Budget Process Tools: Introduction to CalPlanning
FY2018-19

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

1. CalPlanning Tools Defined
2. CalPlanning Key Concepts
3. Supporting the Budget Process
4. Tool and Budget Process Resources
Training Material Overview

Classroom Handouts
- CalPlanning Data Flow and Timing Job Aid
- CalPlanning Dimensions Job Aid

On-Line
- Budget Process Tools: Introduction to CalPlanning Presentation
- Unit Profile
- FY2018-19 Budget Process High Level Timeline Job Aid -TBD
- Training Evaluation
- Additional CalPlanning Job Aids and Materials
FY2018-19 Budget Process Tool Training & Roles

2 CalPlanning Roles
• CalRptg & HCPRptg Reporters run and analyze financial reports
• Planners create and analyze budgets and run financial reports

Budget Process Tool Trainings
New Reporters (4) & Planners (6)
• Budget Process Tools: Introduction to CalPlanning
• Budget Cycle Tools: Introduction to CalPlanning Reporting
• Budget Process Tools: Creating a Unit Plan Navigating CalPlan
• Budget Cycle Tools: Creating a Compensation Plan Navigating Human Capital Planning (HCP)
• Smart View Ad Hoc Basics 1 & 2

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

Recommended classes for CalRptg and HCPRptg Reporters
Learning Objectives

This course is designed for new CalPlanning users. At the end of this session users will be able to:

- List the CalPlanning tools, uses and roles
- Identify data flow and timing of CalPlanning tools and source systems
- Define the CalPlanning Key Concepts
- Describe the Statement of Revenues, Expenses and Changes in Net Assets report
- Describe how CalPlanning integrates with UC Berkeley’s Budget Process
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 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
- Includes CalPlan, Human Capital Planning (HCP), CalRptg, HCPRptg and Smart view tools
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
• a subset of the BFS Chart of Accounts (COA) for planning

Source Systems: BFS for actuals, CalPlanning for saved plan data
Human Capital Planning (HCP) 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, Human Capital Management (HCM)
• 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

Source System: HCM for Employee and Position data, Payroll Personnel System (PPS) for actuals, CalPlanning for saved plan data
CalRptg Reporting Tool

A pre-defined, canned reporting template module with Point of View (POV) member selection options.

CalRptg provides
• Access to Operating Budget, Forecast and Actual data
• Org Levels: visibility to data at L1 to L7 levels
• Timeframes:
  • Year Total, Quarterly & Monthly
  • Period or Period to Date - Year, Quarter and Month, with additional options for:
    • Rounding data to thousands or millions
    • Viewing actual data through the prior business day
• CalRptg Chart of Accounts (COA): includes all BFS COA values and CalPlan Summary COA

Source System: BFS for actuals, CalPlanning for saved plan data
HCPRptg Reporting Tool

Pre-defined or canned reporting module with Point of View (POV) member selection options to create user defined reports.

- 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
- Source Systems: Personnel Payroll System (PPS) for monthly actuals, CalPlanning for saved plan 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 provides:**

- ad hoc query capability within MS Excel
- access to live data to develop user specific queries
- data analysis results stored as Excel documents
- imports query ready or formatted CalPlan, CalRptg & HCPRptg financial reports into Excel
- imports financial reports into MS Word or PowerPoint as document image
# CalPlanning Roles

<table>
<thead>
<tr>
<th>Tool</th>
<th>Actions</th>
<th>Security</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalRptg</td>
<td>• Run &amp; analyze CalRptg reports</td>
<td>• Global Read Only</td>
<td>CalRptg Reporter</td>
</tr>
<tr>
<td>HCP Rptg</td>
<td>• Run &amp; analyze HCP Rptg &amp; CalRptg reports</td>
<td>• Entity Read Only</td>
<td>HCP Rptg Reporter</td>
</tr>
<tr>
<td>CalPlan</td>
<td>• Input financial plans</td>
<td>• Entity Read &amp; Write Access</td>
<td>Planners</td>
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<td>HCP</td>
<td>• Input employee and position plans</td>
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<tr>
<td>CalPlan</td>
<td>• Run &amp; analyze CalPlan and CalRptg reports</td>
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<tr>
<td>HCPRptg</td>
<td>• Run &amp; analyze HCPRptg reports</td>
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<td></td>
</tr>
<tr>
<td>HCP</td>
<td>• Input employee and position plans</td>
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</table>
CalPlanning Application User Flow

