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EFIS 2.0 Child Care Training

User Training for EFIS 2.0 Introduction

EFIS 2.0

- Centralized planning and budgeting application that supports fund and grant management within the Ministry of Education. Application is developed using Oracle Hyperion Planning technology – commonly referred to as "Planning".
- Web based application for data entry, grant calculation, reporting and workflow management.
- Integrated into Microsoft Office suite of products with emphasis on integration with Excel.

Training Overview

Training Modules

1. Basic Planning through Workspace
2. Basic Planning through Smart View
3. Advanced Planning through Smart View
4. Data Validation
5. Versioning
6. Sign-off and Approvals

Training Overview

Components of training modules:

A. Module Overview
B. Follow-me: Hands-on exercise presentation
C. User Hands-on Exercise

Task List

- EFIS 1.0 – All-in-one forms (i.e. input, result and explanation of calculation all on one form)
- EFIS 2.0 – Input, result and explanation of calculation are separated and organized in a task list.

Historical Data

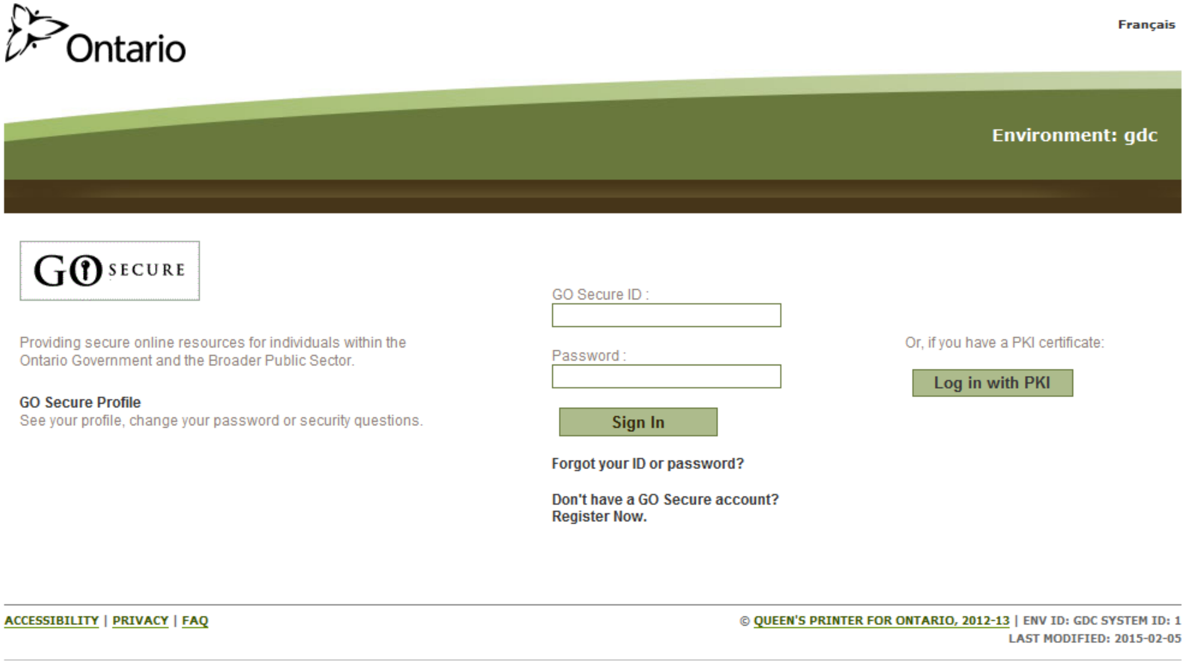
- EFIS 1.0 will not be available from **March 31, 2015** for Child Care or Family Service Programs
- EFIS 2.0 will contain 2014 Financial Statements and 2015 Estimates and all subsequent cycles
- Recipients are encouraged to print PDF of submissions from EFIS 1.0 if they want to keep a record
- FA will provide printed PDF versions of any prior Financial Statements FA submission relating to cycles prior to 2014 if adjustments are made in or after **March 31, 2015.**

Module 1
Basic Planning

Basic Planning through Workspace Module

The Planning through Workspace module overview will focus on the following major user elements:

