Creating a Unit Plan
Navigating in CalPlan

FY2018-19

CalPlan
HCP
(Human Capital Planning)
CalRptg
HCPRptg
Smart View
Agenda

1  CalPlan Pre-read Review
2  CalPlan Components
3  Entering Data in Forms
4  FY2018-19 Key Planner Dates
5  Post Training Support
Learning Objectives

- Define CalPlan structure and components
- Navigate CalPlan to prepare you to revise your FY18 Forecast and create your FY19 Operating Budget
  - Run a report from the CalPlan Repository
  - Practice using CalPlan basic functionality
  - Input Revenue, Transfer, Non-compensation and Changes in Fund Balances by DeptID, Fund, and Account into forms
  - Edit plan data in the Intersection report and export to Excel
- Review the FY2018-19 Key Dates for Planners
- Identify where to go for additional CalPlan information and support
Training Material Overview

Handouts
- Navigating CalPlan Workbook

On-Line
- Navigating CalPlan Slide Presentation
- Fund Simplification Job Aid
- Training Evaluation
- CalPlanning Job Aids and Materials
Agenda

1. CalPlan Pre-read Review
2. CalPlan Components
3. Entering Data in Forms
4. FY2018-19 Key Planner Dates
5. Post Training Support
CalPlan Tool

CalPlan is a web-based, financial planning tool for planners to create future year Operating Budgets and revise in year Forecasts at the DeptID, Fund bucket and CF1 level
• Input and edit Revenue, Transfer, Non-Compensation Expense and Changes in Fund Balance accounts
• Review summarized Compensation plans fed from Human Capital Planning (HCP)

Provides Planners with:
• Task lists to guide them through the planning steps
• Data entry forms
• Subset of the BFS Chart of Accounts (COA) for planning
• Real-time reporting
• Automatic calculations
3 Ways to Access CalPlanning

1: CalPlanning via Blu from Internet Explorer Browser

2: CalPlanning from Internet Explorer Browser

Access Oracle Workspace directly from your Internet Explorer browser:

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

3: Accessing CalPlanning via CITRIX

http://calplanning.berkeley.edu
What is my CalPlanning User ID and Password?

Use your CalNet Authentication CalNet ID and Passphrase to logon to the CalPlanning Workspace
1  CalPlan Pre-read Review

2  CalPlan Components

3  Entering Data in Forms

4  FY2018-19 Key Planner Dates

5  Post Training Support
CalPlan Components

- CalPlan Reports
- Dimensions & Members
- Task Lists
- Forms & Filters
Flow and Timing In Our Financial Landscape

**Data pushes every three hours between 9:00am and 9:00pm. Check [http://budget.berkeley.edu/systems/calplanning](http://budget.berkeley.edu/systems/calplanning) for more on the data push schedule and updates to CalPlanning system availability.**
R vs. CR vs. HCP Reports

CalPlanning has three repositories for running reports:

- CalPlan
- CalRptg
- HCPRptg

The available data sets and refresh schedules are different for the three repositories.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Refresh Schedule – Actuals</th>
<th>Refresh Schedule – Budget data</th>
<th>Chart of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalPlan R Reports (ex. R111)</td>
<td>Updated Monthly</td>
<td>Update with Save in CalPlan up to Org set in Preferences</td>
<td>Summary Plan - Members</td>
</tr>
<tr>
<td>CalRptg CR Reports (ex. CR111)</td>
<td>Full COA updated Nightly (i.e. Actuals as of yesterday)</td>
<td>Summary Plan Level updated 5x daily (every 3 hours 9 am to 9pm)</td>
<td>Plan @ Summary Level Actuals @ Full COA</td>
</tr>
<tr>
<td>HCPRptg HCP Reports (ex. HCP001)</td>
<td>Monthly</td>
<td>Updated 5x daily (every 3 hours 9 am to 9pm)</td>
<td>Compensation Accounts</td>
</tr>
</tbody>
</table>
Navigating to CalPlan Reports

CalPlan Reports are run directly from the report repository using the Explore icon.

