Budget Process Tools:
Smart View Ad Hoc Basics 1

01.12.17

CalPlan

HCP
(Human Capital Planning)

CalRptg

HCPRptg

Smart View

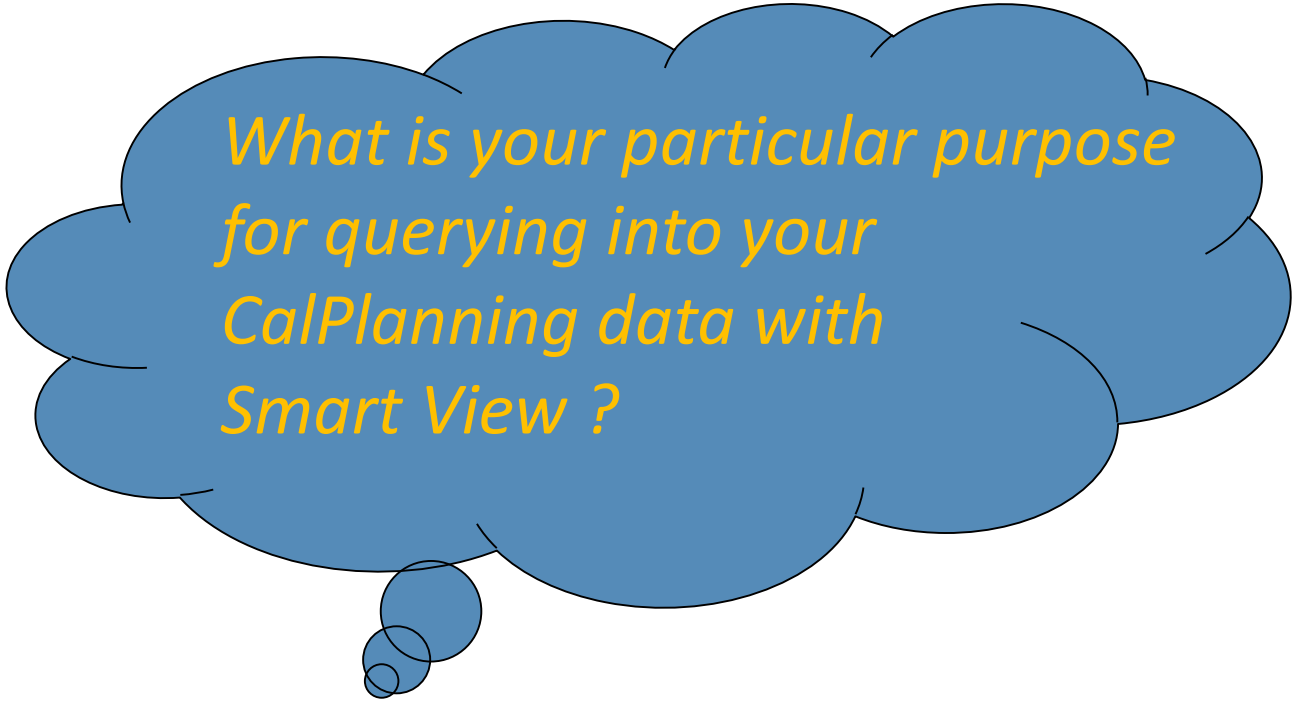
ad hoc

/ˌad ˈhäk/

adjective & adverb

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

"An ad hoc committee"



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

Agenda

1. **Smart View Defined**
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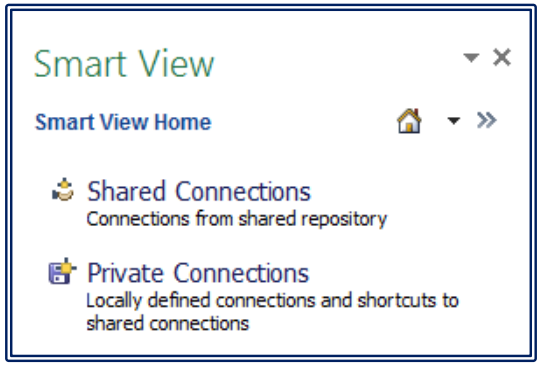
Smart View Defined

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

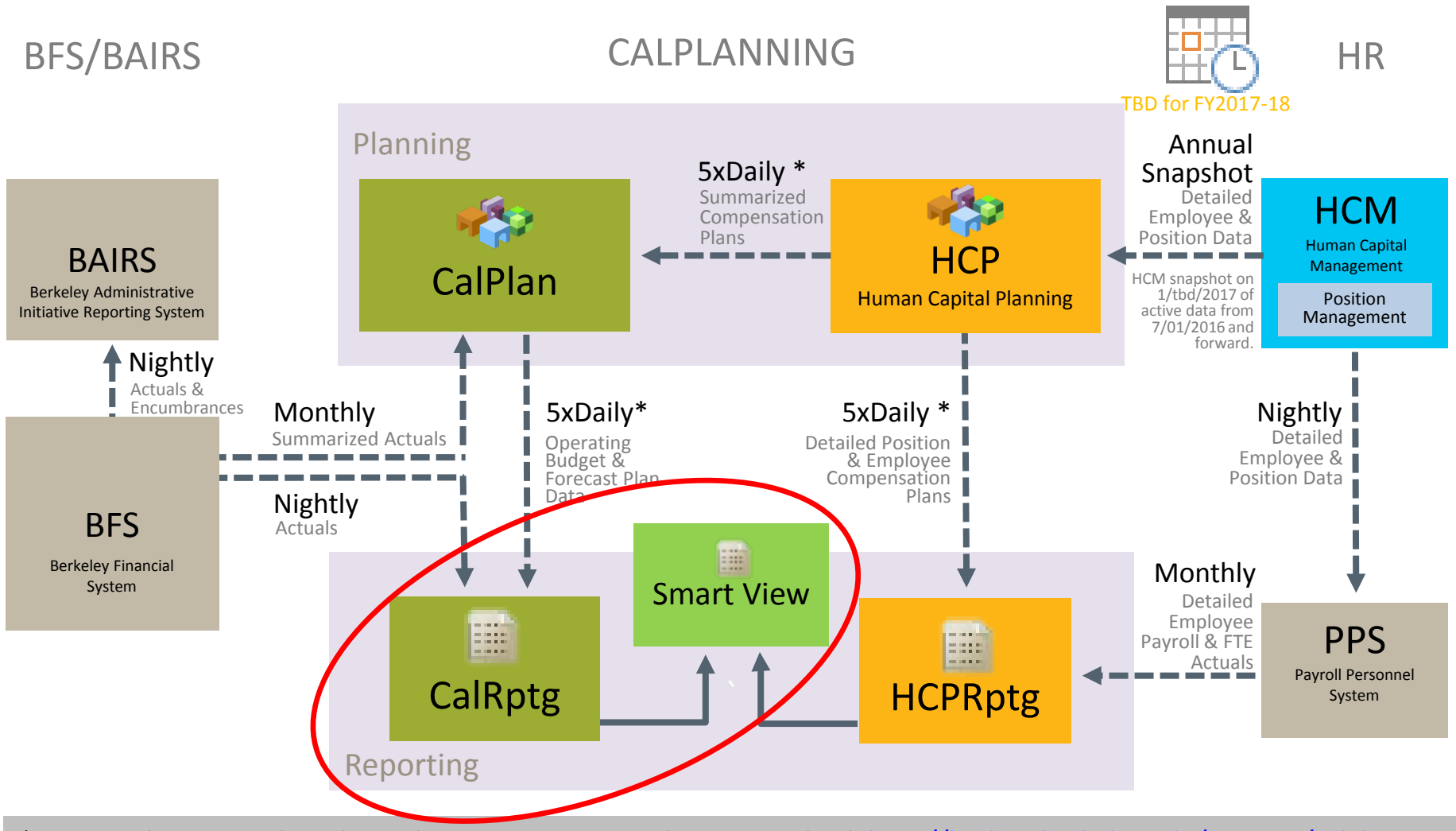


Smart View provides:

- 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

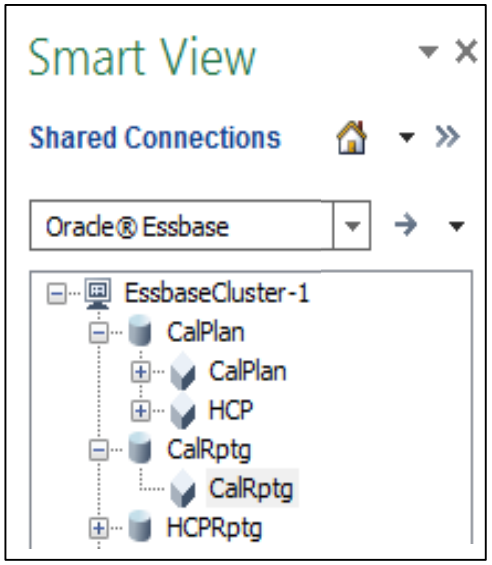
Job Aid



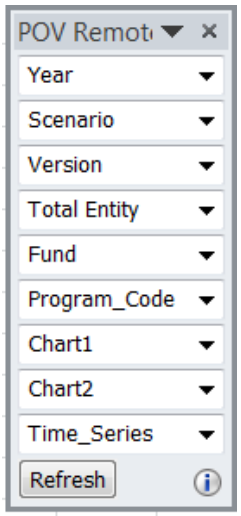
* Data pushes every three hours between 9:00am and 9:00pm. Check http://budget.berkeley.edu/systems/calplanning for more on the data push schedule and updates to CalPlanning system availability.

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

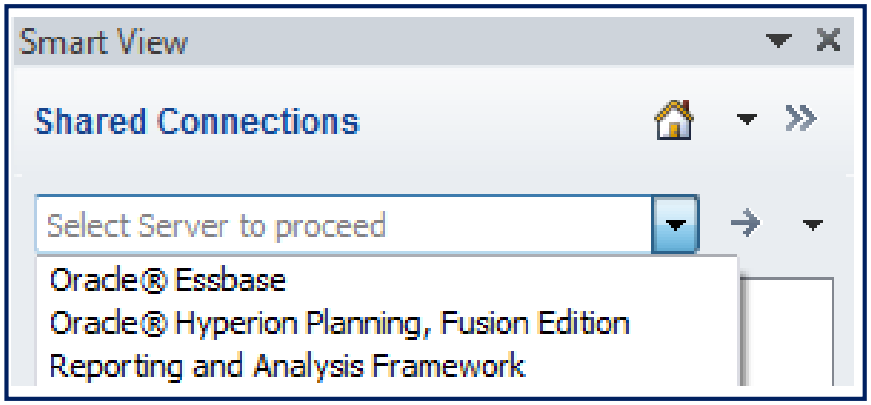
- Read Only access for Planners and Reporting Only roles
- Plan values & detailed Actual data *(daily)* by:
  - Account
  - Fund
  - Chart1
- Access to additional Dimensions
  - Time Series- YTD, QTD, MTD, rounding
  - Chart2
  - Program Code

Available Dimensions in CalPlanning Tools

Dimension	CalRptg	CalPlan	HCP	HCPRptg	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 HCPRptg only include Compensation related accounts*

Smart View Connections

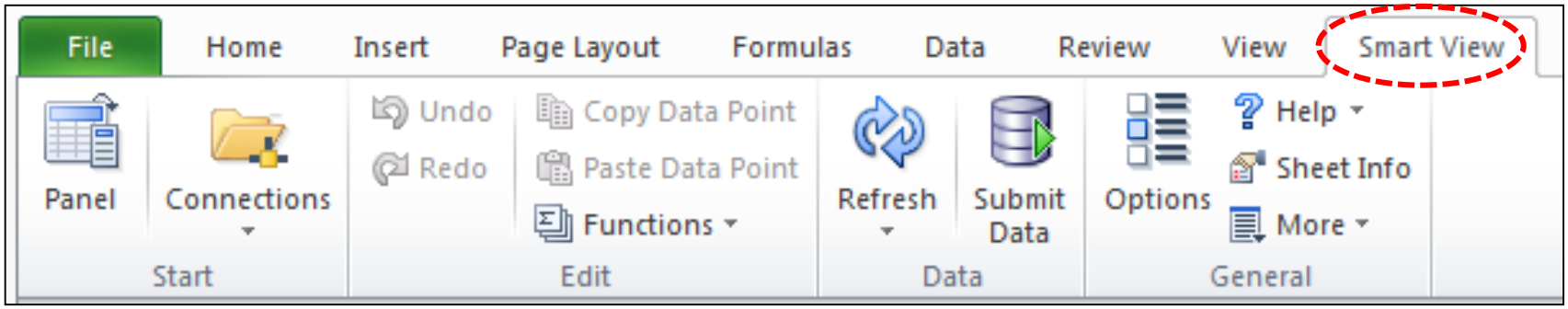


3 Smart View Shared Connection:

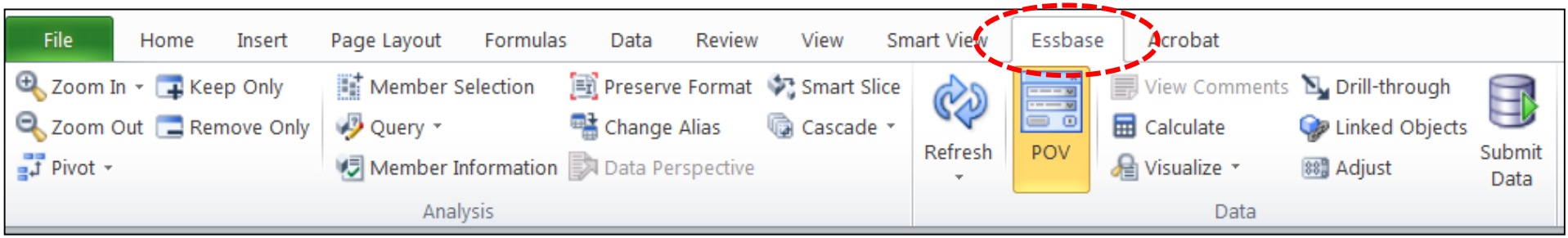
1. **Essbase:** Creates ad hoc queries from CalPlanning data cubes.
2. **Hyperion Planning:** Open data input forms from CalPlan and HCP. Smart View forms offer same functionality as those in CalPlanning Workspace.
3. **Reporting and Analysis Framework:** Import financial reports from CalPlan, CalRptg 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.**



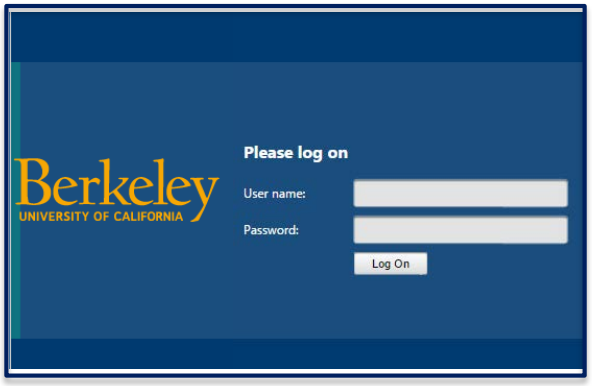
Once you login and connect to Smart View an **Essbase Tab** and **Ribbon** will display.