- Login
- Task Lists
- Input and Results
- Report



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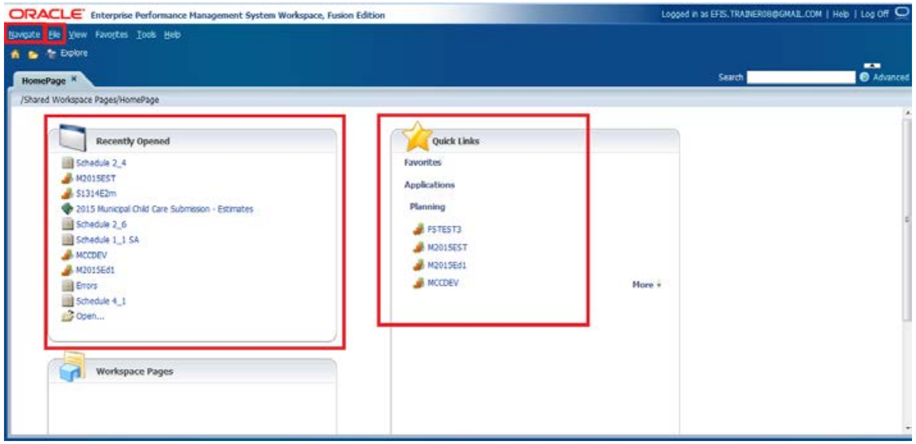
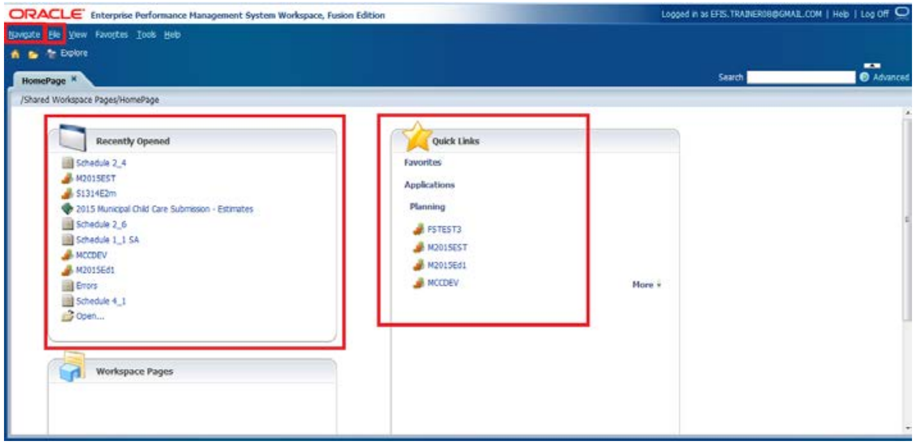
Planning through Workspace Login

- Log into workspace through the URL
  - **Workspace URL** – See Appendix A
- After logging in, you can open the application through four different methods:
  - Navigate -> Application -> Planning -> **Application name**
  - File -> Open -> Applications - > Planning -> **Application name**
  - Recently opened
  - Quick links



Planning through Workspace Login

- In EFIS 2.0 the Child Care submission and the Family Support Programs submission will be 2 separate applications
  - To Access the Child Care Application
    - Navigate -> Application -> Planning -> **TRAINMCC**
  - To Access the Family Support Programs Application
    - Navigate -> Application -> Planning -> **P1415FIS**

