

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW SMART VIEW ACROBAT

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center

Number: General, Currency (\$), Percentage (%), Decimals (←.0, →.00)

Formula Bar: D23, X, ✓, fx

Grid: A, B, C, D, E, F, G, H, I, J, K, L

# Budget Process Tools: Smart View Ad Hoc Basics 1

01.12.17

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

# ad hoc

/,ad 'hɑ:k/

*adjective & adverb*

formed, arranged, or done for a particular purpose only.

“An ad hoc committee”



*What is your particular purpose  
for querying into your  
CalPlanning data with  
Smart View ?*

# Agenda

- 1 Smart View Defined
- 2 Map the Smart View Key Ad Hoc Grid Components
- 3 Setting Options
- 4 Zooming and Removing Data in the Ad Hoc Grid
- 5 Smart View Resources

# Smart View Ad Hoc Basics 1 Learning Objectives

- **Explain** how and when you can use Smart View and the Oracle Essbase connection
- **Define** the key components of the Ad Hoc Grid
- **Practice** navigating basic Smart View Ad Hoc functionality, including how to
  - Select Dimension Members
  - Maneuver the Point of View
  - Set User Options
  - Locate and manage data display in the grid
  - Refresh and save data
- **Identify** where to go to access Smart View and get support

# Smart View Ad Hoc Basics 2 Learning Objectives

- **Review** how and when you can use Smart View and the Essbase connection
- **Discuss** your Smart View Ad Hoc queries
- **Practice** navigating Smart View Ad Hoc functionality including how to
  - Create multiple POVs within a grid
  - Pivot Dimensions
  - Cascade a report across multiple entities
- **Explore** Importing CalPlanning Reports into Smart View
- **Identify** where to go to access Smart View and get support

# Smart View Ad Hoc Basics 1 Materials

## Classroom Handouts

- Smart View Ad Hoc Basics 1 Exercise Packet
- Smart View Dimensions Selections Cheat Sheet
- Smart View Ad Hoc Basics 1 Homework Assignment

## On-Line

- Smart View Ad Hoc Basics 1 Slide Presentation
- Training Evaluation
- Smart View Job Aids and Materials

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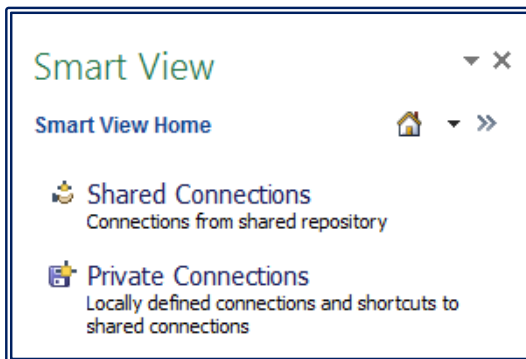
# Smart View Defined



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

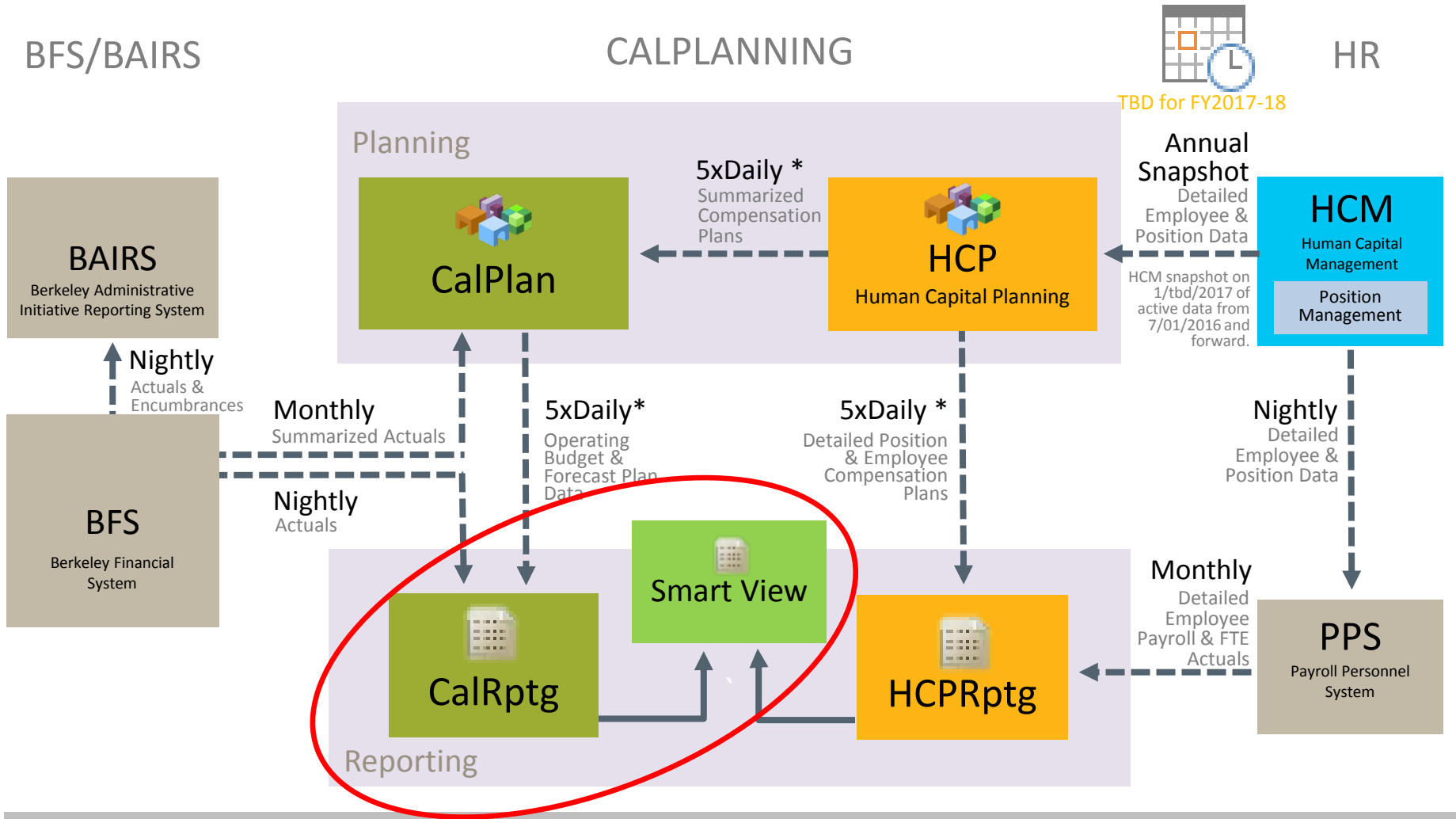


## Smart View provides:

- 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



# Flow and Timing In Our Financial Landscape

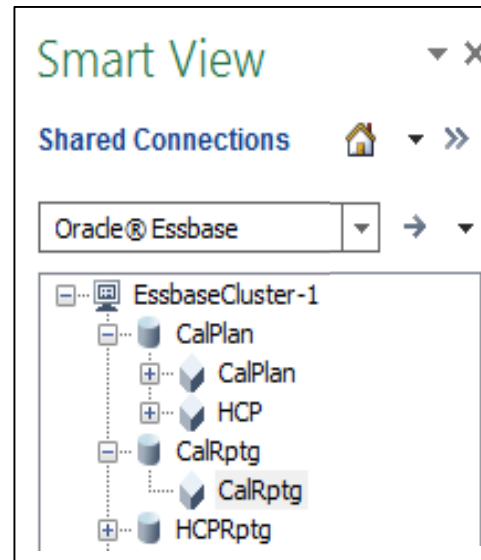


\* Data pushes every three hours between 9:00am and 9:00pm. Check <http://budget.berkeley.edu/systems/calplanning> for more on the data push schedule and updates to CalPlanning system availability.

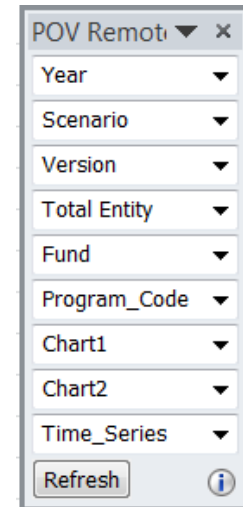
# Smart View via CalPlan vs. CalRptg cube?



**CalPlan**  
**POV**



  
**CalRptg**  
**POV**



## CalPlan Cube

- Read Only Access available for Planner roles
- Plan values by:
  - Account
  - Fund
  - Chart1
- Subset of Dimensions Available
- Actual data mapped to Plan Only Members

## CalRptg Cube

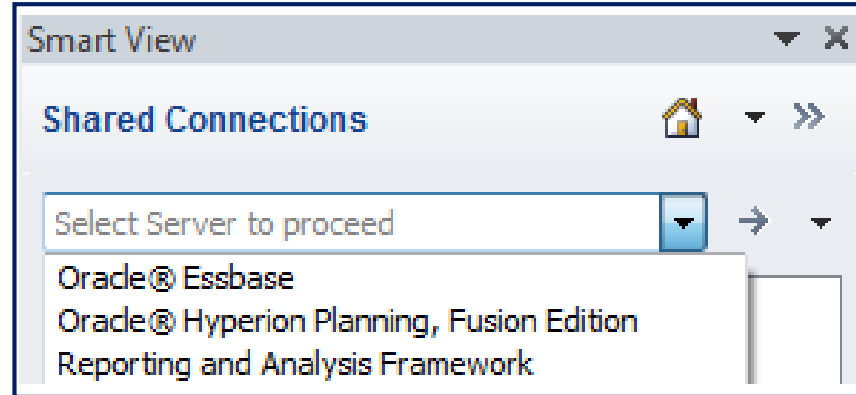
- Read Only access for Planners and Reporting Only roles
- Plan values & detailed Actual data (*daily*) by:
  - Account
  - Fund
  - Chart1
- Access to additional Dimensions
  - Time Series- YTD, QTD, MTD, rounding
  - Chart2
  - Program Code

# Available Dimensions in CalPlanning Tools

Dimension	CalRptg	CalPlan	HCP	H CPRptg	Smart View
Year	✓	✓	✓	✓	Mirrors Source Tool Availability
Period	✓	✓	✓	✓	
Scenario	✓	✓	✓	✓	
Version	✓	✓	✓	✓	
Account	✓	✓	✓*	✓*	
Entity	✓	✓	✓	✓	
Fund	✓	✓	✓	✓	
Chart1	✓	✓	✓	✓	
Chart2	✓			✓	
Time Series	✓			✓	
Program Code	✓			✓	
Employee			✓	✓	
Position			✓	✓	
Earn Code				✓	
Job Code				✓	

\* HCP and H CPRptg only include Compensation related accounts

# Smart View Connections

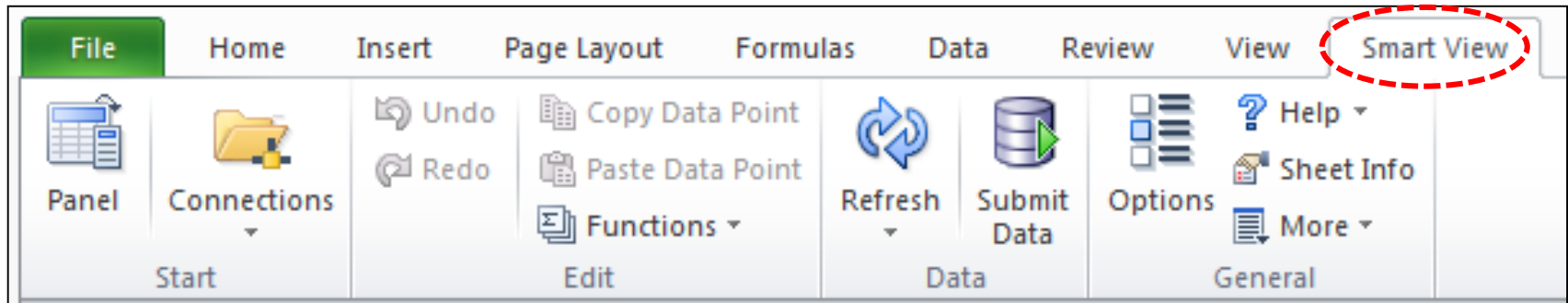


## 3 Smart View Shared Connection:

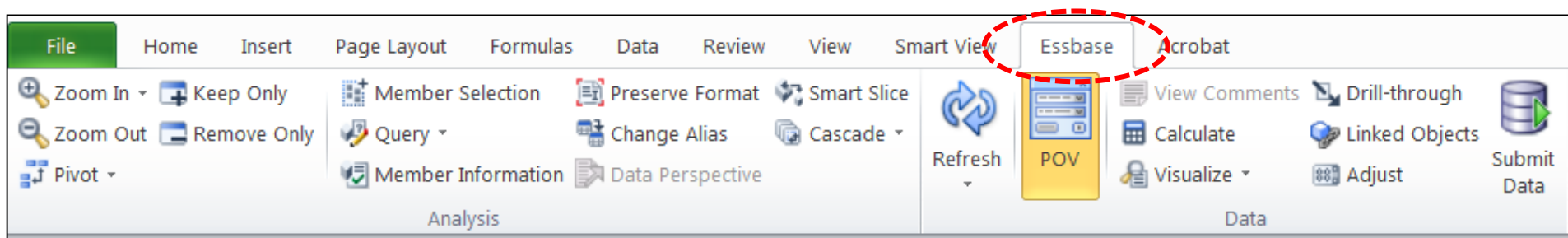
- 1. Essbase:** Creates ad hoc queries from CalPlanning data cubes.
- 2. Hyperion Planning:** Open data input forms from CalPlan and HCP. Smart View forms offer same functionality as those in CalPlanning Workspace.
- 3. Reporting and Analysis Framework:** Import financial reports from CalPlan, CalRptg and HCPRptg in fully formatted or query ready format for further ad hoc analysis.

# Smart View & Essbase Ribbons

Once Smart View is installed on your desktop or accessed via Citrix, MS Office applications will display a **Smart View Tab** and **Ribbon**.



Once you login and connect to Smart View an **Essbase Tab** and **Ribbon** will display.

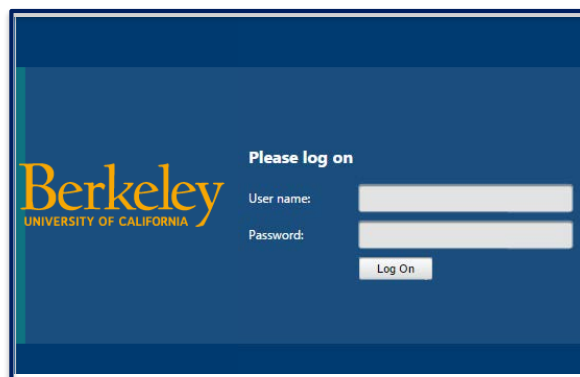


# Accessing Smart View via CITRIX

CITRIX remote desktop provides an easy way to access Smart View in addition to CalPlanning and avoids any browser compatibility issues.