- R prefix (ex. R111)
- Reports update immediately with Saved action in CalPlan whereas CalRptg reports are refreshed 5 times a day
- Includes complete budget, including summarized compensation plans saved in HCP prior to the last CalPlanning data push happening 5 times a day
- Actual data as of last month end close, not nightly as in CalRptg
R551: Forecast-Op Budget by Entity –Version Comparison POV & Prompt Selection

The CalPlan R551 report displays the Forecast by DeptID for the chosen Entity, Fiscal Year, and Version compared to a Scenario and Version of your choosing. It includes the Variance $ & % between the two plan Scenario Versions.

POV Selections for Entity & Fund

Prompt Selections for Forecast Version

How do I open that Prompt box?
Log in to Workspace and Run a CalPlan Report

Exercise 1
CalPlan Workbook
CalPlan Components

• CalPlan Reports
• Dimensions & Members
• Task Lists
• Forms & Filters
Dimensions define how data is organized within the CalPlanning tools. Here are the dimension members available to work with in CalPlan. The members in grey font are read only in CalPlan and the black font are editable.
New Key Concept: Actualized Forecast

Actualized Forecast Defined

• As of Tuesday 12.19.17, the CalPlan FY18 Forecast Working will contain actual data for closed months (July 2017 – November 2017) for everything but compensation (EBC*, comp actuals are coming 2/21/18).

• Forecast Working, Year Total values now reflect the sum of actuals for closed months and forecast for current and future months in FY18. This process of actualizing the forecast will provide our planners and finance leaders with a more accurate forecast informed by current activities.

How do you see the actualized forecast impacting your current forecasting process?

If there is a variance in YTD actuals vs. plan, and the planner still believes they will end the year at their original plan, the planner will now need to adjust the open months of the forecast as well as take action in the unit to align the year total with the original plan.

* In CalPlanning Fee remission rolls up into Non-Compensation Expenses, however this account will not be actualized until the 2.21.18 roll out of actualized compensation forecast accounts.
New Key Concepts: Prior Month Version & Variance

Prior Month (PriorMnth) Version
The new version, Prior Month will allow for comparison between what was forecasted for the last closed month and what was actualized. This read-only version/snapshot includes the entire year by month and will be available in CalPlanning after the month-end close.

There are two opportunities to view the Prior Month Version:

• The new CalPlan Actualized Forecast form will display only the one prior month forecast value in the Prior Closed Month field. This field is next to that month’s Actuals Final field for ease of comparison for what was just actualized.

• In reporting the Forecast Prior Month version can be pulled for any and all of the available periods. (month, quarter, year total)

Note: December is different than the ongoing process. When the snapshot taken to create the FY18 Forecast Prior version on 11.30.17 EOB, the forecast was not yet actualized. Therefore the Prior Month version, available as of 12.19.17 includes all forecast working plan data as of 11.30.17. In December, when the Prior Month version is snapped (12.22.17) it will contain actuals for EBC* for July –November 2017 and Forecast for December 2017 - June 2018.

How will this first month of back loading actual data to the working forecast be different than the ongoing monthly process of loading only the prior month?
Key Concepts: Variance & Year Total

Last Closed Month Variance
CalPlan and CalRptg now includes a Variance metric that compares the current Forecast Working (sum of closed month Actuals + future month Forecast) to the Prior Month version

\[
\text{Last Closed Month Variance} = \text{Actual Final for Month} - \text{Forecast Prior for Month (FPM)}
\]

Year Total
The Period members Year Total & Quarters are no longer editable fields in CalPlan

- **Year Total Forecast Working** = Actuals for closed months + Forecast for open months
- **Quarter Forecast Working** = Actuals for closed months in quarter + Forecast for open months in quarter
### 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.

There are multiple versions of our planning scenarios Forecast and Operating Budget with the working version being the only one that is editable. Currently you have access to the FY18 Forecast Working. The FY19 Operating Budget Working will be available in February.