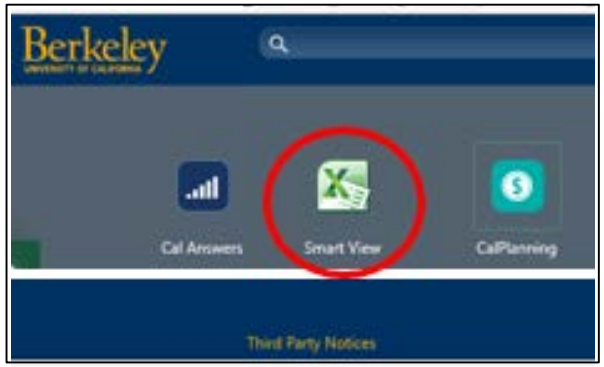
Accessing Smart View via CITRIX

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



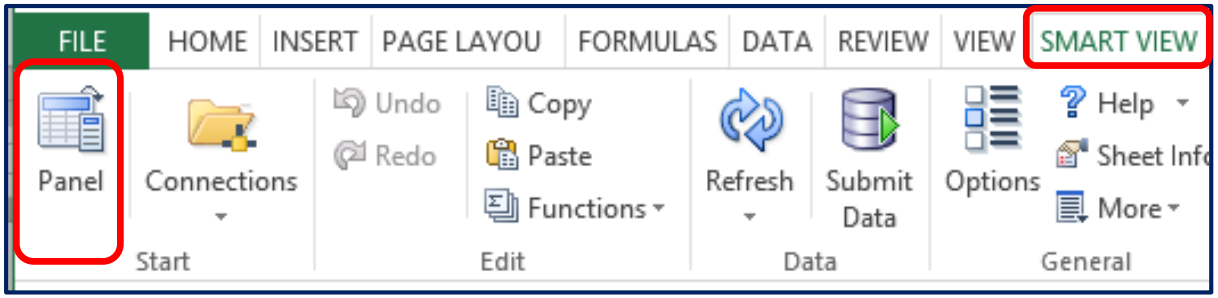
2. Download the Citrix receiver *(1st time only)* and login using your CalNet ID & password



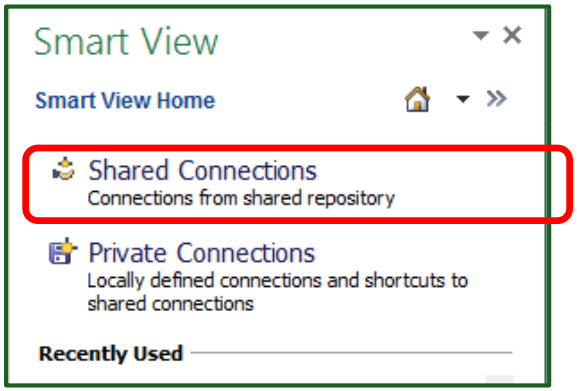
3. Select **Smart View**

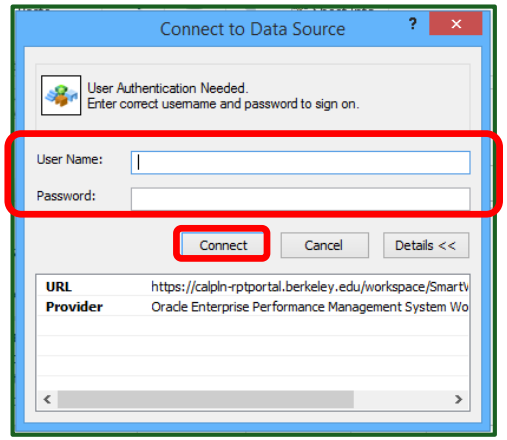
Connecting to Essbase in MS Excel 1 of 2

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*.

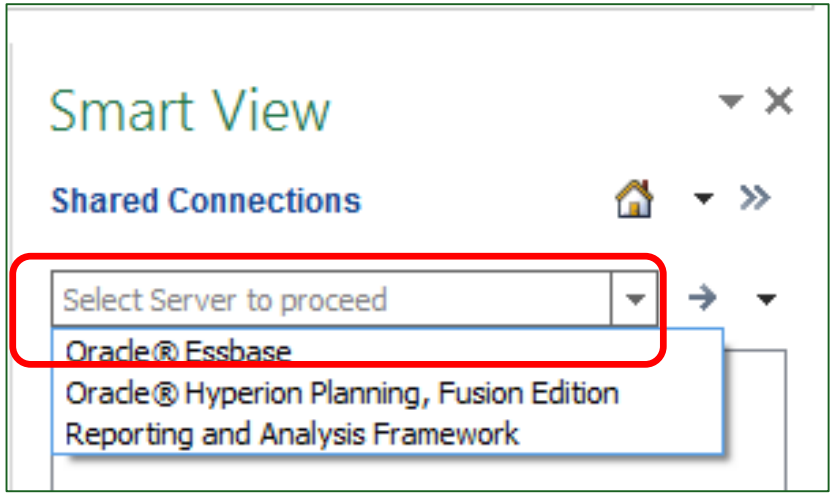




**User Name and Password are your CalNet ID and Passphrase.*

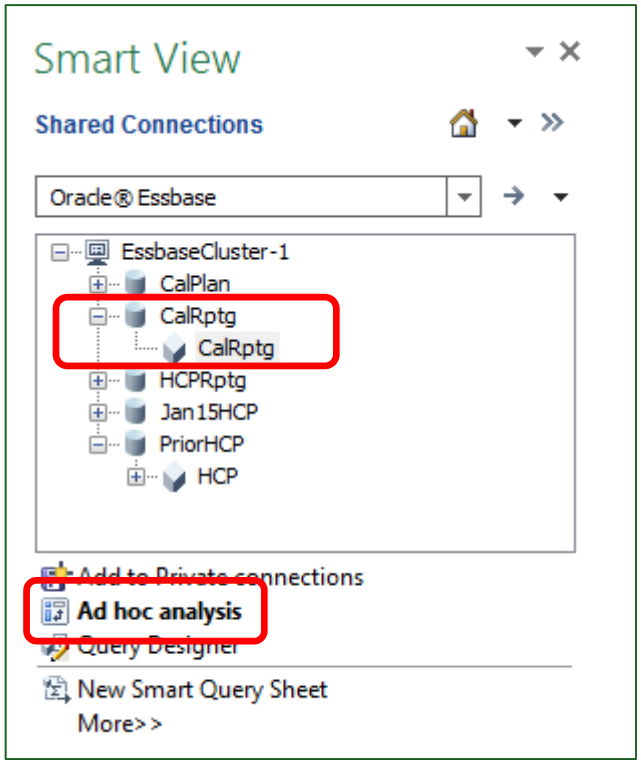
Connecting to Essbase in MS Excel 2 of 2

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

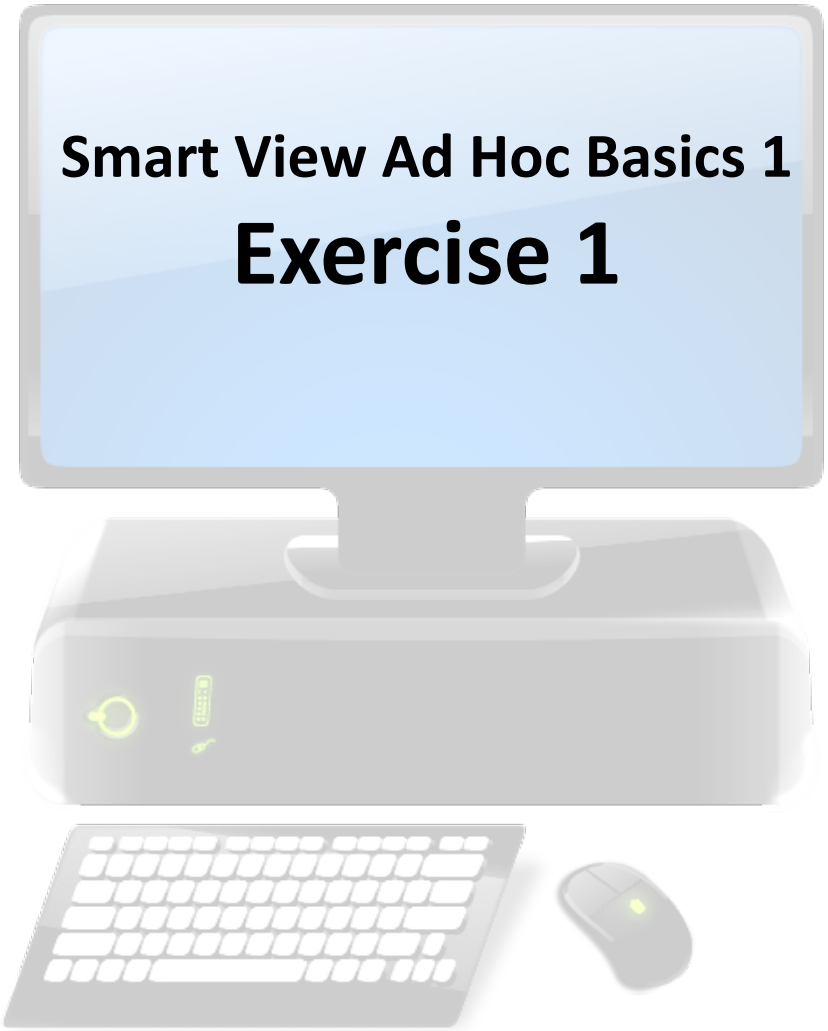


5. Drill into the **EssbaseCluster-1** to find silo **CalRptg → CalRptg** cube

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!



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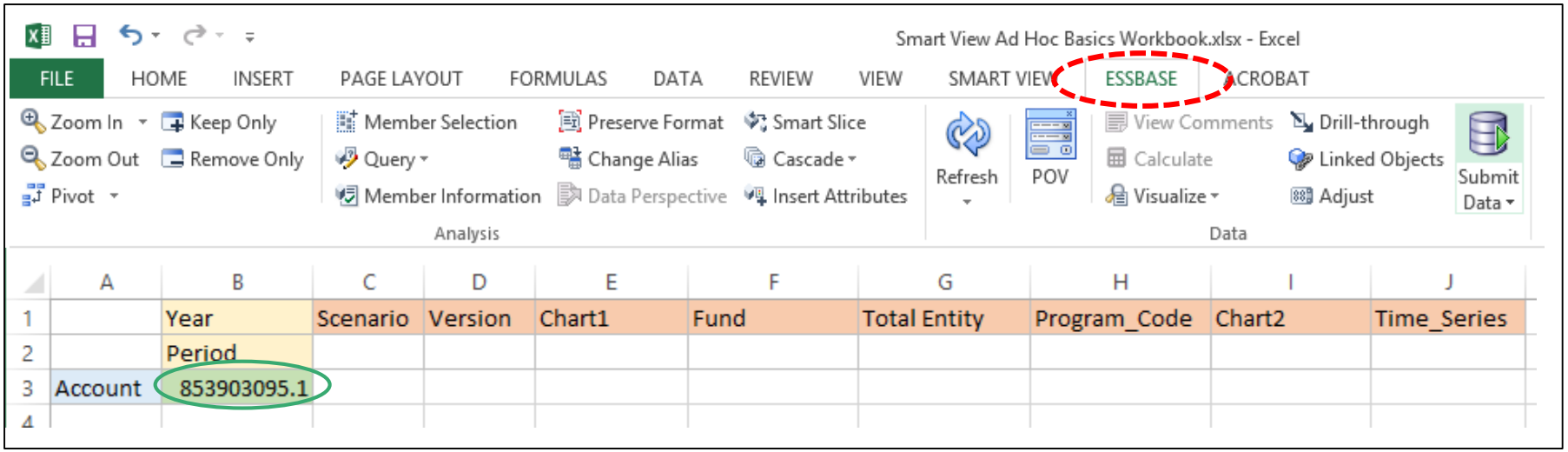
Smart View Ad Hoc Key Components

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



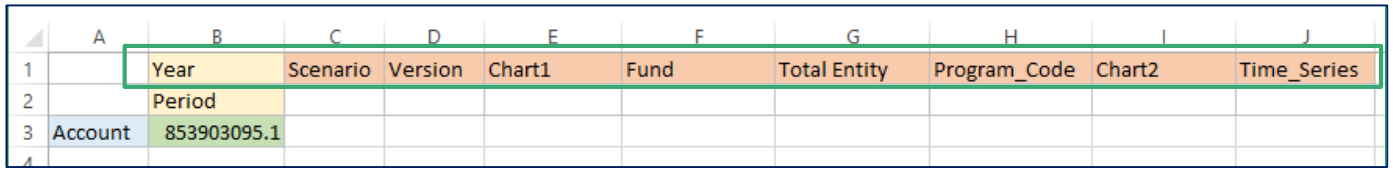
Once connected to Essbase, Smart View displays the

- **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

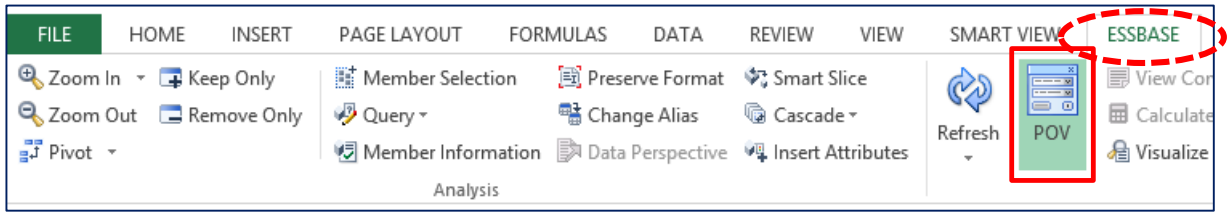
Essbase Ribbon - POV

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

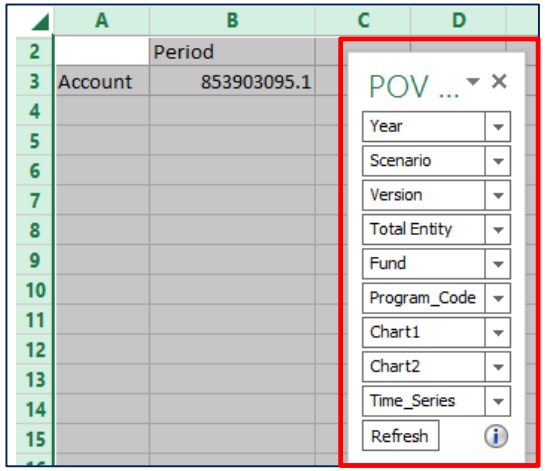
Default POV



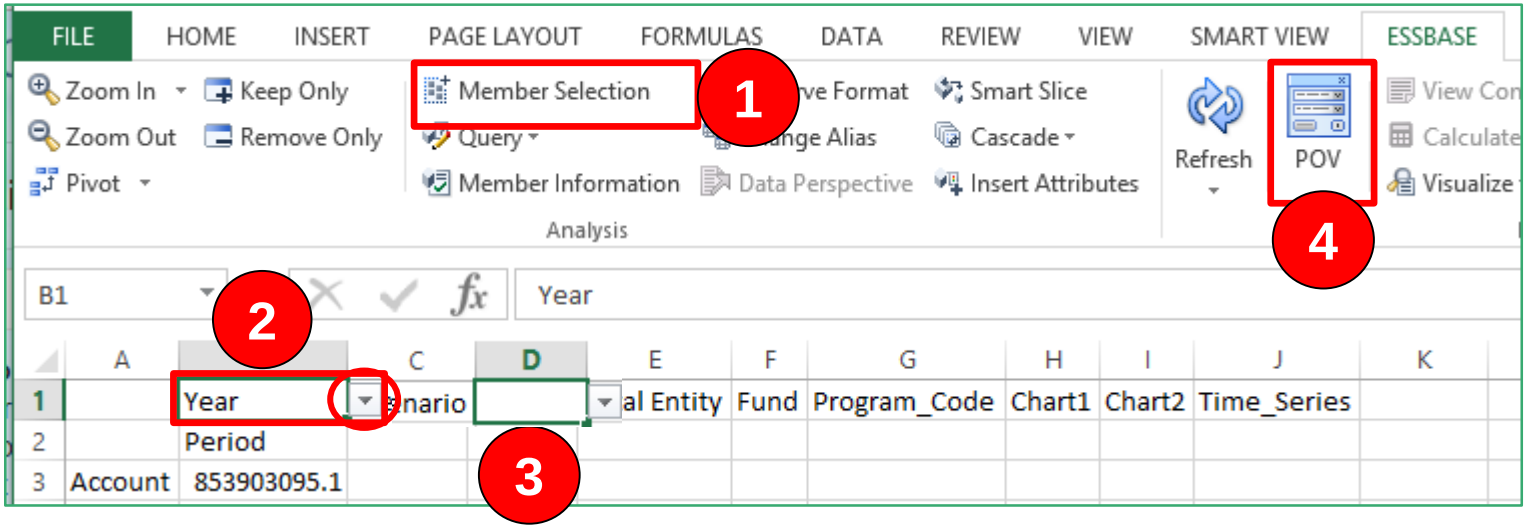
Click POV



Floating POV



Setting Your POV is KEY!