1. Click the **CITRIX** link on the CalPlanning website:  
<http://budget.berkeley.edu/systems/calplanning>



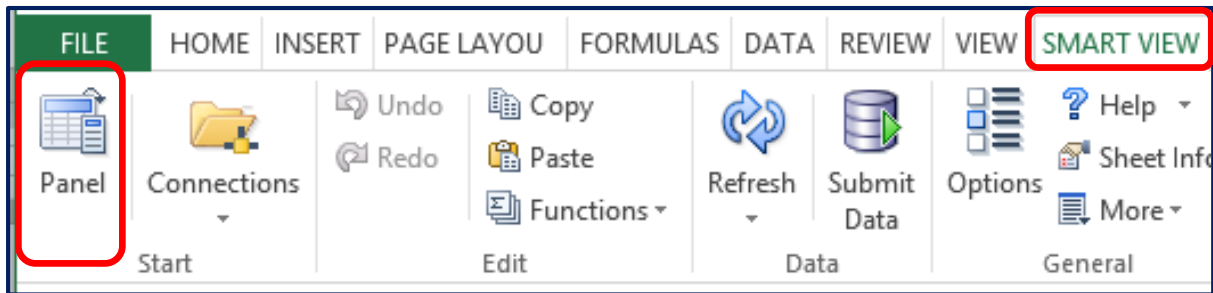
2. Download the Citrix receiver (*1<sup>st</sup> time only*) and login using your CalNet ID & password



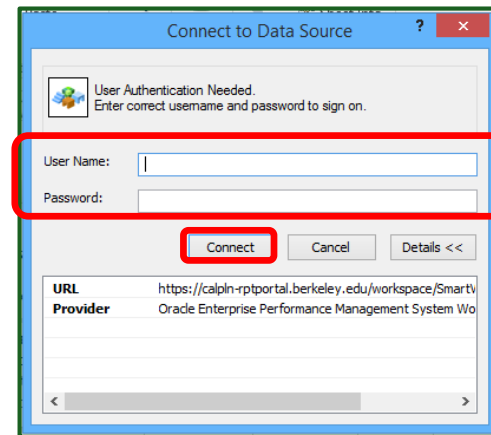
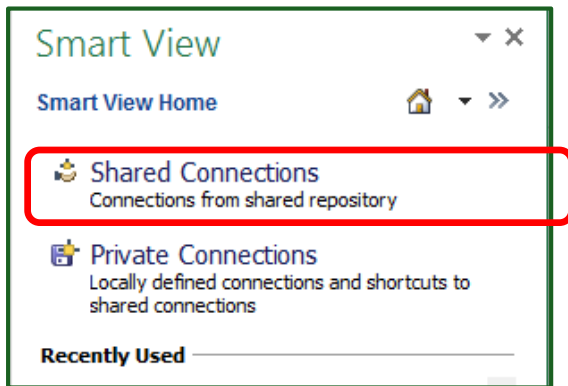
3. Select **Smart View**

# Connecting to Essbase in MS Excel 1 of 2

1. Open **MS Excel**.
2. Go to the **Smart View** ribbon and click the **Panel** icon.



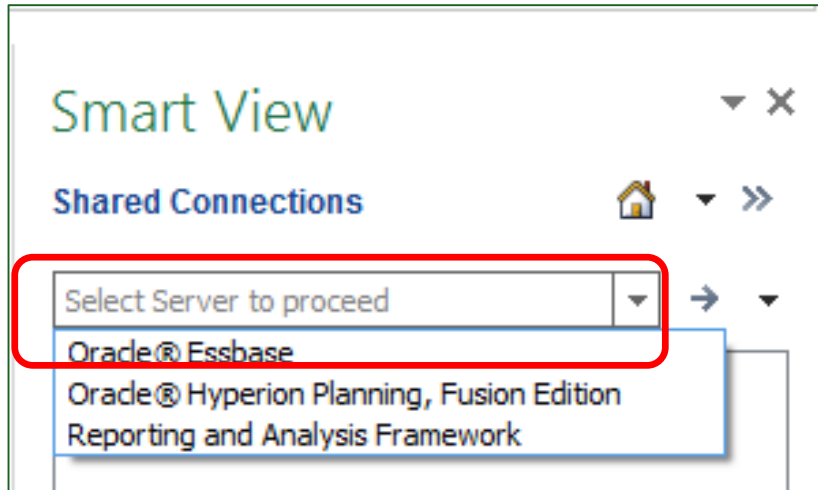
3. From the **Smart View Panel** click on **Shared Connections**. You will be prompted to enter your User Name and Password\*.



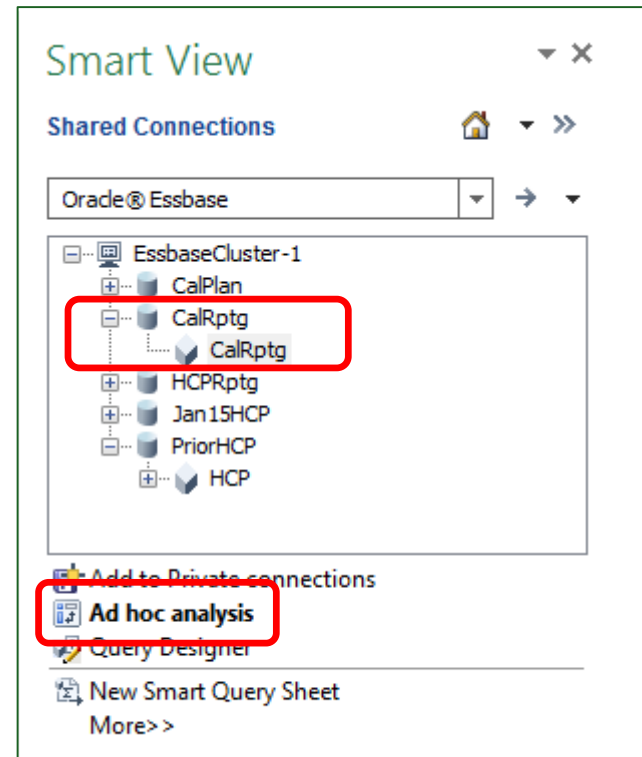
*\*User Name and Password are your CalNet ID and Passphrase.*

# Connecting to Essbase in MS Excel 2 of 2

4. Choose **Oracle® Essbase** in the “Select Server to proceed” dropdown

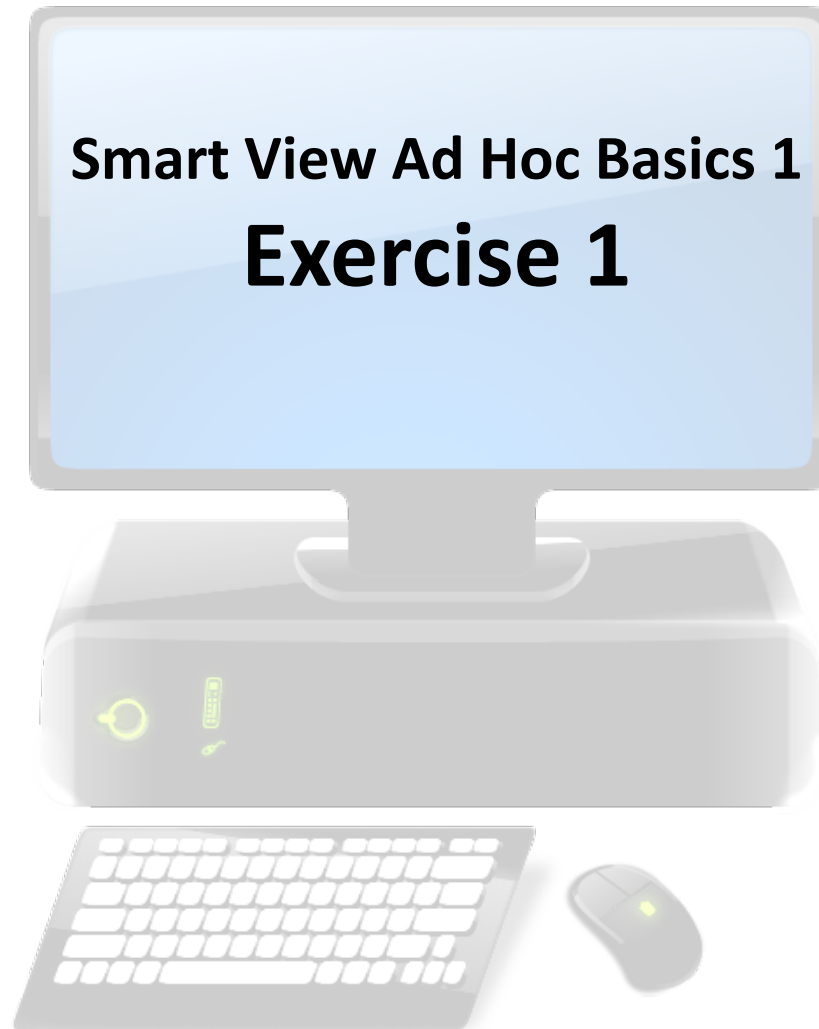


5. Drill into the **EssbaseCluster-1** to find silo **CalRptg** → **CalRptg** cube
6. Click on **Ad hoc analysis** at the bottom left-hand corner to connect to the CalRptg cube





# Let's practice Getting Started in Smart View!



# Agenda

- 1 Smart View Defined
- 2 Map the Smart View Key Ad Hoc Grid Components**
- 3 Setting Options
- 4 Zooming and Removing Data in the Ad Hoc Grid
- 5 Smart View Resources

# Smart View Ad Hoc Key Components

**After this section, you should be able to:**

- ❑ Describe the components of a Smart View Ad Hoc grid
- ❑ Locate and describe key icons on the Essbase Ribbon
- ❑ Toggle your Point of View (POV) from the default to the grid
- ❑ Edit dimension members in
  1. Member Selection dialog boxes
  2. POV dialog box
  3. Directly in fields with free form entry
- ❑ Create and refresh ad hoc query
- ❑ Disconnect from Essbase

# Default Ad Hoc Grid

Smart View Ad Hoc Basics Workbook.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW SMART VIEW **ESSBASE** CROBAT

Zoom In Keep Only Member Selection Preserve Format Smart Slice Refresh POV View Comments Drill-through Submit Data  
Zoom Out Remove Only Query Change Alias Cascade Linked Objects  
Pivot Member Information Data Perspective Insert Attributes Visualize Adjust

Analysis Data

	A	B	C	D	E	F	G	H	I	J
1		Year	Scenario	Version	Chart1	Fund	Total Entity	Program_Code	Chart2	Time_Series
2		Period								
3	Account	853903095.1								
4										

Once connected to Essbase, Smart View displays the

- **Essbase** tab and ribbon
- **Default Point of View (POV)** in Row 1 of the sheet
- **Account** dimension in the row display area
- **Period** dimension in the column display area
- **Intersection** of data in cell B3, 853903095.1

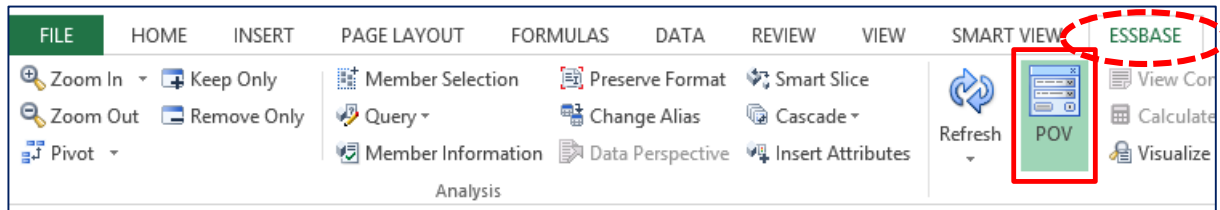
# Essbase Ribbon - POV

**Clicking** the **POV icon** on the **Essbase ribbon** moves the POV between the default position in Row 1 of the ad hoc grid to a floating POV Box in the ad hoc grid with Row 1 hidden. B3 is the intersection of POV

**Default POV**

	A	B	C	D	E	F	G	H	I	J
1		Year	Scenario	Version	Chart1	Fund	Total Entity	Program_Code	Chart2	Time_Series
2		Period								
3	Account	853903095.1								
4										

**Click POV**



**Floating POV**

	A	B	C	D
2		Period		
3	Account	853903095.1		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

POV ... x

Year ▾

Scenario ▾

Version ▾

Total Entity ▾

Fund ▾

Program\_Code ▾

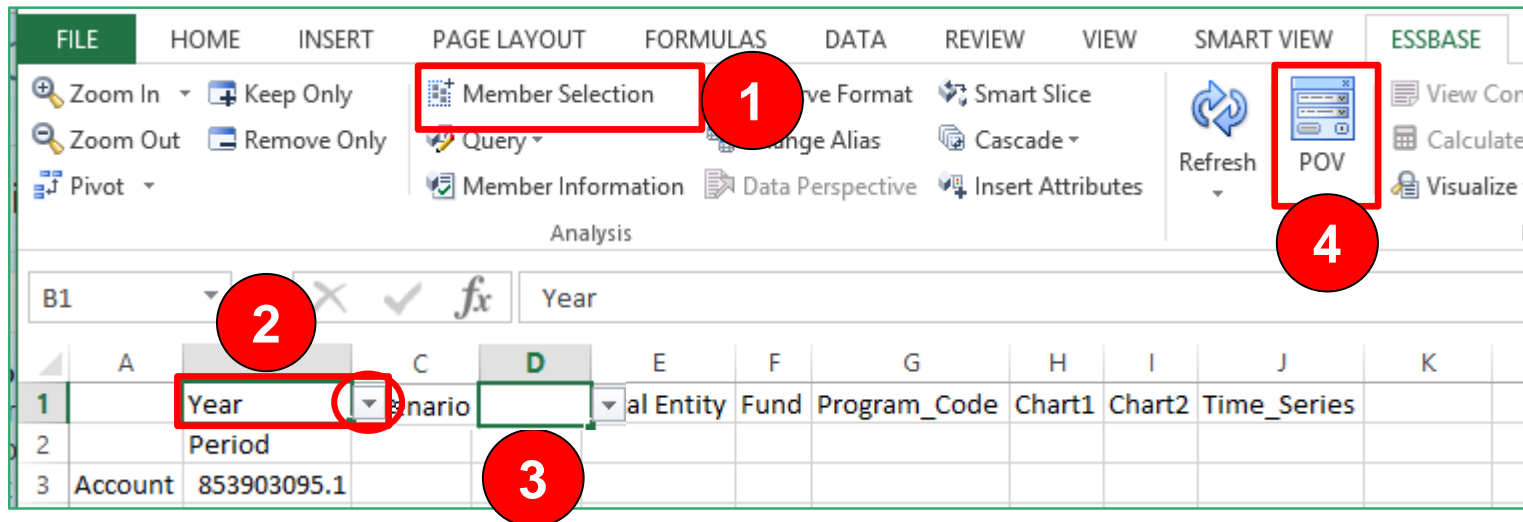
Chart1 ▾

Chart2 ▾

Time\_Series ▾

Refresh

# Setting Your POV is KEY!



## Smart View offers 4 options to edit your POV:

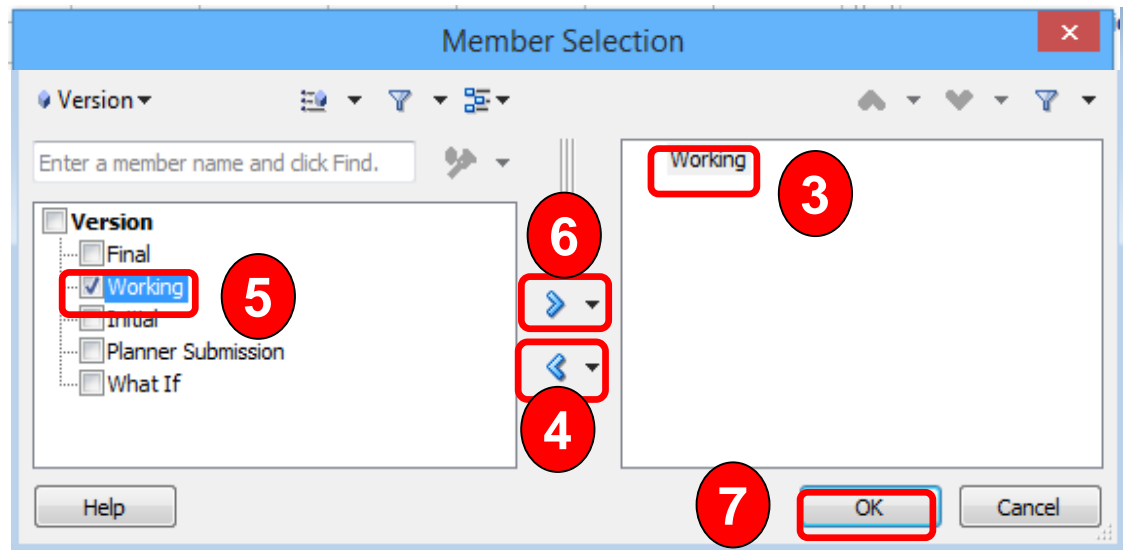
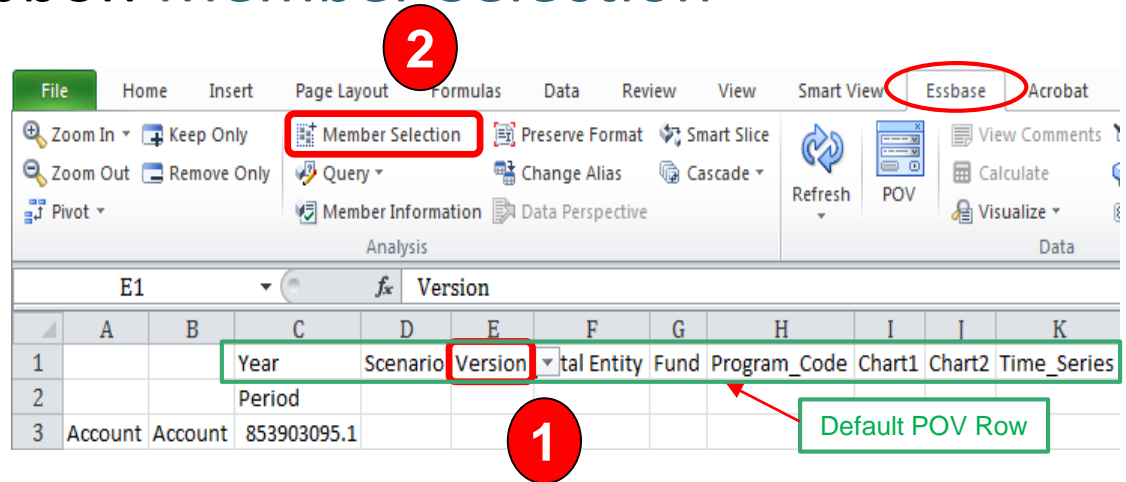
1. Essbase Ribbon Member Selection
2. Dimension Label Drop Down Member Selection
3. Free Form Entry
4. POV Dialog Box

★ Each Dimension in the POV **defaults** to the top level member.

