24221 - NQBSL GCL Recharge	Designated - Plan	C1 - Summary - Plan	-7384	-33303	-33303
1_12980 - PAAST Astron Gen Ops	Designated - Plan	C1 - Summary - Plan	-39430	-142800	-142800
1_12996 - PGECE Computing	Designated - Plan	C1 - Summary - Plan	-4362	-25000	-25000
1_13075 - PHYSI Shops Machine Shop	Designated - Plan	C1 - Summary - Plan	-221055	-670745	-670745

Navigate from High Level Point of View (POV)

Task - Drill Through - Account Details Task Instructions

1_VCFIN - Finance ▼ Current Funds ▼ C1 - Summary - Plan ▼ ➔

	2019-20	2019-20	2019-20	2019-20	2020-21
	Final	Planner Submission	Final	Working	Working
	Actual	Operating Budget	Operating Budget	Forecast	Operating Budget
	▷ YearTotal	▷ YearTotal	▷ YearTotal	▷ YearTotal	▷ YearTotal
550XX - General Supplies - Plan	447	235194	235194	154905	235194
54XX - Equipment >\$5K - Plan	1922139			1927409	
55XX - Equipment	40297	63350	63350	74472	63350
5732X - Interest & Financing Fees - Plan	11013			11013	
59000 - Recharge Income	-4288684	-8779870	-8779870	-9410277	-8779870
560XX - Comp Service & Software - Plan	285470	575248	575268	554781	428566
561XX - Communications - Plan		269947	269947	259531	269947
562XX - Maint Contract & Services - Plan		191395	191395	146597	191395
564XX - Publications & Media - Plan		49430	49430	50344	49430
565XX - Transportation - Plan		27636	27636	25331	27636
566XX - Other Services - Non Computer - Pl		8283	8283	39508	8283

 Acct Details By POV

 Edit ▶

 Adjust ▶

 Comments

Identify Variances Between Plan and Actual

Task - Drill Through - Account Details | Task Instructions

[Drill Through - Account Details](#) > Acct Details by POV

560XX - Comp Service & Software · ▼ ➔

			20 20	2019-20	2019-20	2020-21
			Fir Pl	Final	Working	Working
			Ac Op	Operating Budget	Forecast	Operating Budget
			▶ ▶	▶ YearTotal	▶ YearTotal	▶ YearTotal
1_10075 - Unrestricted	C1 - 7.. 2.			20,395	12,015	20,395

Enter Data in YearTotal; CalPlan Spreads It For You

2019-20				
Working				
Forecast				
▶ Q1	▶ Q2	▶ Q3	▶ Q4	◀ YearTotal
5801	2866	5360	6368	20395.0000

CalPlan spreads the data from aggregated periods (YearTotal and Quarter) proportionally to the open periods

Save Data



2019-20				
Working				
Forecast				
▶ Q1	▶ Q2	▶ Q3	▶ Q4	◀ YearTotal
5801	2866	5360	6368	20395.0000