Smart View offers 4 options to edit your POV:

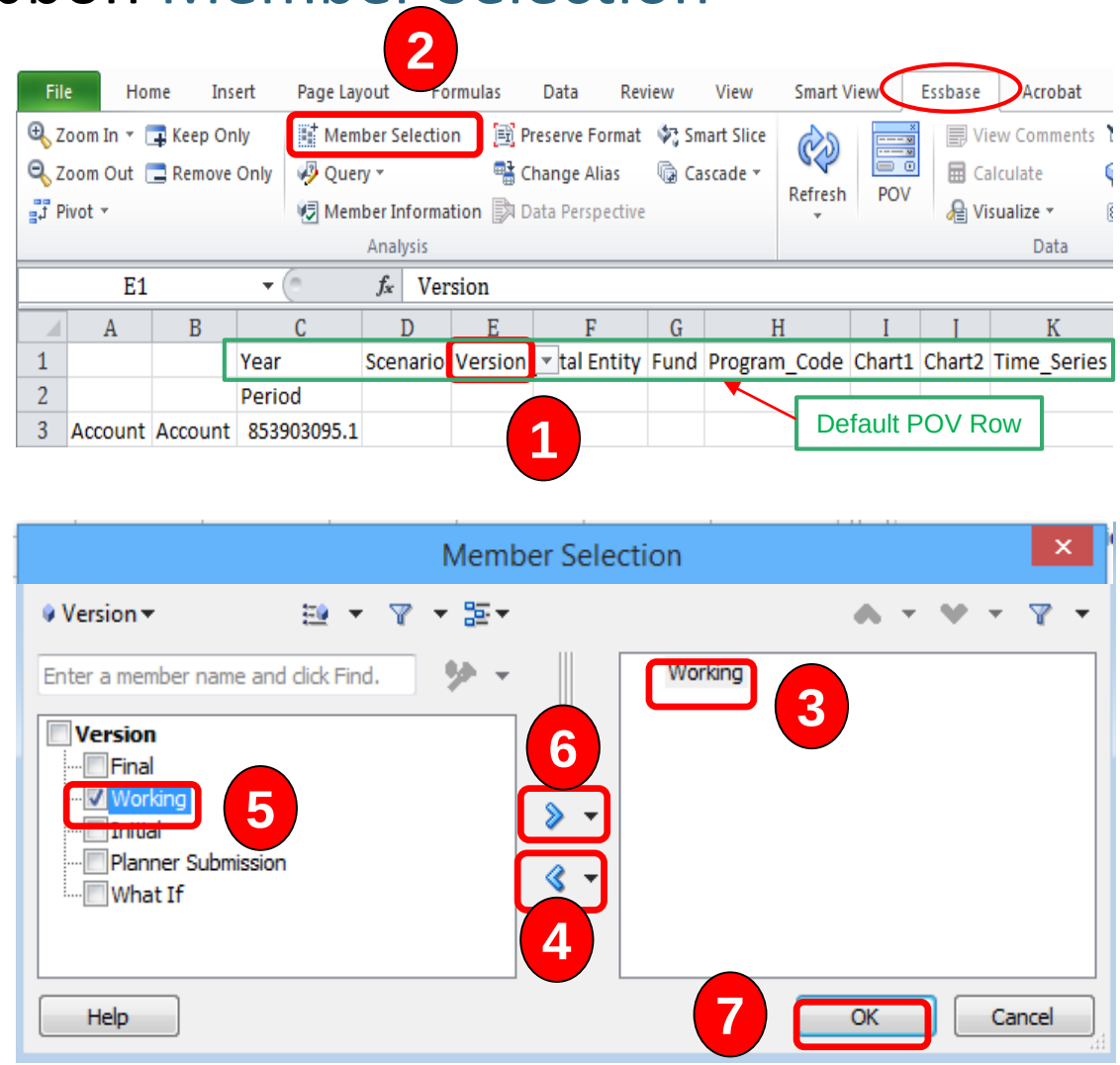
1. Essbase Ribbon Member Selection
2. Dimension Label Drop Down Member Selection
3. Free Form Entry
4. POV Dialog Box

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

Selecting POV Dimension Members

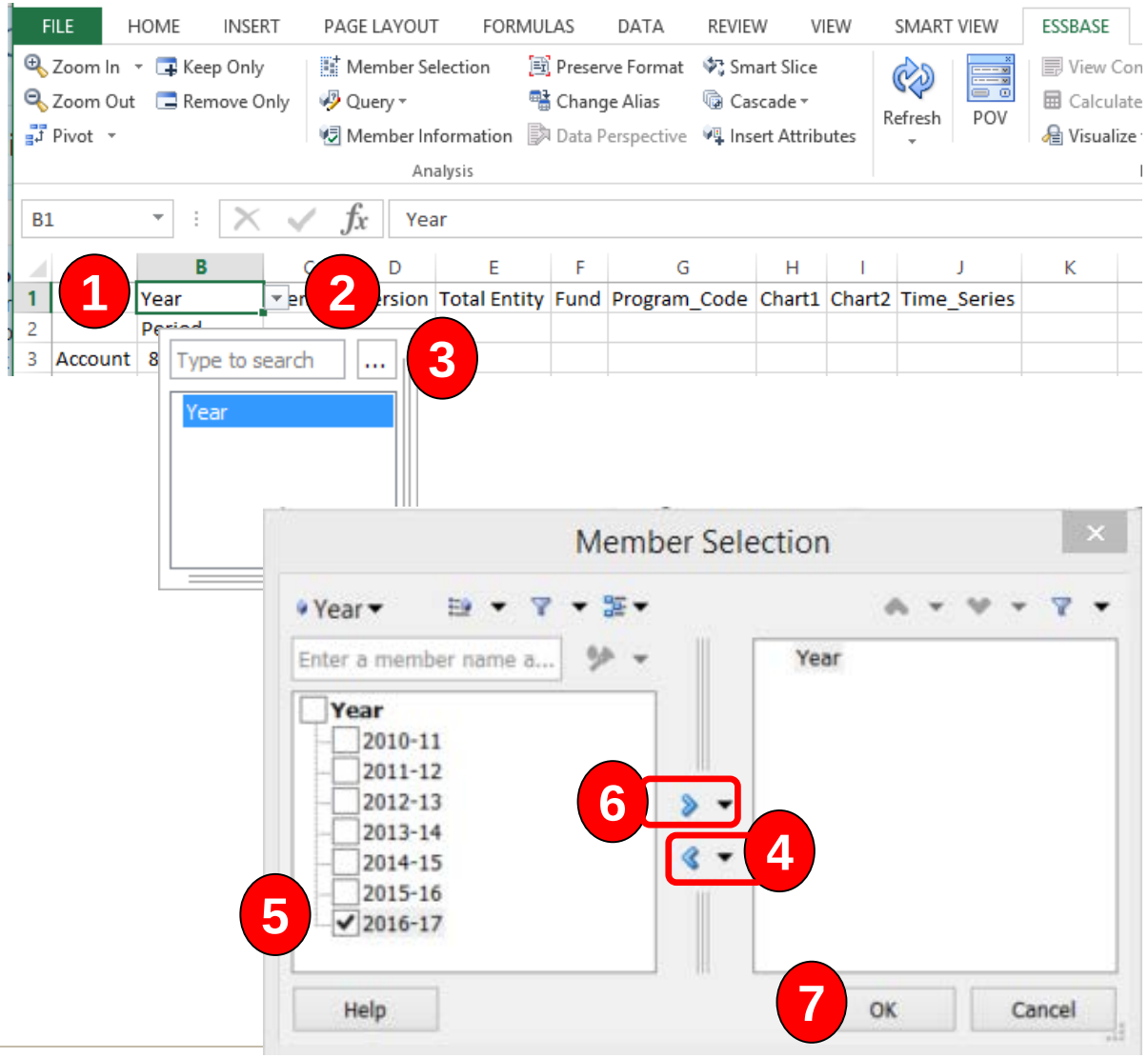
Option 1: Essbase Ribbon Member Selection

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. Ckick 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**."

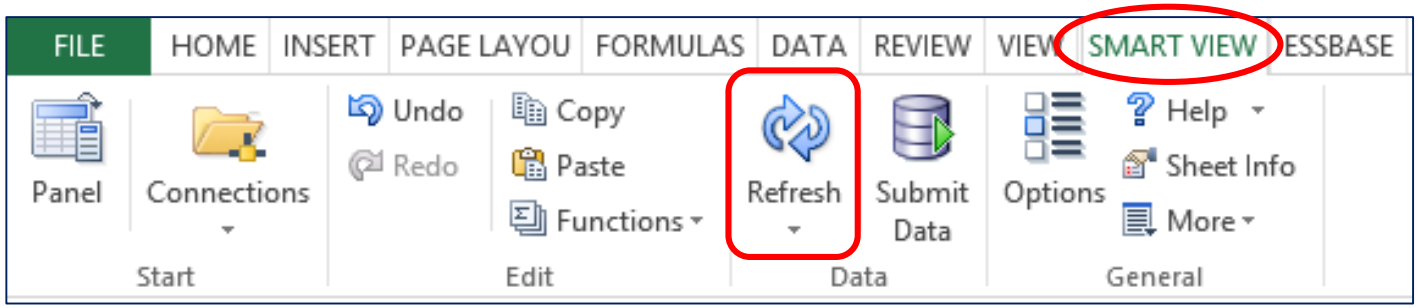


Selecting POV Dimension Members
Option 3: Free Form Entry

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

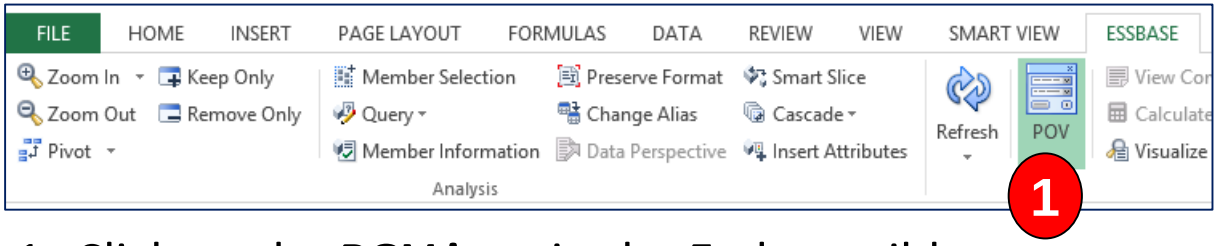
	A	B	C	D	E	F	G	H
1		2014-15	Actual	Final	1_COENG	Current Fun	Program_Code	Chart1
2		YearTotal						
3	Account	6819657.28						
4								

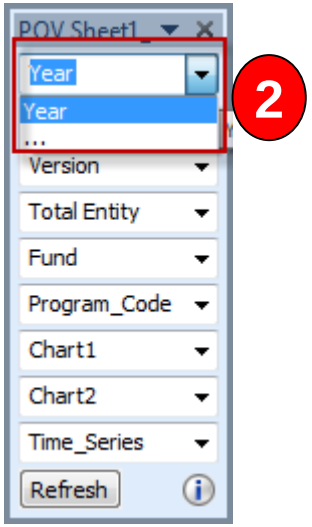
Type ***Total Expenses*** into the **Account** cell and click **Refresh**



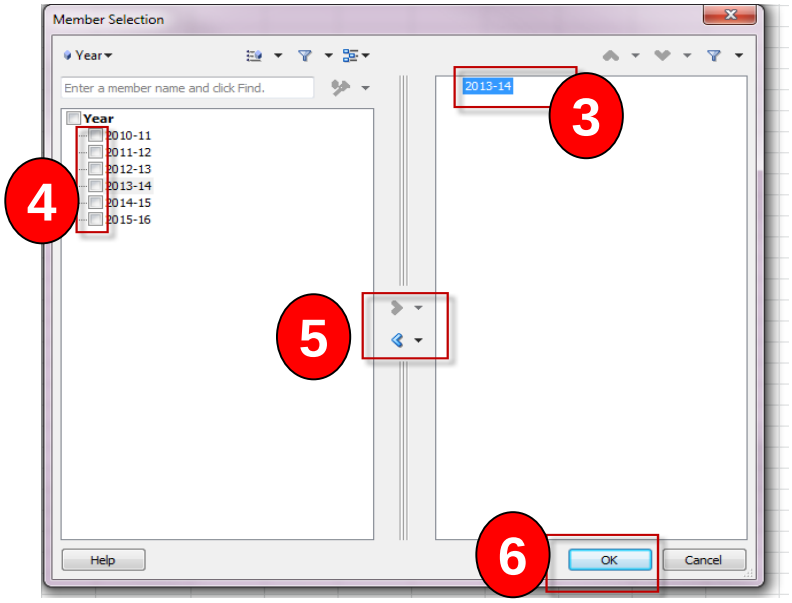
	A	B	C	D	E	F	G	H
1		2014-15	Actual	Final	1_COENG	Current Fun	Program_Code	Chart1
2		YearTotal						
3	Total Expenses	250726809.3						

Selecting POV Dimension Members
Option 4: Floating POV Box

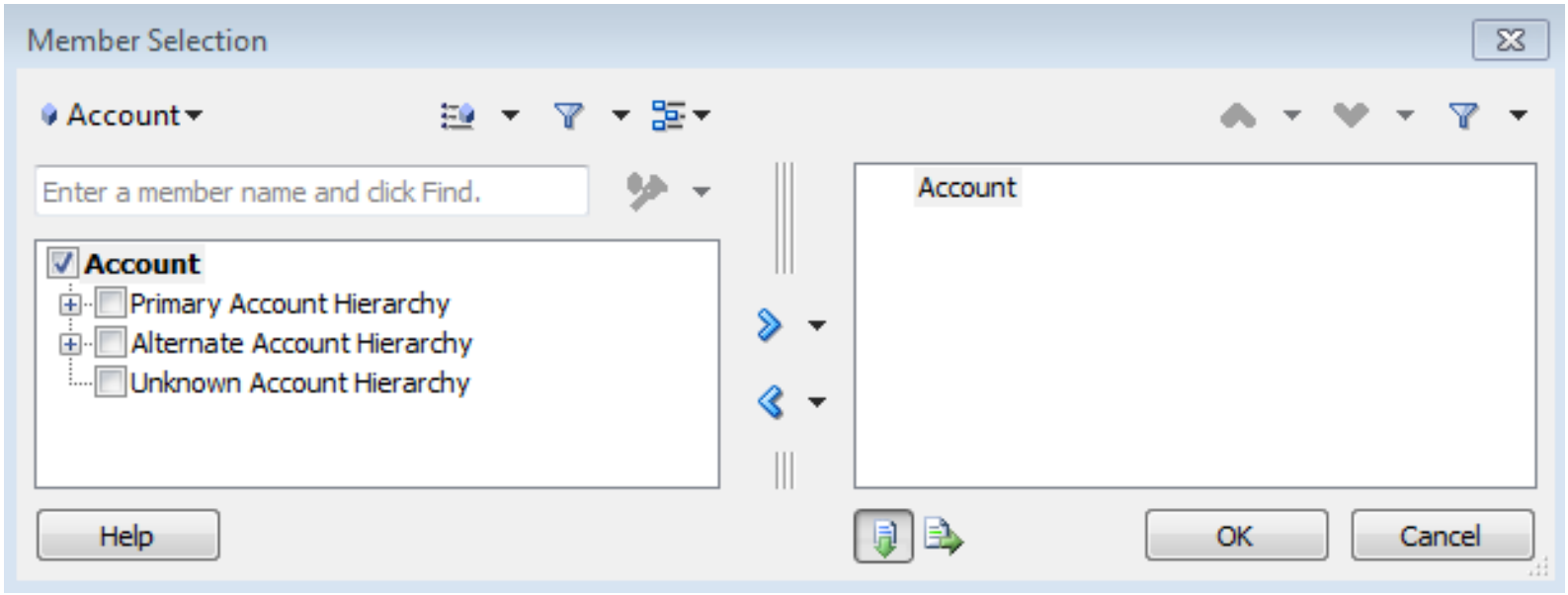




1. Click on the **POV icon** in the Essbase ribbon to create a floating POV box
2. Click on the **ellipsis "…"** from the Dimension drop-down to select a member
3. The Member Selection window will appear. Move members out of the selection pane on the right by clicking the **left-pointing arrow.**
4. Check the box in front of the member
5. Click the **right-pointing arrow** to move it to the Selection Pane.
6. Click **OK**.