# Selecting POV Dimension Members


## Option 1: Essbase Ribbon Member Selection

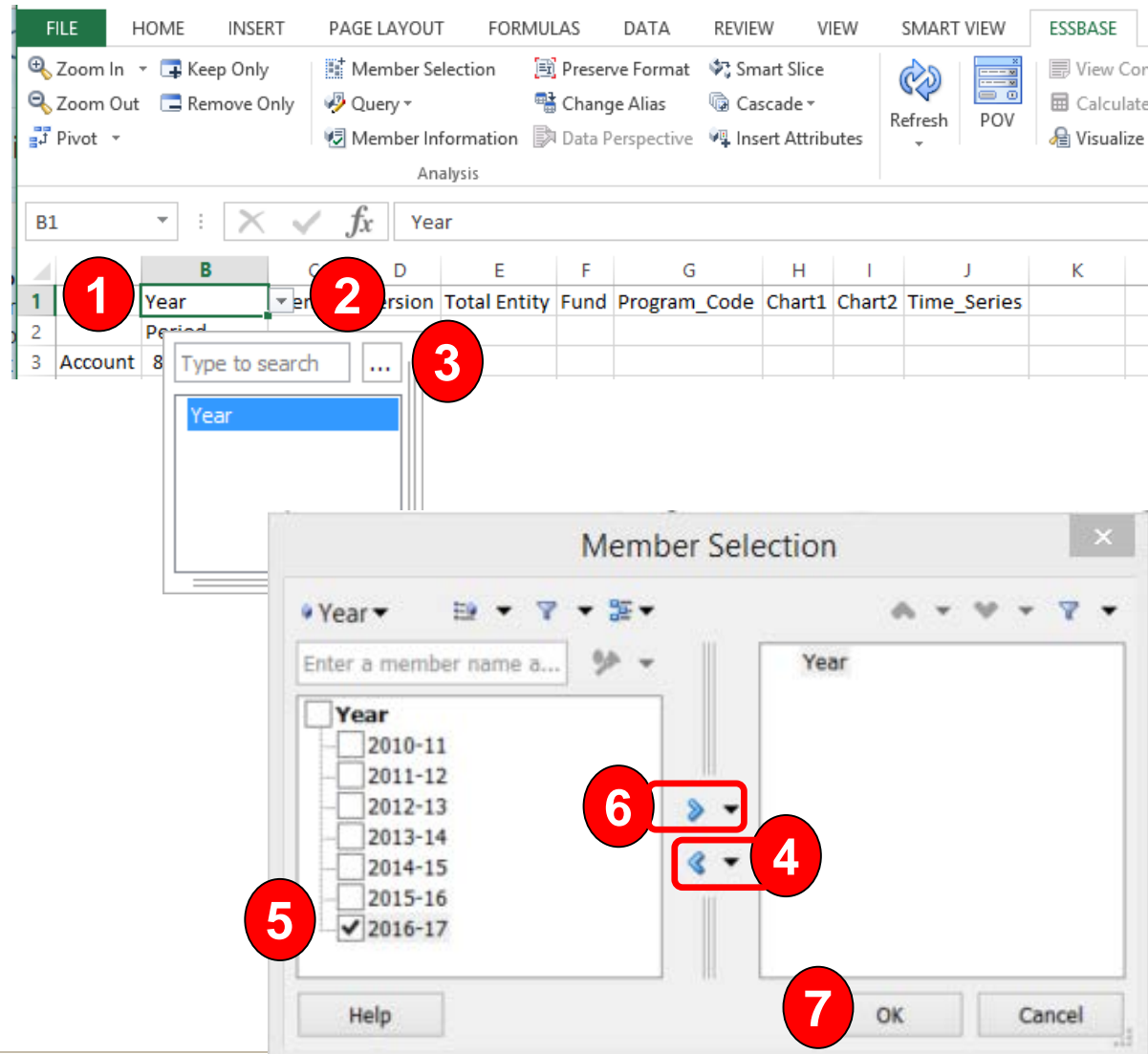
1. Click the **Dimension label** cell in the default POV row.
2. Click **Member Selection** on the **Essbase Ribbon**
3. From the **Member Selection** dialog box, select the members from the right-hand section by clicking on the member.
4. Click on the **left-pointing arrow** to remove.
5. **Check** the box next to the member in the **left hand section** that you want to include.
6. Click on the **right-to right-hand pointing arrow** to move it section.
7. Click **“OK.”**



# Selecting POV Dimension Members

## Option 2: Dimension Label Drop Down Member Selection

1. Click the **Dimension label** cell in the default POV row.
2. Click on the arrow 
3. Click on the ellipse, ....
4. From the **Member Selection** dialog box, first remove members from the right-hand section by clicking on the member and then clicking on the **left-pointing arrow**.
5. Then check the box next to the **member you want to include**.
6. Click on the **right-to right-hand pointing arrow** to move it section.
7. Click "OK."



The screenshot shows the Microsoft Excel interface with the 'Member Selection' dialog box open. The dialog box is titled 'Member Selection' and has a search bar at the top. Below the search bar, there are two columns of members. The left column contains a list of years from 2010-11 to 2016-17, with the '2016-17' member selected. The right column contains the 'Year' member. The dialog box has several buttons: 'Help', 'OK', and 'Cancel'. Red circles with numbers 1 through 7 are overlaid on the screenshot to indicate the steps for selecting a member.

	B	C	D	E	F	G	H	I	J	K
1	Year	...	...	Total Entity	Fund	Program_Code	Chart1	Chart2	Time_Series	
2	Period									
3	Account	8								



# Selecting POV Dimension Members

## Option 3: Free Form Entry

Member names can also be **typed** directly into the cells

	A	B	C	D	E	F	G	H
1		2014-15	Actual	Final	1_COENG	Current Fun	Program_Code	Chart1
2		YearTotal						
3	Account	6819657.28						
4								

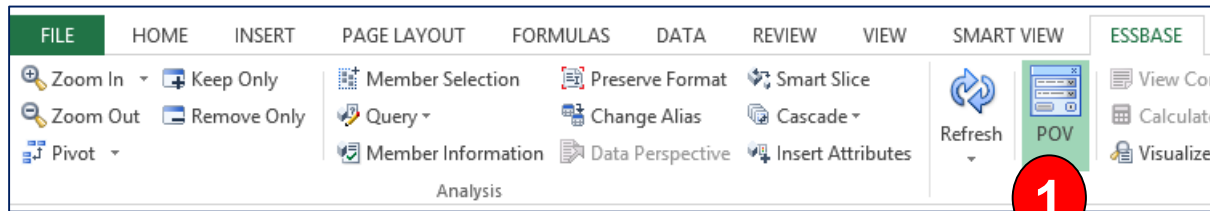
Type **Total Expenses** into the **Account** cell and click **Refresh**

The screenshot shows the Microsoft Excel ribbon with the 'SMART VIEW' tab selected. The 'Refresh' button, represented by a circular arrow icon, is highlighted with a red box. Other visible buttons include 'Panel', 'Connections', 'Undo', 'Redo', 'Copy', 'Paste', 'Functions', 'Submit Data', 'Options', 'Help', 'Sheet Info', and 'More'.

	A	B	C	D	E	F	G	H
1		2014-15	Actual	Final	1_COENG	Current Fun	Program_Code	Chart1
2		YearTotal						
3	Total Expenses	250726809.3						

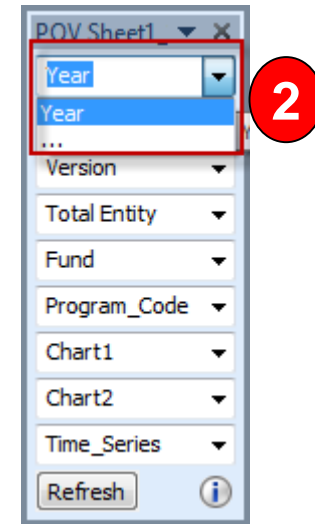
# Selecting POV Dimension Members

## Option 4: Floating POV Box



1. Click on the **POV icon** in the Essbase ribbon to create a floating POV box

2. Click on the **ellipsis “...”** from the Dimension drop-down to select a member

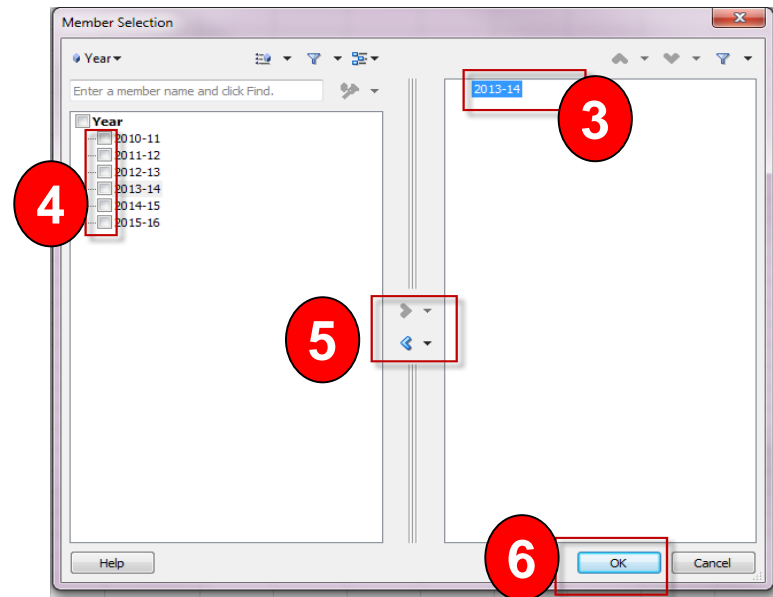


3. The Member Selection window will appear. Move members out of the selection pane on the right by clicking the **left-pointing arrow**.

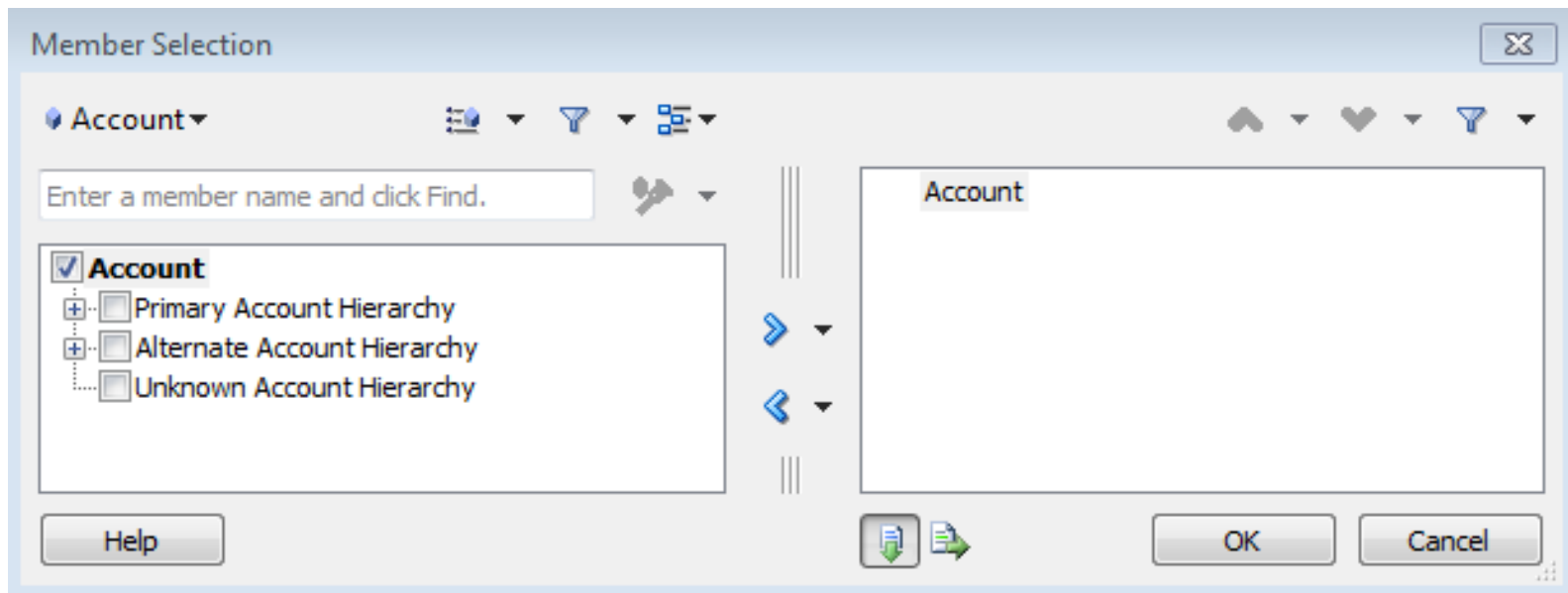
4. Check the box in front of the member

5. Click the **right-pointing arrow** to move it to the Selection Pane.

6. Click **OK**.

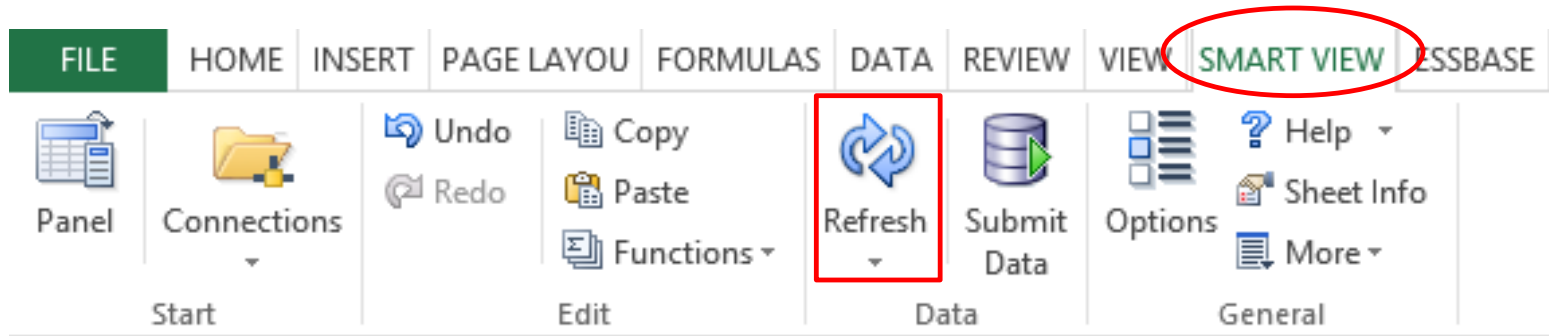


# Account Options in Smart View

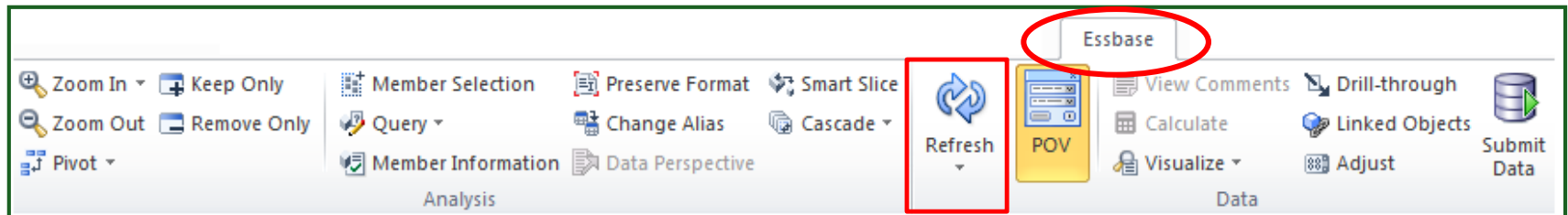


- Primary Account Hierarchy** - Allows users to access the CalPlanning Account Hierarchy
- Alternate Account Hierarchy** - Allows users to access hierarchies created by request for alternate reporting, such as a hierarchy showing Recharge as Revenue
- Unknown Account Hierarchy** – Not valid for reporting

