

## Overview: CalPlanning Reporting Guide

CalPlanning includes three reporting modules to support our campus finance community in creating and revising their unit's financial plans. They include

- **CalRptg**, Cal Reporting provides pre-defined templates with access to plan data and historical actuals and reports on the complete BFS Chart of Accounts (COA), CF2, Program Code or Time Series members.
- **HCPRptg**, Human Capital Planning Reporting provides pre-defined reporting templates to view Human Capital Planning (HCP) compensation plan data for future year Operating Budgets, in year Forecasts and Actuals.

Planner access in CalPlanning automatically includes both CalRptg with global read only access and HCPRptg with unit specific read only access. Reporting Only access in CalPlanning offers the option to have both CalRptg and HCPRptg or only CalRptg to allow for flexibility of roles within each unit's budgeting process.

Additionally, the CalPlan financial planning module offers Planners real time reporting solutions to instantly view reports with plan data edits during the planning process. Note that CalPlan only stores current year plus two prior years of actual data, reports on the subset of CalPlan COAs and does NOT contains CF2, Program Code or Time Series members.

To support both the Planner and Reporting only roles, reports in CalPlan (R prefix) and CalRptg (CR prefix) are numbered to align reports between the two tools and to group similar types of reports together. The first digit in the report # indicates which 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

CalPlanning plan data is pushed 5 times a day, in the first 15 minutes of the hour starting at 9:00am and then every three hours until 9:00pm. It is recommended that you **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.

The following tables list the report number, name and description for CalRptg, CalPlan and HCPRptg reports.

### CalRptg Reports

CalRptg reports have a CR prefix and are available to finance members with the Reporting Only and Planner roles in CalPlanning. Data access within CalRptg is campus wide read only. The CalRptg reports are accessed from the Workspace toolbar by clicking **Explore: /CalPlanning /CalRptg**.

