

SMART VIEW TRAINING GUIDE

C-BIG BUDGET INPUT

Office of Academic Planning & Budget Updated January 2018

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Smart View Training Guide

This training guide has been created to enable users to input their budget into C-BIG through the Smart View addin. If any questions come up during your review of the information, please feel free to contact APB's Hyperion Planning Analyst, Cathy Son, at <u>cson@ponet.ucla.edu</u> or x53833.

Smart View Overview

- Microsoft Office add-in for Oracle Hyperion Planning applications
- Allows users to input data through templates created for C-BIG
- Provides ad-hoc query capability to users in a familiar Excel environment
- Allows users to dynamically access the live data and develop their own queries
- Allows users to pull CBIG reports to manipulate in Excel

Installing Smart View

To begin, first install Smart View (with the help of your IT team, if needed).

- 1. To download, go to the <u>APB C-BIG webpage</u> and click the **Download Smart View!** link.
- 2. Download and install be sure to right-click the .exe file and select **Run as Administrator** when installing.
- 3. Open Excel and verify that the Smart View tab is there.



If there are other Excel Add-ins installed, you may need to disable them for Smart View to run properly (i.e. Acrobat PDFMaker Office COM Addin). Go to **File > Options > Add-Ins > Excel Add-ins > Go...** and uncheck add-ins you would like to disable (see image below).

If Smart View is installed, but does not appear in Excel, make sure **Oracle Smart View for Office** is checked under both **Excel Add-ins** and **COM Add-ins**.

	Excel	Options		? ×			
General	View and manage Microsoft Offic	re Add-ins.					
Formulas							
Proofing	Add-ins						
Save	Name 🔺	Location	Туре	^			
Language	Active Application Add-ins						
	Acrobat PDFMaker Office COM Addin	C:\5\PDFMaker\Office\PDFMOfficeAddin.dll	COM Add-in				
Advanced	Oracle Smart View for Office	C:\Oracle\SmartView\bin\HsTbar.xla	Excel Add-in				
Customize Ribbon	Oracle Smart View for Office	C:\Oracle\SmartView\bin\HsAddin.dll	COM Add-in				
Quick Access Toolbar	Inactive Application Add-ins						
Add-Ins	Analysis ToolPak	C:\Office15\Library\Analysis\ANALYS32.XLL	Excel Add-in				
	Analysis ToolPak - VBA	C:\fice15\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in	\sim			
Trust Center	Add-in: Acrobat PDFMaker Office	COM Addin					
	Publisher: Adobe Systems, Incorpora	ted					
	Compatibility: No compatibility informat	ion available					
	Location: C:\Program Files (x86)\Ad	obe\Acrobat 2015\PDFMaker\Office\PDFMOfficeAc	ddin.dll				
Description: Acrobat PDFMaker Office COM Addin Manage: Excel Add-ins <u>G</u> o							

Setting Up Smart View Connection

- 1. After the installation of Smart View is complete, launch Microsoft Excel.
- 2. Select Smart View from the menu.
- 3. In the Smart View Ribbon, select **Options**:

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FILE	HOME	INSERT	PAGE LAYOUT	FORML	JLAS	DATA	REVIE	VIEW	SMART VIEW	
Panel	Connections	්බ Undo @ Redo	 Copy Paste Functions • 	Refresh	Submit Data	Options	 [™] Help [™] Sheet In [™] More 	ıfo		
	Start		Edit	Da	ata		General			

- 4. Within the Options window, select Advanced.
- 5. In the Shared Connections URL section, copy the entire URL below and paste into the box:

https://finbud.it.ucla.edu/workspace/SmartViewProviders

Options			×
Member Options	Change global Smart View options.		^
Data Options	General		
Advanced	Shared Connections URL:	https://finbud.it.ucla.edu:19000/workspace/Smi 🔻	
Formatting	Number of Undo Actions Number of Most Recently Used items	9	
Cell Styles	Delete All MRU Items		

6. Click **OK**.



If you receive the following message when trying to save your Options, please create a log file by following the steps below:

Oracle Smart View for Office ×
Failed to open message log file. :
ОК

7. In **Options > Advanced**, check **Route Messages to File** option and click on the **elipses icon** to search for a file location:

	Options	×
Member Options Data Options	Change global Smart View options.	
Advanced	General	Ó
Formatting Cell Styles Extensions		▼ ▲ ▼
	Logging Log Message Display ✓ Route Messages to File □ Clear Log File on Next Launch □ Show Diagnostics Group on Smart View Ribbon Display	() • •••
	Language English Display Smart View Shortcut Menus Only Disable Smart View in Outlook Image: Disable Smart View in Outlook Image: Disable Smart View in Outlook Image: Disable Ribbon Context Changing Image: Disable options that are not valid for the active connection Image: Display Drill-Through Report ToolTips Image: Display Drill-Through Report ToolTips	•
	Refresh Selected Functions and their dependents Mode Use Double-click for Operations	(j)

