Navigating CalPlan

CalPlan

HCP
(Human Capital Planning)

CalRptg

HCPPrtg

Smart View
Learning Objectives

• **Review** the **FY2020-21 Budget Process Key Dates** for Planners

• **Navigate** CalPlan so you can revise your FY20 Forecast and create your FY21 Operating Budget

• Practice using CalPlan functionality

• Input and edit non-compensation budget data into CalPlan Forms
  • Account and Entity Intersection Forms
  • Adjust Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details Form
  • Actualized Forecast Form

• Add comments to data entries

• Export data to Excel

• Run a report from the CalPlan repository

• **Identify** where to go for additional CalPlan information and support
Training Materials Overview

**Handouts**
- Exercise: Setting up QA Environment
- Navigating CalPlan Exercise Packet
- Paste Data Into Multiple Cells Job Aid
- Drill Through Account Details Job Aid

**Online**
- Evaluation
- CalPlanning Job Aids and Materials
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • Update Data in Form
  • Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details
  • Actualized Forecast Form
• CalPlan Reports
• Post Training Support
CalPlan Tool

• A web-based, financial planning tool for planners to create future year Operating Budgets and revise in year Forecasts for DeptID level
  • Non-Compensation Expenses, Revenues and Transfers
  • Review summarized Compensation plans from Human Capital Planning (HCP)

• Provides Planners with:
  • Task lists to guide them through the planning steps
  • Data entry screens
  • Subset of the BFS Chart of Accounts (COA) for planning
  • Real-time reporting
  • Automatic calculations
# FY2020-21 Budget Process Key Dates

<table>
<thead>
<tr>
<th>Timing</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3</td>
<td>One-page strategic plan submitted</td>
</tr>
<tr>
<td>March 13</td>
<td>FY21 budget submitted in CalPlanning</td>
</tr>
<tr>
<td>March 23</td>
<td>Budget templates submitted (e.g., Narrative, Multi-Year, Reserve Investments, Revenue Generation)</td>
</tr>
<tr>
<td>May 1-19</td>
<td>Budget hearings</td>
</tr>
<tr>
<td>May 22-June 4</td>
<td>Decision meetings</td>
</tr>
<tr>
<td>June 30</td>
<td>FY21 allocation letters distributed</td>
</tr>
</tbody>
</table>
# Scenario and Version Combinations

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

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

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Initial</th>
<th>Working</th>
<th>Q1, Q2, Q3 Submission</th>
<th>Planner Submission</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>Read Only</td>
<td>Editable throughout budget cycle</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Read Only</td>
</tr>
<tr>
<td>[FY21]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forecast</td>
<td>Read Only</td>
<td>Editable*</td>
<td>Read Only</td>
<td>Read Only</td>
<td>Read Only</td>
</tr>
<tr>
<td>[FY20]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>Read Only</td>
</tr>
</tbody>
</table>

* Following the BFS close, actual data is loaded to the Forecast scenario, Working version for the month. Future months may be edited in the Forecast scenario and the Working version.
The CalPlanning FY20 Forecast and FY21 Operating Budget are now available for planning. We used data from CalPlanning FY20 Operating Budget Final as sources for FY20 Forecast and FY21 Operating Budget.

CalPlanning Release Notes
https://calplanning.berkeley.edu/release-notes
Dimensions and Members