Name	Description
<b>Budget Process Reports</b>	
CR101 - SRECNA Hi Suppressed	[Drillable] High level Accounts listed for a specified Entity - that have data/activity. Broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
CR102 - SRECNA Hi	[Drillable] High level Accounts listed for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
CR103 - SRECNA Med	[Drillable] High level Accounts listed with additional Expense items for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
CR105 - SRECNA Any Scenario vs Actual Variance	[Drillable] Accounts are listed for specified Entity. Variance analysis (percent and nominal) of prior-year Actuals to a selected Scenario/Version.
CR106 - SRECNA Working vs Initial Version	[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).
CR106b - SRECNA Flexible Version Comparison	[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).
CR107 - SRECNA 3 Year Scenario Comparison	[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.
CR108 - SRECNA Same Year Scenario Comparison	[Drillable] Accounts are listed for specified Entity. Variance analysis (percent and nominal) of prior-year Actuals to a selected Scenario/Version.
CR115 - SRECNA Med Multiple Entity	[Drillable] High level Accounts listed with additional Expense items with multiple Entity selection. The report can be run for one or many entities, but the header can display only up to 6 Entities selected.
CR120 - SRECNA Trend	Multi-year actuals view with selectable scenario and version. This report is in the standard SRECNA format.
CR130 - SRECNA Actualized Forecast PriorMnth Variance	[Drillable] Accounts are listed. Shows Actualized Forecast versus the PriorMnth snapshot.
CR150 - Forecast by Account	[Drillable] Accounts are listed. Compares Working Forecast to YTD Actuals from the same year and year-total Actuals from the prior-year.
CR201 - DeptID (L7) Overview - Form Entry by Fund by Chart1	Detailed Accounts listed for a specified Entity and Chart1 intersection for selected Scenario/Version. No Fund breakout, one total for all Funds.
CR202 - DeptID Budget to Actuals by Fund	[Drillable] Funds are listed for a specified Entity. Variance analysis by major Account bucket of prior-year Actuals to a selected Version/Scenario.
CR203 - DeptID Budget to Actuals by Fund Type	Funds are listed for a specified Entity. Variance analysis by major Fund bucket of prior-year Actuals to a selected Version/Scenario.
CR300 - Entity Summary	[Drillable] L4(s) are listed for a selected Entity, broken out by major Account type for a selected Scenario/Version.
CR301 - Entity Summary by Entity Selection	[Drillable] A multi-year comparison of a single or multiple entities via a prompt. Provides variance analysis of selected scenario to the previous year actuals.
CR302 - Entity Summary Common Size	[Drillable] Entity based on selection, broken out by major Account type. Common sized calculation or percent of whole calculation for analysis of the Unit.
CR310 - Overview - Entity by Account Code	Detailed Accounts listed for a specified Entity and Chart1 intersection for selected Scenario/Version and broken out by Fund.
CR400 - Operating Budget by Account	[Drillable] Accounts are listed. Operating Budget compared to prior-year Forecast. Actuals for the prior-year is displayed for comparison purposes.
CR402 - Budget by Entity with Variance Calculation	[Drillable-Fund Only] DeptIDs are listed that roll to a specified Entity. Variance comparison of Budget against a selected Scenario/Version. Drop down menu for selecting Account.
CR404 - 12 Month Budget to Actuals C and G	[Drillable] Accounts are listed. Compares a selected Fund for inception-to-date Temp Budget to 12 month Actuals, by month. While it can be used for other funds, it is primarily intended for Contracts & Grants.
CR500 - Fund Summary	[Drillable] Funds are listed, broken out by major Account buckets for a selected Version/Scenario.
CR501 - Fund Summary by Fund Selection	[Drillable] Fund(s) are listed based on selection prompt, broken out by major Account bucket. Comparison of prior-year Actuals to a selected Scenario/Version.
CR502 - Fund Summary Multi-Year	[Drillable] Funds are listed for a specified Entity, broken out by major Account bucket. Comparison of prior-year Actuals to a selected Scenario/Version.
CR503 - Summary by Major Fund Group	[Drillable] Accounts are listed for a specified Entity, broken out by Fund.
CR504 - Summary by Major Fund Group by Fund Selection	[Drillable] Accounts are listed for selected Fund(s) via prompt, broken out by Fund(s) selected.
CR550 - Forecast to Actuals by Fund	Funds are listed for a specified Entity. Actuals YTD are compared against Forecast, providing a variance of the remaining Forecast for Revenue/Transfers and Expenses.
CR561 - Fund and Entity Breakdown - Trend	Multi-year actuals view with selectable scenario and forecast. Breaks down Revenue and Transfers by fund type and Expense by entity.
CR600 - Period over Period Comparison	[Drillable] Accounts are listed for a selected Entity. Comparison of previous 2 years of Actuals against a selected Scenario/Version.
CR601 - Period over Period Comparison Common Size	[Drillable] Accounts are listed for a selected Entity. Comparison of previous 2 years of Actuals against a selected Scenario/Version to analyze percent of whole calculations for Units.
CR602 - Rolling 12 Month Actuals	[Drillable] Displays Actuals by month for 12 consecutive months, based upon the month selected. The month may cross fiscal years.
CR603 - Year to Date Comparison	[Drillable] Accounts are listed for selected Entity. Comparison of prior-year Actuals, to prior-year to date Actuals with current-year Actuals to a selected Scenario/Version.
CR700 - Chart1 Detailed Activity	Chart1-Summary is listed for a specified Entity, broken across by major Fund bucket for Revenue/Transfers, Expenses and Changes in Fund Balance.
CR902R - SRECNA Hi - Recharge	[Drillable] Recharge version of CR016 SRECNA Hi; High level Accounts listed for a specified Entity, broken across by major Fund bucket.
CR903R - SRECNA Med - Recharge	Recharge version of CR015 SRECNA Med; High level Accounts listed with additional Expense items for a specified Entity, broken across by major Fund bucket.

These reports require a response to a prompt that allow you to select one or more entities or funds, or a single month: CR105 – SRECNA Any Scenario vs Actual Variance; CR106b – SRECNA Flexible Version Comparison; CR108 – SRECNA Same Year Scenario Comparison; CR115 – SRECNA Med Multiple Entity; CR301 – Entity Summary by Entity Selection; CR402 – Budget by Entity with Variance Calculation; CR404 – 12 Month Budget to Actuals C and G; CR501 – Fund Summary by Fund Selection; CR504 – Summary by Major Fund Group by Fund Selection; CR602 – Rolling 12 Month Actual.

### CalPlan Reports

CalPlan reports have an R prefix and are available to finance members with the Planner role in CalPlanning. Data access within CalRptg is unit specific read only. The CalPlan reports are accessible from the Workspace toolbar by clicking **Explore: /CalPlanning /CalPlan**.