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Forecast</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Read Only</td>
</tr>
<tr>
<td></td>
<td>Working</td>
</tr>
<tr>
<td></td>
<td>Editable</td>
</tr>
<tr>
<td></td>
<td>Prior Month</td>
</tr>
<tr>
<td>FY19 Operating Budget</td>
<td>Q1, Q2 &amp; Q3 Submission</td>
</tr>
<tr>
<td></td>
<td>Planner Submission</td>
</tr>
<tr>
<td>Actual</td>
<td>Final</td>
</tr>
<tr>
<td></td>
<td>Read Only, Staging Version</td>
</tr>
<tr>
<td></td>
<td>Read Only</td>
</tr>
</tbody>
</table>

| FY18 Forecast      | Initial                          |
|                    | Read Only                        |
|                    | Working                          |
|                    | Editable                         |
|                    | Prior Month                      |
| FY19 Operating Budget | Q1, Q2 & Q3 Submission         |
|                    | Planner Submission               |
| Actual             | Final                             |
|                    | Read Only, Staging Version       |
|                    | Read Only                        |
|                    | Read Only                        |

| FY18 Forecast      | Initial                          |
|                    | Read Only                        |
|                    | Working                          |
|                    | Editable                         |
|                    | Prior Month                      |
| FY19 Operating Budget | Q1, Q2 & Q3 Submission         |
|                    | Planner Submission               |
| Actual             | Final                             |
|                    | Read Only, Staging Version       |
|                    | Read Only                        |
|                    | Read Only                        |
Introduction to CalPlanning  

Version Scenario Creation

**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>FY18 Forecast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Initial</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td></td>
</tr>
<tr>
<td>FY19 Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Working</td>
<td>(W)</td>
<td>(W)</td>
<td>(W)</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY19 Forecast</td>
<td>Initial</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
<td>Working</td>
<td>(W)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FY18 Forecast Q2 Submission is foundation for FY19 OB Initial and Working

FY18 OB Final copied to FY19 Forecast Initial & Working

Updated prior to Budget Cycle
### Where can I find the Scenario Versions combinations?

<table>
<thead>
<tr>
<th>Fiscal Year Scenario</th>
<th>CalPlan</th>
<th>CalRptg</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>FY18</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>FY19</td>
<td>Working As of August 2018</td>
<td>Working As of August 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>FY12 to FY17</th>
<th>FY18</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Final</td>
<td>Final</td>
<td>Final</td>
</tr>
</tbody>
</table>
| Forecast    | Final        | Working
  - Working
  - Month Prior
|   | Working
  - Q1, Q2 & Q3 Submission
  - Planner Submission
  - Final |
| Operating Budget | n/a | Final | Initial
  - Working
  - As of 2.21.18 |
|   | Initial
  - Working
  - Prior Month
  - Q1, Q2 & Q3 Submission
  - Planner Submission
  - Final (May 2018) |
|   | Initial
  - Working
  - (= Final)
  - Planner Submission
  - Final |
|   | Initial
  - Working
  - (= Final)
  - Planner Submission
  - Final |
|   | Initial
  - Working
  - As of 2.21.18 |
**CalPlan Dimension Members**

**Dimensions** define how data is organized within the CalPlanning tools. Here are the dimension members available to work with in **CalPlan**. The members in grey font are read only in CalPlan and the **black font** are editable.