Dimensions define how data is organized within CalPlan

<table>
<thead>
<tr>
<th>Year</th>
<th>Scenario</th>
<th>Version</th>
<th>Period</th>
<th>Account</th>
<th>Entity</th>
<th>Fund</th>
<th>Chart1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>Forecast</td>
<td>Working</td>
<td>YearTotal</td>
<td>A40XXX_Plan</td>
<td>1_26301</td>
<td>Plan Only Fund Members</td>
<td>C1_SUMPLN</td>
</tr>
<tr>
<td>2012</td>
<td>Actual</td>
<td>Initial</td>
<td>YearTotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Forecast</td>
<td>Working</td>
<td>Q1</td>
<td>Total Revenue</td>
<td>1_EVCP3</td>
<td>Current Funds</td>
<td>C1_SUMPLN</td>
</tr>
<tr>
<td>2014</td>
<td>Operating</td>
<td>Planner</td>
<td>Jul</td>
<td>Net Tuition &amp; Fees</td>
<td>1_HAAS3</td>
<td>Unrestricted-Plan</td>
<td>3DCXXX</td>
</tr>
<tr>
<td>2015</td>
<td>Budget</td>
<td>Submission</td>
<td>Aug</td>
<td>State Support</td>
<td>1_SSALL</td>
<td>Designated-Plan</td>
<td>3S0XXX</td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td>Sep</td>
<td>Contracts &amp; Grants</td>
<td>1_BCHCI</td>
<td>Restricted Gifts-Plan</td>
<td>3T0XXX</td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1_NAIMI</td>
<td></td>
<td>3U00MC</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1_OWFCR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2012
2013
2014
2015
2016
2017
2018

What CalRptg-only dimensions aren’t listed above?
Plan Only Members

Plan Only Members

- Provide summary level “Plan Only” values for select CalPlanning Accounts, Funds, and Chart1s in CalPlan tool
  - Account Members (e.g. “440XX – Private Gifts for Current Use – Plan”)
  - Fund Members (e.g. “Unrestricted - Plan”)
  - Chart1 Members (e.g. “C1_SUMPLN - C1 - Summary - Plan”)
- Allow for high-level, strategic budgeting in CalPlan
- Individual members visible in CalRptg Actual reports
Plan Only Members provide **summary level** “Plan Only” values for select CalPlanning Accounts, Funds, and Chart1s in CalPlan tool.

**BFS & CalAnswers**

Multiple Individual Travel Accounts

**CalPlan**

1 Plan Only Member Travel Account

Plan Only Member Names use - **Plan** as a suffix.
Plan Only Members - Funds

When reviewing Actual data in CalRptg, all of the individual BFS funds (30K+) are visible and mapped to their corresponding Plan Only Fund Types in CalPlanning. Finance members can reference the BFS to CalPlan Fund Map Table job aid available on the calplanning.berkeley.edu website to identify which of the 30K+ individual funds rollup into the 5 Plan Only Fund Types.

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Plan Only Fund Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNRESTRICTED UNRESTRICTED</td>
<td>Unrestricted – Plan</td>
</tr>
<tr>
<td>DESIGNATED</td>
<td>Designated – Plan</td>
</tr>
<tr>
<td>RESTRICTED RESTRICTED GIFT</td>
<td>Restricted Gift – Plan</td>
</tr>
<tr>
<td>RESTRICTED ENDOWMENTS AND FFE’S</td>
<td>Restricted Endowments and FFE’s – Plan</td>
</tr>
<tr>
<td>CONTRACTS AND GRANTS</td>
<td>Contracts and Grants - Plan</td>
</tr>
</tbody>
</table>
Accessing CalPlan Application

1. Log in to CalPlanning using your Berkeley ID and Passphrase
2. From the menu, select Navigate \ Applications \ Planning \ CalPlan
Agenda

- FY2020-21 Budget Process Key Dates
- Review Dimensions
- **Enter Data in Forms**
  - **Account and Entity Intersection Forms**
  - Update Data in Form
  - Internal Operating Transfers Mgmt Form
  - Drill Through - Account Details
  - Actualized Forecast Form
- CalPlan Reports
- Post Training Support
Task List Reference Tools and Instructions

Navigation Pane
- Drillable folder structure

View Pane
- Context sensitive and includes Task and Task Instruction tabs

Use this icon to toggle the display of the Task List.
CalPlan Data Entry Form Overview

There are several data entry forms:

- Each one presents dimensions in a unique format
- Personal preference will determine which form you use

To enter data, you must select the lowest level for:

- Entity (DeptID)
- Account
- Fund (use the 5 Plan Only Members)
- Chart1
CalPlan Data Entry Form Overview

- Each form has several tabs to organize data and simplify data entry
- Some tabs are read-only
  - Tabs where data is aggregated
  - Comp expenses are managed in HCP, thus are read-only in CalPlan