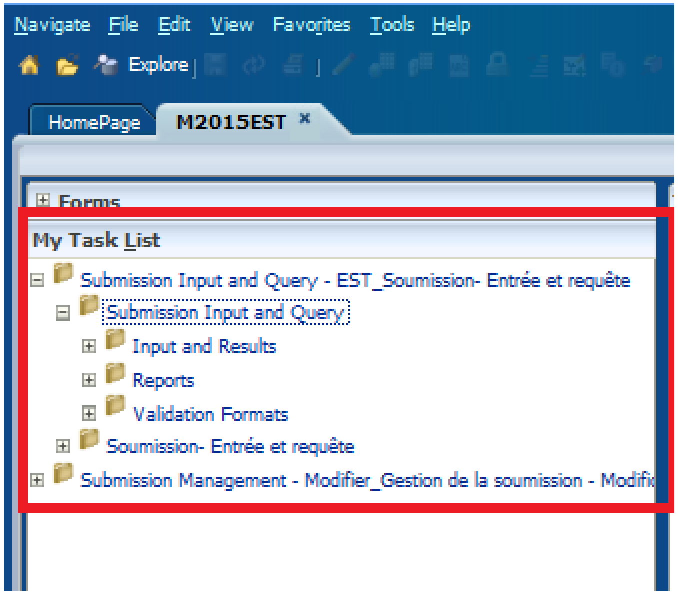


Planning through Workspace My Task List

- Task Lists are used to organize user input, calculation and review process

- Web forms are used for data entry and data review

- Financial Reports are used for standard reporting



Child Care Task List

My Task List

- Submission Input and Query - EST_Soumission- Entrée et requête
  - Submission Input and Query
    - Input and Results
      - Schedule 1.1 - Contractual Service Targets
      - Schedule 1.2 - Other Service Targets
      - Schedule 2.1 - Staffing (Direct Delivery of Services)
      - Schedule 2.2 - Staffing (Child Care Administration)
      - Schedule 2.3 - Adjusted Gross Expenditures
      - Schedule 2.4 - Projected Expenditures
      - Schedule 2.6 - Miscellaneous
      - Schedule 2.7 - TWOMO Expenditures (only relevant for DSSABs)
      - Schedule 3.0 - Allocations for Operating and Other Purposes
      - Schedule 3.1 - Entitlement
      - Schedule 4.0 - Mitigation Funding
      - Schedule 4.1 - Capital Carry Forward
      - Schedule 4.2 - Per Diem Rates
      - Data Analysis and Review
      - Guideline Adherence Confirmation
      - Errors and Warnings
    - Reports
    - Validation Formats
  - Soumission- Entrée et requête
- Submission Management - Modifier_Gestion de la soumission - Modificateur

Family Support Programs Task List

My Task List

- Submission Input and Query_Soumission Entrée et requête
  - Submission Input and Query
    - Input and Results
      - Data Elements
      - Operational Support – Program Staff
      - Administration - Program Staff
      - Expenditures
      - Entitlement
      - Errors and Warnings
      - Program Locations
    - Reports
    - Validation Formats
  - Soumission Entrée et requête
- Submission Management - Modifier_Gestion de la soumission - Modificat
  - Submission Management
    - Version Description and Summary
    - Flag Submission for Approval
    - Validate and Promote for Approval
  - Gestion de la soumission
- Submission Management - Approver_Gestion de la soumission - Approb

Planning through Workspace Input

- In order to input data, click on an input cell and use the keyboard to input the data
- To navigate between cells, in addition to mouse navigation, the keyboard can be utilized:
  - Tab – move selected cell to next cell in horizontal order
  - Shift + Tab – move selected cell backwards, in horizontal order
  - Enter – move to the next cell