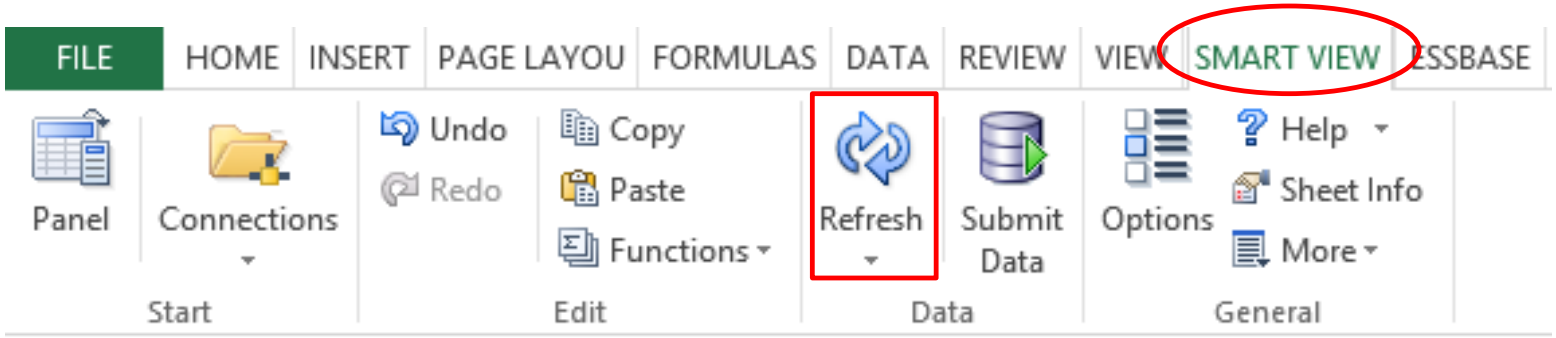


Account Options in Smart View

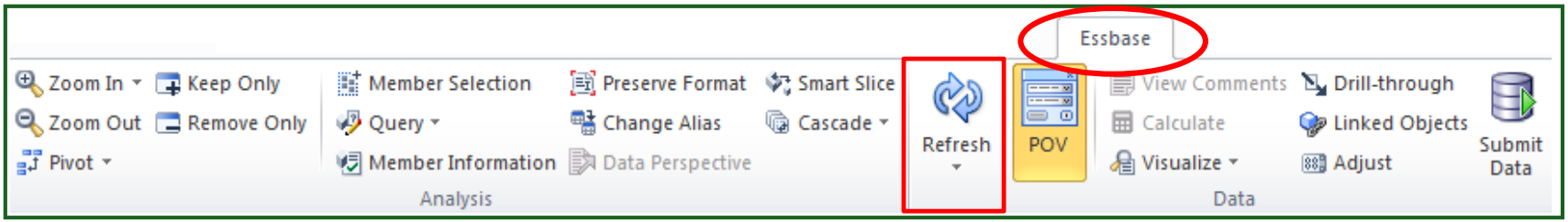


- **Primary Account Hierarchy** - Allows users to access the CalPlanning Account Hierarchy
- **Alternate Account Hierarchy -** Allows users to access hierarchies created by request for alternate reporting, such as a hierarchy showing Recharge as Revenue
- **Unknown Account Hierarchy** – Not valid for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

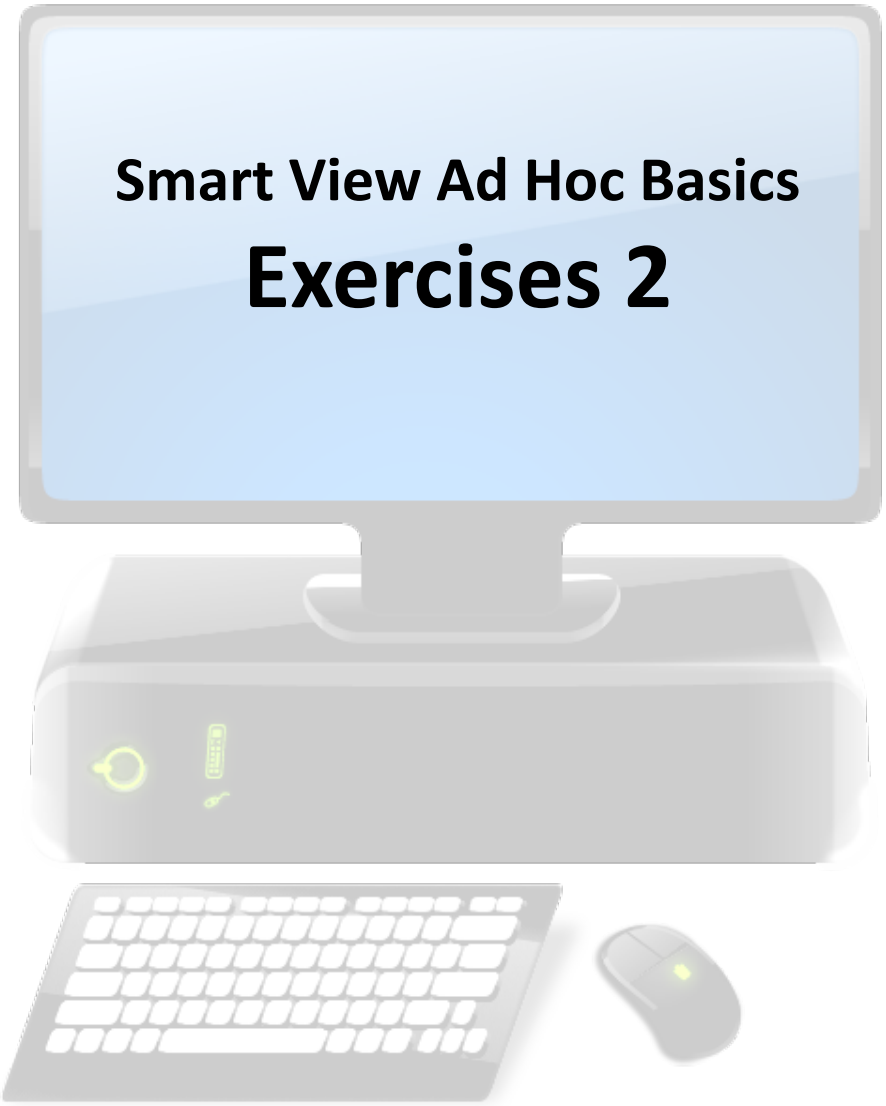
Refresh – Smart View & Essbase Ribbons



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



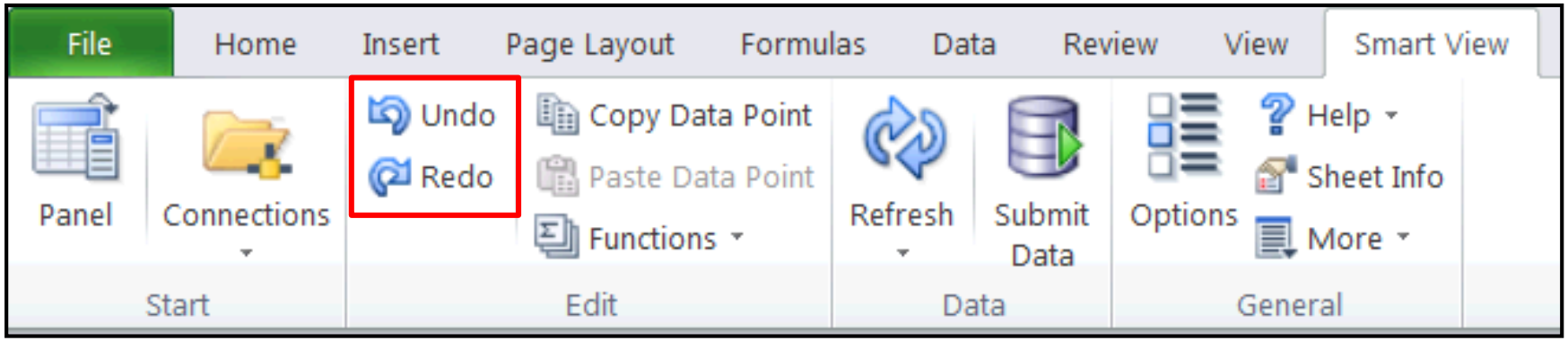
Setting Your POV



Smart View Undo

Smart View Redo

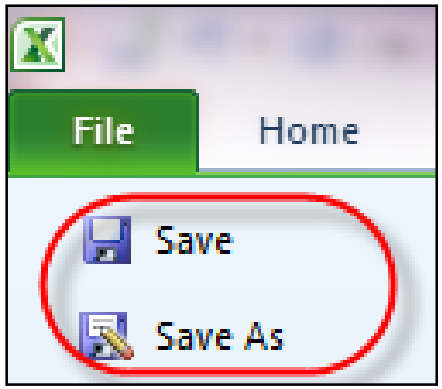
Smart View provides **Undo** and **Redo** functionality to revert to and return to previous selections.

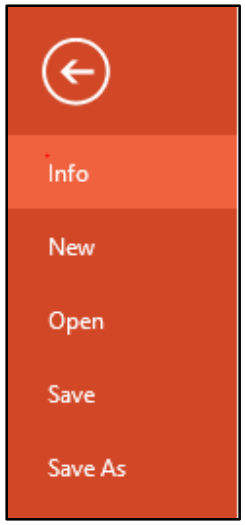


Saving Essbase Files in Smart View

Saving Ad Hoc Queries

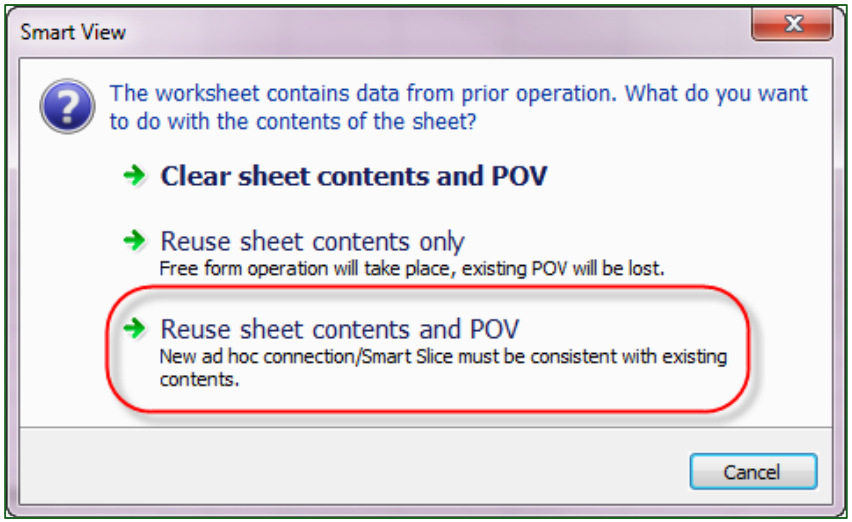
Save your Smart View ad hoc query as an Excel document for future use!





Sheet Reuse Options

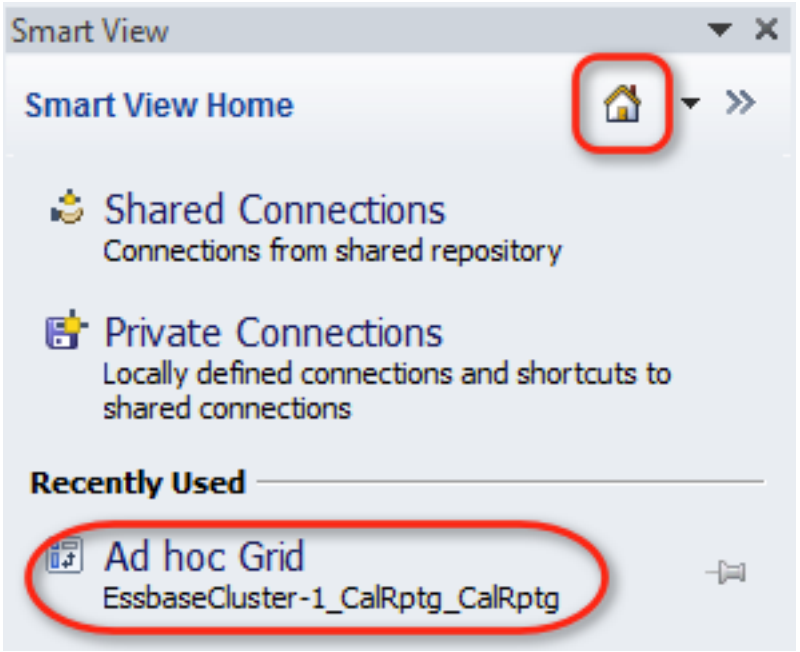
- Select how you would like to reuse the content on an existing query.
- Once saved, reopen and reconnect to the database to refresh data.

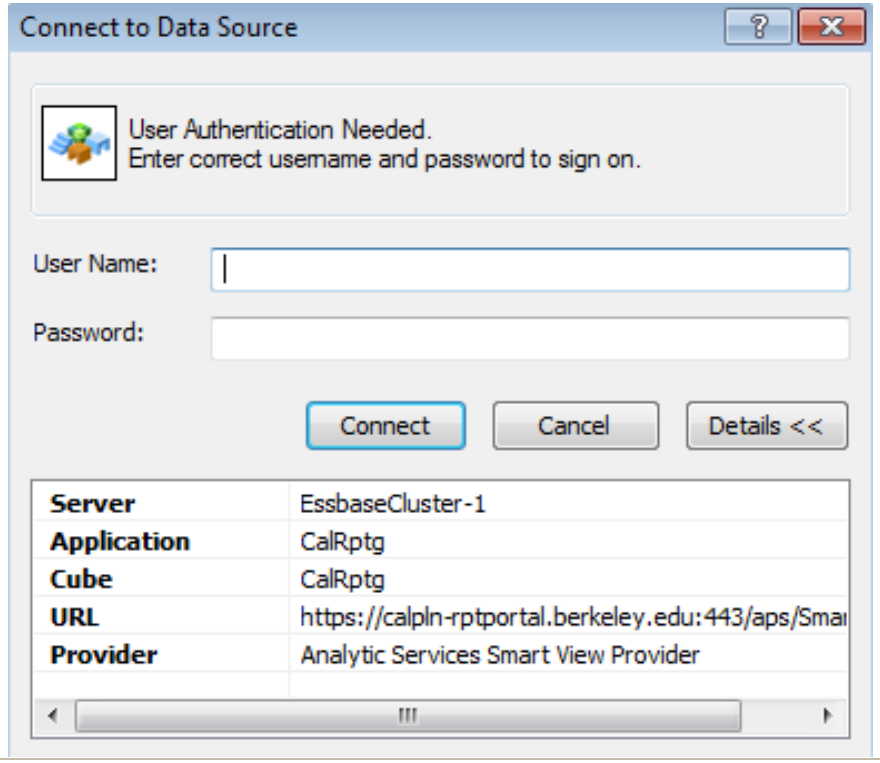


Recently Used Connections

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.