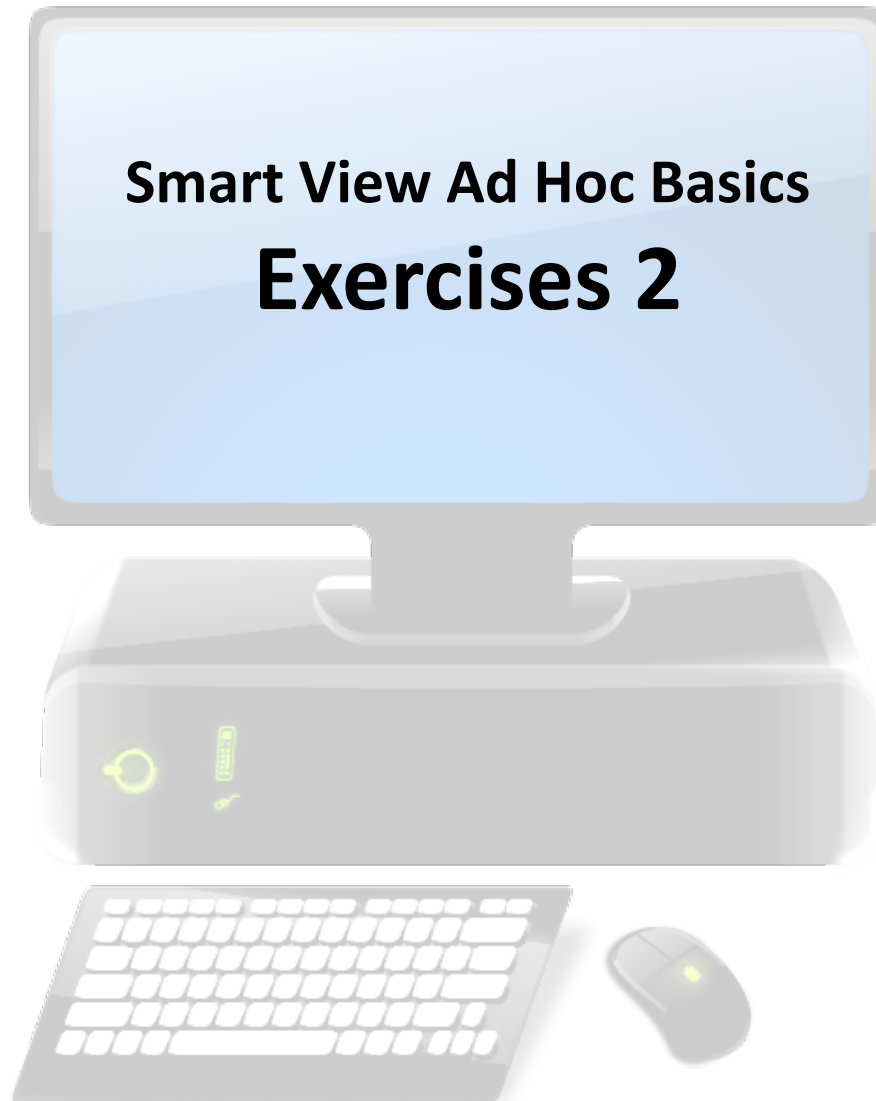
# Refresh – Smart View & Essbase Ribbons



**Refresh** - retrieves data from the reporting cube based on POV member selections and updates the appropriate cells in the ad hoc grid



# Setting Your POV



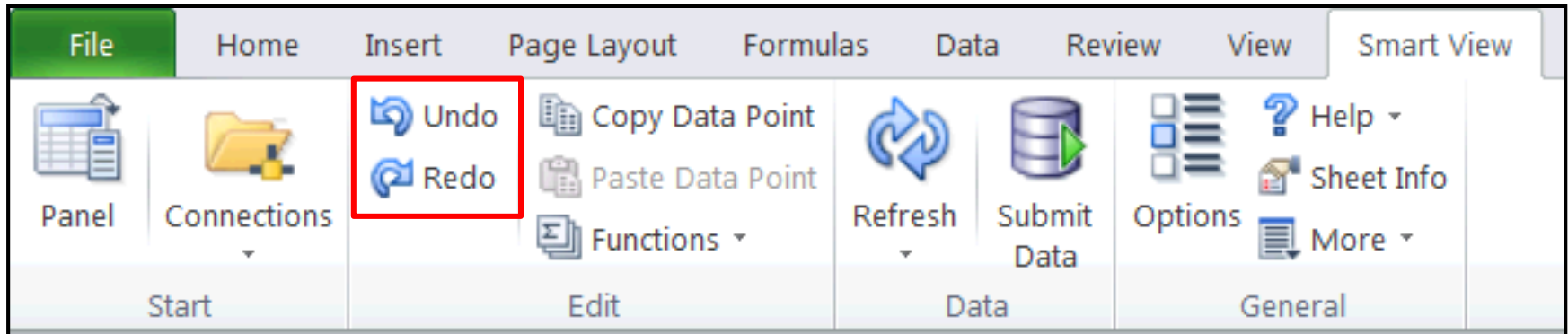
# Smart View Undo



# Smart View Redo



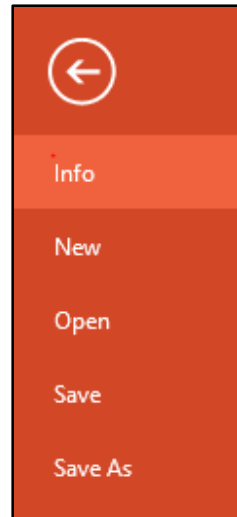
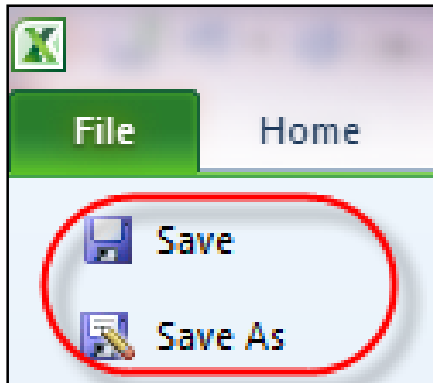
Smart View provides **Undo** and **Redo** functionality to revert to and return to previous selections.



# Saving Essbase Files in Smart View

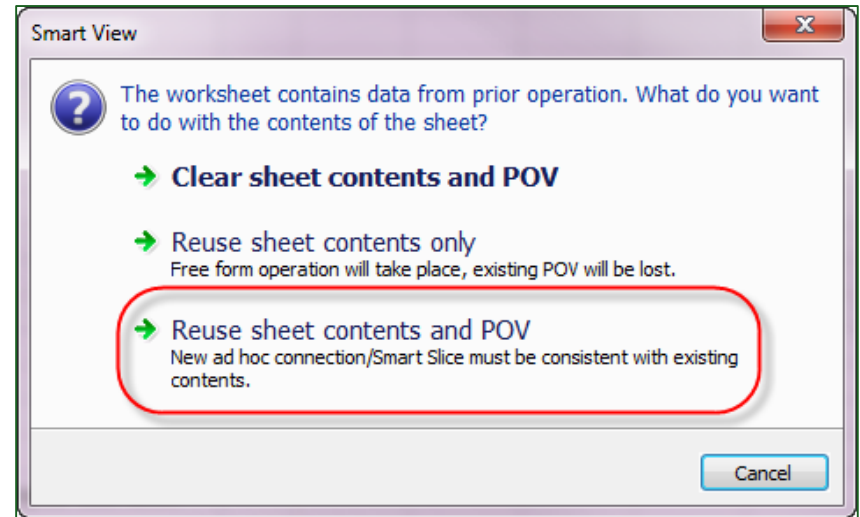
## Saving Ad Hoc Queries

Save your Smart View ad hoc query as an Excel document for future use!



## Sheet Reuse Options

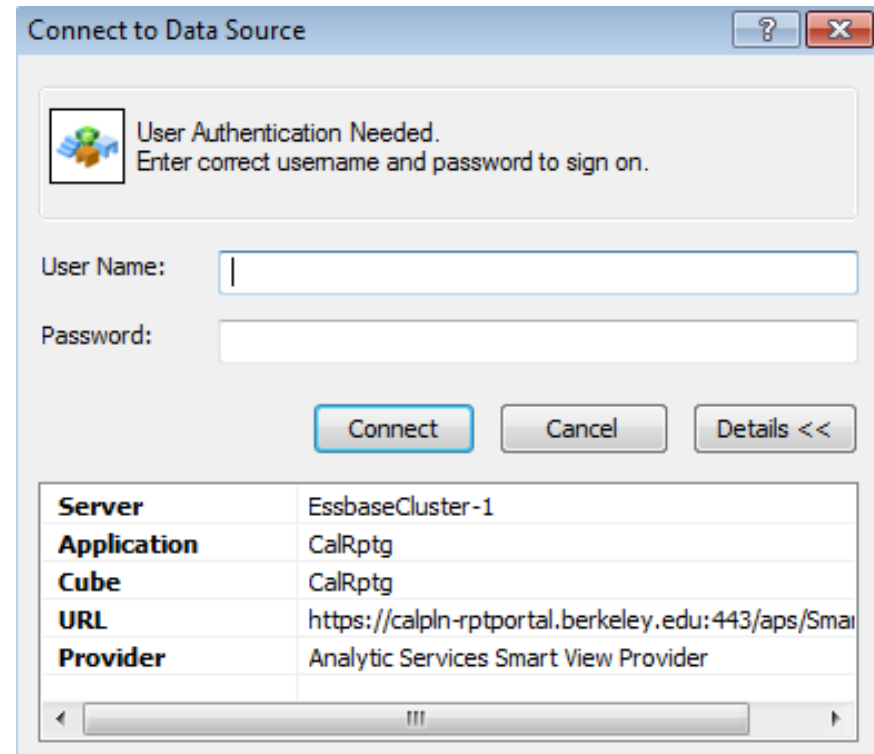
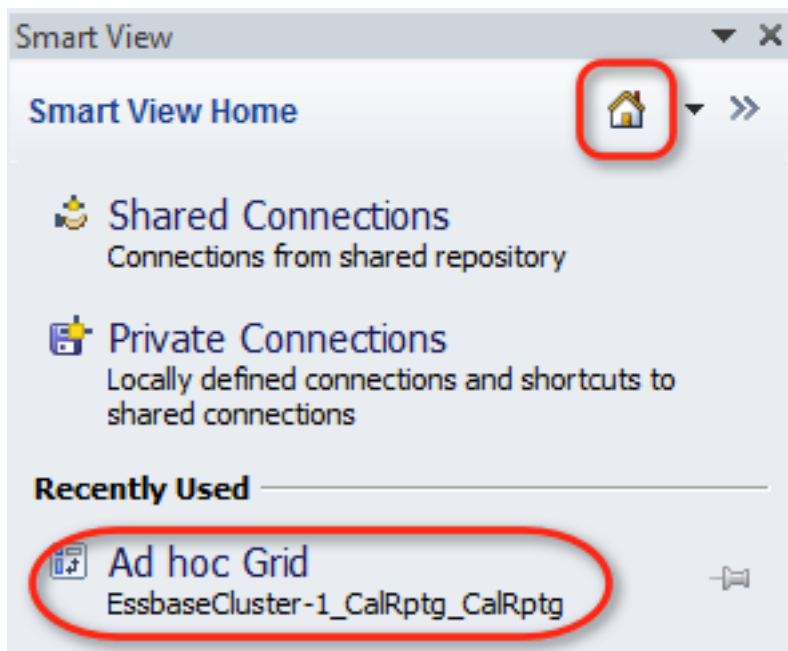
- Select how you would like to reuse the content on an existing query.
- Once saved, reopen and reconnect to the database to refresh data.



# Recently Used Connections

Once you have made a connection to Smart View, you will be able to connect using the **Recently Used** connections.

Simply click the Home icon on the connection panel and you will be prompted to enter your User Name and Password to connect. You will bypass the “Shared Connections” process.