Task List Status

Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 | Task Instructions

⊟ Schedule 2.4 - Projected Expenditures

Period: YearTotal1 | Year: 2015

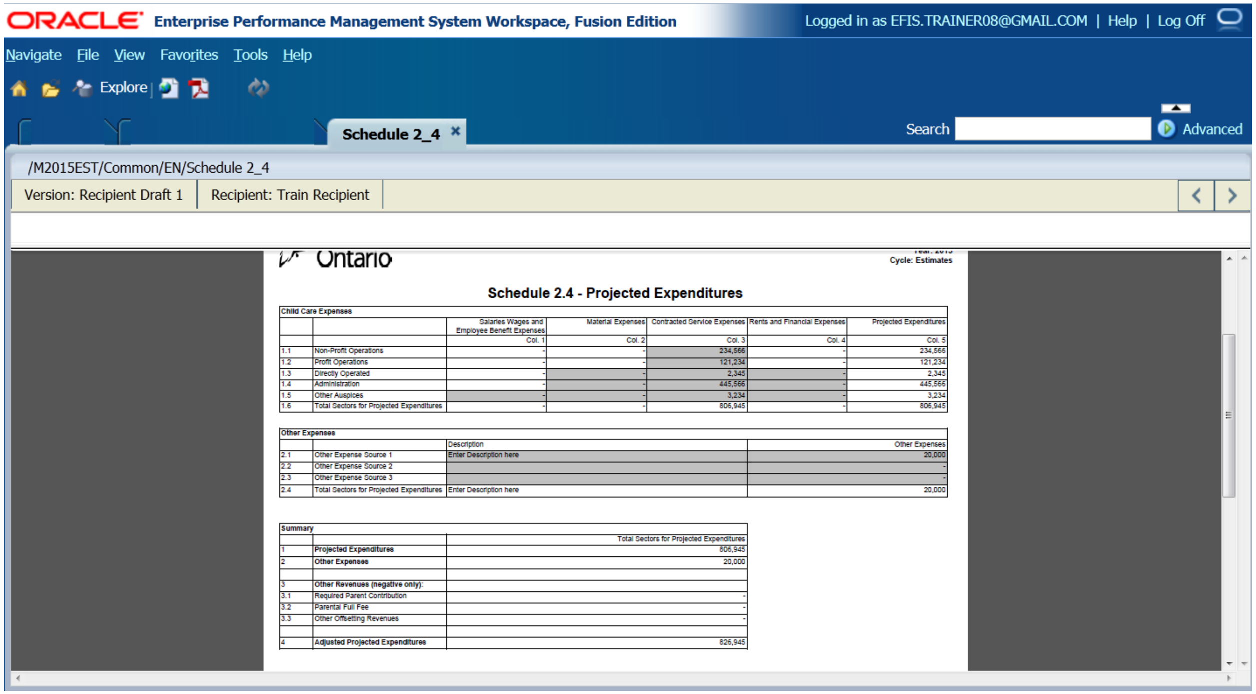
Train Recipient | Recipient Draft 1

Child Care Expenses | Other Expenses | Summary

		Estimates				
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	⊟ Projected Expenditures
Non-Profit Operations	Non-Administration			234,566		234,566
Profit Operations	Non-Administration			121,234		121,234
Directly Operated	Non-Administration			2,345		2,345
Other Auspices	Administration			445,566		445,566
	Non-Administration			3,234		3,234
Auspice Consolidated	Total Sectors for Projected Expenditures			806,945		806,945

Planning through Workspace Report

- By **selecting** *Reports -> Schedule 2.4 – Projected Expenditures* from the Task List you will see a PDF version of a report generated from the results, driven by your Input. The report will open in its own tab.



Schedule 2.4 - Projected Expenditures

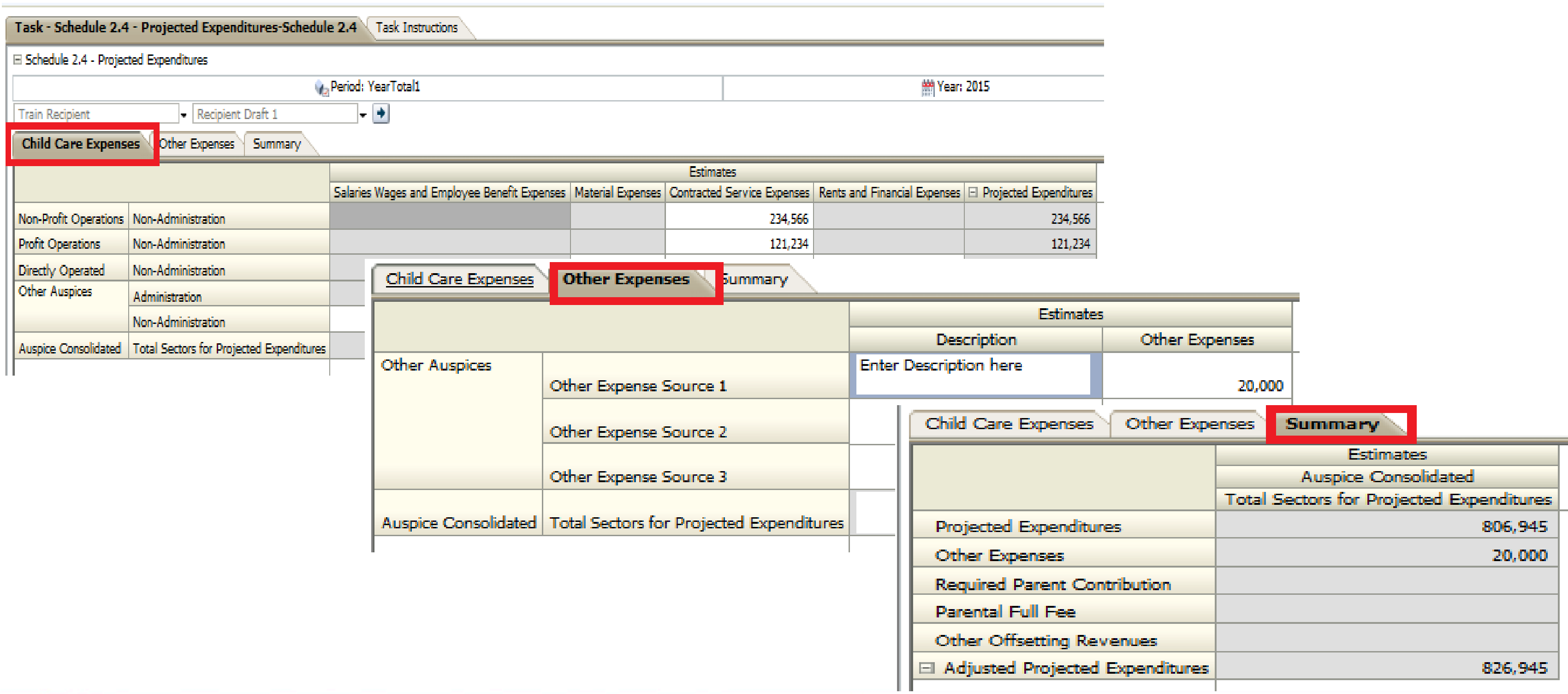
Child Care Expenses						
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1.1	Non-Profit Operations	-	-	234,566	-	234,566
1.2	Profit Operations	-	-	121,234	-	121,234
1.3	Directly Operated	-	-	2,345	-	2,345
1.4	Administration	-	-	445,566	-	445,566
1.5	Other Auspices	-	-	3,234	-	3,234
1.6	Total Sectors for Projected Expenditures	-	-	806,945	-	806,945