<table>
<thead>
<tr>
<th>Year</th>
<th>Scenario</th>
<th>Version</th>
<th>Period</th>
<th>Entity</th>
<th>Account</th>
<th>Fund</th>
<th>Chart1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>Forecast</td>
<td>Working</td>
<td>YearTotal</td>
<td>1_26301</td>
<td>A40XXX_Plan</td>
<td>5 Plan Only Fund Members</td>
<td>C1_SUMPLN</td>
</tr>
<tr>
<td>2017</td>
<td>Actual</td>
<td>Final</td>
<td>YearTotal</td>
<td>1_EVCP3</td>
<td>Total Revenue</td>
<td>Current Funds</td>
<td>Examples</td>
</tr>
<tr>
<td>2018</td>
<td>Forecast</td>
<td>Prior Month</td>
<td>Q1 to Q4</td>
<td>1_10135</td>
<td>440XX-Private Gifts for Current Use -Plan</td>
<td>Unrestricted-Plan</td>
<td>C1_SUMPLN</td>
</tr>
<tr>
<td>2019 (2.21.18)</td>
<td>Operating Budget</td>
<td>Working</td>
<td>Jul to Jun</td>
<td>1_HAAS3</td>
<td>Total Expenses</td>
<td>Designated-Plan</td>
<td>C1_3S0XXX</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1_10372</td>
<td>550XX –General Supplies -Plan</td>
<td>Restricted Gifts-Plan</td>
<td>C1_3S00MC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1_COCHM</td>
<td></td>
<td>Restricted Endowments and FFES – Plan</td>
<td>C1_3BEARS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1_10965</td>
<td></td>
<td>Contracts and Grants – Plan</td>
<td></td>
</tr>
</tbody>
</table>

- **Examples**
  - C1_SUMPLN
  - C1_3S0XXX
  - C1_3S00MC
  - C1_3BEARS
  - C1_EVCP3
  - C1_10135
  - C1_HAAS3
  - C1_10372
  - C1_COCHM
  - C1_10965

**Read Only**

**Editable**
Plan Only Members (POMs)

Plan Only Members

• Allow for high-level, strategic budgeting in CalPlan and HCP

• Selected CalPlanning accounts, funds, and chart1s
  - Account (e.g. “440XX – Private Gifts for Current Use – Plan”)
  - Fund (e.g. “Unrestricted - Plan”)
  - Chart1 (e.g. “C1_SUMPLN - C1 - Summary - Plan”)

• Forecast and Operating Budget Plan Only Members and the Actual data for individual members are visible in CalRptg reports

• Reference specific POM job aids located on CalPlanning training page to identify which individual Accounts, Funds and Chart1s are mapped to each POM
Plan Only Members - Accounts

BFS & BAIRS

Multiple Individual Travel Accounts

Travel
- 57211 - In-State Travel - Air Fare
- 57212 - Out-of-State Travel - Air Fare
- 57213 - In-State Travel - Non Air Fare
- 57214 - Out-of-State Travel - Non-Air
- 57215 - Domestic Travel Fees
- 57221 - Foreign Travel - Air Fare
- 57222 - Foreign Travel - Non-Air Fare
- 57223 - Foreign Travel Fees
- 57232 - Moving Costs

CalPlan

1 Plan Only Member Travel Account

- 572XX-Travel - Plan

Plan Only Member Names include - Plan suffix
Plan Only Members & Actuals in CalPlan

In CalPlan, Plan Only Member Accounts are actualized with the individual account actual data from BFS for closed periods. The open months include the Forecast data.
Plan Only Members & Actual Accounts in CalPlan Reports

CalPlan reports that include both plan and actual data display POM values aligned with the Actual data from the individual members.
Plan Only Members & Actual Accounts in CalRptg

CalRptg reports that include both plan and actual data display POM values aligned with the Actual data from the individual members.