Save Data Again at Summary Level

Task - Drill Through - Account Details | Task Instructions

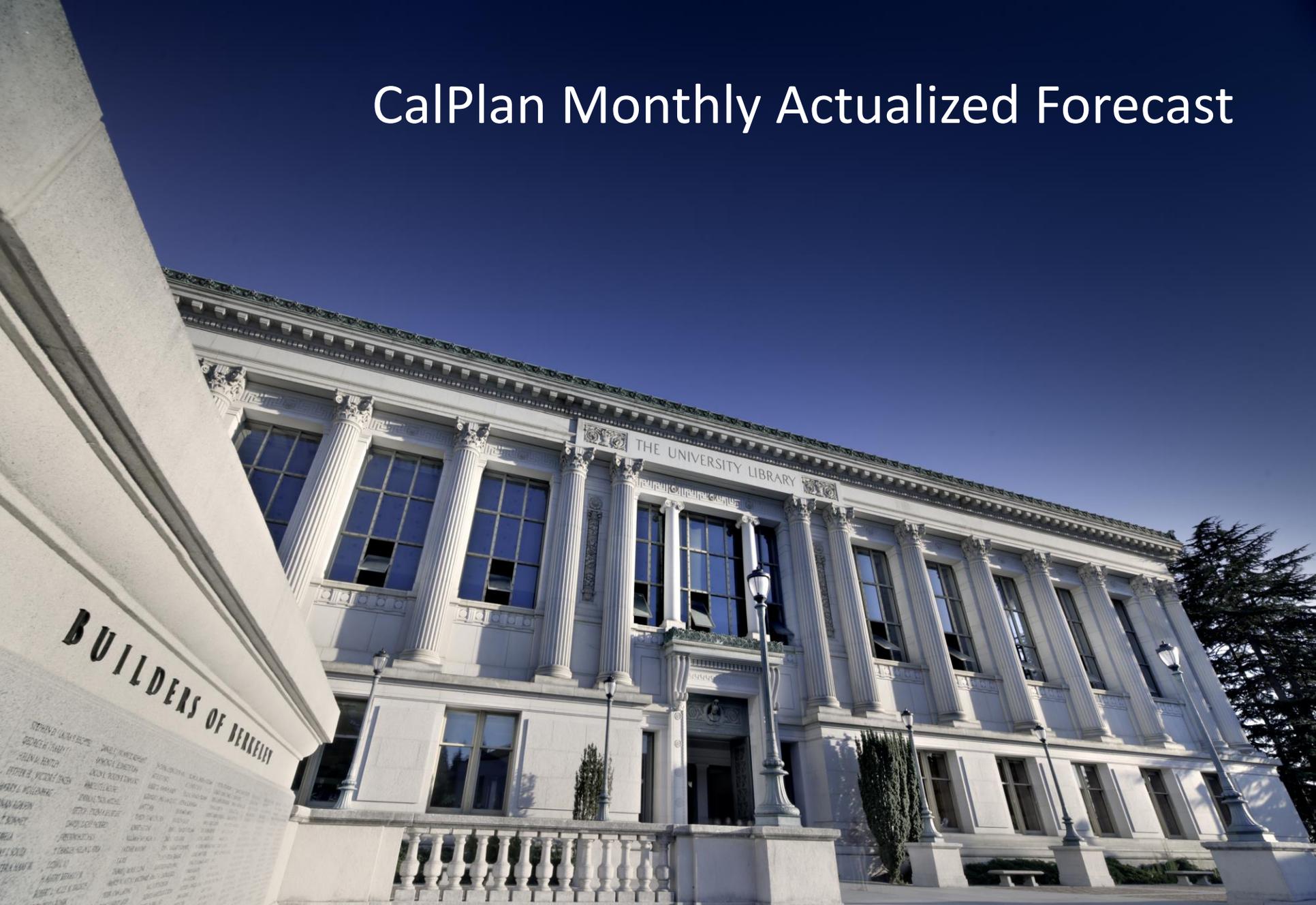
Navigate File Edit View Favorites Tools Help

Home Explore [Print Icon] Refresh Print

1_VCFIN - Finance | Current Funds | C1 - Summary - Plan

Account	2019-20	2019-20	2019-20	2019-20	2020-21
	Final	Planner Submission	Final	Working	Working
	Actual	Operating Budget	Operating Budget	Forecast	Operating Budget
Account	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
550XX - General Supplies - Plan	447	235194	235194	154905	235194
54XXX - Equipment >\$5K - Plan	1922139			1927409	
55XXX - Equipment	40297	63350	63350	74472	63350
5732X - Interest & Financing Fees - Plan	11013			11013	
59000 - Recharge Income	-4288684	-8779870	-8779870	-9410277	-8779870
560XX - Comp Service & Software - Plan	285470	575248	575268	554781	428566

CalPlan Monthly Actualized Forecast



CalPlan Monthly Actualized Forecast

- At the monthly close, **prior month's Forecast values are overwritten with Actuals**
- **CalPlanning Release Notes** notify user community about the data update
- **Planners cannot update Forecast** for closed months
- **YearTotal for Forecast Working updates** to reflect the sum of Actuals for closed months plus Forecast Working for open periods

CalPlan Actualized Forecast Form

The Actualized Forecast Form calculates the variance between your forecast and actuals for the prior closed month.

