

UPlan Weekly Digest

Friday, November 6, 2015

Alerts:

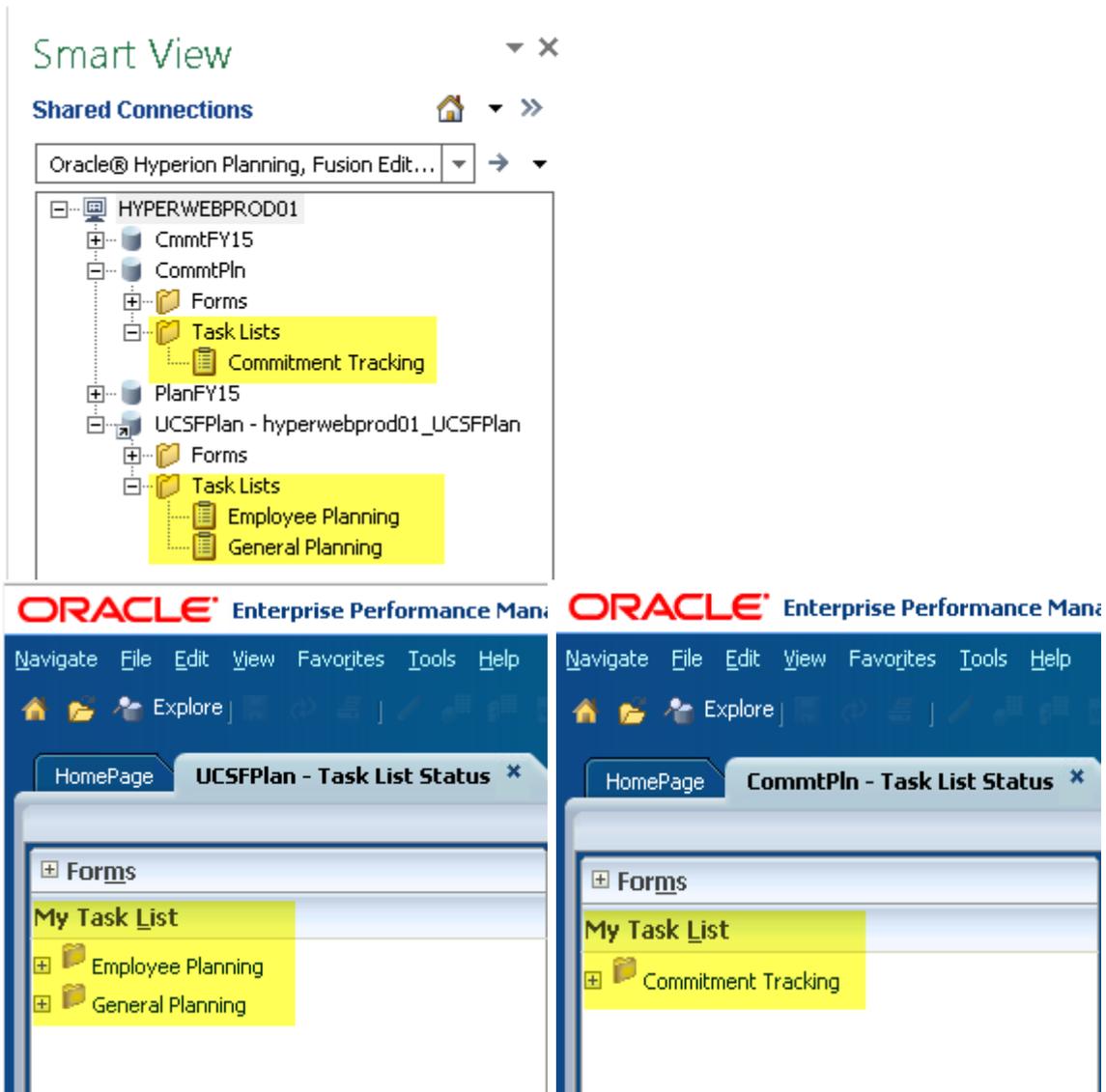
- **Smart View and Financial Reports (FR):** FY16 Plan Final and FY16 Actual Final data were not available this morning. The issue has been resolved and all Smart View and FR reports that contain the above data are now running.
- **Connection/Access Issues:** We were informed yesterday that there is a hard disk failure and perhaps more happening on the one of the UPlan servers (PROD02). We are attempting to move all production activity to the other UPlan server (PROD01) while we investigate the issue. We appreciate your patience during the multiple system outages to address the access errors you may have received this week.