8. At a folder/location of your choice, right-click and select **New > Text Document**.

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🔄 🌛 🔹 🕇 👢 « Oracl	e ▶ SmartView		~ C	Sea	arch	SmartView		2	
Organize New folder						• •		?	
^	Name	^			Date	modified	Туре		
🌬 This PC 📜 Desktop	👢 extensions				8/3/	2016 9:27 AM	File fo	older	
 Documents Downloads Music Pictures 		View Sort by Group by Refresh		* * *					
Videos		Paste Paste shortcut Undo Rename	Ctrl+2	Z					
X.		Share with		•					
A.		New Properties		•)). (7	Folder Shortcut			
See				~	A -1	Microsoft Acces Bitmap image	ss Datal	oase	
	_					Contact Microsoft Word Journal Docume Microsoft Powe Microsoft Publi	ent erPoint F	Presentat	ion
						Text Document Microsoft Excel Compressed (zi	Worksh		

- Name your document "SmartViewLog.log" and select Open.
 Uncheck the Route Messages to File option and click OK > Save as Default Options:

	Options ×
Member Options	Change global Smart View options.
Data Options	
Advanced	General
Formatting	Shared Connections URL: http://cbig.ais.ucla.edu:19000/workspace/Sma
Cell Styles	Number of Undo Actions 9 Number of Most Recently Used items 9
Extensions	Delete All MRU Items
	Logging
	Log Message Display Errors Route Messages to File C:\Users\ \AppData\Roaming\Oracle\SmartVie
	Clear Log File on Next Launch
	Show Diagnostics Group on Smart View Ribbon
	Display ()
	Language English 👻
	Display Smart View Shortcut Menus Only
	Disable Smart View in Outlook
	✓ Enable Ribbon Context Changing
	✓ Disable options that are not valid for the active connection
	Display Drill-Through Report ToolTips
	Show Progress Information After (seconds)
	Compatibility
	✓ Reduce Excel File Size
	✓ Improve Metadata Storage
	Refresh Selected Functions and their dependents
Help Reset	OK Cancel
	Save as Default Opti
	Apply to All Sheets

Connecting to Smart View

- 1. Click on the **Smart View** Ribbon.
- 2. Click on Panel.

XI	<u>ີ</u> 5 ຕີ	Ŧ							
FILE	HOME	INSERT	PAGE LAYOUT	FORML	JLAS	DATA	REVIEW	VIEW	SMART VIEW
Panel	Connections	්බ Undo @ Redo	 Copy Paste Functions • 	Refresh	Submit Data	Options	? Helpa[®] Sheet■ More	Info	
	Start		Edit	Da	ata		General		

3. In the Smart View panel, click on Shared Connections.



4. Enter your User Name and Password and click Connect:

	Connect to Data Source ? ×						
User Authentication Needed. Enter correct username and password to sign on.							
User Name:	testucla						
Password:	•••••						
	Connect Cancel Details <<						
URL	http://cbig.ais.ucla.edu:19000/workspace/SmartViewPr						
Provider	Oracle Enterprise Performance Management System Wo						

5. Under Shared Connections, click on the dropdown that says "Select Server to proceed" and click **Oracle Hyperion Planning, Fusion Edition**:



Setting Smart View User Options

1. From the Excel ribbon, click the Smart View tab.

2. From the **Smart View** tab, click the **Options** icon:

XII .	<u>່</u> ຳ ຕຳ	Ŧ							
FILE	HOME	INSERT	PAGE LAYOUT	FORML	JLAS	DATA	REVIEW	VIEW	SMART VIEW
Panel	Connections	්බ Undo @ Redo	 Copy Paste Functions • 	Refresh	Submit Data		? Help ♂ Sheet I ■ More •	nfo	
	Start		Edit	Da	ata	-	General		

- 3. Select **Data Options** and deselect all suppression options.
- 4. Change the **#NoData/Missing Label** to a dash, blank, or 0 (zero):

	Options		×
Member Options	Change Smart View options related	d to grid rows and columns.	^
Data Options			
Advanced	Suppress Rows		(i)
Formatting	🗌 No Data / Missing		
Cell Styles	🗌 Zero		
Extensions	No Access		
	🗌 Invalid		
	Underscore Characters		
	Repeated Members	<i>S</i> [−]	
	Suppress Columns		(i)
	No Data / Missing		
	Zero (I)		
	No Access (t)		
	Replacement		(j)
	#NoData/Missing Label:		-
	#NoAccess Label:	#No Access	-
	#Invalid/Meaningless:	#Invalid	-
	Submit zero		
	Display Invalid Data		
	✓ Enable Essbase Format String		
	Mode		(i)
	Cell Display	Data	-
	Navigate Without Data		
	Suppress Missing blocks		~
Help Reset		ОК	Cancel