<table>
<thead>
<tr>
<th>Tab</th>
<th>Entity Intersection</th>
<th>Account Intersection</th>
<th>Actualized Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>n/a</td>
<td>n/a</td>
<td>Read-only</td>
</tr>
<tr>
<td>Revenue</td>
<td>Editable</td>
<td>Editable</td>
<td>Editable</td>
</tr>
<tr>
<td>Transfers</td>
<td>Editable</td>
<td>Editable</td>
<td>Editable</td>
</tr>
<tr>
<td>Comp Expense</td>
<td>Read-only</td>
<td>Read-only</td>
<td>Read-only</td>
</tr>
<tr>
<td>Non-Comp Expense</td>
<td>Editable</td>
<td>Editable</td>
<td>Editable</td>
</tr>
<tr>
<td>Changes in Fund Balance</td>
<td>Editable</td>
<td>Editable</td>
<td>Editable</td>
</tr>
</tbody>
</table>
Account Intersection Form

- The Account Intersection Form (AIF) presents all of the unique intersections of Account, DeptID, Fund, and Chart1 for the Entity in your Preference at the lowest level of your plan data.

- You can enter data in the cell for the desired intersection in cells with a white background; cells with gray backgrounds are not editable.

- Click the Entity hyperlink to change the entity from within the form; to enter one DeptID at a time, change the entity to a DeptID.
### Editing and Saving Data in Forms

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Revenue</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecast</td>
<td>Forecast</td>
<td>Forecast</td>
</tr>
<tr>
<td>Working</td>
<td>Working</td>
<td>Working</td>
</tr>
<tr>
<td>2019-20</td>
<td>2019-20</td>
<td>2019-20</td>
</tr>
<tr>
<td>Feb</td>
<td>Feb</td>
<td>Feb</td>
</tr>
<tr>
<td></td>
<td><strong>10,000</strong></td>
<td><strong>10,000</strong></td>
</tr>
</tbody>
</table>

1. Click on cell to activate
2. Input value (cell turns yellow)
3. Click the Save icon
4. Value is updated (cell turns back to white)

★ You can save after each cell entry or make several edits and then save
Add a Comment

Comment liberally throughout your plan to describe the rationale for $ and timing to help yourself and others understand your plan.

1. Select cell(s) to which you want to add a comment.
2. Right-click and select Comments (or click the Comment icon in the Toolbar).
3. Click the green + in the Comments window.
4. Type the comment.

Comments should be both qualitative and quantitative.

If changing the amount, include previous amount for reference.
Add a Comment

5. If you want the comment to apply to all selected cells, check the box

6. Click **Add**

7. Edit your comment if needed. When you are finished, click **Close**
View Comments

• To view a comment, right-click on the cell and select Comments from the Quick menu

• From the Comments dialog box, you:
  – Can view and delete comments you have created
  – Can view comments created by others
  – Cannot edit a comment, even if you created it

• To delete a comment you have created, select it and click the red X
Exercise 1

- Enter data in Account Intersection Form
- Add a comment
Entity Intersection Form

The Entity Intersection Form (EIF) works like the Account Intersection Form. The difference is that the data in the form is the sort order of the columns.
Copy and Paste Data Into Multiple Cells

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, click on first cell where you want to paste the data

4. Right-click and select Edit \ Paste

5. Click the Save icon

Note: You can paste with Chrome, but you’ll have to use the Clipboard helper and issue the paste command for a second time.
Copy and Paste Data Into Multiple Cells

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, click on first cell where you want to paste the data
4. Right-click and select Edit \ Paste
5. Click the Save icon

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

The Entity Intersection and Account Intersection forms only display Entity, Account, Fund and Chart1 members where there is data. You can add a new intersection if needed.