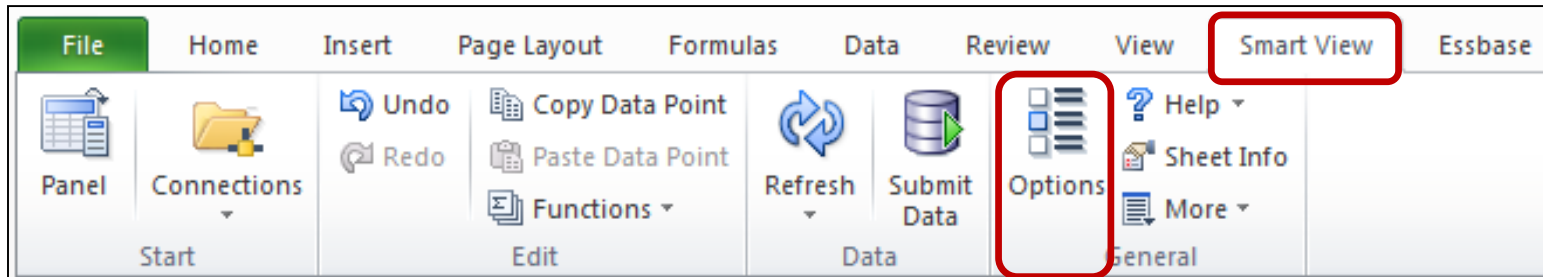
# SMART VIEW GO

# Agenda

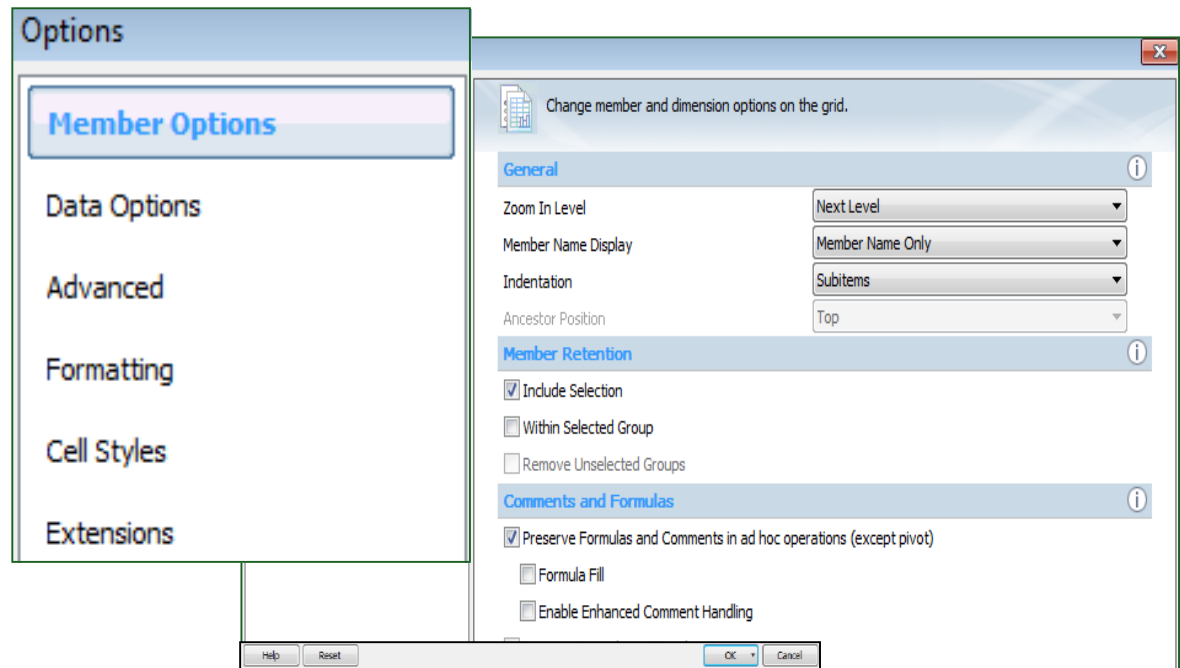
- 1 Smart View Defined
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# Smart View Options

**Options** or user preferences in Smart View offer flexibility in accessing and displaying query data and are a key component to the power of **Essbase**.

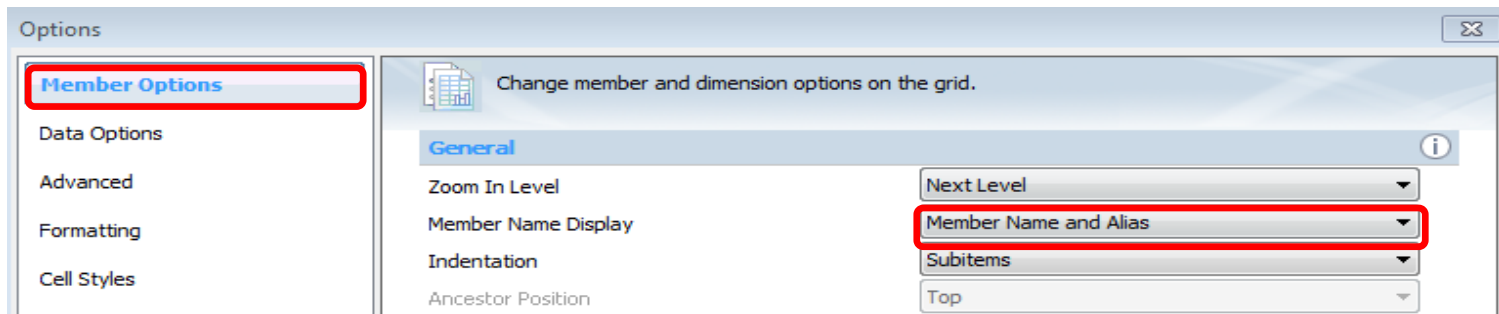


- The **Options** menu in Smart View allows you to set application preferences
- Different **Options** are recommended for different connections and queries



# Member Options: Names and Alias

- **Member Name and Alias** -Displays both member name and alias in row dimensions.
- Additional column will be added to show one column with member name and one column with alias.



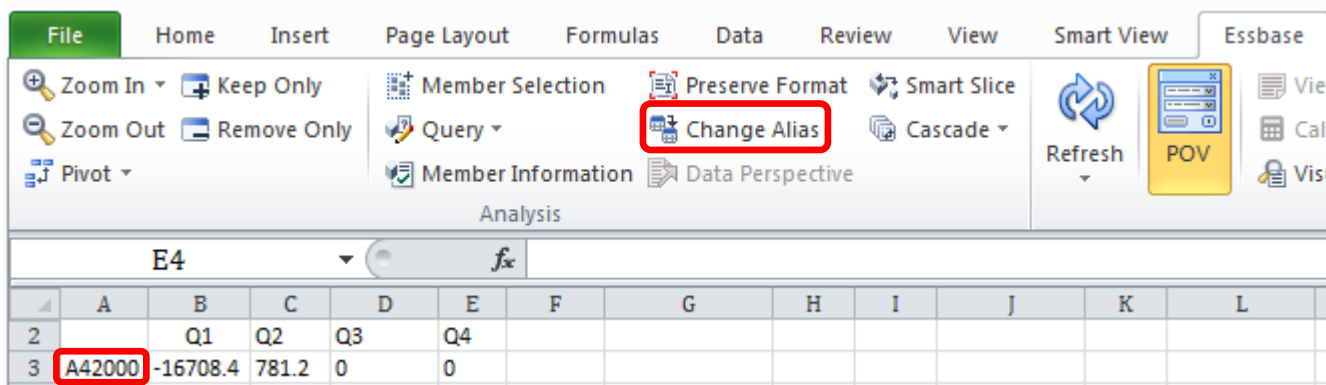
**Member  
Name**

**Alias**

	A	B	C	D	E	F	G	H	I	J
1			Year	Scenario	Initial	Total Entity	Fund	Program_Code	Chart1	Unknown Chart2 Hierarchy
2			Period							
3	A42000	42000 - U.S. Government Appropriations	0							
4	A42090	42090 - Federal Approp - Contra - BD	0							
5	A42100	42100 - U.S. Government Grants	0							
6	A42190	42190 - Federal Grants - Contra - BD	0							
7	A42200	42200 - U.S. Government Contracts	0							
8	A42290	42290 - Federal Contracts - Contra-BD	0							
9	A42300	42300 - US Govt Federal Capital Contri	0							
10	A42400	42400 - Federal Loans Received	0							
11	A42XXX_Plan	42XXX - Federal Contracts & Grants - Direct - Plan	0							

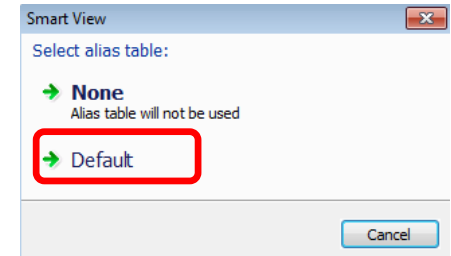
# Essbase: Change Alias

- **Alias Table = Default:** Displays alias & member name for all dimensions.
- **Alias Table = None:** Displays member name only for all dimensions.

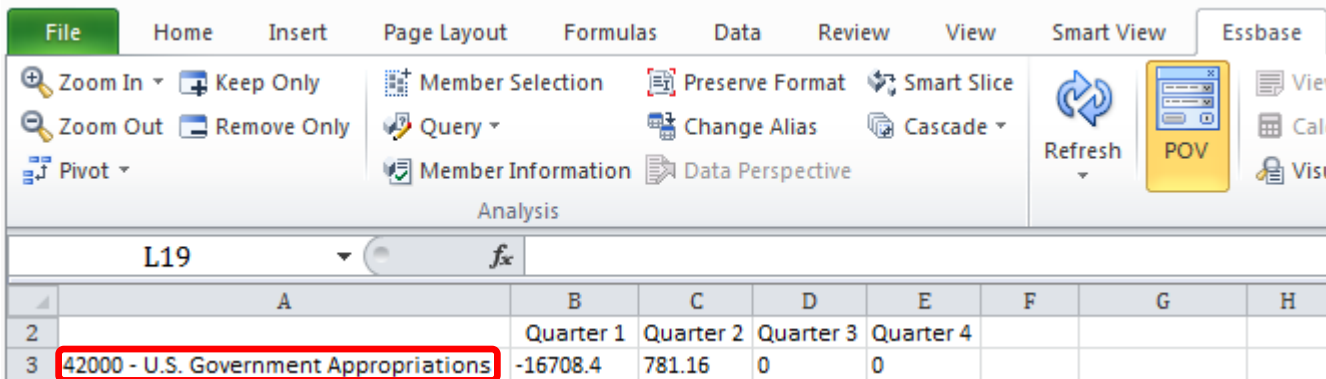


The screenshot shows the Excel ribbon with the 'Essbase' tab selected. The 'Change Alias' button is highlighted with a red box. Below the ribbon, the worksheet grid shows cell A4 containing 'A42000' highlighted in red.

	A	B	C	D	E	F	G	H	I	J	K	L
2		Q1	Q2	Q3	Q4							
3	A42000	-16708.4	781.2	0	0							



The 'Smart View' dialog box is open, showing the 'Select alias table:' section. The 'Default' option is selected and highlighted with a red box. The 'None' option is also visible with the text 'Alias table will not be used' below it.



The screenshot shows the Excel ribbon with the 'Essbase' tab selected. The 'Change Alias' button is highlighted with a red box. Below the ribbon, the worksheet grid shows cell A3 containing '42000 - U.S. Government Appropriations' highlighted in red. A red arrow points from the 'Default' option in the dialog box above to this cell.

	A	B	C	D	E	F	G	H
2		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
3	42000 - U.S. Government Appropriations	-16708.4	781.16	0	0			

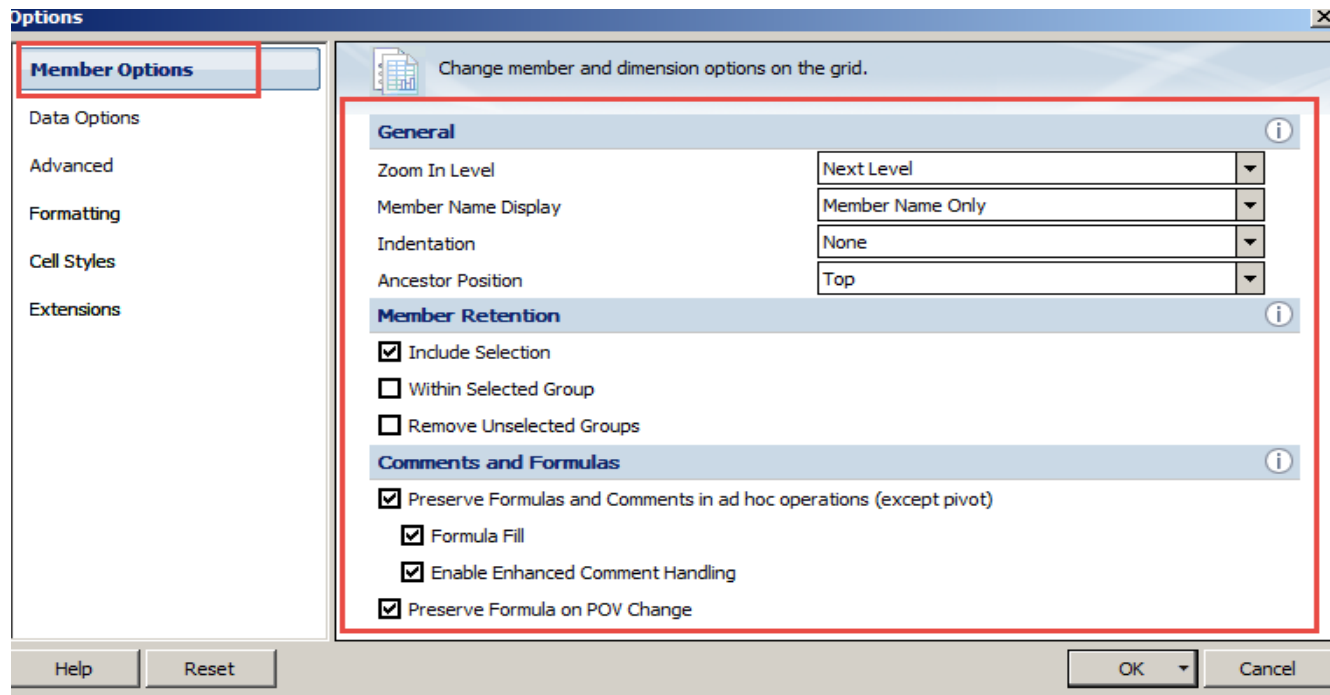
# Member Options – Formulas and Formatting

## Preserve Formulas and Comments:

- If unchecked, formulas and comments will be lost on all ad hoc commands.

## Formula and Format Fill:

- Propagates formulas and formatting of selected member to zoomed members.



# Smart View Options – Data Options

## Suppress Rows

- Must be **unchecked** to start an ad hoc query.
- Once a query is started, you can choose to suppress rows that have '0' or missing data.

## Replacement

- Determine the method for displaying no data or no access
- Recommended to select **#NumericZero** for no data to allow for Excel calculations

Options

Member Options

**Data Options**

Advanced

Formatting

Cell Styles

Extensions

Change Smart View options related to grid rows and columns.

**Suppress Rows**

No Data / Missing

Zero

No Access

Invalid

Underscore Characters

Repeated Members

**Suppress Columns**

No Data / Missing

Zero (!)

No Access (t)

**Replacement**

#NoData/Missing Label: #NumericZero

#NoAccess Label: #No Access

#Invalid/Meaningless: #NumericZero

Submit zero

Display Invalid Data

Enable Essbase Format String

**Mode**

Cell Display: Data

Navigate Without Data

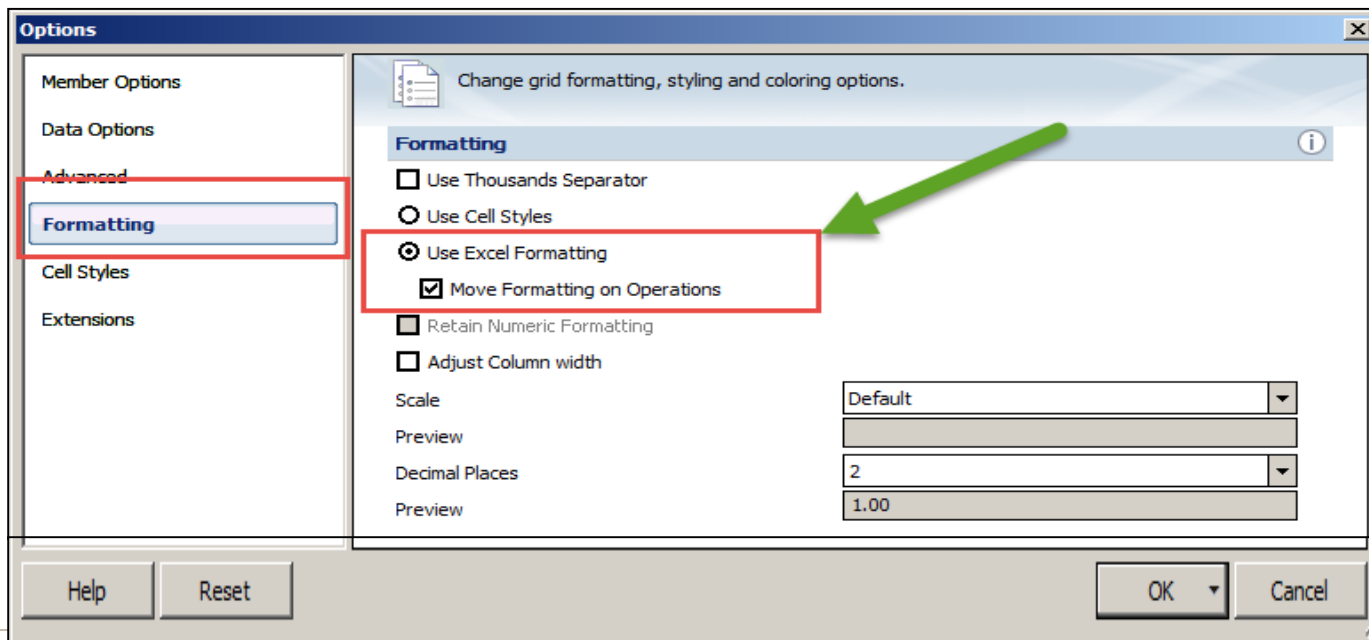
Suppress Missing blocks

Help Reset OK Cancel

# Smart View Options - Formatting

## Use Excel Formatting:

- Check to use Excel formulas and formatting options correctly.
- *Unchecked, Smart View formatting will override Excel formatting.*
- Unchecked, data refreshes or movement of dimension within the ad hoc grid will override Excel formatting.
- Check **Move Formatting on Operations** to dynamically move Excel formatting when changing the Smart View query.