### CalRptg

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Actual Final 2017-18</th>
<th>Forecast Working 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Compensation</td>
<td>32,273,495</td>
<td>63,388,544</td>
</tr>
<tr>
<td>Total Non Compensation</td>
<td>15,932,471</td>
<td>29,637,212</td>
</tr>
<tr>
<td>Supplies, Materials and Equipment</td>
<td>1,020,902</td>
<td>2,816,841</td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>8,080,010</td>
<td>16,689,188</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>6,831,559</td>
<td>10,131,182</td>
</tr>
<tr>
<td>Interest and Financing Expense</td>
<td>40,103</td>
<td>15,233</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>960,271</td>
<td>184,666</td>
</tr>
<tr>
<td>Recharge Income</td>
<td>(12,217)</td>
<td>(33,648)</td>
</tr>
<tr>
<td>Contract and Grants Sub Awards</td>
<td>298,114</td>
<td>31,281</td>
</tr>
<tr>
<td>Services</td>
<td>1,797,118</td>
<td>3,669,810</td>
</tr>
<tr>
<td>Rents and Utilities</td>
<td>108,151</td>
<td>207,342</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td><strong>1,226,998</strong></td>
<td><strong>1,865,486</strong></td>
</tr>
<tr>
<td>ST211 - In-State Travel - Air Fare</td>
<td>69,959</td>
<td>-</td>
</tr>
<tr>
<td>ST212 - Out-of-State Travel - Air Fare</td>
<td>178,041</td>
<td>-</td>
</tr>
<tr>
<td>ST213 - In-State Travel - Non Air Fare</td>
<td>121,015</td>
<td>-</td>
</tr>
<tr>
<td>ST214 - Out-of-State Travel - Non-Air</td>
<td>223,009</td>
<td>-</td>
</tr>
<tr>
<td>ST221 - Foreign Travel - Air Fare</td>
<td>281,803</td>
<td>-</td>
</tr>
<tr>
<td>ST222 - Foreign Travel - Non-Air</td>
<td>245,668</td>
<td>-</td>
</tr>
<tr>
<td>ST223 - Foreign Travel Fees</td>
<td>575</td>
<td>-</td>
</tr>
<tr>
<td>ST232 - Moving Costs</td>
<td>101,729</td>
<td>-</td>
</tr>
<tr>
<td>ST233 - Travel - Entertainment-Related</td>
<td>4,282</td>
<td>-</td>
</tr>
<tr>
<td>ST2XX - Travel - Plan</td>
<td>-</td>
<td>1,865,486</td>
</tr>
<tr>
<td><strong>Miscellaneous Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>48,206,888</strong></td>
<td><strong>93,022,766</strong></td>
</tr>
</tbody>
</table>

**Summary Travel**

- Actual Data includes individual travel accounts from BFS & BAIRS
- Plan Data includes 1 travel POM account
Plan Only Members - Funds

Currently all 19 Plan Only Fund members display in CalPlan and can be planned to. When CalPlanning opens after the refresh on 2.21.18 only the 5 Plan Only Fund Members will be available to plan to in both CalPlan and HCP. All lower level plan data will be moved to the 5 Funds.

### 5 Plan Only Fund Members in CalPlan & HCP as of 2.21.18

<table>
<thead>
<tr>
<th>FUND TYPE</th>
<th>UNRESTRICTED</th>
<th>RESTRICTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNRESTRICTED</td>
<td>DESIGNATED</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED GIFT</td>
<td>RESTRICTED ENDOWMENTS AND FFE's</td>
</tr>
<tr>
<td>Plan Only Fund Type Members (5)</td>
<td>Unrestricted – Plan</td>
<td>Designated – Plan</td>
</tr>
</tbody>
</table>

Reference specific POM job aids located on CalPlanning training page to identify which individual Accounts, Funds and Chart1s are mapped in CalPlanning to each Plan Only Member.
Chart1 Dimension

- Chart1 dimension represents the Chartfield1 used in BFS/BAIRS/Cal Answers Financials
- Chart1 members are prefixed with a C1
- CalPlan includes a subset of Chart1s originally identified by campus leaders including management codes in the C1_Shared folder and CF1s requested by divisions
- C1_Summary – Plan
  - Only Plan Only Member for Chart1
  - Most planners on campus are using this member for planning with select planners utilizing individual Chart1’s
- C1_UnA use to access “blank” CF1s
- In CalRptg, all Chart1s are available for reporting on actual data

**Best Practice:** If you are not reporting on an individual Chart1, we suggest selecting Chart1 in your report settings. All data is aggregated and visible at this level in the hierarchy.
CalPlan Tool Components

- CalPlan Reports
- Dimensions & Members
- **Task Lists**
- Forms & Filters
- Entering & Saving Data
Accessing CalPlan Application

CalPlan is the planning application to access both CalPlan and HCP.