1. Right-click on the row where you want to add an intersection and select Add Intersection
2. The Add Intersection dialog box presents the intersection that you selected
3. Modify the member of Fund, Account, Chart1 or Entity as needed
4. Click Launch
5. CalPlan confirms that the intersection was added successfully
Exercise 2

• Enter data in Account Intersection Form
• Paste data into multiple cells
• Add an Intersection
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • **Update Data in Form**
  • Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details
  • Actualized Forecast Form
• CalPlan Reports
• Post Training Support
The Update Data in Form presents Accounts for the Entity, Chart1 and Fund members you select:

- Entity must be a DeptID
- Fund – select one of the 5 Plan Only Fund buckets
- CF1 can be left at C1_SUMPLN or select one of the 400 available C1s

Members in black font are editable; members in blue font are aggregations – you can select them to display summarized data but you will not be able to edit. Parent (summary) shows below detailed members.

Click ➔ to refresh the data with the selected members.
Filtering Rows with No Data and Zeros

- To more easily focus on accounts with data, you can filter to hide rows with no data, rows with zeros, or both.
- Right-click on a cell, select Filter from the quick menu, and select an option.

Note: You may want to keep rows with zeroes in the display so that you can see data from periods that you cannot edit.
Sort Functionality Not Available in CalPlan Forms

The Sort function on the Quick menu does not working as expected in CalPlan Forms. If you select these, the application will freeze.

This is a bug in the Oracle Essbase application, not in CalPlanning. We do not have an ETA on a fix from Oracle at this time.
Export Data to Excel

For further analysis and reporting, you can export data from any form in CalPlan to Excel.

- From the menu, select Tools \ Export as Spreadsheet
- An Excel file (.xls) is created in your Downloads folder. You can change the file name and move the file to another folder
Exercise 3

- Update Data in Form
- Filter rows with no data and zeros
- Export data to Excel
Agenda

- FY2020-21 Budget Process Key Dates
- Review Dimensions
- Enter Data in Forms
  - Account and Entity Intersection Forms
  - Update Data in Form
  - **Internal Operating Transfers Mgmt Form**
  - Drill Through - Account Details
  - Actualized Forecast Form
- CalPlan Reports
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Operating Transfers

- Operating Transfers are movements of current funds within the University, from one DeptID to another or within a DeptID from one Chart1 to another within the same fund and account.

- Campus Support is managed centrally by the Financial Planning & Analysis team; Planners do not enter in CalPlan.

- Planners manage transfers to/from divisions, within the division, and within the department.

<table>
<thead>
<tr>
<th>Transfer Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Support 71xxx</td>
<td>71110 General Allocation</td>
</tr>
<tr>
<td>External Transfers 72xxx</td>
<td>72115 Inter-Location Xfr</td>
</tr>
<tr>
<td>To/From Other Divisions 73xxx</td>
<td>73295 InterDiv - Other Xfer Bwt'n Divs</td>
</tr>
<tr>
<td>Inter-Divisional Support 74xxx</td>
<td>74150 Div - Salary Support</td>
</tr>
<tr>
<td>Internal Department Transfers 75xxx</td>
<td>75195 Dept - Other Internal Xfr</td>
</tr>
</tbody>
</table>
View Centrally Managed Transfers

• The Transfers tab of the Account Intersection Form is the best place to view centrally managed transfers:
  – Campus Support, Accounts beginning with 71
  – External Transfers, Accounts beginning with 72

• You can see the details on:
  – Entity (DeptID) receiving the funds
  – Fund
  – Chart1
The movement from 1_10209 to 1_10552 (Transfer 1) is an intra-departmental transfer (Account 75xxx) because both DeptIDs roll up to the same Department.

The movement from 1_10209 to 1_23708 (Transfer 2) is an intra-division transfer (Account 74xxx) because both DeptIDs roll up to the same Division.

A movement to another division would need to use one of the 73xxx accounts.
Managing Operating Transfers

The Adjust Internal Operating Transfers Mgmt Form was designed to make it easy for Planners to see the details of transfers within their Entity.