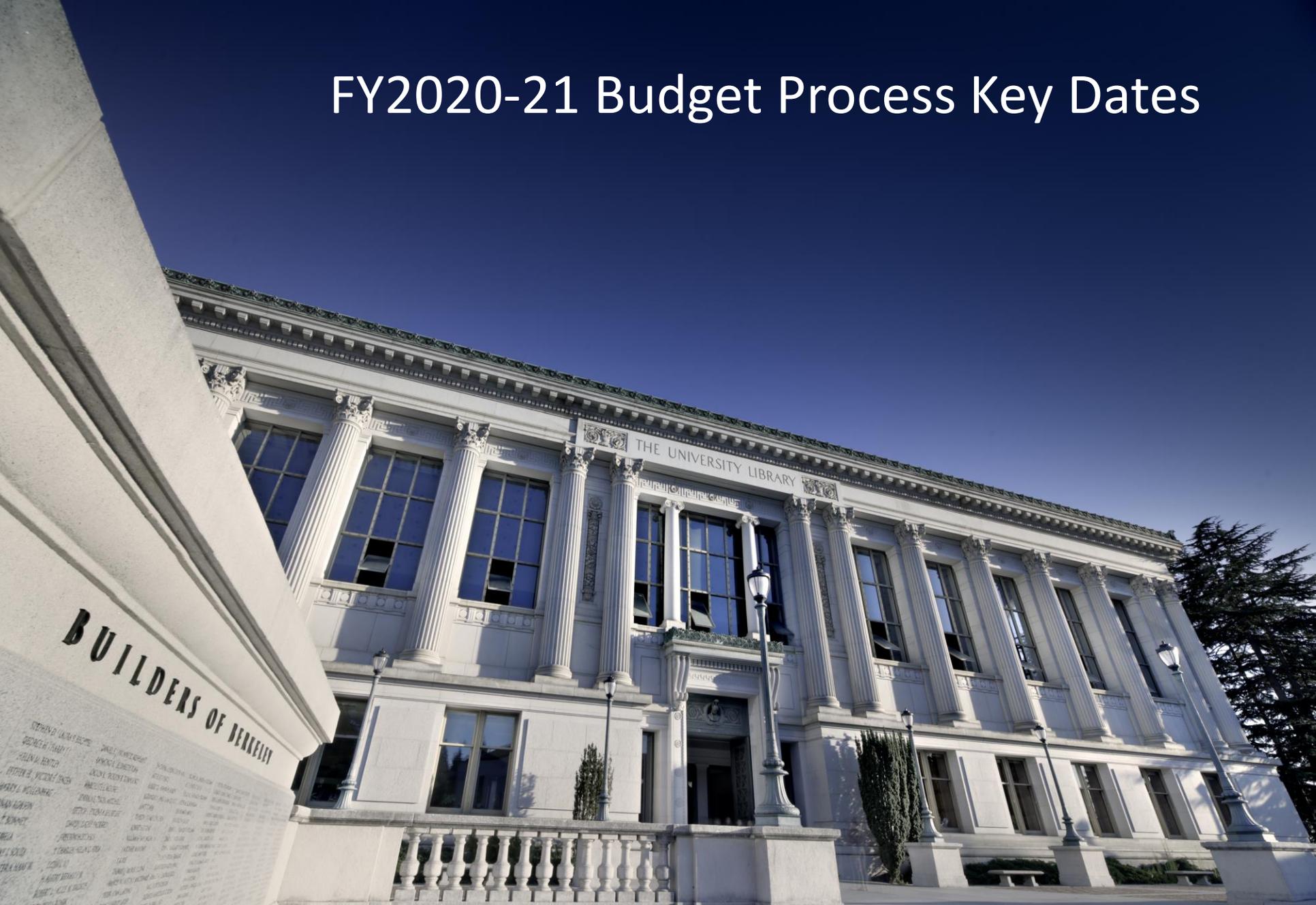
It has open periods in Forecast Working so you can adjust your plan as needed.