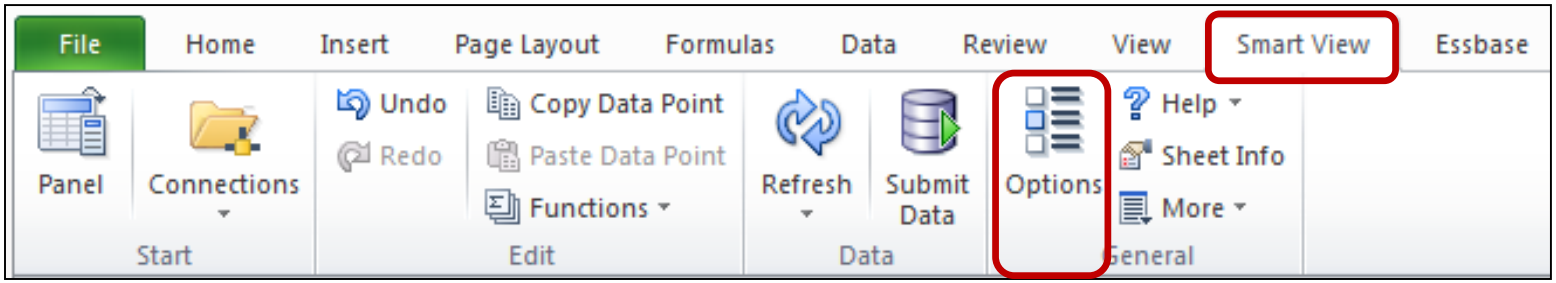
SMART VIEW
GO

Agenda

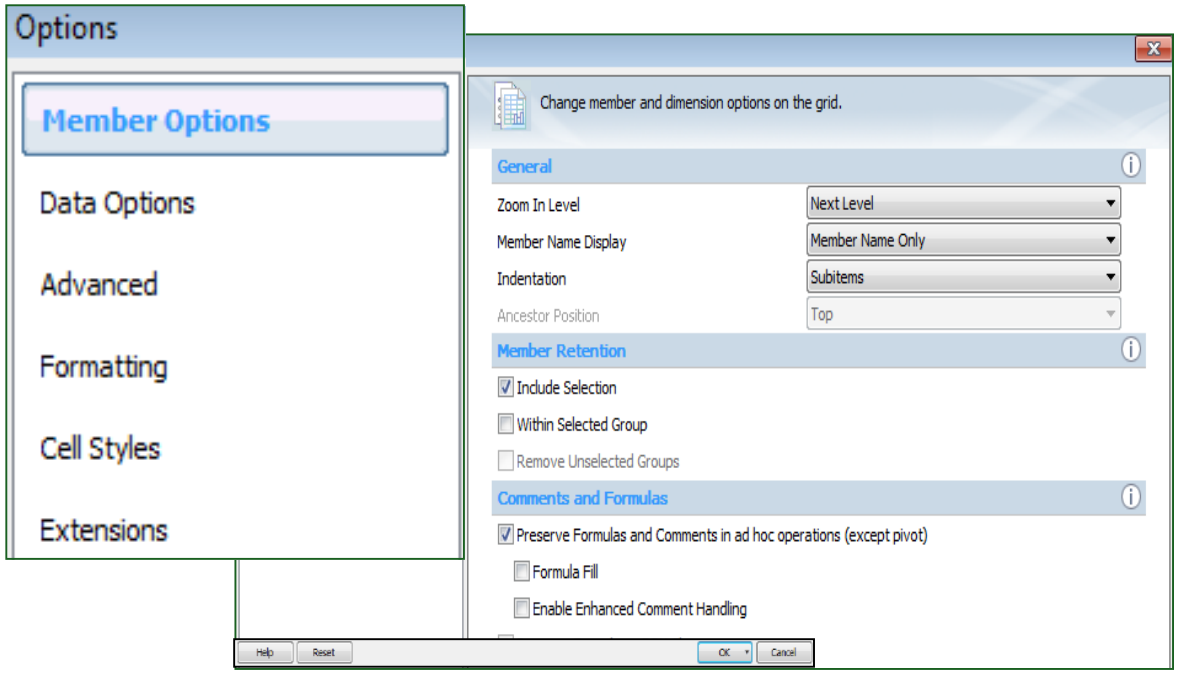
1. Smart View Defined
2. Map the Smart View Key Ad Hoc Grid Components
3. **Setting Options**
4. Zooming and Removing Data in the Ad Hoc Grid
5. Smart View Resources

Smart View 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.

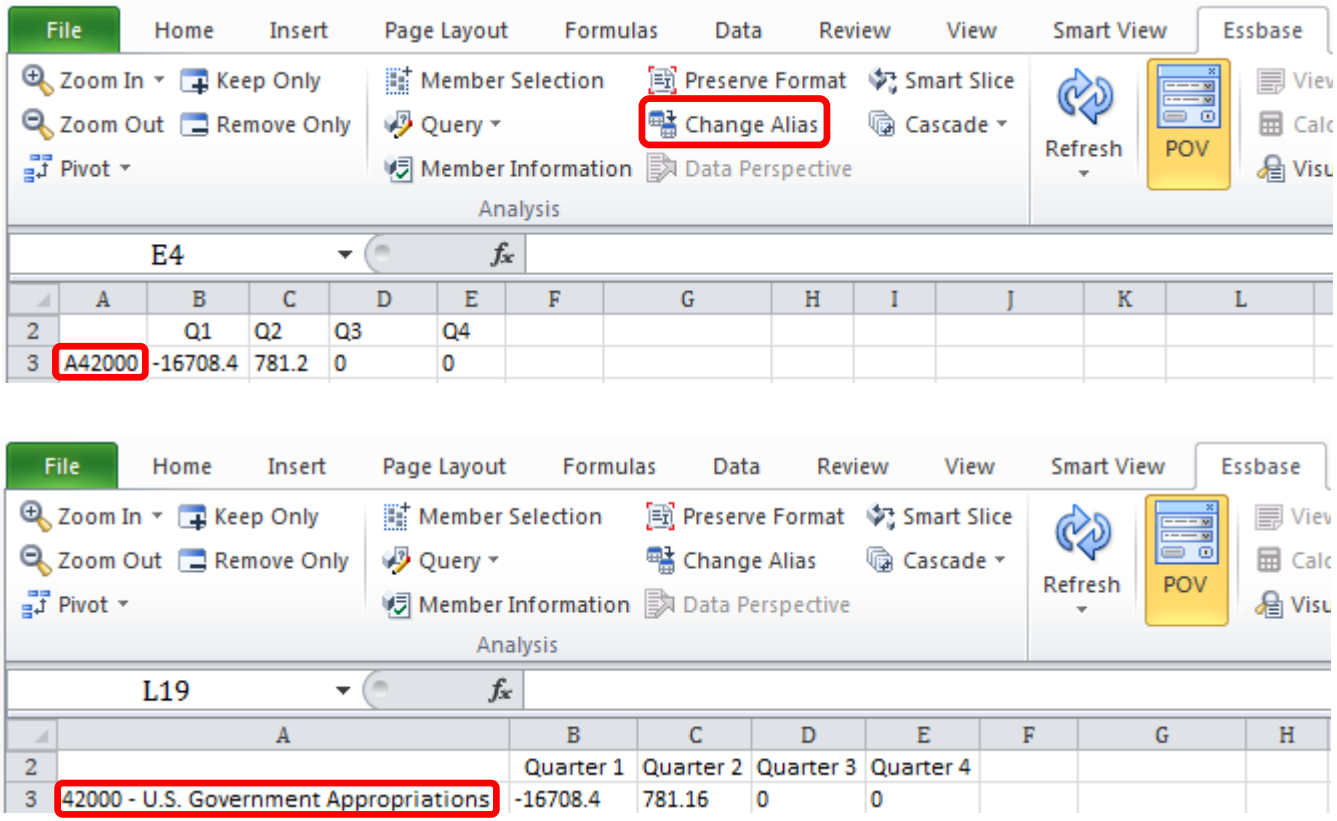
Member Name

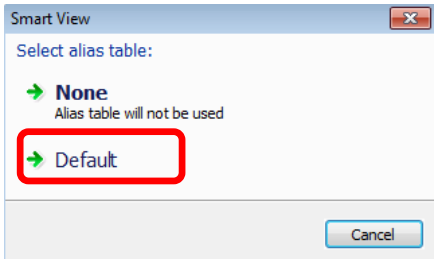
Alias

	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.





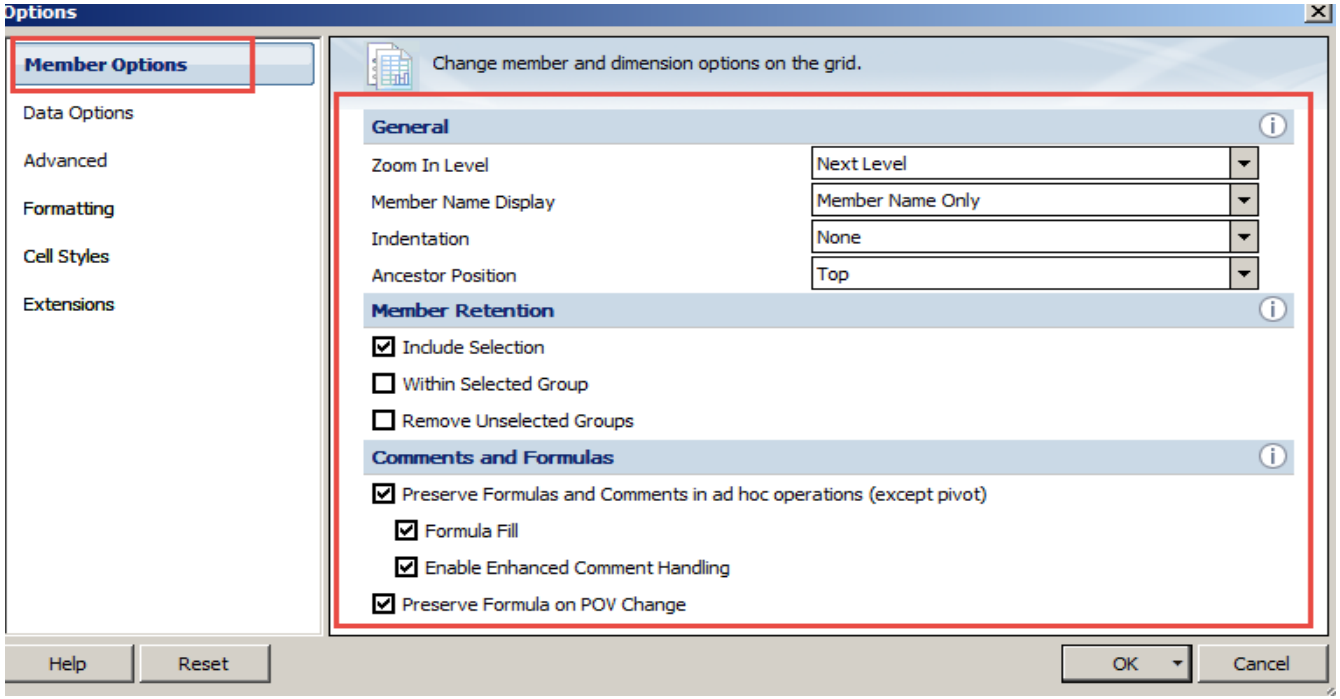
Member Options – Formulas and Formatting

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.



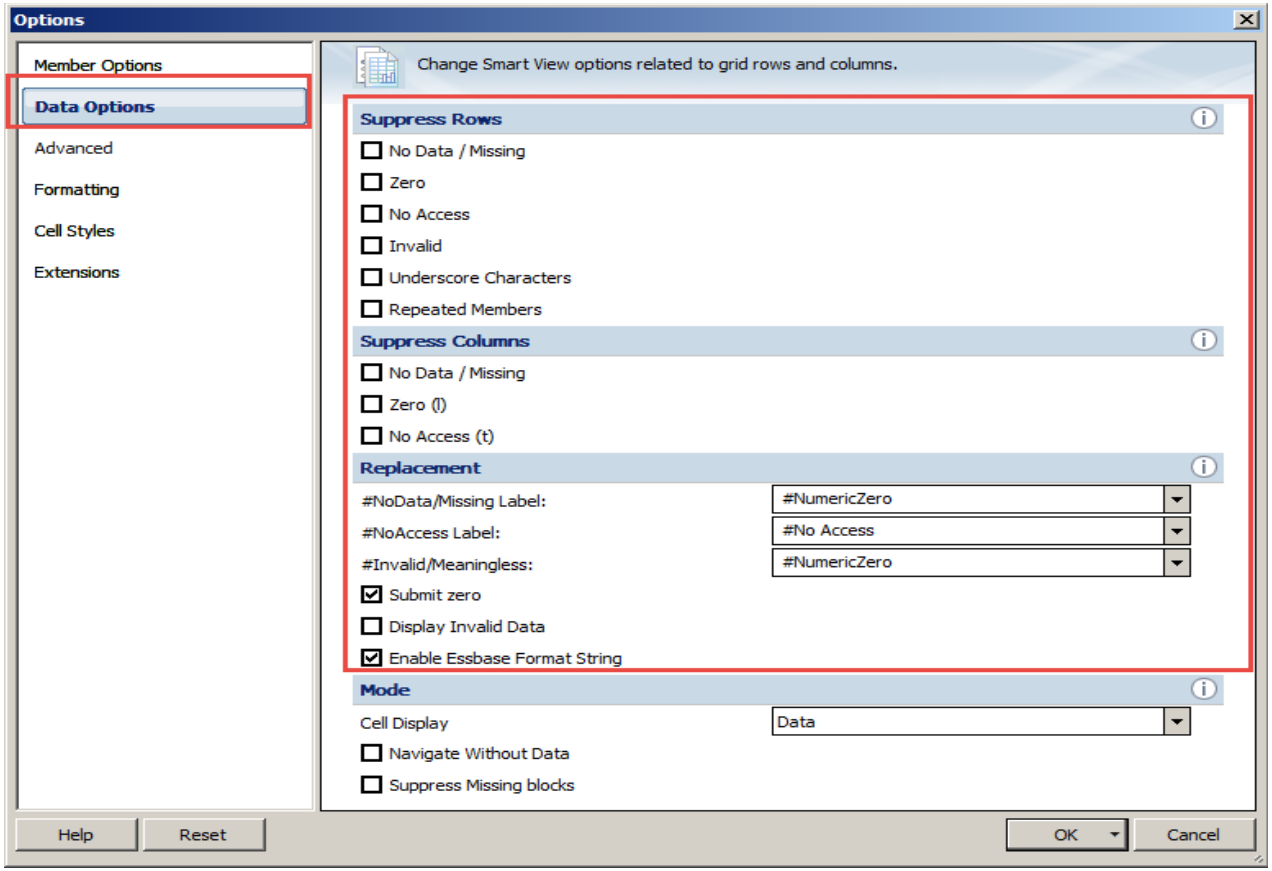
Smart View Options – Data Options

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

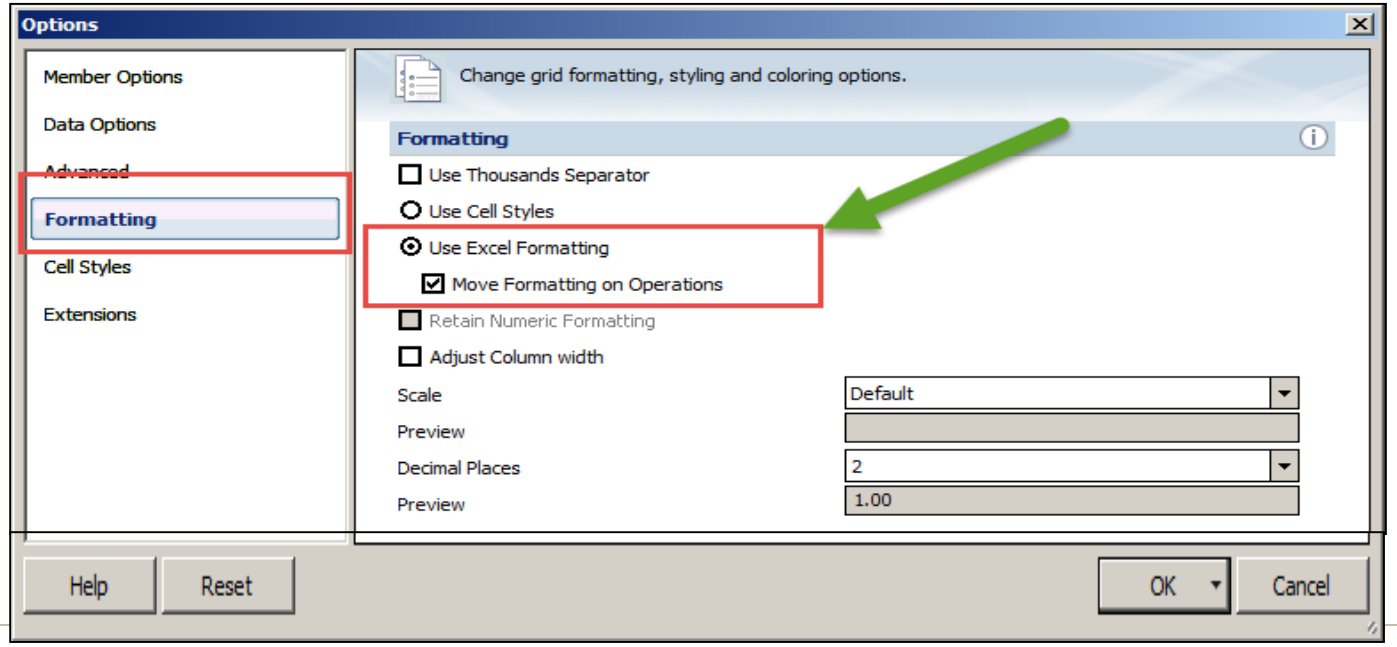
- Determine the method for displaying no data or no access
- Recommended to select **#NumericZero** for no data to allow for Excel calculations