1. Select the appropriate account
2. Select the month and Chart1
3. Click ➔ to refresh data
4. Filter to hide rows with no data

In this example:
- Entries for Restricted Gifts – Plan net to zero for the division 1_SC1OP
- Entries for Unrestricted – Plan do not net to zero – Planner needs to adjust the plan
### Entering Data to Manage Operating Transfers

<table>
<thead>
<tr>
<th>Sending Dept ID</th>
<th>Receiving Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative #</td>
<td>Positive #</td>
</tr>
</tbody>
</table>
Transfers Must Net to Zero

- Set Entity Preference appropriately before entering Transfers
- Inter-Departmental Transfers (75xxx) must net to zero at the Department
- Inter-Division Transfers (74xxx) must net to zero at the Division
- To check that transactions net to zero, set your Entity to L4 or L3 as applicable and scroll to the bottom of the list to see the Department or Division
- You can filter to hide rows with no data. However, if you’ve filtered to hide rows with zero, you’ll need to show those rows
Planning for Operating Transfers Across Divisions

- Both the sending and the receiving DeptID must have an entry in the plan for the same amount and month
- Communicate with your counterpart on the other side of the Operating Transfer to ensure that your entries are aligned
- A positive number indicates a transfer of money into the DeptID, while a negative number indicates a transfer out from a DeptID
Exercise 4

• Operating Transfers
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • Update Data in Form
  • Internal Operating Transfers Mgmt Form
  • **Drill Through - Account Details**
  • Actualized Forecast Form
• CalPlan Reports
• Post Training Support
Drill Through – Account Details

With the Drill Through – Account Details Form, you can:

• 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
Drill Through

To present high level data:
1. Select members for Entity, Fund, and Chart1
2. Click → to refresh data

In the Member Selection box:
- Detail members appear in black font
- High level members appear in blue font
- High level (summary) members appear below detail members
Drill Through

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

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

<table>
<thead>
<tr>
<th>Task - Drill Through - Account Details</th>
<th>Task Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill Through - Account Details &gt; Acct Details by DFC</td>
<td></td>
</tr>
<tr>
<td>59000 - Recharge Income</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>Final</td>
<td>Planner Submission</td>
<td>Final</td>
<td>Working</td>
</tr>
<tr>
<td>1_24221 - NQB CL GCL Recharge</td>
<td>-7384</td>
<td>-33303</td>
<td>-7384</td>
<td>-33303</td>
<td>-16651</td>
<td>-16651</td>
</tr>
<tr>
<td>1_12980 - PAST Astron Gen Ops</td>
<td>-39430</td>
<td>-142800</td>
<td>-39430</td>
<td>-142800</td>
<td>-11900</td>
<td>-11900</td>
</tr>
<tr>
<td>1_12996 - PGE Computing</td>
<td>-4562</td>
<td>-25000</td>
<td>-25000</td>
<td>-2237</td>
<td>-2123</td>
<td>-5000</td>
</tr>
<tr>
<td>1_13075 - PHYSI Shops Machine Shop</td>
<td>-221055</td>
<td>-670745</td>
<td>-135341</td>
<td>-120629</td>
<td>-59613</td>
<td>-49293</td>
</tr>
</tbody>
</table>
Drill Through

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

<table>
<thead>
<tr>
<th>Task - Drill Through - Account Details</th>
<th>Task Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill Through - Account Details</td>
<td>Acct Details by DFC</td>
</tr>
<tr>
<td>99000 - Recharge Income</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1_24221</td>
<td>NQSIL GCL Recharge</td>
<td>Designated - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-7384</td>
<td>-33303</td>
<td>-7384</td>
<td>-16651</td>
</tr>
<tr>
<td>1_12980</td>
<td>PAAST Astron Gen Ops</td>
<td>Designated - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-39430</td>
<td>-142800</td>
<td>-39430</td>
<td>-11900</td>
</tr>
<tr>
<td>1_12996</td>
<td>PGEGE Computing</td>
<td>Designated - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-4362</td>
<td>-25000</td>
<td>-4362</td>
<td>-2237</td>
</tr>
<tr>
<td>1_13075</td>
<td>PHYSI Shops Machine Shop</td>
<td>Designated - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-221055</td>
<td>-670745</td>
<td>-221055</td>
<td>-139341</td>
</tr>
<tr>
<td>1_13076</td>
<td>PHYSI Shops Machine Shop</td>
<td>Designated - Plan</td>
<td>C1 - Summary - Plan</td>
<td>-221055</td>
<td>-670745</td>
<td>-221055</td>
<td>-139341</td>
</tr>
</tbody>
</table>
Drill Through – Example 2