Task - Actualized Forecast Form | Task Instructions

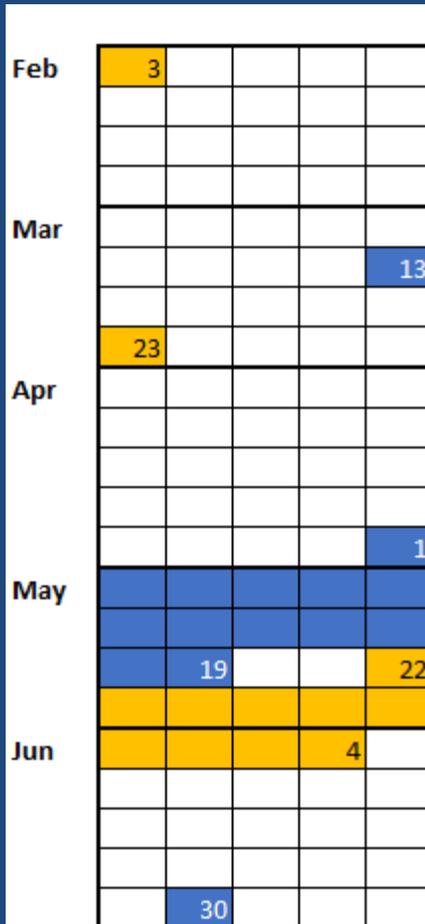
Actualized Forecast - Summary | Actualized Forecast - Revenue | Actualized Forecast - Transfers | Actualized Fo

				Actual					Actual	Forecast	Last
				Final					Final	PriorMnth	Closed
				2019-20					2019-20	2019-20	Month
				Jul	Aug	Sep	Oct	Nov	Dec	Dec	Variance
550XX - General Supp	1_31650	Unr: C	191	712		58	39	649	1,667	-1,018	
	1_10060	Unr: C		124	55	138	363	58	250	-192	
	1_10075	Unr: C			1,500		131		3,000	-3,000	
	1_23195	Unr: C		40		-29,077		66,896	100	66,796	

FY2020-21 Budget Process Key Dates



FY2020-21 Budget Process Key Dates



Timing	Milestone
February 3	One-page strategic plan submitted
March 13	FY21 budget submitted in CalPlanning
March 23	Budget templates submitted (e.g., Narrative, Multi-Year, Reserve Investments, Revenue Generation)
May 1-19	Budget hearings
May 22-June 4	Decision meetings
June 30	FY21 allocation letters distributed

Office Hours

- Drop-in hands-on working sessions with CalPlanning experts from Financial Planning & Analysis Office
- Get help with:
 - Questions about the budget process
 - Entering budget data in CalPlanning
 - Completing the budget templates
- Will be held weekly in February
- Watch your email for an announcement with the schedule

Timing of Data Availability in Reporting



Data Availability in CalPlanning Reports

Reports	Plan Data	Actuals
CalRptg	9 AM, 12 PM, 3 PM, 6 PM, 9 PM daily	Nightly
CalPlan	Immediately upon saving in CalPlan	Monthly
HCP	Immediately upon saving in HCP	Monthly

Notes

- ★ Remember to save at the summary level
- ★ Operating Transfers are updated quarterly by Central Resource Management

CalPlanning Data Flow and Timing Job Aid
<https://calplanning.berkeley.edu/training>