Name	Description
Budget Process Reports	
R403 - Budget by Account with Variance Calculation	[Drillable-Account Only] Accounts are listed for a specified Entity. Variance comparison of Budget against a selected Scenario/Version.
R401 - Budget by Entity - Two Year Trend	[Drillable-Fund Only] DeptIDs are listed that roll to a specified Entity. Two Year Actual comparison with third column to compare against Budget [Drillable in Fund only]. Drop down menu for selecting Account.
R402 - Budget by Entity with Variance Calculation	[Drillable-Fund Only] DeptIDs are listed that roll to a specified Entity. Variance comparison of Budget against a selected Scenario/Version. Drop down menu for selecting Account.
R551 - Forecast-Op Budget by Entity - Version Comparison	[Drillable-Fund Only] DeptIDs are listed. Variance comparison of two versions of Forecast or Operating Budget in the same fiscal year. Drop down menu for selecting Account.
R520 - Transfer Report by Fund	[Drillable-Transfers Only] Funds are listed for a specified Entity, broken across by Transfer Accounts.
R521 - Transfer Report by DeptID	[Drillable-Transfers Only] Transfer amounts are listed by DeptID and transfer account.
R107 - SRECNA 3 Year Scenario Comparison	[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.
R106 - SRECNA Working vs Initial Version	[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).
R110 - SRECNA Op Budget vs Forecast by Fund Group	[Drillable] Accounts are listed for a specified Entity. Comparison by major Fund bucket of prior-year Forecast to current-year Operating Budget.
R106b - SRECNA Flexible Version Comparison	[Drillable] Accounts are listed for a specified Entity. Initial vs. Working Comparison for Operating Budget. For Forecast, users can review two different versions by selecting one version from the POV and one version from the Prompt.
R105 - SRECNA Any Scenario vs Actual Variance	[Drillable] Accounts are listed for a specified Entity. Variance analysis of prior-year Actuals to selected Scenario/Version/Year.
R109 - SRECNA Op Budget vs Forecast Variance	[Drillable] Accounts are listed for a specified Entity. Variance comparison of prior-year Forecast to current-year Operating Budget.
R400 - Budget by Account	[Drillable] Accounts listed for a specified Entity, broken across by Two-Year Actual comparison with third column to compare against Budget.
R560 - Fund and Entity Breakdown - Variance	[Drillable] Breakdown of Revenue and Transfers by fund type and Expense by entity. Allows for flexible selection of multiple scenarios and versions.
R204 - Divisional Overview by Department	[Drillable] DEPTIDs are listed at the L4 level for a specified Entity, broken out by major Fund bucket for Revenue/Transfers, Expenses and Net Operating Surplus/Deficit.
R101 - SRECNA Hi Suppressed	[Drillable] High level Accounts listed for a specified Entity that have data/activity. Broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
R102 - SRECNA Hi	[Drillable] High level Accounts listed for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
R700 - Chart 1 Detailed Activity	Chart1-Summary is listed for a specified Entity, broken across by major Fund bucket for Revenue/Transfers, Expenses and Changes in Fund Balance.
R201 - DeptID (L7) Overview - Form Entry by Fund by Chart1	Detailed Accounts listed for a specified Entity and Chart1 intersection for selected Scenario/Version. No Fund breakout, one total for all Funds.
R200 - DeptID (L7) Overview - Form Entry	Detailed Accounts listed for a specified Entity, broken across by major Fund bucket for a selected Scenario/Version.
R200 - DeptID (L7) Overview - Form Entry	Detailed Accounts listed for a specified Entity, broken across by major Fund bucket for a selected Scenario/Version.
R104 - SRECNA Low	Detailed Accounts listed for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
R550 - Forecast to Actuals by Fund	Funds are listed for a specified Entity. Actuals YTD are compared against Forecast, providing a variance of the remaining Forecast.
R202 - DeptID Budget to Actuals by Fund	Funds are listed for a specified Entity. Variance analysis by major Account bucket of current-year against prior-year for a selected Version/Scenario.
R100 - SRECNA Hi PDF	High level Accounts listed for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
R103 - SRECNA Med	High level Accounts listed with additional Expense items for a specified Entity, broken across by major Fund bucket. Statement of Revenue, Expenses and Changes to Net Assets.
R903R - SRECNA Med - Recharge	Recharge version of R004 SRECNA Med; High level Accounts listed with additional Expense items for a specified Entity, broken across by major Fund bucket. Displays CalPlan Data.

### HCPRptg Reports

HCPRptg reports have a HCP prefix and are available to finance members with the Planner role. Data access within HCPRptg is unit specific read only. The HCPRptg reports are accessed from the Workspace toolbar by clicking **Explore: /CalPlanning /HCPRptg**.

/CalPlanning/HCPRptg	
Name ▲	Description
HCP001 - Employee Salary by Fund and Job Code	Employee/job code report that details individual salaries by fund group.
HCP002 - Comp and Non-Comp Expense Variance - Scenario vs Actual	Details salaries (by name and job code) and non-comp expenses planned vs actuals. Please make sure only one dimension is selected in the POV.