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

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

**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.
Flow and Timing In Our Financial Landscape

BFS/BAIRS/Cal Answers Financials

Cal Answers Financials

BAIRS
Berkeley Administrative Initiative Reporting System

BFS
Berkeley Financial System

CALPLANNING

Planning

CalPlan

5xDaily*
Summarized Compensation Plans

HCP
Human Capital Planning

FY2019 Annual Snapshot
Detailed Employee & Position Data
HCM snapshot on 1/##/2018 of active data from 7/01/2017 and forward.

HR

HCM
Human Capital Management
Position Management

Nightly
Detailed Employee & Position Data

Monthly
Detailed Employee Payroll & FTE Actuals

PPS
Payroll Personnel System

Reporting

CalRptg

5xDaily*
Operating Budget & Forecast Plan Data

Smart View

5xDaily* Detailed Position & Employee Compensation Plans

HCPRptg

* Data pushes every three hours between 9:00am and 9:00pm. Check http://budget.berkeley.edu/systems/calplanning for more on the data push schedule and updates to CalPlanning system availability.
<table>
<thead>
<tr>
<th></th>
<th>Agenda</th>
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<tbody>
<tr>
<td>1</td>
<td>CalPlanning Tools Defined</td>
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<td>Supporting the Budget Process</td>
</tr>
<tr>
<td>4</td>
<td>Tool and Budget Process Resources</td>
</tr>
</tbody>
</table>
### Terminology - BFS to CalPlanning

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

<table>
<thead>
<tr>
<th>BFS – BAIRS- Cal Answers Financials</th>
<th>CalPlanning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
<td><strong>Version</strong> (Unique to CalPlanning)</td>
</tr>
<tr>
<td>Month / Accounting Period</td>
<td><strong>Entity (Dept ID)</strong></td>
</tr>
<tr>
<td>Master Org Tree (Dept ID)</td>
<td><strong>Scenario</strong></td>
</tr>
<tr>
<td>Ledger</td>
<td></td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td></td>
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<tr>
<td><strong>Fund</strong></td>
<td></td>
</tr>
<tr>
<td>Chartfield1</td>
<td><strong>Chart1</strong></td>
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<tr>
<td>Chartfield2</td>
<td><strong>Chart2</strong></td>
</tr>
<tr>
<td><strong>Program Code</strong></td>
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<tr>
<td><strong>Time Series</strong></td>
<td></td>
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</tbody>
</table>
Dimensions - how data is organized within CalPlanning.

Dimensions are made up of members.

Members represent an item at any level within a Dimension.
Year & Period Dimensions

Year dimension contains the list of fiscal year members.

Year
- 2015
- 2016
- 2017
- 2018

Period
- YearTotal
  - Q1
    - Jul
    - Aug
    - Sep
  - Q2

Period dimension includes the members quarters, months and annual totals.
**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>Operating Budget</td>
<td>Future fiscal year budget by month</td>
</tr>
<tr>
<td>Forecast</td>
<td>Current 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 snap-shots 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
Version Scenario Creation

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

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

FY18 Forecast
- Initial
- Q1
- Q2 Working (W)
- Q3
- F

FY19 Operating Budget
- Initial I
- PS
- F

FY19 Forecast
- Initial
- Q1
- Q2 Working (W)
- Q3
- F

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

FY18 OB Final copied to FY19 Forecast Initial & Working

Read Only Versions

Editable Version

System Outage

Introduction to CalPlanning  September 2017 21
Entity Dimension

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

The CalPlan Chart of Account (COA) is a subset of the BFS COA to streamline planning. The complete BFS COA is available in CalRptg & HCPRptg for viewing Actual data.

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

**Primary Account Hierarchy** – Account hierarchy is matching in all applications and used in SRECNA Reports

- **CalPlan Accounts** is the primary account hierarchy
- **CalPlan Account Hierarchy** allow for strategic budgeting, and alignment with the SRECNA (a key financial report from CalPlanning)

- The hierarchy differs from BFS as follows:
  - 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 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
There are only 19 **Plan Only Fund** members in CalPlan vs. CalRptg 25,000+ individual funds.