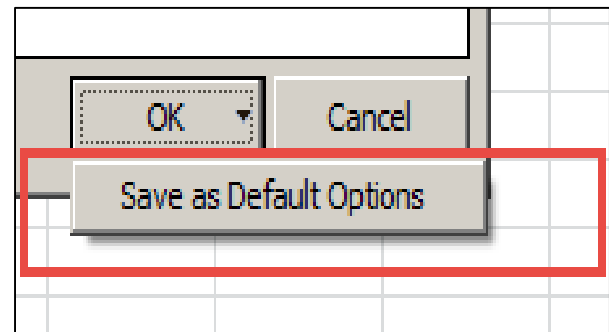
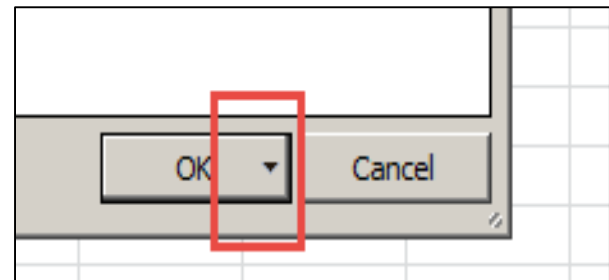
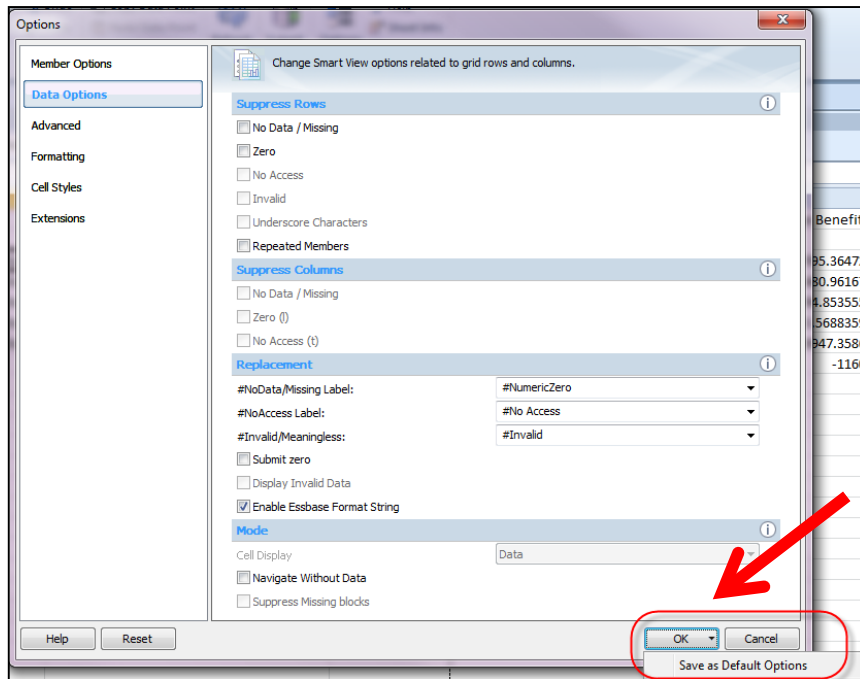




# Saving Smart View Options

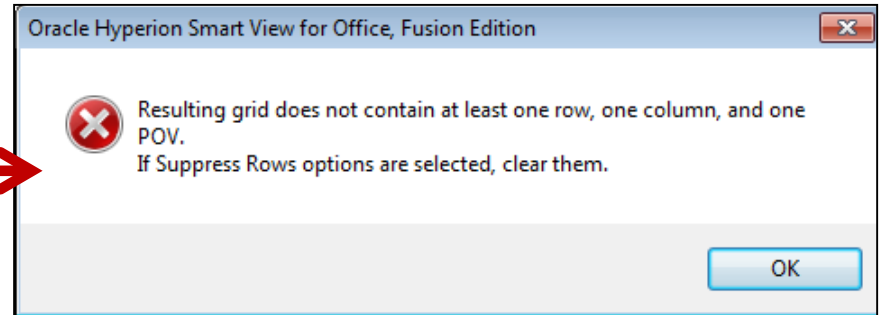
## Save as Default Options

- Once all options settings are made, select the dropdown arrow next to 'OK' and **Save as Default Options**
- **NOTE:** Updating the Suppress Rows option should be unchecked

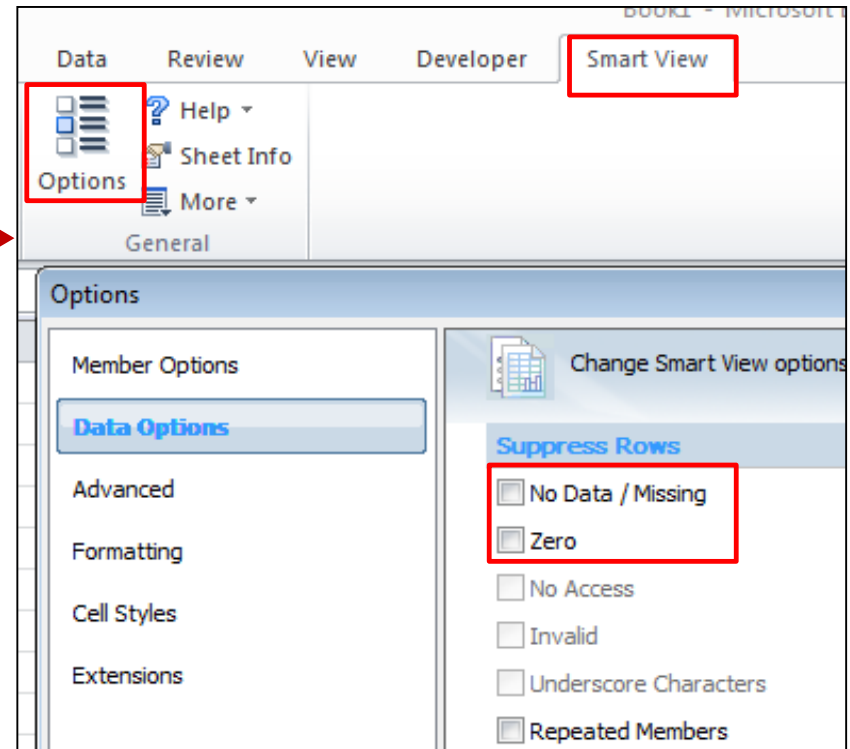


# Error: Remove Suppress Missing and Zero

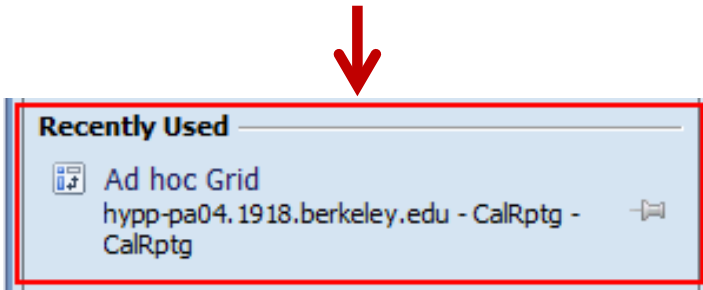
- If you get this common error when selecting the Ad Hoc Grid, it means that your Smart View Data Options are suppressing “**No Data /Missing**” and “**Zero.**”



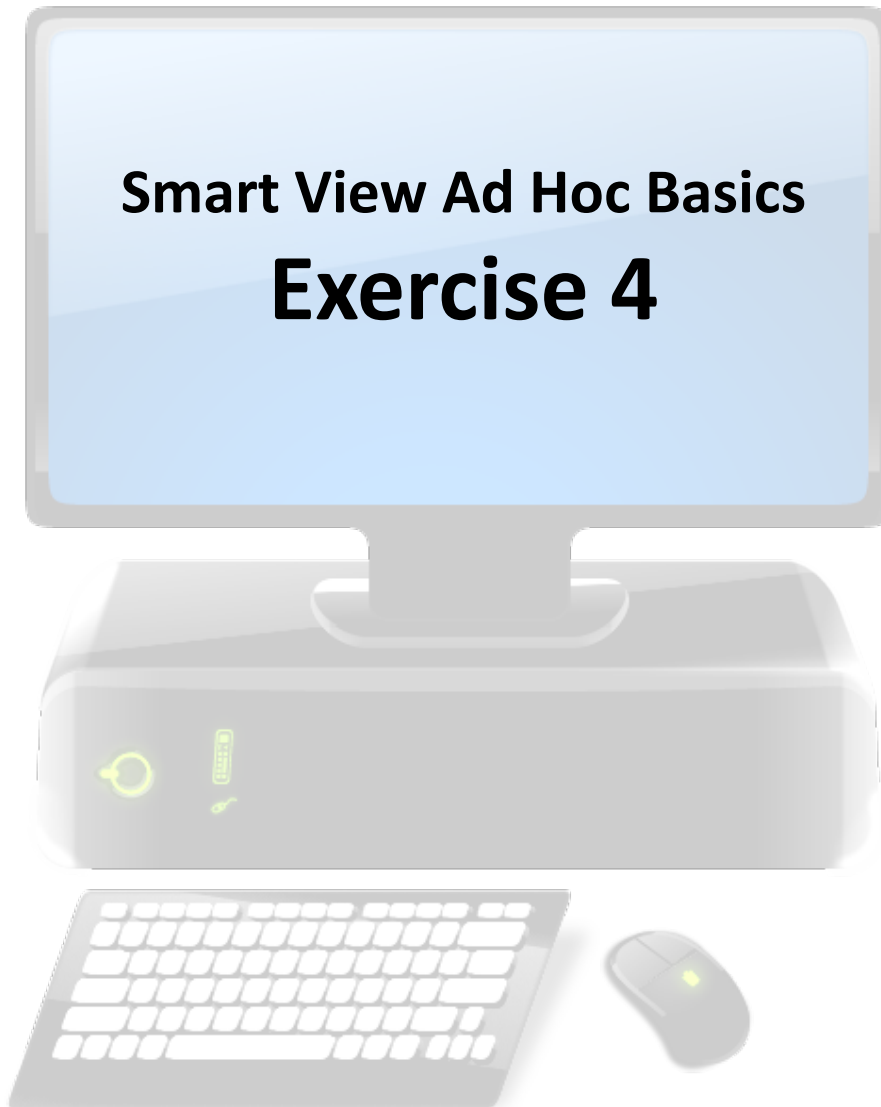
- To fix, simply click on the Options Box in the Smart View Ribbon and Select “**Data Options**”. Uncheck the box for Suppress Rows “**No Data/ Missing**” and “**Zero.**”



- Click on **Ad Hoc Grid** and your POV and data intersection will appear.



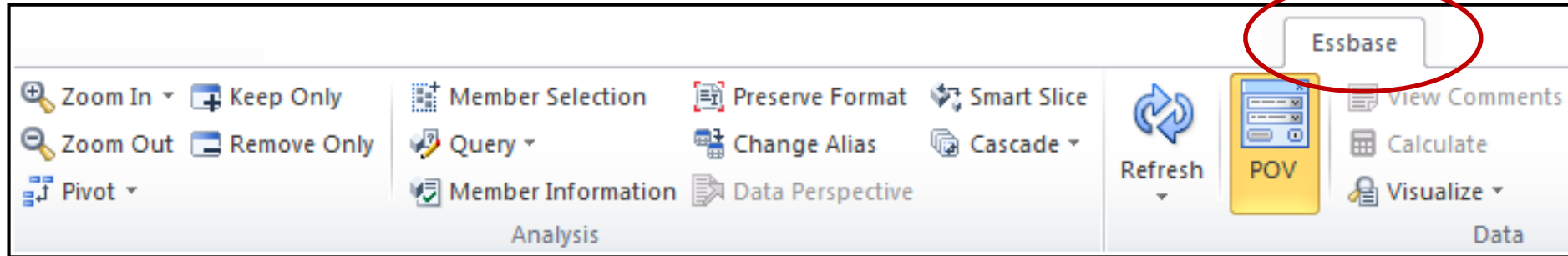
# Setting Smart View Options



# Agenda

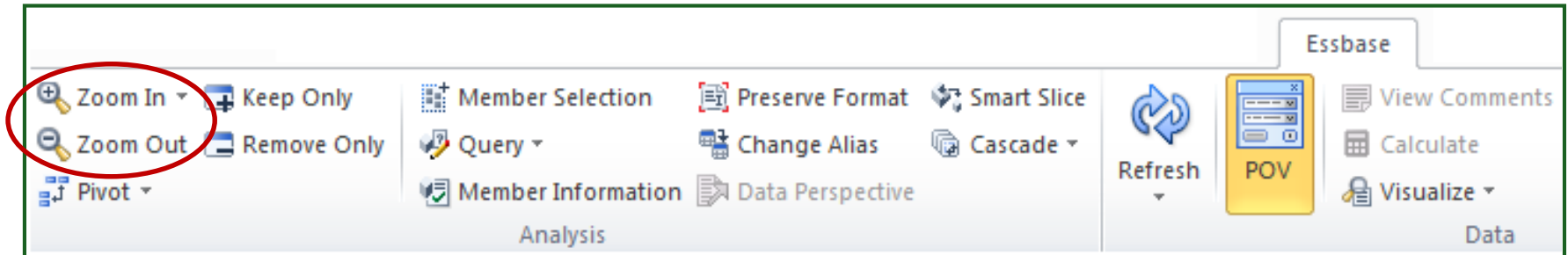
- 1 Smart View Defined
- 2 Map the Smart View Key Ad Hoc Grid Components
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- 4 Zooming and Removing Data in the Ad Hoc Grid**
- 5 Smart View Resources

# Essbase Ribbon Features



- **Zoom In**
- **Zoom Out**
- **Keep Only**
- **Remove Only**
- **Member Selection**
- **Refresh**

# Zoom In & Zoom Out



- **Zoom In:** drills down to display lower level members within the selected dimension hierarchy
- **Zoom Out:** drills up to display higher level members within the selected dimension hierarchy

# Zoom In Options Defined



## Next Level

- Retrieve data for the children of the selected members.

## All Levels

- Retrieve data for all descendants of the selected members.

## Bottom Level

- Retrieve data for the lowest level of members in the selected dimension.

## Same Level

- Retrieve data for all members at the same level as the selected member.

## Sibling Level

- Retrieve data for the siblings of the selected members.

## Same Generation

- Retrieve data for all members of the same generation as the selected members.

## Formulas

- Retrieve data for all members referenced in the formula or consolidation of the selected member.