Smart View Options - Formatting

Use Excel Formatting:

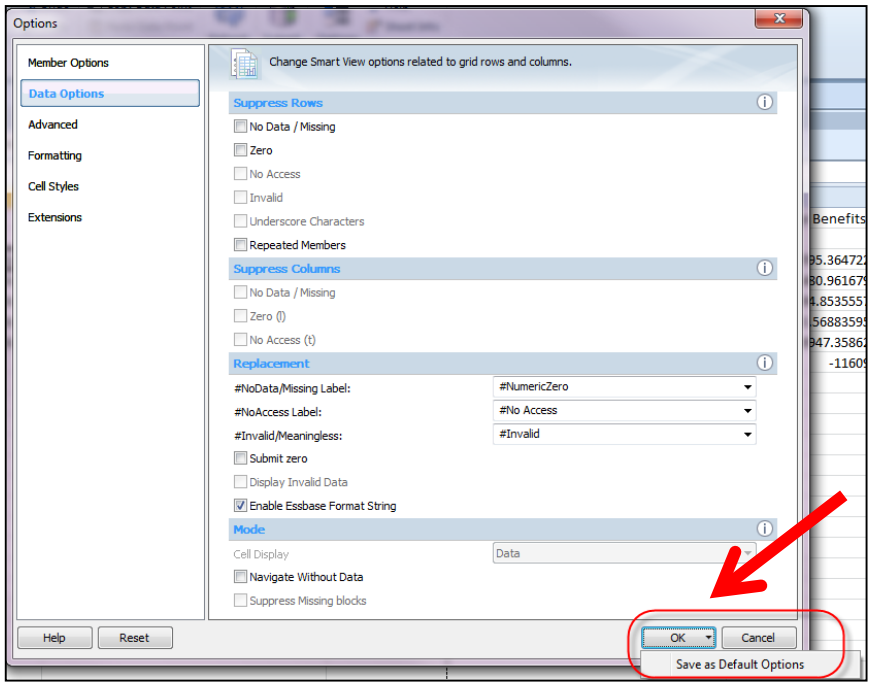
- Check to use Excel formulas and formatting options correctly.
- *Unchecked, Smart View formatting will override Excel formatting.*
- Unchecked, data refreshes or movement of dimension within the ad hoc grid will override Excel formatting.
- Check **Move Formatting on Operations** to dynamically move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

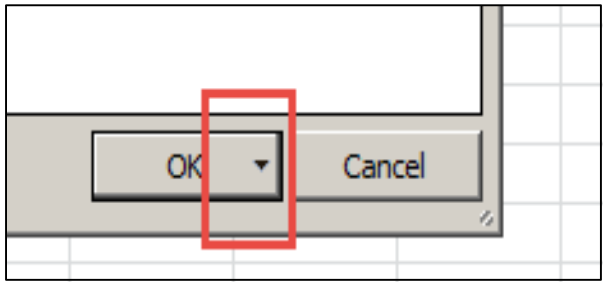


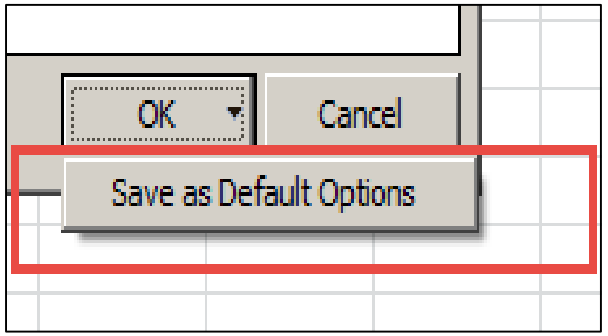
Saving Smart View Options

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

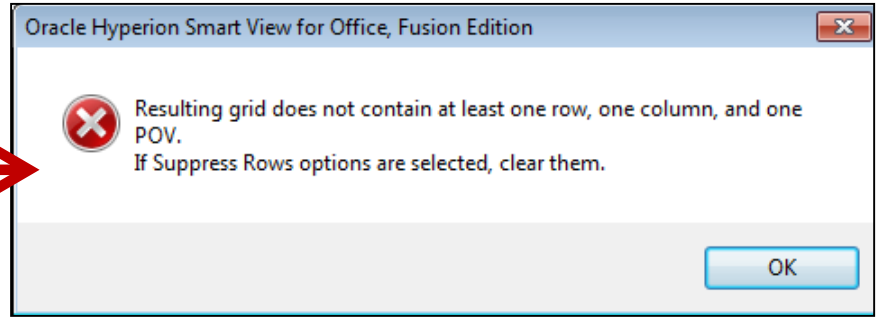


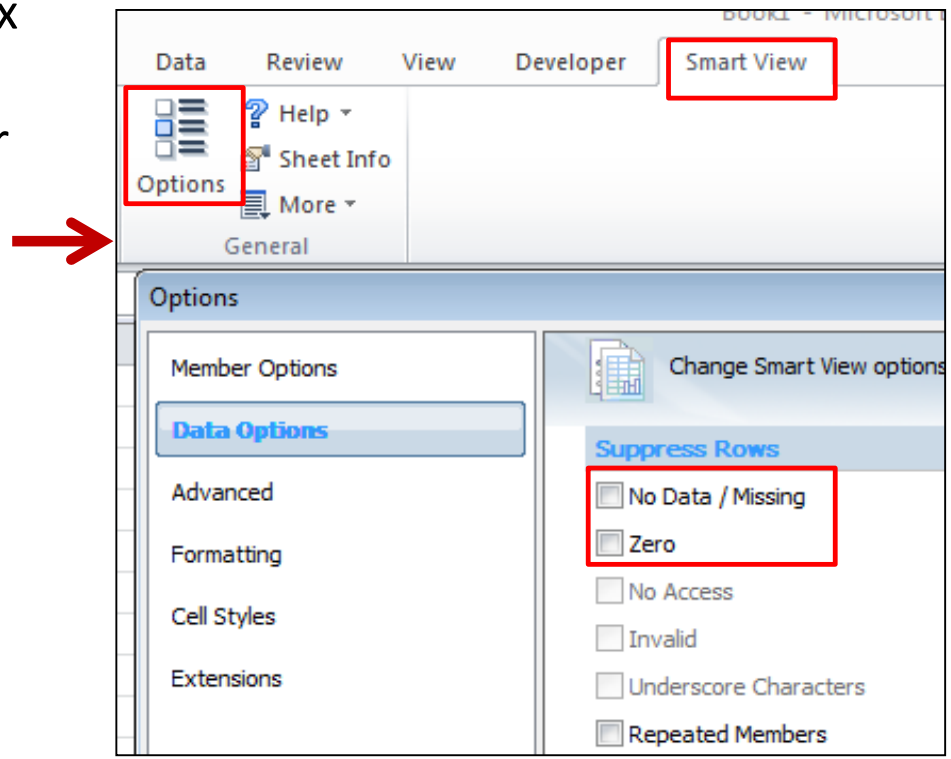


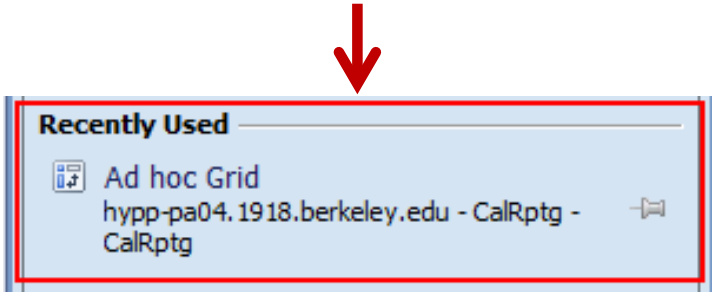


Error: Remove Suppress Missing and Zero

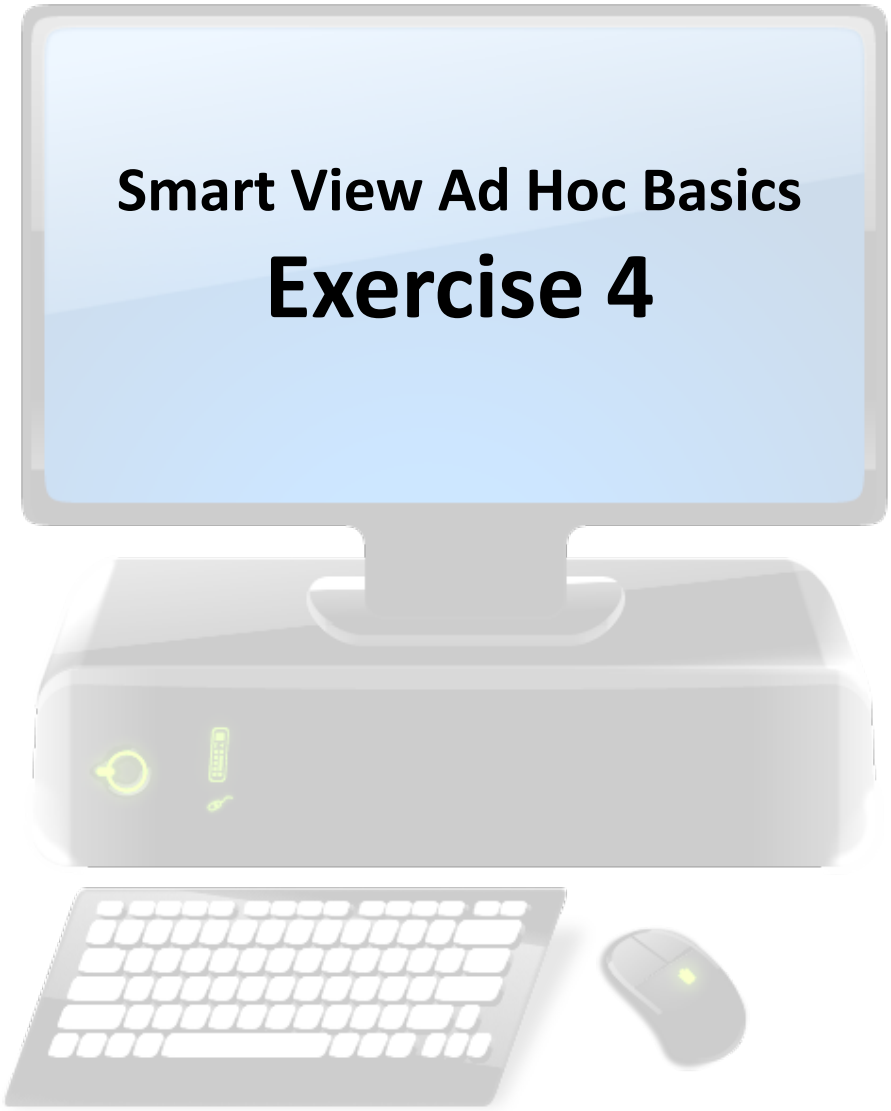
- If you get this common error when selecting the Ad Hoc Grid, it means that your Smart View Data Options are suppressing "**No Data /Missing**" and "**Zero**."
- To fix, simply click on the Options Box in the Smart View Ribbon and Select "**Data Options**". Uncheck the box for Suppress Rows "**No Data/ Missing**" and "**Zero**."
- Click on **Ad Hoc Grid** and your POV and data intersection will appear.







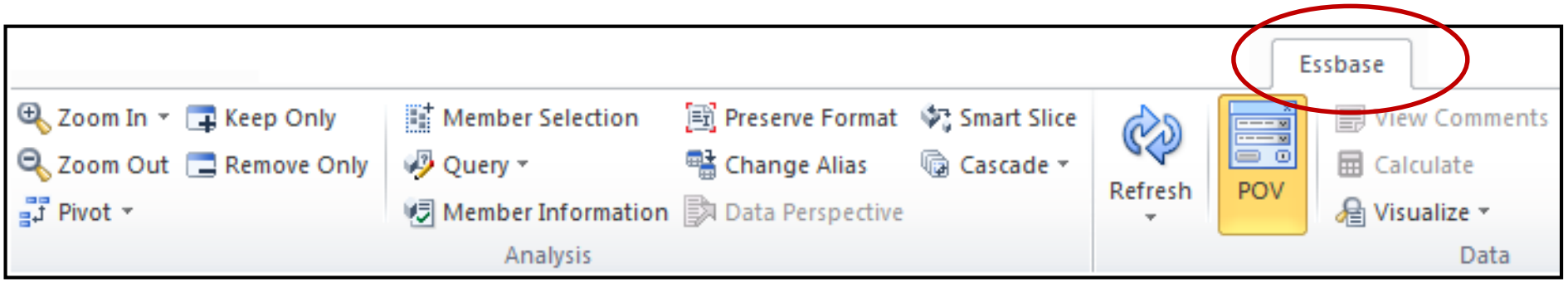
Setting Smart View Options



Agenda

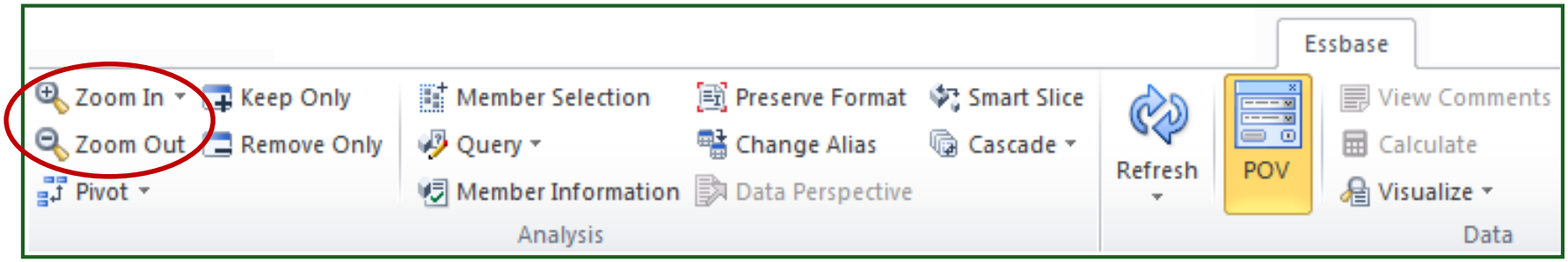
1. Smart View Defined
2. Map the Smart View Key Ad Hoc Grid Components
3. Setting Options
4. **Zooming and Removing Data in the Ad Hoc Grid**
5. Smart View Resources

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.