CalPlan application provides access to both the CalPlan and the HCP Task Lists to complete entry of your plan data.

Jan17HCP includes both CalPlan & HCP data as of 1.31.17, not the HCP application.
Setting Entity Preferences

Planners only need to set their **Entity preferences** in CalPlan in order to have a consistent view of data between CalPlan and HCP*

- **MyOrg**: Entity that results in the population of DeptID Entities on forms and is used in system calculations.

---

* Thru 2.21.18, then planners will need to set Entity preferences for both CalPlan and HCP as they will be separate applications
CalPlan Task List Review

Navigation Pane
Drillable folder structure

View Pane
Context sensitive and includes form
Navigating the CalPlan Task List

Click on the icon to expand the task list.

Once the drawer icon displays click on the task list title to display the form.

Click on the black left facing arrow to close the navigation pane.

Click on the black right facing arrow to open the navigation pane.
Launching CalPlan and Setting Your Entity
CalPlan Tool Components

- CalPlan Reports
- Dimensions & Members
- Task Lists
- Forms & Filters
- Entering & Saving Data
CalPlan Data Entry Forms

CalPlan includes five data entry forms with unique views to support creating your financial plans.

- Actualized Forecast Form
- Enter Data in Form
- Edit Intersection Form by Entity
- Edit Intersection Form by Account
- Adjust Internal Operating Transfers Mgmt Form
Actualized Forecast Form includes six Budget tabs of user-filtered plan data:

**Actualized Forecast Form**

**Read Only Tabs**
- Summary
- Compensation Expense

**Editable Tabs**
- Revenue
- Transfers*
- Non-Compensation Expense*
- Changes in Fund Balance

* Campus Support and Fee Remission read-only
Actualized Forecast Read Only Summary Form

For filtered Entity, Fund & CF1 intersections the Actualized Forecast forms displays read only data for SRECNA accounts by:

- FY18 Actual Final by Closed Month
- FY18 Forecast Prior Month *
- Last Closed Month Variance *
- FY18 Forecast Working for remaining open months of FY
- FY18 Forecast Working Year Total and Quarters

* only available in CalPlan on the Actualized Forecast form
Read Only vs. Editable Cells in CalPlan

Grey background cells in CalPlan are **Read Only**
White background cells in CalPlan are **Editable**
Enter plan data as a whole number rounded to either 100s or 1000s
Actualized Forecast Editable Forms

For filtered Entity, Fund & CF1 the Actualized Forecast Revenues, Transfers, Non-Compensation Expenses and Changes in Fund Balances tabs displays for all existing data intersections for:

- FY18 Actual Final by Closed Month - read only
- FY18 Forecast Prior Month - read only
- Last Closed Month Variance - calculation with conditional formatting - read only
- FY18 Forecast Working by Month for remaining months in FY - editable
- FY18 Forecast Working Year Total - read only

* Campus Support and Fee Remission read-only
Actualized Forecast Conditional Formatting

The Last Closed Month Variance includes conditional formatting for variances +/- $1K. The formatting varies by Account type.

For Revenue, Transfers and Change in Fund Balances Month Variance $(Actual-FPM)$:
- **Green cell fill** = favorable (+ variance)
- **Red cell fill** = unfavorable amount (- variance)

For Expense Month Variance $(Actual-FPM)$:
- **Green cell fill** = favorable (- variance)
- **Red cell fill** = unfavorable amount (+ variance)
Actualized Forecast Form

Exercise 3
CalPlan Workbook
CalPlan Data Entry Forms

CalPlan includes five data entry forms with unique views to support creating your financial plans.
Enter Data In Form