5. In the Options, select **Formatting** and select the **Adjust Column Width** option.

- 6. Once the Smart View Options have been set, click the **drop down arrow** next to the **OK** button.
- 7. Click Save as Default Options:

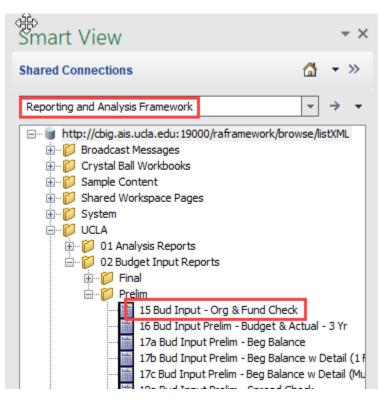
	ок 🔻	Cancel		
	Save as [Default Optic	ons	
	Apply to	All Sheets		
_				_

METHOD 1: Use Smart View to Pull Reports & Input Forms

There are usually two different ways to get to the same thing in Smart View. This is the first method which allows the user to pull everything into Smart View.

To view the Org/Dept Fund Check Report (or any other report),

- 1. Under Shared Connections, click on the dropdown that says "Select Server to proceed" and click Reporting and Analysis Framework
- 2. Follow the path below to get to 15 Bud Input Org & Fund Check and double-click the report:

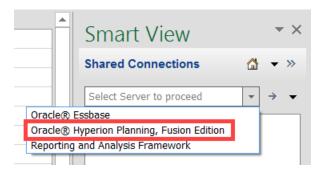


- 3. Enter your organization or department in the format "org_#####" or "dpt_####" and click **OK** to preview the report.
- 4. Then click **Finish** to pull the report into Excel.

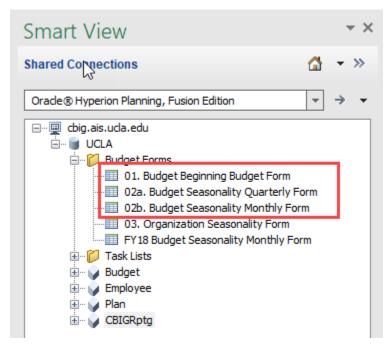
For more information about opening reports in Smart View, see the *Formatted Reports via Smart View Training Manual* (found on the <u>C-BIG webpage</u>).

To pull the budget input forms,

5. Under Shared Connections, click on the dropdown that says "Select Server to proceed" and click **Oracle Hyperion Planning, Fusion Edition**:



6. Follow the path below to open the Beginning Budget Form and Budget Seasonality Forms (quarterly or monthly – choose one):



7. Double click to open a form:

Build Beginning Budget Form:

ELETE - DEPT 0320 (0320) - GENERAL FUNDS (1990) 🔻 Refresh											
A1 \checkmark : $\times \checkmark f_{e}$												
А	В	с	D	E	F	G	н	1	J	К	L	м
	FY 2016-17						FY 201	7-18				FY 2018-19
	Actual	Approved Budget				А	ctual			Forecast (Jan:Jun)	Actual + Forecast	
	YearTotal	YearTotal	July	August	September	October	November	December	YTD (Jul:Dec)	June	YearTotal	BegBalanc
Perm Approp												
Temp Approp -Total Revenue												
-Total Revenue												
Faculty Ladder												
Faculty Temporary												
Academic Apprentice												
Academic Other												
Career Staff												
Non-Career Staff												
-Total Salaries & Wages												
Medical (Health/Dental/Vision)												
UCRS (Employer Contribution)												
All Other Benefits												
CBR												
-Subtotal Benefits												
Fee Remissions												
Fee Remissions Adjustments												
-Total Benefits												
-Total Compensation												
Material and Supplies - General												
Material and Supplies - Scientific												
Communications												
Travel and Entertainment												
Services												
Consultants/Temp. Services												
Information Technology												
Equipment (non computer)												
Operation and Maintenance of Space												
Student Support - Underg & Grad												
Other Expense - Control												
Reserves for Auxiliaries												
Indirect Cost Recovery												
-Total Operating Expenses												
-Total Compensation and Operating												
Recharges												
-Total Expenditures												
-Surplus/(Deficit)												
Carryforward												
Ending Balance												

Note: Historical actual and budget numbers will show on this form – this form is blank for the purpose of not displaying any department's numbers

Budget Seasonality Form (Quarterly or Monthly):