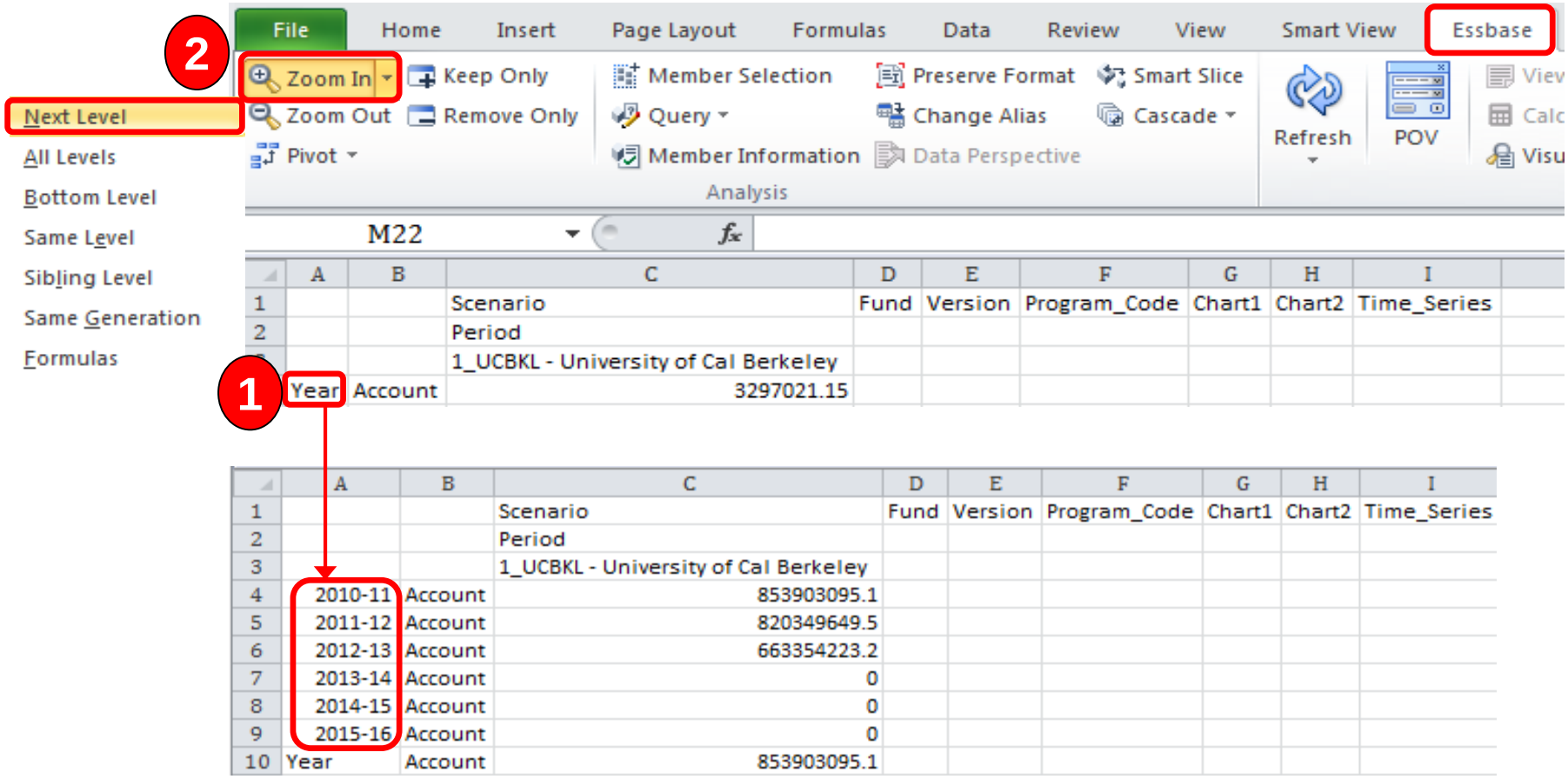
Sibling Level
- Retrieve data for the siblings of the selected members.

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.

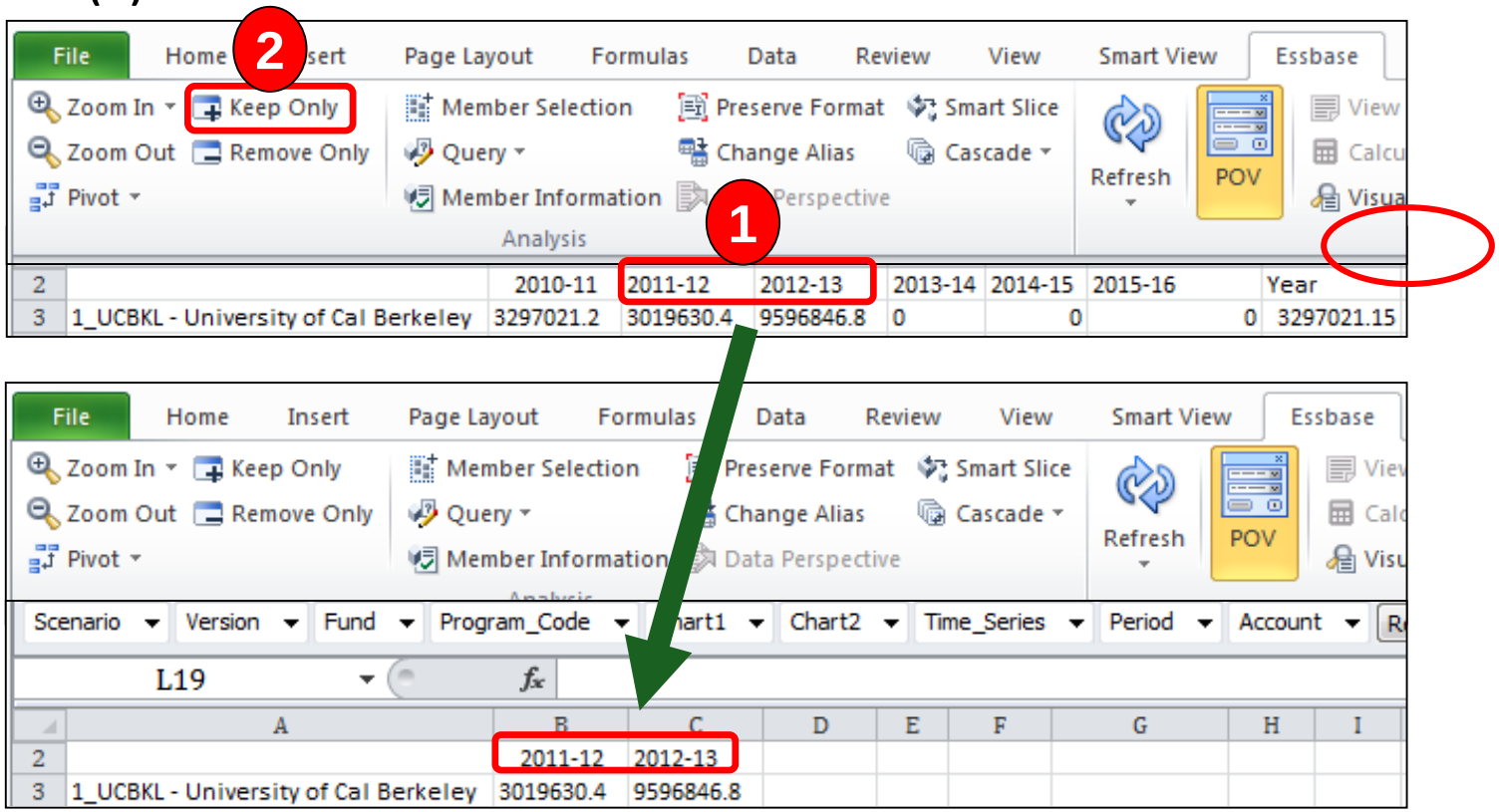
Zoom In Option Settings

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



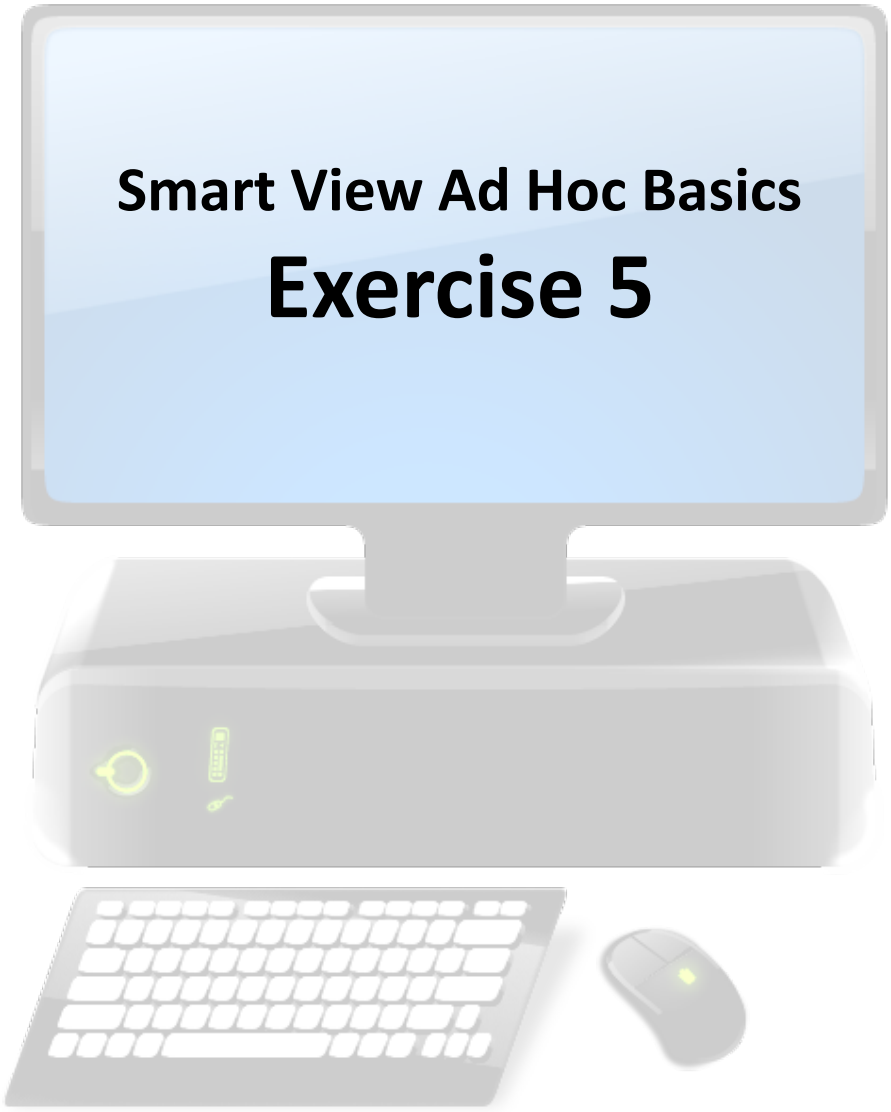
Keep Only & Remove Only

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

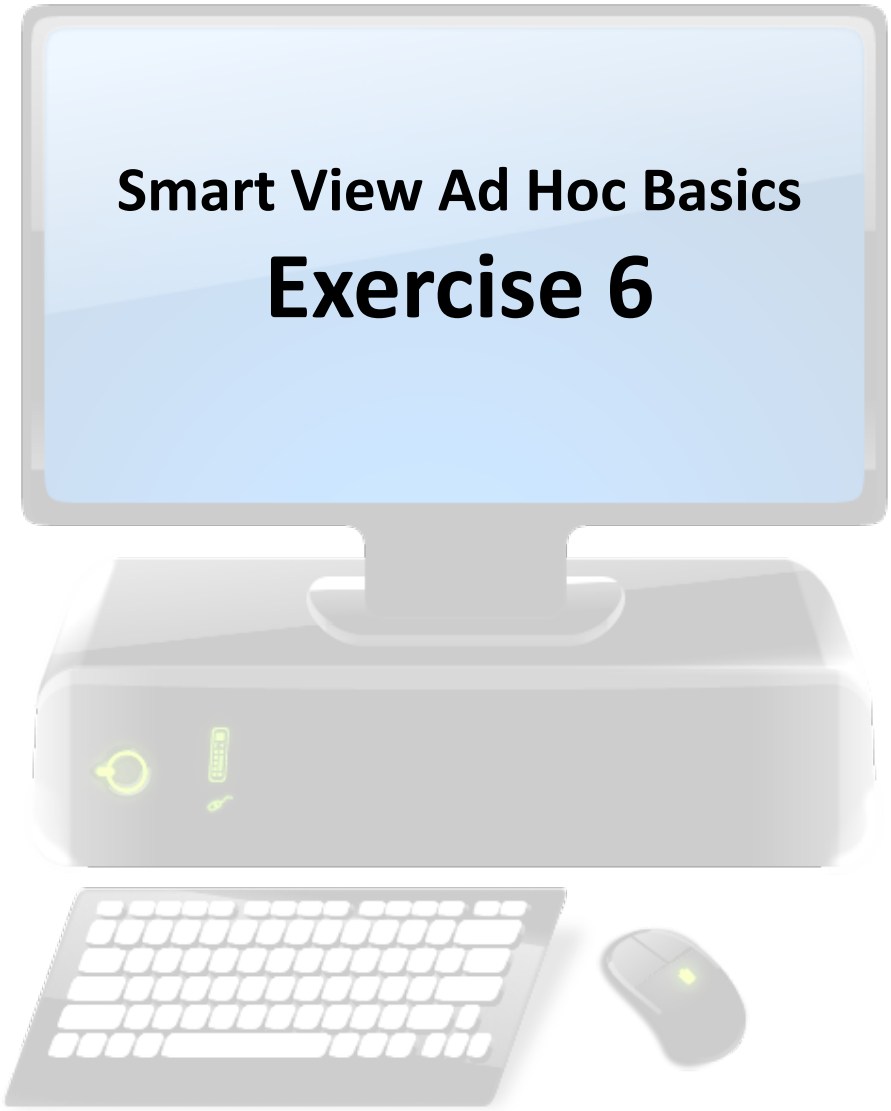


Note: *This functionality only works when selecting members from one dimension at a time.*

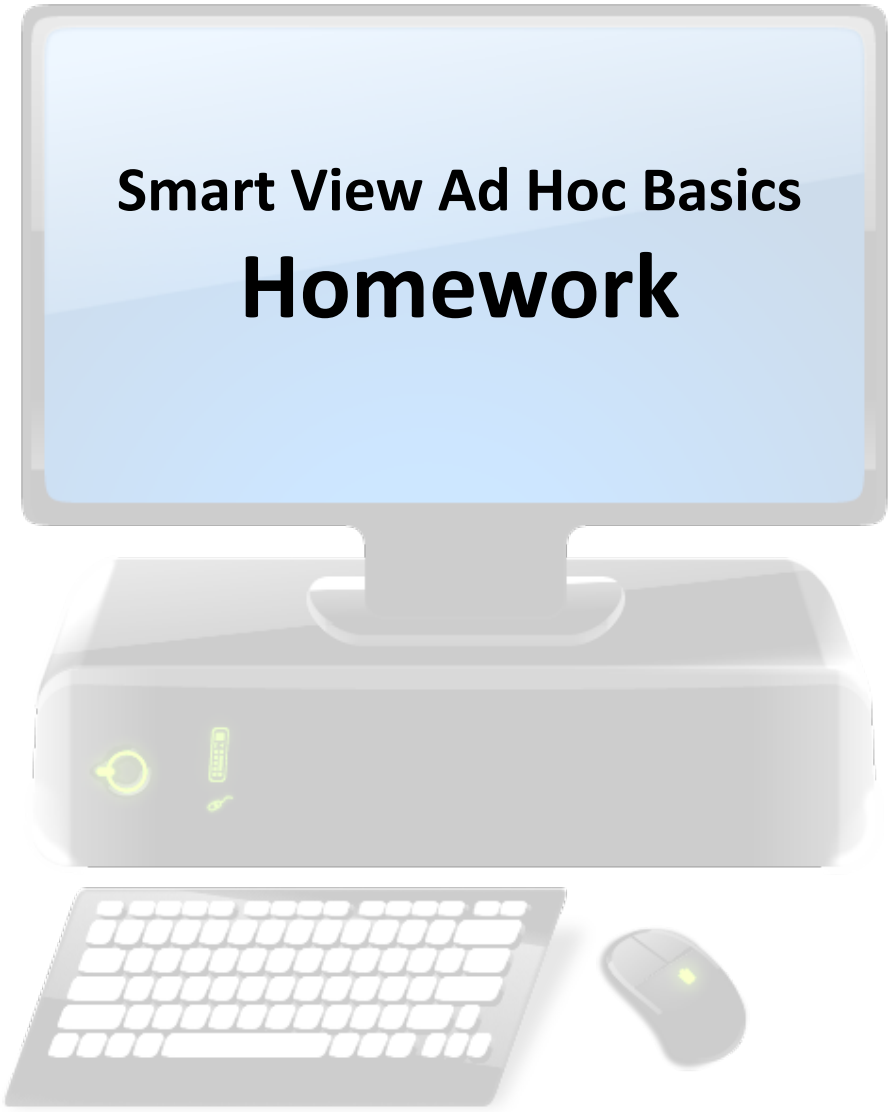
Opening a Saved Smart View Workbook



Practice



Build a SRECNA from Scratch!