Enter Data in Form includes six Budget tabs of user filtered plan data:

Read Only Tabs
- Summary – SRECNA Accounts
- Compensation Expense

Editable Tabs
- Revenue
- Non-Compensation Expense*
- Changes in Fund Balance

* Campus Support and Fee Remission read-only
Enter Data in Form Read Only Summary Form

For filtered Entity, Fund & CF1 intersections the Enter Data in Form Summary tab displays read only data for SRECNA accounts by:

- FY17 & FY18 Actual Final YearTotal
- FY18 Operating Budget Final by Year Total, Quarter & Month
- FY18 Forecast Working by Month & Year Total
Enter Data In Form Editable Forms ★

For filtered Entity, Fund & CF1 the Enter Data in Form Revenue, Transfers, Non-Compensation Expense and Changes in Fund Balance tabs displays for all possible and existing data intersections for:

- **FY18 Actual Final by Closed Month** - read only
- **FY18 Forecast Working by Month** for current and remaining in FY - editable
- **FY18 Forecast Working Year Total** - read only
Form Page Dimensions

Three of the CalPlan Forms have three Page Dimension member dropdown selections to filter data to valid intersections for entering data in the form.

1. **Entity** select from the DeptIDs that roll up under your MyOrg selected in Preferences.

2. **Fund** must be set to one of the 5 Plan Only Fund buckets available to plan to in CalPlan.

3. **CF1** can be left at **C1_SUMPLN: C1-Summary-Plan** or select one of the 400 available C1s
Enter Data in Form

Exercise 4
CalPlan Workbook
CalPlan Data Entry Forms

CalPlan includes five data entry forms with unique views to support creating your financial plans.
Intersection Form by Entity

Intersection Forms display the lowest levels of plan data at the specific Account, Entity, Fund, and Chart1 dimension combinations

- Only actual data included on these forms is within the closed months of the Forecast Working. The data displayed is the same as the data as Enter Data in Form.
- Forms can be used to review and edit plan data
- Intersection forms can be exported to MS Excel

Entity can be changed directly from form
Intersection Form by Account

Both Intersection Forms display the same information in a different sort order. Which form you use is based on your preference.

- Intersection rows can be added to the form to input plan data combinations currently not displayed on the form.
Adjust Internal Operating Transfers Management Form

Use the Internal Operating Transfers Management form to plan for your internal division and department transfers to ensure they net to ZERO at the L3 and L4 (respectively) by month. Also use to enter your transfers between divisions, 73xxxs.

**Filter** on the specific month to manage transfer amounts. Form read-only at YearTotal. **Click** the right facing arrow to update the form with filtered values.
Intersections Forms

Exercise 5
CalPlan Workbook
Read Only vs. Editable Cells in CalPlan

- **Grey** background cells in CalPlan are **Read Only**
- **White** background cells in CalPlan are **Editable**
- Enter plan data as a whole number rounded to either 100s or 1000s
Compensation Expense Form in CalPlan

Compensation Expenses displayed as read only by Account & DeptID in CalPlan

Grey = Read Only
Editing and Saving Data in Forms

1. Click on cell to activate.

2. Input value (cell turns yellow).

3. Select Save from the Navigate tool bar.

4. Value is updated and cell fill turns back to white.
Copying and Pasting Data in Forms with Citrix

- Highlight the fields to copy and select **Control + C**

- Highlight the fields to paste the values into and select **Control + V**

- Click on the disc in the **Navigate** toolbar to **Save**
Adjusting Data in CalPlan Forms

CalPlan Adjust Data functionality allows Planners to Increase or Decrease plan data by a Value or Percentage.