0V 02a. Budget Seasonality Quarterly Form - cbig.ai ELETE - DEPT 0320 (0320) V GENERAL FUNDS (19900															
		1													
• : × √ fx															
A	В	с	D	E	F	G	н	1	J	N	R	v	Z	AA	AB
A		L L	U			FY 2018-19			,	14	K	v	~		Y18 Budget
	¢			BegBalance				To-Be-Spread	YearTotal	+Q1	+Q2	+Q3	+Q4	\$ Variance	% Variance
	Beg Budget	Adjustments	Budget Cuts	Program Chgs	Chanc. Commit.	Range/Merit/Infl.	Total	Budget	Budget	Budget	Budget	Budget	Budget	Proposed Budget	Proposed Budg
Perm Approp		-							-						
Temp Approp															
-Total Revenue															
Faculty Ladder															
Faculty Temporary															
Academic Apprentice															
Academic Other															
Career Staff															
Non-Career Staff															
-Total Salaries & Wages															
Medical (Health/Dental/Vision)															
UCRS (Employer Contribution)															
All Other Benefits															
CBR															
-Subtotal Benefits															
Fee Remissions															
Fee Remissions Adjustments															
-Total Benefits															
-Total Compensation															
Material and Supplies - General															
Material and Supplies - Scientific															
Communications															
Travel and Entertainment															
Services															
Consultants/Temp. Services															
Information Technology															
Equipment (non computer)															
Operation and Maintenance of Space															
Student Support - Underg & Grad															
Other Expense - Control										_					
Reserves for Auxiliaries															
Indirect Cost Recovery															
-Total Operating Expenses															
-Total Compensation and Operating															
Recharges															
-Total Expenditures															
Surplus/(Deficit)															
Carryforward															
Ending Balance															

Note: Historical actual and budget numbers will show on this form – this form is blank for the purpose of not displaying any department's numbers

Use a new sheet to open multiple reports/forms in one Excel workbook.

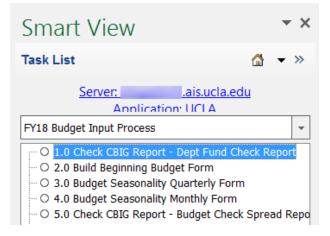
METHOD 2: Reports and Input Forms through the Task List

The Task List is the second method to access reports and input forms. It opens the reports through the web application.

1. Once connected to Oracle Hyperion Planning, Fusion Edition, drill into **cbig.ais.ucla.edu** > **UCLA** > **Task** Lists > FYXX Budget Input Process and double click:

Smart View	•	×
Shared Connections	•	»
Oracle® Hyperion Planning, Fusion Edition 🔻] →	•

2. The Task List steps include the input forms and the approval process. Double-click on a task to begin:



The selected task will open. If the task is to view a report, the C-BIG webpage will appear and you will need to log into the web to view the report.

If the selected task is to enter data in a form, the form will appear in the current Excel sheet.

Selecting your Entity and Fund

There are two drop-down menus on the input forms you have opened in Excel. The left drop-down menu allows you to select your department, and the right drop-down menu allows you to select your fund. After changing your selection, you must click the **Refresh** button to reflect the changes.

To change your department,

1. Select a department from the left drop-down menu and click **Refresh**:

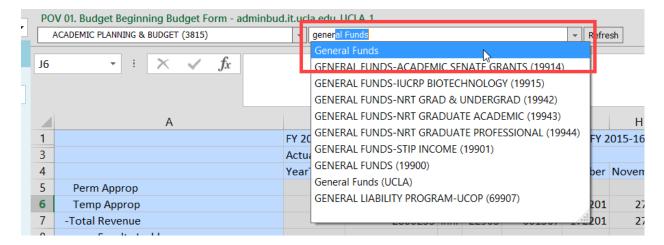
^	Analyz Ad Ho	-	POV	 Cell Actions * Lock Calculate * Data 		st × •through nit Data	I More ▼	 Save Clear Apply * Formatting 	8.8	Approva Copy Ve Workflo	ersion			
	POV	01. Budget l	Beginnin	g Budget Form - a	dminbud	.it.ucla.ed	lu_UCLA_1					_	_	
ب م	AC	ADEMIC PLAN	NING & BU	IDGET (3815)		- G	ENERAL FUND	S (19900)				r Refre	ish	
	J6	•		$\times \checkmark f_x$									-W	
				А		В		С	D	Е	F	G	н	1
	1					FY 2014-	15					FY 2	015-16	
	3					Actual	Approv	ed Budget					Act	ual
	4					YearTota	al YearTo	tal	July	August	September	October	November	Decen
	5	Perm App	orop											

To change your fund,

2. Select a fund from the right drop-down menu and click **Refresh**.

To use the search feature,

- 1. Click in the department or fund drop-down menu.
- 2. Type one or more characters (alphanumeric) of the department or fund name for which you are searching.
- 3. Select from the list that appears and then be sure to click **Refresh**.

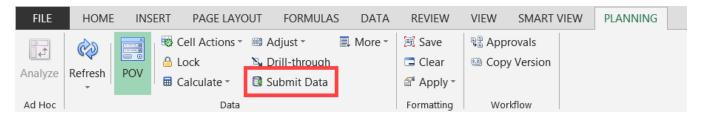


Inputting and Submitting Budget Data

The cells with a grey background color represent read-only cells, while those with a light yellow background color represent input cells. After inputting data, the cell color will change to dark yellow, indicating that data has been changed but not yet submitted/saved to the database.