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

Selecting **Total Funds** will include Current and Non-Current Funds.

**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.
Chart1 Dimension

- **Chart1** dimension represents the **Chartfield1** used in BFS/BAIRS/Cal Answers Financials
- **CalPlan** includes a subset of **Chart1s** originally identified by campus leaders for planning
- In **CalRptg**, all **Chart1s** are available for reporting on actual data
- Chart1 members are prefixed with a **C1**
  - **C1_Summary - Plan**
    - Only **Plan Only Member** for Chart1
    - Most planners on campus are using this member for planning
    - Select planners have utilized individual Chart1’s
- **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.
Chart2 and Program Code are available for reporting in CalRptg and HCPRptg only and are not used for creating plans in CalPlan.

**Best Practices**

- When not reporting on an individual member, we recommend keeping these selections at the top of the hierarchy to include all data.
- Set CF2 = Unassigned to view Actual data that is not coded with any CF2 (*"blank" in BAIRS/BFS/Cal Answers Financials*)
## 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>
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<tr>
<td>Account</td>
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<tr>
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<tr>
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<td>Chart1</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
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<td>Chart2</td>
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<td>Time Series</td>
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<td>Program Code</td>
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<tr>
<td>Employee</td>
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<td>Earn Code</td>
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<tr>
<td>Job Code</td>
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</tbody>
</table>

* HCP and HCPRptg only include Compensation related accounts.
## Exercise 1 - CalPlanning Dimension Review

Match the CalPlanning Dimensions to their definition.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Year</td>
<td>a. Represents the Chartfield 2 values in BFS</td>
</tr>
<tr>
<td>2. Period</td>
<td>b. Represents Program Codes in BFS</td>
</tr>
<tr>
<td>3. Scenario</td>
<td>c. An HCP dimension that represents a role and includes job information</td>
</tr>
<tr>
<td>4. Version</td>
<td>d. Represents the Chartfield 1 values in BFS</td>
</tr>
<tr>
<td>5. Account</td>
<td>e. An HCP dimension that represents an employee</td>
</tr>
<tr>
<td>6. Entity</td>
<td>f. Classifies the nature of the transaction, such as Revenue or Expense</td>
</tr>
<tr>
<td>7. Fund</td>
<td>g. Actual, Forecast, Operating Budget</td>
</tr>
<tr>
<td>8. Chart1</td>
<td>h. Contains the list of available fiscal years</td>
</tr>
<tr>
<td>9. Chart2</td>
<td>i. Initial, Working, Q1, Q2, Q3 &amp; Planner Submission, Final</td>
</tr>
<tr>
<td>10. Program_Code</td>
<td>j. Timeframe -Year Total, Quarter, Month</td>
</tr>
<tr>
<td>11. Employee</td>
<td>k. Represents organizational units sources from BFS, which can be total Campus, Divisions, Departments and DeptIDs</td>
</tr>
<tr>
<td>12. Position</td>
<td>l. Timeframe for periodic, thousands and millions data</td>
</tr>
<tr>
<td>13. Time_Series</td>
<td>m. Represents the Fund field in BFS</td>
</tr>
</tbody>
</table>
**Intersections of Data**

*Intersection* are unique combinations of dimension members where a data point is stored. Intersections are unique to each CalPlanning application.

- When running a report or entering data into a CalPlan form, a member *must* be selected for each available dimension.
- If a report returns a blank page, the member intersection is not set to a valid data point.
Point of View (POV)

- Unique set of dimension members that defines specific intersections of data
- Represents the dimensions that are visible for forms, reports and Smart View queries
- Determines what data is displayed in a report or form
- Dimensions listed in the POV are based upon the report or form selected
- If a Dimensions is hard-coded in a report it will not display in Preview User Point of View dialog box
**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>Dimensions</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
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<tr>
<td>Year</td>
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<tr>
<td>Scenario</td>
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<tr>
<td>Entity</td>
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<tr>
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<tr>
<td>Chart1</td>
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<tr>
<td>Chart2</td>
<td></td>
</tr>
<tr>
<td>Time Series</td>
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</tbody>
</table>
Agenda

1. What is CalPlanning?
2. CalPlanning Key Concepts
3. Supporting the Budget Process
4. Tool and Budget Process Resources
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.
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

• **Revenues** - external income (e.g., Gifts, Grants, Student Fees, Sales and Services).