![Task - Drill Through - Account Details](image)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final</td>
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<td>Final</td>
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</table>

Additional options for account details include:
- **Edit**
- **Adjust**
- **Comments**
Drill Through – Examine Variances

- $20,395 in Final Operating Budget but Working Forecast shows that DeptID is only on target to spend $12,176 for the year
- Organization discussed and does intend to spend the full $20,395 this year so Forecast must be updated
Drill Through

<table>
<thead>
<tr>
<th>2019-20</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final</strong></td>
<td><strong>Working</strong></td>
</tr>
<tr>
<td><strong>Operating Budget</strong></td>
<td><strong>Forecast</strong></td>
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<td>5801</td>
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<td>1779</td>
<td>2100</td>
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<tr>
<td>2495</td>
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</tbody>
</table>
Enter Data in YearTotal; CalPlan Spreads It For You

- Drill Through is the only form that spreads data for you
- Enter a value in an aggregated period (quarter or YearTotal) and CalPlan spreads the amount proportionally to the open months
- If there is no data in the months, CalPlan spreads the amount evenly
Drill Through

Save Data at Detail Screen

Save Data Again at Summary Level
Exercise 5

• Drill Through
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • Update Data in Form
  • Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details
  • **Actualized Forecast Form**
• CalPlan Reports
• Post Training Support
Actualized Forecast

The Actualized Forecast Form calculates the variance between your forecast and actuals for the prior closed month and has open periods in Forecast Working so you can adjust your plan as needed.
Actualized Forecast

- When month closes in BFS, Actuals data is copied to Forecast Working in CalPlan
- CalPlan creates a version called PriorMnth to snapshot the prior month Forecast
- Favorable variances are shown in green; unfavorable in red
Exercise 6

• Actualized Forecast
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • Update Data in Form
  • Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details
  • Actualized Forecast Form
• CalPlan Reports
• Post Training Support
Navigating to CalPlan Template Repository

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

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

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

Note: You can also open reports by clicking on the link from the Recently Opened section of the HomePage.
CR vs R Reports

CalPlan reports update show updated plan data as soon as changes are saved in CalPlan, a useful tool to confirm your entries and the updated plan are as intended.

<table>
<thead>
<tr>
<th>CR vs R Reports</th>
<th>CalRptg</th>
<th>CalPlan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual Data Refresh Schedule</strong></td>
<td>Nightly Monday-Saturday</td>
<td>Monthly</td>
</tr>
<tr>
<td><strong>Budget Data Refresh Schedule</strong></td>
<td>Daily Every 3 hours, 9AM-9PM</td>
<td>Updated immediately with Saved Changes</td>
</tr>
<tr>
<td><strong>Chart of Accounts</strong></td>
<td>Full chart of accounts</td>
<td>Summary</td>
</tr>
</tbody>
</table>
Exercise 7

• CalPlan Reports
Agenda

• FY2020-21 Budget Process Key Dates
• Review Dimensions
• Enter Data in Forms
  • Account and Entity Intersection Forms
  • Update Data in Form
  • Internal Operating Transfers Mgmt Form
  • Drill Through - Account Details
  • Actualized Forecast Form
• CalPlan Reports

• Post Training Support
CalPlanning Website

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

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

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

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

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

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

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

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

Access the web-based Workspace at either:

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

The Help Desk-supported system requirements for CalPlanning are:

- Internet Explorer 11
- Windows 7 & 8.1
- Microsoft Office 2007, 2010 or 2013
- Adobe Acrobat Reader 7.0+ or higher

For more information, go to: https://calplanning.berkeley.edu/getting-started/browser-requirements
Navigating CalPlan Review Crossword

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Thank You

• Course Evaluation