To submit/save your changes,

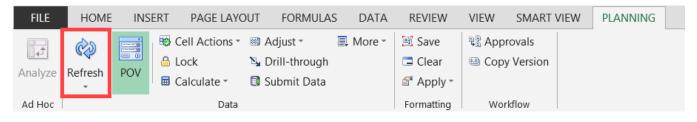
1. Click on **Submit Data** from the Planning ribbon:



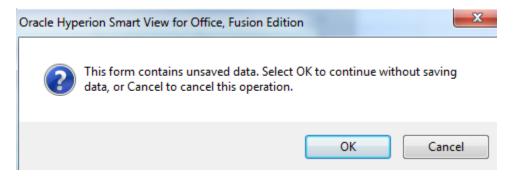
2. If you get an error or the data will not submit (data disappears), please click **Refresh** and try again. If you are still having problems submitting data, please reach out to Cathy Son (<u>cson@ponet.ucla.edu</u>).

If, instead of saving your data, you would like to delete your unsaved changes:

3. Click on **Refresh** from the Planning ribbon:



4. At the following prompt, click on the **OK** button to confirm the Refresh command:



Adding Cell Comments

To add Cell Comments,

- 1. Select a single cell or a range of contiguous cells.
- 2. Click on **Cell Actions > Comments** from the Planning ribbon:

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FILE	HOME	. INS	SERT	PAGE LAYC	UT FOF	RMULAS	5
	È	×	10 C	Cell Actions •	🕮 Adjust	r	I. N
Analyze	Refresh	POV	=	Comm <u>e</u> nts	\searrow	rough	
	-			Supporting [Details	. Data	
Ad Hoc				Attachment			
POV 01.	Budget B	eginnin		-		.ucla.ed	du_UC
ACAD	EMIC PLANN	IING & BU		<u>H</u> istory	1		eral F

3. Once the Comments window appears, click the + icon:

		Comments	_ 🗆 🗙
Entity:	Fund: GENER	AL FUNDS (19900), Scenario: Current	
	Approp, FY 2017-18, Working, E		ant
User	Date Entered	Comments	
			~
Hide Intersed	ction Apply to all	selected cells	Close

4. Enter comments (up to 2000 characters per each cell), then click Save then Close.

		Comment	S	_ 🗆 🗙							
Entity:, Fund: GENERAL FUNDS (19900), Scenario: Current											
M5 - Perm /	Approp, FY 2017-18, Working, I	Beg Budget, BegE 🗸	· ×								
			Comple comment								
User	Date Entered	Comments	Sample comment	^							
				~							
Hide Intersed			L								
nue mierset	Apply to all	selected cells		Close							

5. The cell will have a blue border, indicating that cell comments are present.

L	Μ	
	FY 2017-18	
	Beg Budget	
YTD (Jul:Feb)	BegBalance	
7120577	0	
1419165	0	
8539742	0	
2401402	0	
156018	0	
203538	0	
582611	0	
228194	0	

Adding Supporting Details

Supporting details are used to provide more detail behind a number. To add Supporting Details,

- 1. Select a single cell or a row of contiguous cells.
- 2. Click on **Cell Actions > Supporting Details** from the Planning ribbon:

FILE	HOME	INS	ERT	PAGE LAYO	UT F	ORMULAS	DATA	REVIEW	VIEW	SMART	VIE
	¢	× 	1	Cell Actions •	🕮 Adju	ist *	具 More 👻	🗒 Save	😫 App		
Analyze	Refresh	POV	=	Comm <u>e</u> nts		irough		🚍 Clear	📟 Cop	y Version	
Analyze	*	101	E	Supporting D	Details	: Data		🚰 Apply -			
Ad Hoc				Attachment				Formatting	Wo	rkflow	
POV 02b. Budget Seasona							Ia.edu_UCL ERAL FUNDS	-			
DS		;	*	. f.	0						

3. Select the Add Child button.

	Supporting Details $-\Box$ ×
•	Fund: GENERAL FUNDS (19900) Scenario: Current
Object : Perm Approp	
	+ Add Child + Add Sibling X Delete X Delete All
	☆ Move Up ↔ Move Down ✓ Duplicate Row 12b Fill

4. Type a description over the default "Untitled", select an operator, and enter an amount.

Ħ	🗉 Expand 🖻 Collapse 🕇 Add Child 💠 Add Sibling 🗙 Delete 🗡 Delete All											
\Diamond	⇔ Promote 🗢 Demote 🍄 Move Up 🕂 Move Down 🖋 Duplicate Row 12Þ Fill											
Ē	🖹 Copy 💼 Paste											
			Workin	g/FY 2017-18/BegBalance/Beg Budget	Working/FY 2017-18/BegBalance/Adju							
⊳	LineItem1	+	5000									
	L	Total:	5000									