• **Operating Transfers** - flows of money within the University and within the same fund.

• **Expenses** - costs incurred, such as payments to outside parties.

• **Net Operating Surplus/(Deficit)** - net of Revenues, Operating Transfers and Expenses for the period, such as year to date or Full Year.

• **Change in Fund Balances** - represents movements of money between “current funds” to “non-current funds,” e.g. debt service, or capital projects.

• **Beginning Balances** - represent last years ending balances.

• **Change in Net Assets** - the combination of Net Operating Surplus/(Deficit) and Change in Fund Balance.

• **Ending Balances** - the beginning balance plus the change in net assets.
Standardized reports help us see financial data up and down the organization and across fund types.

### Key Building Blocks

- **Revenues**
  - Contracts & Grants
  - Private Gifts for Current Use
  - Total Revenue
  - Operating Transfers
  - Total Revenue & Transfers

- **Expenses**
  - Total Compensation
  - Total Non Compensation
  - Total Expenses
  - Net Operating Surplus/(Deficit)
  - Changes in Fund Balance

- **Changes in Fund Balance**

- **Beginning and Ending Balance**
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?
Fund Types  

We can use our building blocks to understand how the money is distributed across each **fund type**.

### Key Building Blocks

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

#### Across Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Designated</th>
<th>Restricted Gift Funds</th>
<th>Restricted Endowments and FFEs Funds</th>
<th>Contracts and Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenue</strong></td>
<td>144065</td>
<td>2423</td>
<td>623</td>
<td>21044</td>
<td>109095</td>
</tr>
<tr>
<td><strong>Total Revenue &amp; Transfers</strong></td>
<td>444886</td>
<td>291256</td>
<td>2120</td>
<td>21245</td>
<td>21421</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>121516</td>
<td>39475</td>
<td>-2607</td>
<td>7430</td>
<td>12079</td>
</tr>
<tr>
<td><strong>Total Non Compensation</strong></td>
<td>443247</td>
<td>96706</td>
<td>1117</td>
<td>14045</td>
<td>10970</td>
</tr>
<tr>
<td><strong>Net Operating Surplus/(Deficit)</strong></td>
<td>1129</td>
<td>-6724</td>
<td>12</td>
<td>6289</td>
<td>1551</td>
</tr>
<tr>
<td><strong>From/(To) Plant Funds</strong></td>
<td>-391</td>
<td>-306</td>
<td>-85</td>
<td>-1</td>
<td></td>
</tr>
<tr>
<td><strong>From/(To) Regents Endow Pool</strong></td>
<td>-1</td>
<td>-306</td>
<td>-85</td>
<td>-1</td>
<td></td>
</tr>
<tr>
<td><strong>Changes in Fund Balance - Pos/(Neg)</strong></td>
<td>-393</td>
<td>-306</td>
<td>-85</td>
<td>-1</td>
<td></td>
</tr>
<tr>
<td><strong>Change in Net Assets - Pos/(Neg)</strong></td>
<td>737</td>
<td>-7030</td>
<td>12</td>
<td>6204</td>
<td>1550</td>
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<tr>
<td><strong>Beginning Balance</strong></td>
<td>175482</td>
<td>85734</td>
<td>4016</td>
<td>43481</td>
<td>37353</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>176219</td>
<td>78705</td>
<td>4028</td>
<td>49685</td>
<td>38903</td>
</tr>
</tbody>
</table>
Vertical View

The key report building blocks often are stacked vertically.

Key Building Blocks

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

Sometimes the key building blocks are aligned horizontally.