# Zoom In Option Settings

- **Zoom In Option Settings:** determines to what level clicking the Zoom icons will go

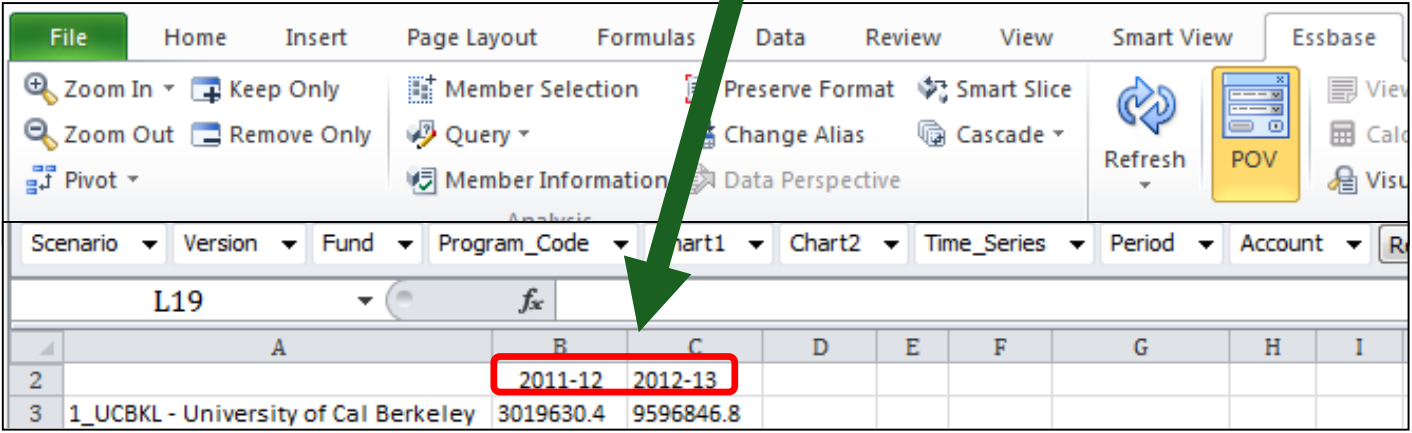
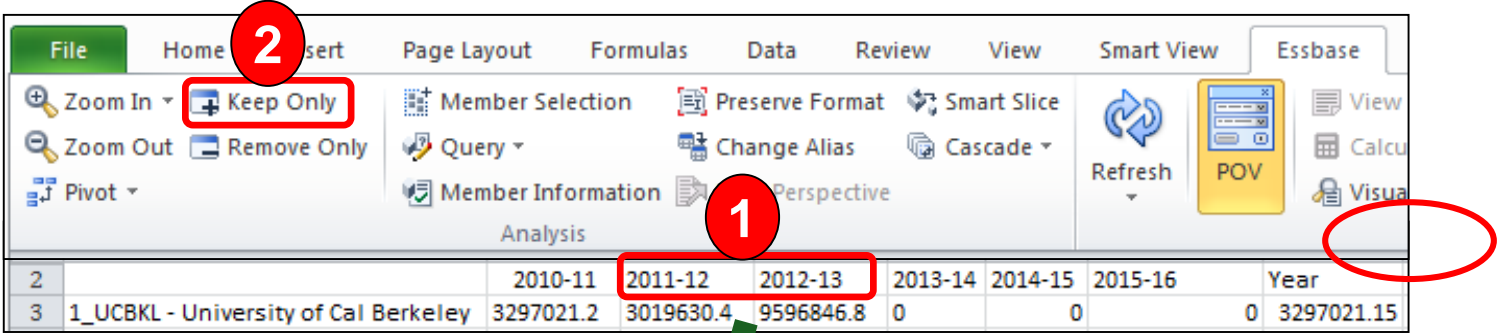
The screenshot shows the Microsoft Excel ribbon with the 'Smart View' tab selected. The 'Zoom In' dropdown menu is open, showing options: 'Next Level', 'All Levels', 'Bottom Level', 'Same Level', 'Sibling Level', 'Same Generation', and 'Formulas'. A red circle with the number '2' is next to the 'Zoom In' button, and a red box highlights the 'Next Level' option. Below the ribbon, a table is shown with columns A through I. A red circle with the number '1' is next to the 'Year' cell in row 10, and a red arrow points from it to a zoomed-in view of the 'Year' column in the table below. The zoomed-in view shows rows 4 through 10 of the table, with the 'Year' column highlighted by a red box.

	A	B	C	D	E	F	G	H	I
1			Scenario	Fund	Version	Program_Code	Chart1	Chart2	Time_Series
2			Period						
			1_UCBKL - University of Cal Berkeley						
3			1_UCBKL - University of Cal Berkeley						
4	2010-11	Account	853903095.1						
5	2011-12	Account	820349649.5						
6	2012-13	Account	663354223.2						
7	2013-14	Account	0						
8	2014-15	Account	0						
9	2015-16	Account	0						
10	Year	Account	853903095.1						



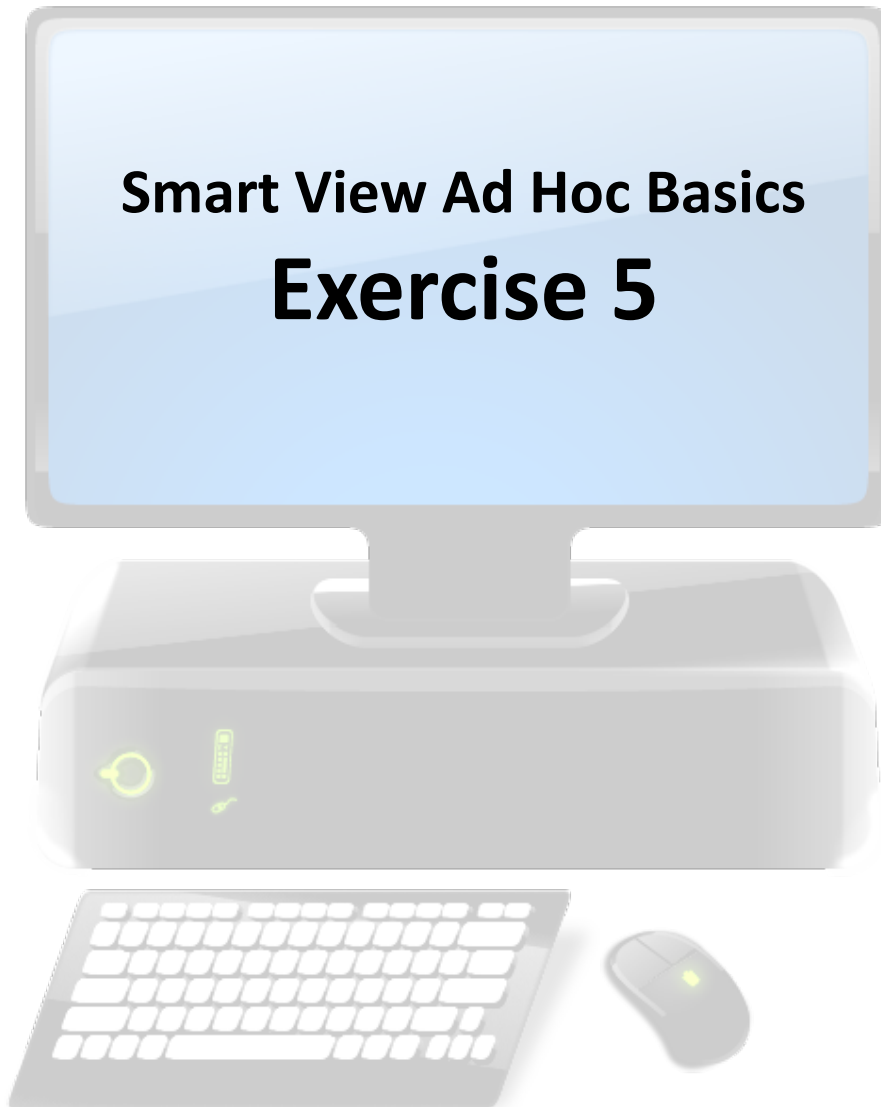
# Keep Only & Remove Only

- **Keep Only:** Allows you to display only specific selected member(s)
- **Remove Only:** Allows you to delete only specific selected member(s)

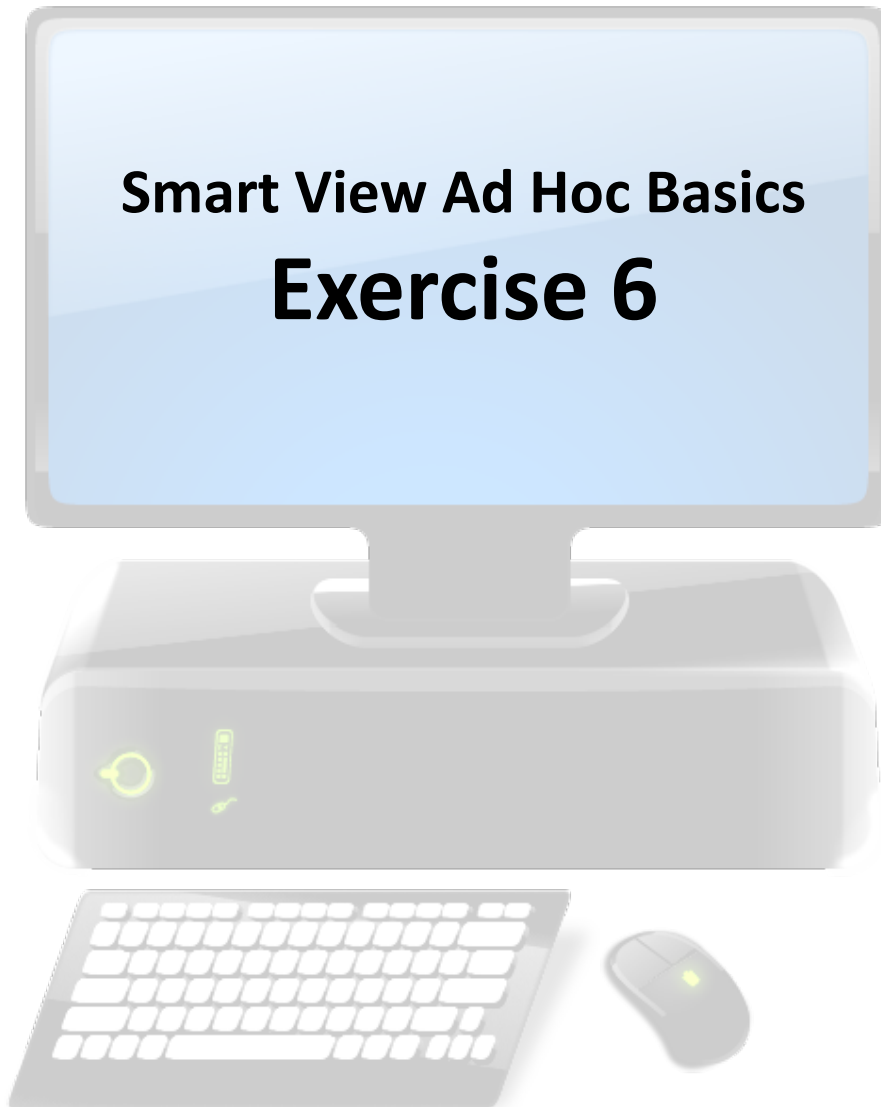


**Note:** This functionality only works when selecting members from one dimension at a time.

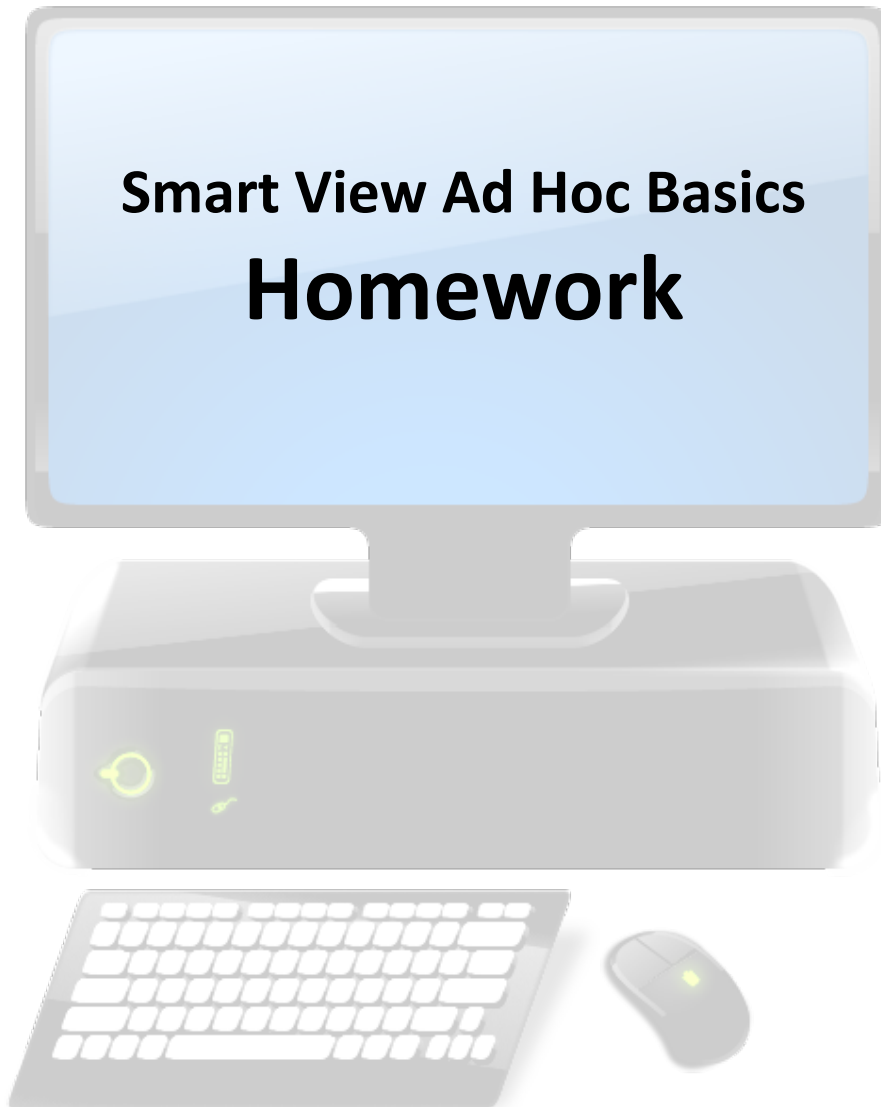
# Opening a Saved Smart View Workbook



# Practice



# Build a SRECNA from Scratch!



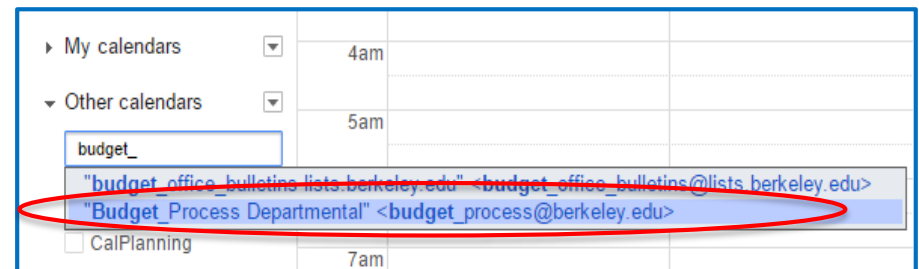
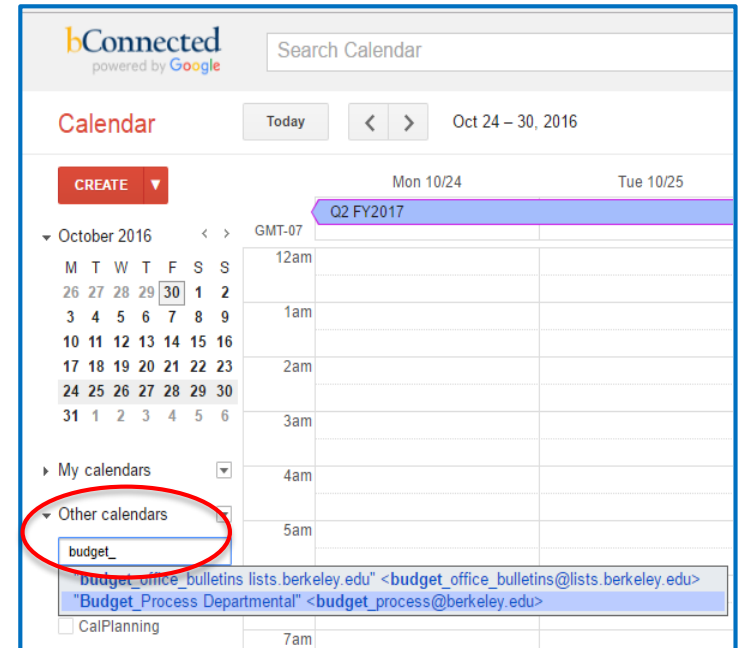
# Agenda