5. To add line items, select the **Add Sibling** button.

€	Expand □ Co	llapse	🕈 Add Child 🔮 Add Sibling 🗙 Dele	ete 🗙 Delete All								
⇔ Promote 🗢 Demote & Move Up 🕹 Move Down 🖋 Duplicate Row 12⊵ Fill												
B <u>)</u> (Copy 💼 Paste	2										
			Working/FY 2017-18/BegBalance/Beg Budget	Working/FY 2017-18/BegBalance/Adju								
	LineItem1	+	5000									
\triangleright	LineItem2	+	10500									
	L	Total:	15500									
	¢	 Promote ⇒ D Copy ■ Paste Copy ■ Paste Copy ■ LineItem1 HLineItem2 	 Promote ⇒ Demote Copy ■ Paste FLineItem1 + LineItem2 + 	Copy Paste Working/FY 2017-18/BegBalance/Beg Budget -LineItem1 + 5000 LineItem2 + 10500								

6. Type in a description, an operator, an amount for the additional rows and click on the **Submit** button when done.

The total amount will display on your form, and the cell background color will appear in aqua blue, indicating that there are Supporting Details.

	BegBalance										
	Beg Budget	Adjustments	Budget Cuts	Program Chgs	Chanc.						
Perm Approp	15500	0	0	0							
Temp Approp	0	0	0	0							
-Total Revenue	15500	0	0	0							
Faculty Ladder	0	0	0	0							
Faculty Temporary	0	0	0	0							
Academic Apprentice	0	0	0	0							

To delete Supporting Details, simply go to **Cell Actions** > **Supporting Details** > **Delete or Delete All**.

Adjust

One cell or a range of cells can be adjusted by value or fixed percentage. To use the adjust function, highlight the cells you would like to change in a form, and in the Planning tab of Excel, go to **Adjust** > **Adjust**.



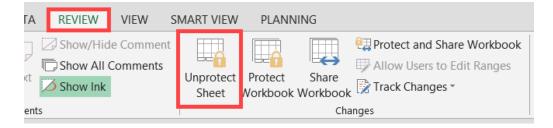
Select an adjustment option, enter the value or percentage, and then click Adjust Data.

Adjust Data ×
Select cell(s) and use any of the following methods to change the values in the cells
lacet Add fixed value to selected cell(s)
Subtract fixed value from selected cell(s)
O Multiply selected cell(s) by a fixed value
\bigcirc Divide selected cell(s) by a fixed value
\bigcirc Increase selected cell(s) by fixed percentage
\bigcirc Decrease selected cell(s) by fixed percentage
Adjust Data Cancel

Copying and Pasting

To copy and paste data from other Excel sheets, use Excel features (e.g. Ctrl c/x/v, dragging cell content, etc.).

If the cells that you are copying are protected, you may be prompted to first unprotect the sheet. Click the **Review tab** > **Unprotect Sheet** before copying.



Applying Excel Formulas

The ability to apply Excel formulas to manipulate and analyze data is available. When applying Excel formulas, keep the following in mind:

- You can create formulas inside or outside the data form's grid
- You cannot create formulas on read-only cells or on cells that have Supporting Details
- Formulas are preserved upon saving or refreshing your data
- You must save workbook as an Excel file
- A separate sheet must exist for each department and fund combination containing formulas

Running Calculations

Calculations, or business rules, are available for the forms in Smart View. There are *three rules* available from the **Beginning Budget Form** and **Budget Seasonality Form.**

To access the business rules,

1. Right-click on a row within the form and select a calculation from the **Smart View** menu. This can also be accessed by selecting **Calculate** > **Rules on Form** from the Planning ribbon.

Beginning Budget Form:

The business rules for the Build Beginning Budget Form will populate Salaries and Operational Expense rows on the form. Users may right-click ANY of the rows (e.g. Faculty Ladder) and select a calculation to run for all the Salaries and Operational Expense rows:

6	Temp Approp			15	6881	150634	10347	10571
7	-Total Revenue			51	6759	531761	391474	10571
8	Faculty Lad	Ж	Cu <u>t</u>					
9	Faculty Ter	Ē	Copy					
10	Academic		Paste Options:					
11	Academic ((⁴)					
12	Career Staf		Å		3060	321469	39077	28127
13	Non-Caree		Paste <u>S</u> pecial		1362	15486	-9324	3212
14	-Total Salari	(j)	Smart Lookup		4422	336955	29753	31340
15	Medical (-			7700		4487	4487
16	UCRS (Em		Insert		4631		5942	4303
17	All Other		<u>D</u> elete		4241		-400	1551
18	CBR		Clear Co <u>n</u> tents			118791		
19	-Subtotal B	泪	Quick Analysis		6572	118791	10028	10341
20	Fee Remis		Filter					
21	Fee Remis		_					
22	-Total Benef		Sort	•	6572	118791	10028	10341
23	-Total Compe	t ⊃	Insert Comment		0994	455746	39781	41681
24	Material and	*- *-	Format Cells		3425		-404	438
25	Material and		Pick From Drop-down Li	st	145			
26	Communicat		Define Name		3844	2320	247	247
27	Travel and E	-	_		343			
28	Services	8	Hyperl <u>i</u> nk		4064		319	468
29	Consultants,		<u>S</u> mart View	►	E :	Expand/Collapse		_
30	Information		nology		Ν.	Drill-through		_
31	Equipment (Call	bri - 11 - A A	\$ - 9	-			_
32	Operation a	R	I = 👌 - 🗛 - 🔛	. 0.→ .	E	Option <u>s</u>		_
33	Student Sup			.00 4		Copy FY16-17 Actuals		
34	Other Expen					Copy FY17-18 Approv	ed Budget	
35	Reserves for					Copy FY17-18 Actual+	Forecast	
36	Indirect Cost					Roll-Up Calc (Optiona		1.2
37	-Total Operati	· ·		3				153
38		satio	n and Operating	54	13004	461892	39943	42834
39	Recharges							