1. Highlight cells that you would like to adjust
2. Right Click in the grid
3. Select Adjust -> Adjust Data
4. Select
   - Value or Percentage
   - Increase or Decrease
5. Input value or percentage number
6. Click Adjust Data
Enter Data in Form: Filtering rows with no data and zeros

Right click over the **Row Label**
- Select **Filter**
  - Hide rows with no data or zeros
  - Hide rows with zeros and no data

Right click over the Row Label -> **Filter** -> Show rows with zeros to restore default view
Inserting Comments into CalPlan Forms

1. Right click into cell you would like to add a comment
2. Select Comments from the menu
3. Click on the green + sign from the Comments dialog box
4. Type in Comment and format as needed.
5. Click on the Add button.
6. Comment displays in dialog box with User and Date stamp.
7. Click on Close button.
8. Cell flagged with blue triangle in upper right corner.
9. Right click on cell, Comments to manage
Exporting Forms to MS Excel

1. From the Tools option in the Navigate tool bar select Export as Spreadsheet.
2. Select Open from the Export Dialog box.
3. Save your export with a new Name.
Entering Data & Exporting to Excel

Exercise 6
CalPlan Workbook
Agenda

1. CalPlan Pre-read Review
2. CalPlan Components
3. Entering Data in Forms
4. FY2018-19 Key Planner Dates
5. Post Training Support
Near Term FY2018-19 CalPlanning Dates

12.19.17  Forecast Actualized with Everything But Compensation
1.31.18  Q2 Flash Forecast Due
2.07.18  CalPlanning Closed for HCM Data Refresh & HCP Simplification
2.21.18  CalPlanning Opened!

• FY18 Forecast (closed months including January 2018!) actualized for all accounts including Compensation
• FY19 Operating Budget Working opened
• Compensation Accounts in FY18 Forecast (Open Months) and FY19 Operating Budget refreshed with latest HCM data
• All plan data moved to 5 high-level fund buckets

The key dates for Divisional Finance Leaders (DFLs) can be found at:
https://cfo.berkeley.edu/divisional-finance-leaders/fy2017-18-dfl-weekly-updates
1  CalPlan Pre-read Review

2  CalPlan Components

3  Entering Data in Forms

4  FY2018-19 Key Planner Dates

5  Post Training Support
CalPlanning Website

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

• Browser and Citrix Links to the CalPlanning Workspace
• Training, reference materials and local unit support
• Latest news and system updates
• Monthly Actual Upload Schedule
• Help Desk Information

Add CalPlanning to your bookmarks

http://calplanning.berkeley.edu/
CalPlanning Availability & Push Schedule

CalPlanning Availability

- **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

CalPlanning Push Schedule

CalPlanning plan data is pushed from
- HCP to both CalPlan and HCPRptg
  - and from
  - CalPlan to CalRptg

5 times daily in the first 15 minutes of the hour starting at 9:00am and then every three hours until 9:00pm.

**Do not run or refresh** 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.

<table>
<thead>
<tr>
<th>Data Push Schedule*</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 9:15am</td>
</tr>
<tr>
<td>12:00pm - 12:15pm</td>
</tr>
<tr>
<td>3:00pm - 3:15pm</td>
</tr>
<tr>
<td>6:00pm - 6:15pm</td>
</tr>
<tr>
<td>9:00pm - 9:15pm</td>
</tr>
</tbody>
</table>

*Do not run reports during the push*
Access & System Requirements for CalPlanning

Access the CalPlanning web-based Workspace at either:
- https://calpln-rptportal.berkeley.edu/workspace/index.jsp
- https://citrix.berkeley.edu

System requirements
- Help Desk-supported system requirements for CalPlanning are:
  - **Internet Explorer 11 with Enterprise Mode**
  - Windows 7 & 8.1
  - Microsoft Office 2007, 2010 or 2013
  - Adobe Acrobat Reader 7.0+ or higher
- MAC users and those with un-supported systems (Windows 10 &/or Office 2016) need to access via Citrix to connect to CalPlanning &/or Smart View
Support: Technical and Non-Technical

For technical help with the CalPlanning tool (including logging into or using CalPlan, CalRptg, HCP, HCPRptg and Smart View), contact:

- **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)

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)](#)
THANK YOU!

CalPlan Training Evaluation