Announcements:

- **Downtime and Monthly Actuals Load on 11/9:** Journal adjustments have been posted to June Final FY15 (Period 12). This requires significant steps to correct the FY15 Net Position – End of Period and FY16 Net Position – Beginning of Period within multiple cubes in UPlan. In order to load October actuals and make the necessary corrections to Net Position, **UPlan will be down starting at 12:00pm on Monday, November 9**. As usual, Actuals will be available the following morning, Tuesday, November 10. An email alert will be sent when the system is taken down and brought back up.

Tips and Tricks:

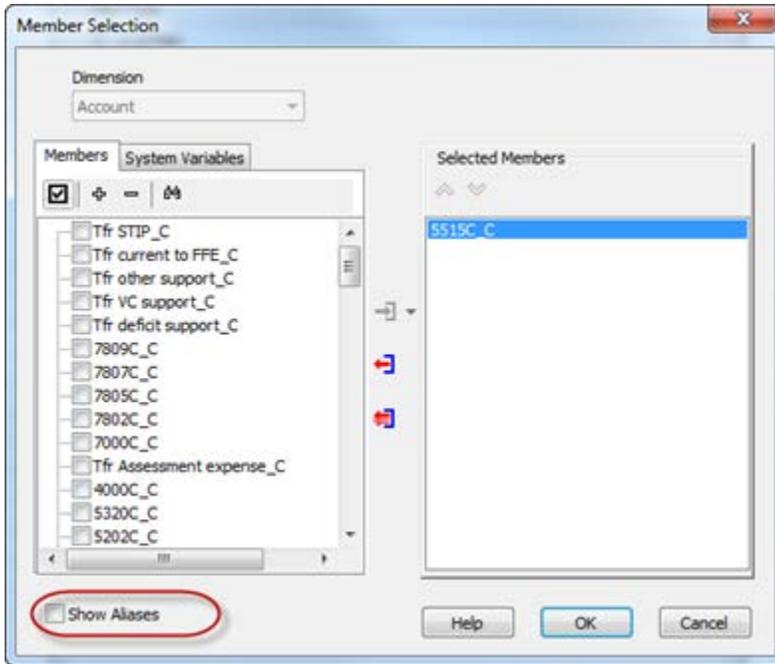
- **Employee Distribution Percent (%) for Closed Months vs Open Months:** Planners may notice that the DFP distribution % for closed months may not match the % for open months in the Forecast. Note that the logic for the percent calculation is different for closed and open months:
 - Closed months - The % is “actualized” and the % calculation is based on the payroll ledger actuals. In particular, the denominator of the calculation is based on the employee’s total payroll actuals, not their salary level.
 - Open months - The % is entered by the planner (or was copied forward from last year’s Plan). Upon save, the % then calculates against the salary level to determine the DFP salary distribution dollars.
- **Task Lists vs Forms folders:** This is a reminder that planners should **always access the planning forms through the Task Lists folder**, not the Forms folder. The Task Lists contains all relevant data entry forms, form reports, and business rules whereas the forms in the Forms folder may not. Therefore, if you enter and save data on a form in the Forms folder, the calculations may not run properly. We are working on a possible solution to hide or restrict access to the Forms folder. For your reference, below are screenshots of the Task Lists in Smart View and the web.