Budget Seasonality Form:

Business rules available for the *Budget Seasonality Quarterly/Monthly Form* are run for selected rows. Therefore, it is important that you right-click on the specific row you would like to alter.

To apply the calculation to multiple rows, right-click on the appropriate subtotal/parent row, then select the calculation (e.g. Selecting *Total Salaries & Wages* would apply the calculation to *Faculty Ladder, Faculty Temporary, Academic Apprentice, Academic Other, Career Staff*, and *Non-Career Staff* rows).

PO	V 02a. Budget Seasonality Quarterly	v For	m - cbiga	dmt1.ais.ucl	a.edu UCI	A_1				
		8	Cu <u>t</u>			1990	0)			-
	A17 • i X •		₫ <u>С</u> ору							
A17		Paste Options:								
			ĉ							
	Α		Paste <u>S</u> p	ecial			D	Е	F	
2			Insert							_
3			Delete				В	egBalance		
4						en l	Budget Cu	Program C	Chanc. Co	oi Ra
5	Perm Approp		Clear Co	ntents		0	0	0	C)
6	Temp Approp		Quick An	alysis		0	0	0	C)
7	-Total Revenue		Filter		•	0	0	0	C)
8	Faculty Ladder		S <u>o</u> rt			0	0	0	C)
9	Faculty Temporary	*			,	0	0	0	C	כ
10	Academic Apprentice	D Insert Comment				0	0	0	C	נ
11	Academic Other	****	<u>F</u> ormat C	Cells		0	0	0	C)
12	Career Staff		Pick From	n Drop-dowi	n List	0	0	0	C)
13	Non-Career Staff		_		Listin	0	0	0	C)
14	-Total Salaries & Wages	~	Define N	<u>a</u> me		0	0	0	C)
15	Medical (Health/Denta	ŧ	Hyperlin	k		0	0	0	C)
16	UCRS (Employer Contr		<u>S</u> mart Vi	ew	•	E	Expand/C	ollapse		
17	All Other Benefits			255352	2	Σ,	Drill-throu	Ich		-
18	-Subtotal Benefits	Cali	bri - 11	- A A	\$ - %			ugn		-
19	Fee Remissions	В	$I \equiv \langle$	> - A - 🗏			Option <u>s</u>			
20	-Total Benefits	D	1 = 2		.00 →.0		Even Spre	ad	A	
21	-Total Compensation			10870109	9		Spread us	ing FY15-16	-0	
22	Material and Supplies - Ge				D		Spread using FY16-17 Budget			
23		Material and Supplies - Scientific			D			-	-	
24	Communications				D			alc (Optiona		
25	Travel and Entertainment			(D	0	0	0	C)

The rule will run and your beginning budget will be spread to the quarters/months (depending on what form you are using).

Data Validation

Data validation has been built in to the *Beginning Budget Form* and *Budget Seasonality Quarterly/Monthly Form*. There are two types of data validation: **Deficit Budget Check** and **Spread Check**.

Deficit Budget Check

If you enter a budget that results in a deficit at the *Ending Balance* row, *Total* or *YearTotal* columns, the cell will be highlighted in yellow. You may also notice a *Data Validation Message*, stating, *"Please resolve the deficit budget prior to submitting"* when the cell is highlighted. You must correct the deficit budget; however, the system will not prevent you from submitting deficit budgets for approval.

0	0	0	0	0	0	0	0		0		
21754	22506	32950	10024	11829	0	0	0	99062	0		
1121260	967736	880728	1054926	885076	0	0	0	4909725	10870109		
0	0	0	0	0	0	0	0		0		
1121260	967736	880728	1054926	885076	0	0	0	4909725	10870109		
6134138	-211493	-502354	-946340	-843935	0	0	0	3630017	-10870109		
2413185	0	0	0	0	0	0	0	2413185			
8547324	-211493	-502354	-946340	-843935	0	0	0	6043202	-10870109		
									\geq		
Ì		i		i	: A	i			Please reso	ve the deficit budget prio	r to submitting.