Agenda

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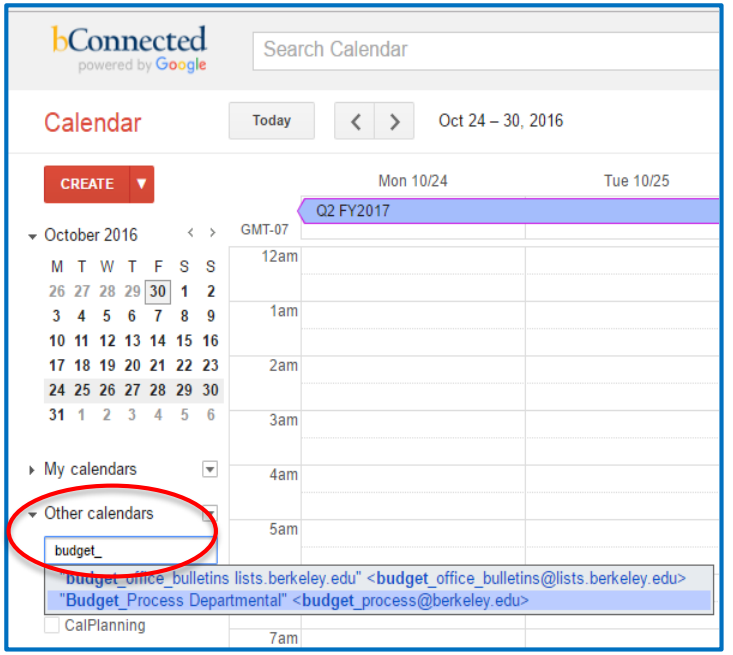
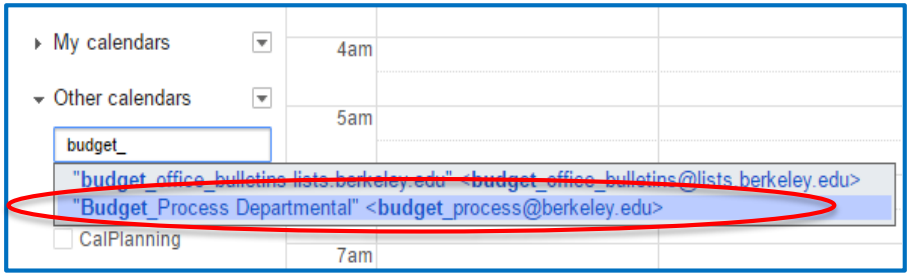
Budget Process Calendar on bConnected

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 calendar**s field type **Budget_Process** to locate "Budget_Process Departmental" <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 calenda

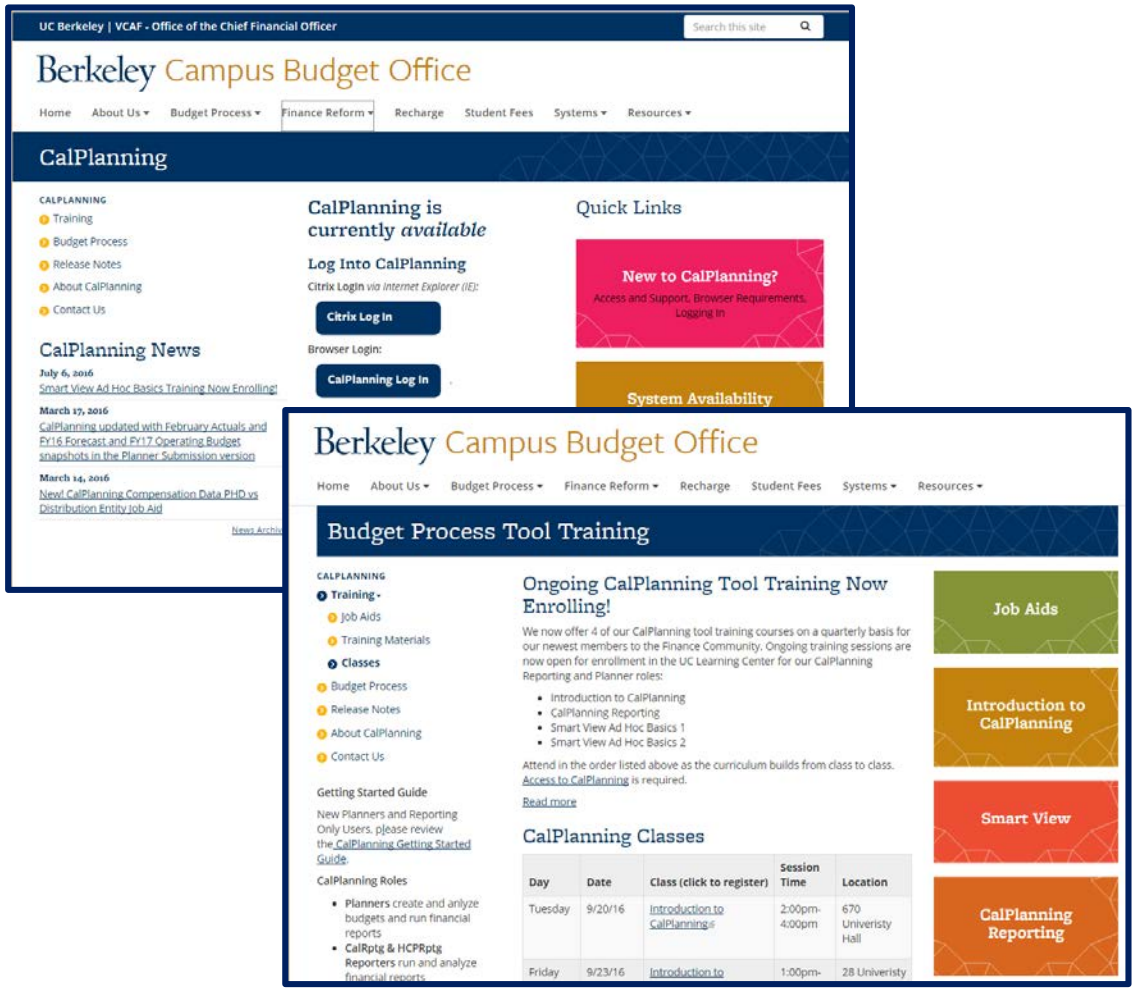




CalPlanning Website

***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.

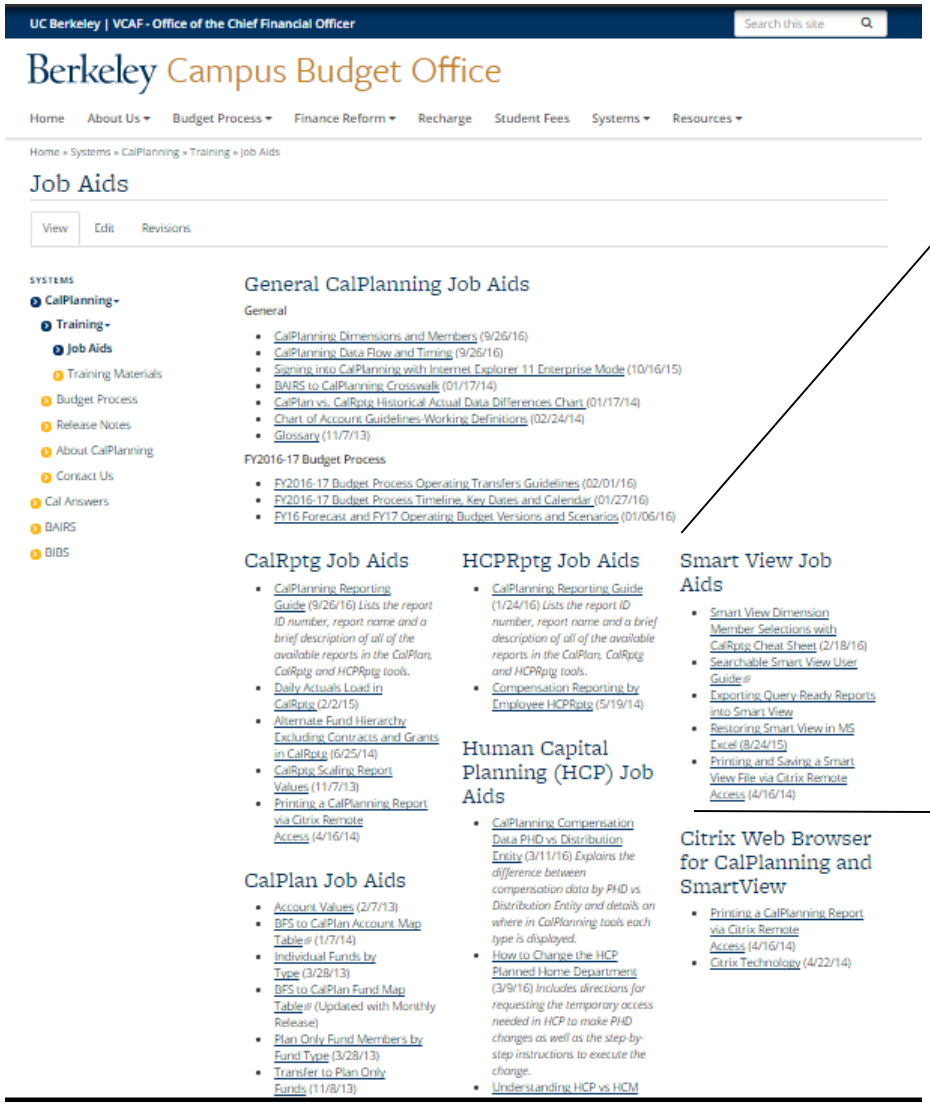
Do not run CalPlanning reports (CalPlan, CalRptg, HCPRptg and Smart View) for the first **15 minutes** of the **push hours** to avoid an incomplete refresh of your data.

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*

Smart View Resources

http://budget.berkeley.edu/systems/calplanning/training/job-aids



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
  - Phone: (510) 664-9000, Phone Tree: Option 1 (IT), Option 2, then Option 4 (CalPlanning)

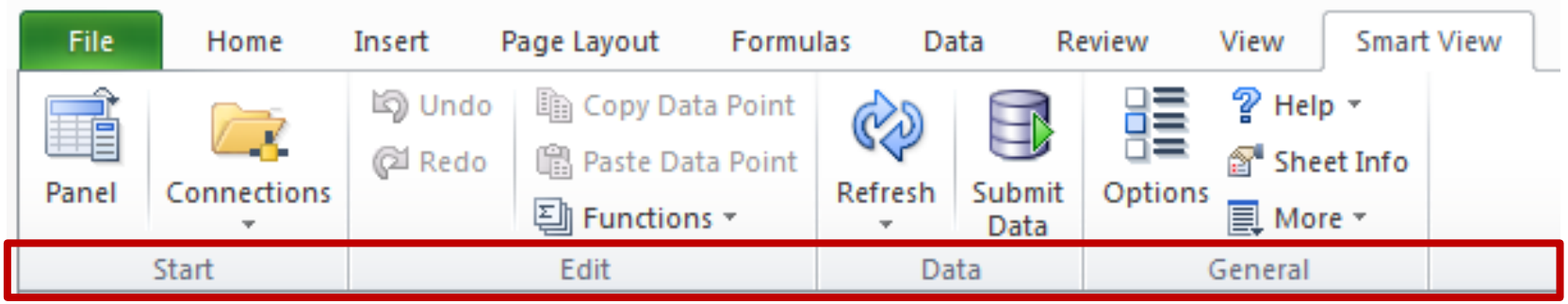
For non-technical Budget Process help including questions about your Division's requirements, decisions for your unit and your CalPlanning access contact your

- local CalPlanning Support Person
- Divisional Finance Leader (DFL)

APPENDIX

Smart View Ribbon

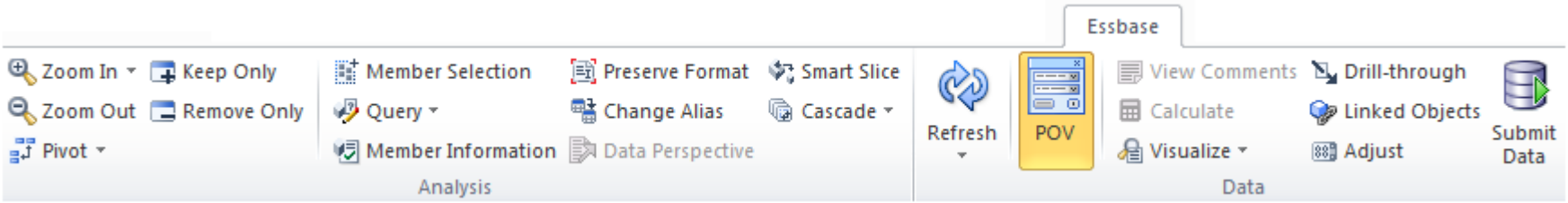
When you connect to any of the MS Office applications you should see a Smart View Ribbon:



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
	Cascade	Creates separate reports on any dimension. Options include: Same Workbook, New Workbook, Different Workbook
Data	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:

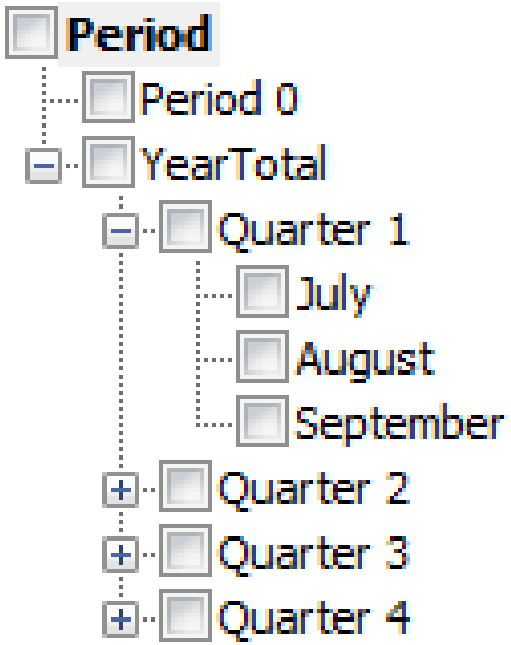
Members that roll up to a parent

- 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

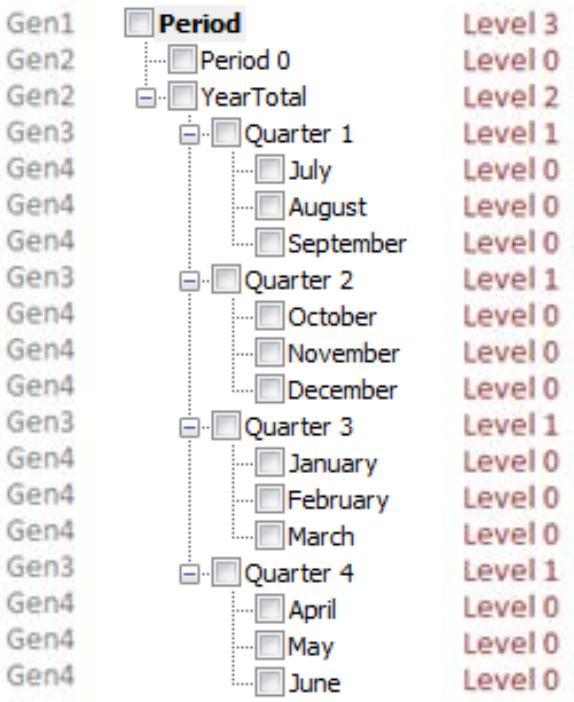
- E.g. Quarters and months are descendants of Year Total



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