Known Issues:

- Add Account feature in UCSFPlan:** There is sometimes an issue if all of the following is true:
 1. You are using Smart View to Add Account; and
 2. Use Aliases box is checked in the Member Selection options; and
 3. The account includes a comma “,” and/or “&” and the alias is sufficiently long enough that it wraps to two lines on the right side of the member selection box then, you may receive an error saying ‘you do not have sufficient privileges to add the account’. The error stems from Excel reading the comma and/or & as code to split the alias into two lines rather than one.

The **solution is to uncheck the Use Aliases box in the lower left of the member selection box** and add the account. See screenshot below.



- When entering two or more dimensions in the Rows in Smart View Ad hoc analysis:** If two rows have identical dimension combinations right on top of one another, the first one will contain the data and the second row may appear be blank. The **solution is to delete the superfluous second row**. See screenshot below.

412156_Worksheet_plus.xlsx

	A	B	C	D	E	F	G	H	I	J	K
1				YearTotal	2015-16	Actual	Final	TitleCode	Employee	View	
2				Total Revenue							
3	412156: F_FS Facilities Services	Total Funds	Total Projects	14023169.28							
4	412156: F_FS Facilities Services	Total Funds	Total Projects	14023169.28							
5	412159: F_FS CLS FM Janitorial Svc	Total Funds	Total Projects	59.28							
6											
7											
8											
9				YearTotal	2015-16	Actual	Final	TitleCode	Employee	View	
10				Total Revenue							
11	412156: F_FS Facilities Services	Total Funds	Total Projects	14023169.28							
12	412156: F_FS Facilities Services	Total Funds	Total Projects	0							
13											
14											
15											

412156_Worksheet.xlsx

	A	B	C	D	E	F	G	H	I	J	K
1				YearTotal	2015-16	Actual	Final	TitleCode	Employee	View	
2				Total Revenue							
3	412156: F_FS Facilities Services	Total Funds	Total Projects	14023169.28							
4	412156: F_FS Facilities Services	Total Funds	Total Projects	0							
5											
6											
7											

- Automated Employee to General Integration:**
 - The automated “Employee Planning to General Revenue & Expense” portion of internal integration was accidentally turned on and then off last Friday, October 23. As a result of this, the salary and benefits distribution dollars in Employee Planning was pushed to General Planning. **We are asking planners to please check your revenue and expense form for DFP’s with salary and benefits to review the amounts.** Note that the automated Employee to General Integration will be turned back on in the near future and we will send a follow-up email in advance.
 - In the meantime, if you would like to integrate any employee data changes to General Planning, **please manually integrate** changes to employee data by launching “Push Empl Data to General” under My Task List>Employee Planning for your DeptID (can be at parent DeptID level).

- **TBH Distributions for Closed Months:** The distribution percentages and dollar amounts for TBH's do not clear when the Forecast month closes. This has **no impact on forecasts in General Planning**, but results in overstated dollars on Employee Planning reports, (Compensation Detail by DFP and Multi-Empl Distr Pct and \$) and data entry forms. Users should simply ignore the TBH distribution percentage and distribution dollar for closed (actualized) months.
- **Purged and Separated Employees with Actuals:** Of the ~9000 separated and inactive employees purged from UPlan in September, 144 employees had payroll actuals retroactively posted for 2015-16. Although these employees have separated and inactive statuses, we will add them along with the associated actuals back into Employee Planning. All future issues related to purged employees with retroactive payroll actuals will be loaded as needed. We anticipate resolution by the October actuals load.

Bug Fixes and Enhancements:

- **New Employee/Title Code Nightly Load:** In the nightly load for new or existing employees with new title codes, the PPS salary level for base and negotiated salary will now load to the "Initial Base&Neg Salary" instead of "Salary Level Override" field. This helps to:
 - Distinguish the salary level for new employee/title codes from the monthly actualized salary level (aka OLPPS true-up) that loads to "Salary Level Override" during the monthly actuals load.
 - Includes any global assumptions for salary increases that may take effect in the same month.

Thank you,
The UPlan Team