- 1 Smart View Defined
- 2 Map the Smart View Key Ad Hoc Grid Components
- 3 Setting Options
- 4 Zooming and Removing Data in the Ad Hoc Grid
- 5 Smart View Resources

# Budget Process Calendar on bConnected

Follow these steps to display the **Budget Process** calendar within your bConnected calendar

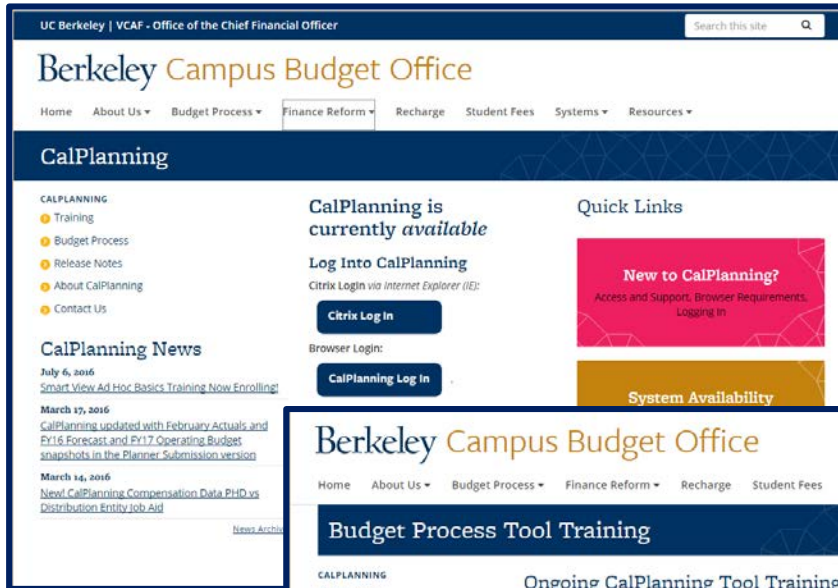
1. From bConnected calendar navigate to the left frame
2. In the **Other calendars** field type **Budget\_Process** to locate “Budget\_Process Departmental” <[budget\\_process@Berkeley.edu](mailto:budget_process@Berkeley.edu)>
3. Click on [Budget\\_Process Departmental](#) link display the calendar in your list of **Other calendars**
4. Select the **Budget Process Calendar** when you would like to review upcoming Budget related events relevant to CalPlanning Community Members within your calendar



# 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.

Data Push Schedule*
9:00am - 9:15am
12:00pm - 12:15pm
3:00pm - 3:15pm
6:00pm - 6:15pm
9:00pm - 9:15pm

*\*Do not run reports during the push*



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## Berkeley Campus Budget Office

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Home » Systems » CalPlanning » Training » Job Aids

### Job Aids

View Edit Revisions

SYSTEMS

- CalPlanning
- Training
  - Job Aids
    - Training Materials
    - Budget Process
    - Release Notes
    - About CalPlanning
    - Contact Us
    - Cal Answers
    - BAIRS
    - BIBS

#### General CalPlanning Job Aids

General

- [CalPlanning Dimensions and Members](#) (9/26/16)
- [CalPlanning Data Flow and Timing](#) (9/26/16)
- [Signing into CalPlanning with Internet Explorer 11 Enterprise Mode](#) (10/16/15)
- [BAIRS to CalPlanning Crosswalk](#) (01/17/14)
- [CalPlan vs. CalRptg Historical Actual Data Differences Chart](#) (01/17/14)
- [Chart of Account Guidelines-Working Definitions](#) (02/24/14)
- [Glossary](#) (11/7/13)

FY2016-17 Budget Process

- [FY2016-17 Budget Process Operating Transfers Guidelines](#) (02/01/16)
- [FY2016-17 Budget Process Timeline, Key Dates and Calendar](#) (01/27/16)
- [FY16 Forecast and FY17 Operating Budget Versions and Scenarios](#) (01/06/16)

#### CalRptg Job Aids

- [CalPlanning Reporting Guide](#) (9/26/16) Lists the report ID number, report name and a brief description of all of the available reports in the CalPlan, CalRptg and HCPRptg tools.
- [Daily Actuals Load in CalRptg](#) (2/2/15)
- [Alternate Fund Hierarchy Excluding Contracts and Grants in CalRptg](#) (6/25/14)
- [CalRptg Scaling Report Values](#) (11/7/13)
- [Printing a CalPlanning Report via Citrix Remote Access](#) (4/16/14)

#### CalPlan Job Aids

- [Account Values](#) (2/7/13)
- [BFS to CalPlan Account Map Table#](#) (1/7/14)
- [Individual Funds by Type](#) (3/28/13)
- [BFS to CalPlan Fund Map Table#](#) (Updated with Monthly Release)
- [Plan Only Fund Members by Fund Type](#) (3/28/13)
- [Transfer to Plan Only Funds](#) (11/8/13)

#### HCPRptg Job Aids

- [CalPlanning Reporting Guide](#) (1/24/16) Lists the report ID number, report name and a brief description of all of the available reports in the CalPlan, CalRptg and HCPRptg tools.
- [Compensation Reporting by Employee HCPRptg](#) (5/19/14)

#### Human Capital Planning (HCP) Job Aids

- [CalPlanning Compensation Data PHD vs Distribution Entity](#) (3/11/16) Explains the difference between compensation data by PHD vs Distribution Entity and details on where in CalPlanning tools each type is displayed.
- [How to Change the HCP Planned Home Department](#) (3/9/16) Includes directions for requesting the temporary access needed in HCP to make PHD changes as well as the step-by-step instructions to execute the change.
- [Understanding HCP vs HCM](#)

#### Smart View Job Aids

- [Smart View Dimension Member Selections with CalRptg Cheat Sheet](#) (2/18/16)
- [Searchable Smart View User Guide#](#)
- [Exporting Query-Ready Reports into Smart View](#)
- [Restoring Smart View in MS Excel](#) (8/24/15)
- [Printing and Saving a Smart View File via Citrix Remote Access](#) (4/16/14)

#### Citrix Web Browser for CalPlanning and SmartView

- [Printing a CalPlanning Report via Citrix Remote Access](#) (4/16/14)
- [Citrix Technology](#) (4/22/14)

## Smart View Job Aids

- [Smart View Dimension Member Selections with CalRptg Cheat Sheet](#) (2/18/16)
- [Searchable Smart View User Guide](#)
- [Exporting Query-Ready Reports into Smart View](#)
- [Restoring Smart View in MS Excel](#) (8/24/15)
- [Printing and Saving a Smart View File via Citrix Remote Access](#) (4/16/14)

# Smart View Installation for PC

- To use Smart View, the software add-in needs to be installed on your computer. You will need to work with your local IT personnel for this installation.
- The Smart View add-in and installation instructions are available at Software Central and is titled “Smart View Plug-In for Cal Planning”:

<http://ist.berkeley.edu/software-central/smartview>

- The Smart View add-in installation adds a new menu and toolbar.

# System Requirements for CalPlanning

Access the web-based Workspace at either:

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

Details on the system requirements for CalPlanning (including Mac access)

The Help Desk-supported system requirements for CalPlanning are:

- Internet Explorer 10.x and [Internet Explorer 11 with Enterprise Mode](#)
- Windows 7 & 8.1
- Microsoft Office 2007, 2010 or 2013
- Adobe Acrobat Reader 7.0+ or higher

# 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](mailto:calplanhelp@berkeley.edu)
  - Phone: (510) 664-9000, Phone Tree: Option 1 (IT), Option 2, then Option 4 (CalPlanning)

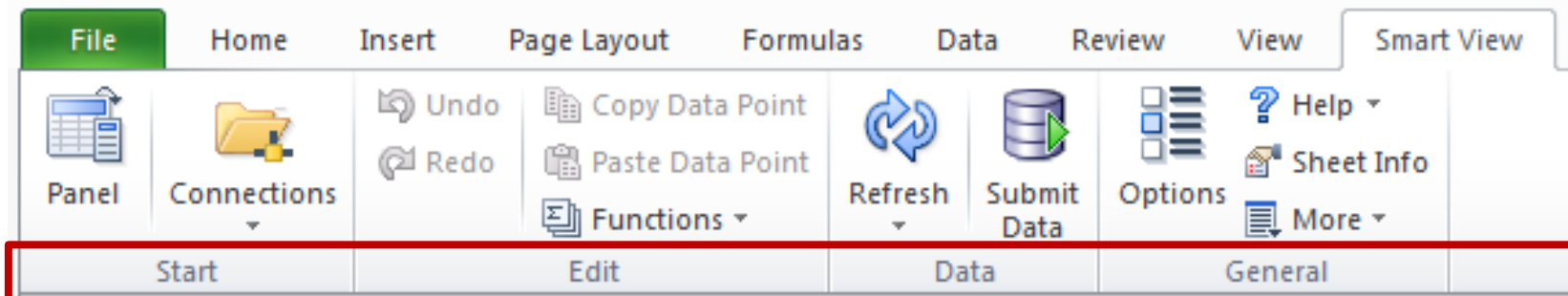
For non-technical Budget Process help including questions about your Division's requirements, decisions for your unit and your CalPlanning access contact your

- local [CalPlanning Support Person](#)
- [Divisional Finance Leader \(DFL\)](#)

# APPENDIX

# Smart View Ribbon

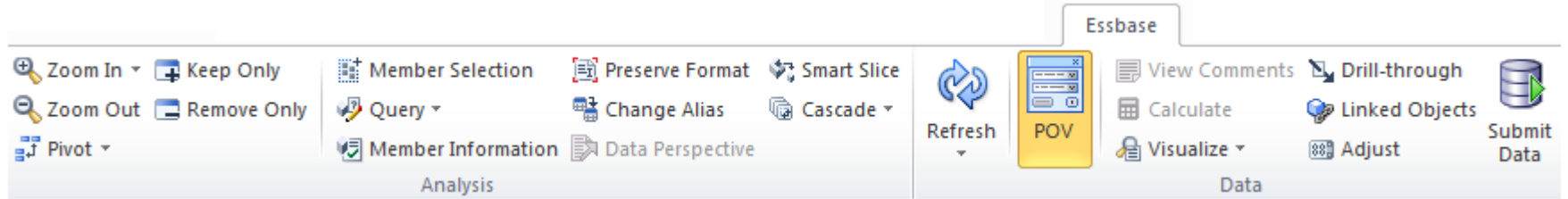
When you connect to any of the MS Office applications you should see a Smart View Ribbon:



GROUP	BUTTON	DESCRIPTION
Start	Panel	Allows you to open the Smart View Panel
	Connections	Displays active or recently used connections
Edit	Undo/Redo	Allows you to undo or redo your last operation
	Copy Data Point/Paste Data Point	Allows you to copy a data point or paste a previously copied data point
	Functions	Allows you to Open the POV Manager or build a function formula
Data	Refresh	Refresh the data on the current worksheet from the data source
	Submit Data	Submits data entered via Smart View
General	Options	Allows you to set how data is displayed
	Help	Opens Smart View online help
	Sheet Info	Displays general and connection information for the worksheet
	More	Additional worksheet options

# Essbase Ribbon

This ribbon opens once you have connected to Essbase



GROUP	BUTTON	DESCRIPTION
Analysis	Zoom In/Zoom Out	Zooms in/out to members within the selected dimension hierarchy. Option include: Next Level, All Levels, Bottom Level, Same Level, Sibling Level, Same Generation, Formulas
	Pivot	Pivots dimensions from rows to columns or columns to rows. Options include: Pivot (on grid) Pivot To POV
	Keep Only/Remove Only	Keeps or removes members and associated data for the highlighted cell(s)
	Member Selection	Opens the Member Selection dialog box
	Query	Opens options to design a query. Options include: Query Designer, Run Report, Execute MDX, Data Filter
	Member Information	Displays information about the selected member: generation, level, formulas, comments, attributes, UDAs
	Preserve Format	Preserves the cell formatting. This option is not available when the Use Excel Formatting checkbox has been selected in the Options menu.
	Change Alias	Opens Alias Table which allows toggle between display member aliases or not
	Data Perspective	Tracks changes in values across an independent dimension
	Smart Slice	Saves the current grid as a Smart Slice
Data	Cascade	Creates separate reports on any dimension. Options include: Same Workbook, New Workbook, Different Workbook
	Refresh	Refreshes the data on the current worksheet from the data source. Options include: Refresh (current worksheet only), Refresh all Worksheets
	POV	Displays/hides the POV dialog box
	View Comments	From a list of all comments on the grid, select comments to view or edit
	Calculate	Recalculates the database after submitting changed data to see the results of the change
	Visualize	Displays selected dynamic data in an Excel grid or in Visual Explorer
	Drill-through	Displays a list of available drill-through reports for the selected cell
	Linked Objects	Associates cell notes, external files, and URLs with the selected data cell
Adjust	Adjusts the value of the selected data cells by a percentage or fixed value	
	Submit Data	Submits data entered via Smart View

# Key Concepts – Hierarchy Terms

## Hierarchy: Understanding the Hyperion Family Tree

### Parent:

A member that has an aggregated branch (children) below it

- E.g. Q1 is the parent to Jul, Aug, and Sep

### Children:

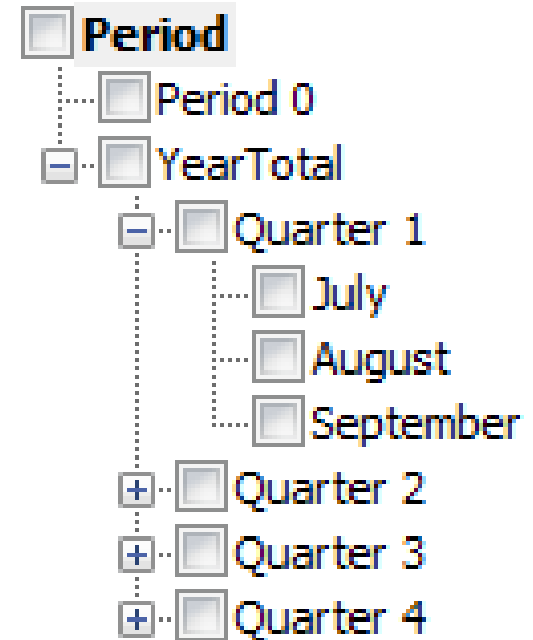
Members that roll up to a parent

- E.g. Jul, Aug, and Sep are children of the parent Q1

### Descendants:

All the members, regardless of whether they are children or parents in the hierarchy, that report under a particular member

- E.g. Quarters and months are descendants of Year Total





# Key Concepts – Generation vs. Levels

## Generation:

A layer in a hierarchical tree structure that defines member relationships in Essbase. Essbase orders generations incrementally from the top of the dimension (root) hierarchy to the bottom (leaf).

## Levels:

A branch within a dimension. The levels are numbered incrementally from the leaf member (level 0) towards the root