Spread Check

The Budget Seasonality Form will also check for To-Be-Spread amounts for each input row. If the To-Be-Spread amount is greater than 1 or less than -1 on a data input cell, the cell will be highlighted in yellow and a Data Validation message stating, "Please adjust your spread to match the annual budget" will appear. All To-Be-Spread issues **must** be resolved prior to submitting your budget.

			Be	gBalance				To-Be-Spr	YearTotal	+Q1	+Q2	+Q3	+Q4	\$ Vari	
	Beg Budge A	djustme	Budget Cu Pr	ogram C Ch	nanc. Co	Range/Me	Total	Budget	Budget	Budget	Budget	Budget	Budget	Propo	
Perm Approp	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Temp Approp	0	0	0	0	0	0	0	0	0	0	0	0	0)	
-Total Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Faculty Ladder	5380876	0	0	0	0	0	5380876	0	5380876	1508464	1315443	1292369	1264600)	
Faculty Temporary	671768	0	0	0	0	0	671768	0	671768	148166	132153	166590	224859	•	
Academic Apprentice	623000	0	0	0	0	0	623000	0	623000	49733	213011	159840	200416	i	
Academic Other	962000	0	0	0	0	0	962000	0	962000	238389	185597	245397	292617	'	
Career Staff	667543	0	0	0	0	0	667543	0	667543	151182	183815	183477	149069	•	
Non-Career Staff	11400	0	0	0	0	0	11400	0	11400	-192	5820	-1373	7144	l.	
-Total Salaries & Wages	8316587	0	0	0	0	0	8316587	0	8316587	2095743	2035837	2046300	2138706	i	
Medical (Health/Dental/Vision)	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
UCRS (Employer Contribution)	0	0	0	0	0	0	_	0	0	0	0	0	0)	
All Other Benefits	2553522	0	0	0	0	0	2553522	25535f	0	0	0	0	0)	
-Subtotal Benefits	2553522	0	0	0	0	0	2553522	2553592	0	0	0	0	0)	
Fee Remissions	0	0	0	0	0	0	0		and adding			teh the ev	امتيا امتيا)	
-Total Benefits	2553522	0	0	0	0	0	2553522	255		t your spre	pread to match the annual budget				
-Total Compensation	10870109	0	0	0	0	0	10870109	255 en	tered.						
Material and Supplies - General	0	0	0	0	0	0	0	0	0	0	0	0	0		
Material and Supplies - Scientific	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Communications	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Travel and Entertainment	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Services	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Consultants/Temp. Services	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Information Technology	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Equipment (non computer)	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Operation and Maintenance of Space	0	0	0	0	0	0	0	0	0	0	0	0	0		
Student Support - Underg & Grad	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Other Expense - Control	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Reserves for Auxiliaries	0	0	0	0	0	0	0	0	0	0	0	0	0)	
Indirect Cost Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0		
-Total Operating Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0		
-Total Compensation and Operating	10870109	0	0	0	0	0	10870109	2553522	8316587	2095743	2035837	2046300	2138706	i	
Recharges	0	0	0	0	0	0	0	0	0	0	0	0	0		
-Total Expenditures	10870109	0	0	0	0	0	10870109	2553522	8316587	2095743	2035837	2046300	2138706	5	
-Surplus/(Deficit)	******	0	0	0	0	0	-10870109	-2553522	-8316587	-2095743	-2035837	-2046300	-2138706	i	
Carryforward	0	0	0	0	0	0	0	0	0	0	0	0	0		
Ending Balance	*****	0	0	0	0	5	-10870109	-255352	-8316587	-2095743	-2035837	-2046300	-2138706		

Approval Process

The Approval process will NOT take place in C-BIG for the 2018-19 Budget Year (same as 2017-18). C-BIG users will be locked out of the system by the budget submission deadline: Tuesday, February 27, 2018 (end of day).

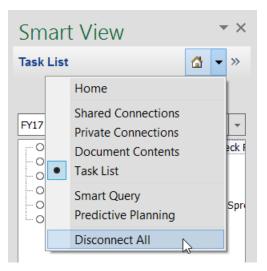
Logging Off Smart View

To log off,

1. From the Smart View Panel, click on the down arrow next to the Home icon.

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2. Select Disconnect All.



3. Close Excel.

Troubleshooting

In the case that an error message appears while inputting budget, or your data cannot be submitted, please ensure that you have installed the latest version of Smart View. The latest version can always be found on the <u>APB C-BIG webpage</u> under the Download Smart View section.

In addition, many errors result from incorrectly installing Smart View. When installing, please remember to right-click the installation file and select "Run as Administrator". Please uninstall a prior version (if found in the Remove Programs section of the Control Panel – sometimes it is not, depending on the version) before installing a new Smart View version.

Do not hesitate to contact the Hyperion Planning Analyst, Cathy Son (<u>cson@ponet.ucla.edu</u>), if assistance is needed.