### Key Building Blocks

<table>
<thead>
<tr>
<th>Dept 1</th>
<th>Dept 2</th>
<th>Dept 3</th>
<th>Dept 4</th>
<th>Dept 5</th>
<th>Dept 6</th>
<th>Dept 7</th>
<th>Dept 8</th>
<th>Dept 9</th>
<th>Dept 10</th>
<th>Dept 11</th>
<th>Dept 12</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>9,909</td>
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<td>20,377</td>
<td>19,554</td>
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<td>(1,103)</td>
<td>(281)</td>
<td>21,158</td>
<td>20,877</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>121,228</td>
<td>2,369</td>
<td>123,597</td>
<td>137,341</td>
<td>(13,744)</td>
<td>(248)</td>
<td>(13,992)</td>
<td>40,300</td>
<td>26,368</td>
<td></td>
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<td></td>
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<tr>
<td>966</td>
<td>4,714</td>
<td>5,700</td>
<td>5,729</td>
<td>(29)</td>
<td>(225)</td>
<td>(254)</td>
<td>5,210</td>
<td>4,956</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>464</td>
<td>11,068</td>
<td>11,522</td>
<td>12,814</td>
<td>(1,293)</td>
<td>(900)</td>
<td>(2,193)</td>
<td>6,644</td>
<td>3,361</td>
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<td></td>
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<tr>
<td>1,548</td>
<td>23,044</td>
<td>24,562</td>
<td>28,659</td>
<td>(4,067)</td>
<td>(1,232)</td>
<td>(5,300)</td>
<td>15,553</td>
<td>10,254</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>248</td>
<td>4,131</td>
<td>4,379</td>
<td>4,531</td>
<td>(151)</td>
<td>-</td>
<td>(151)</td>
<td>3,572</td>
<td>3,420</td>
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<tr>
<td>110</td>
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<td>3,890</td>
<td>2,319</td>
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<td>-</td>
<td>1,571</td>
<td>2,406</td>
<td>3,977</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>3,321</td>
<td>13,076</td>
<td>16,396</td>
<td>15,072</td>
<td>1,325</td>
<td>-</td>
<td>1,325</td>
<td>12,662</td>
<td>13,987</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>250</td>
<td>1,783</td>
<td>2,033</td>
<td>2,304</td>
<td>(271)</td>
<td>-</td>
<td>(271)</td>
<td>1,195</td>
<td>925</td>
<td></td>
<td></td>
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<tr>
<td>170</td>
<td>2,425</td>
<td>2,595</td>
<td>2,764</td>
<td>(169)</td>
<td>-</td>
<td>(169)</td>
<td>184</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6,051</td>
<td>2,818</td>
<td>8,869</td>
<td>9,985</td>
<td>(1,016)</td>
<td>-</td>
<td>(1,016)</td>
<td>3,747</td>
<td>2,731</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5,129</td>
<td>283</td>
<td>5,411</td>
<td>8,026</td>
<td>(2,615)</td>
<td>-</td>
<td>(2,615)</td>
<td>(551)</td>
<td>(3,166)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Components of SRECNA Report

Check out the SRECNA Report Components Job Aid in the Appendix for the definition of the components.
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
Use the plan values in the SRECNA report included on the SRECNA Activities Worksheet.
Exercise 3 - SRECNA Activities Worksheet – Activity 2

As we define the CalPlanning Key Concepts, let’s identify them on your copy of the SRECNA report.

![SRECNA Activities Worksheet Image]
Agenda

1. What is CalPlanning?
2. CalPlanning Key Concepts
3. Supporting the Budget Process
4. Tool and Budget Process Resources
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 Actuals Upload Schedule
- Help Desk Information

http://calplanning.berkeley.edu
CalPlanning Availability & Data 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 Data 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 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://calpln-rptportal.berkeley.edu/workspace/index.jsp)
• [https://citrix.berkeley.edu](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)**
Appendix
## Exercise 1 - CalPlanning Dimension Review Answers

Match the CalPlanning Dimension Names to their definition.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
<td>1. Year</td>
</tr>
<tr>
<td><strong>J</strong></td>
<td>2. Period</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>3. Scenario</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>4. Version</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>5. Account</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td>6. Entity</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>7. Fund</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>8. Chart1</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>9. Chart2</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>10. Program_Code</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>11. Employee</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>12. Position</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td>13. Time_Series</td>
</tr>
</tbody>
</table>