Other Expenses			
		Description	Other Expenses
2.1	Other Expense Source 1	Enter Description here	20,000
2.2	Other Expense Source 2		-
2.3	Other Expense Source 3		-
2.4	Total Sectors for Projected Expenditures	Enter Description here	20,000

Summary		
		Total Sectors for Projected Expenditures
1	**Projected Expenditures**	806,945
2	**Other Expenses**	20,000
3	**Other Revenues (negative only):**	
3.1	Required Parent Contribution	-
3.2	Parental Full Fee	-
3.3	Other Offsetting Revenues	-
4	**Adjusted Projected Expenditures**	826,945

Planning through Workspace Results

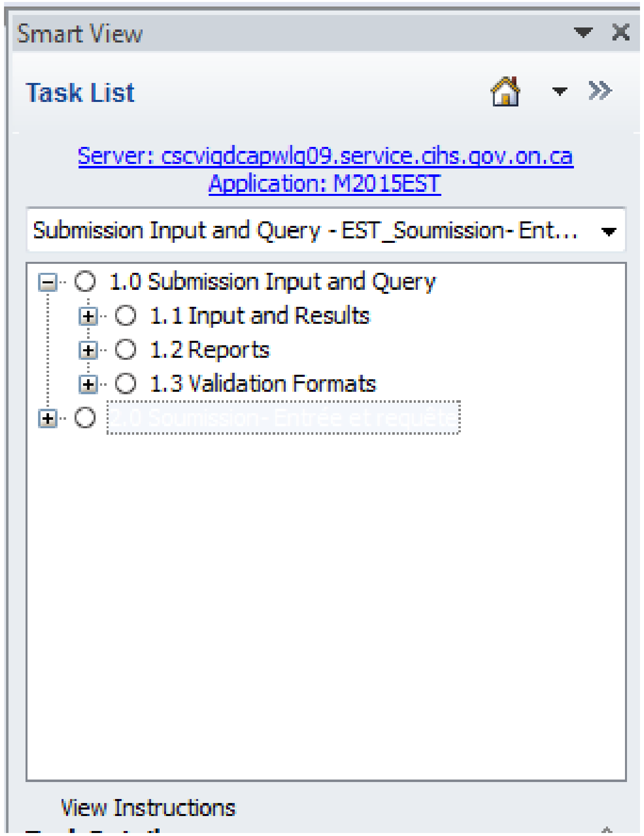
- By **selecting** *Input and Results - Schedule 2.4 – Projected Expenditures*, you will be able to review the results generated by the calculation, driven by your Input values. If you wish to make any changes or alterations to the Results, navigate back to the Input Forms



Module 2
Basic Planning Through Smart View

Basic Planning through Smart View

- Hyperion Planning is integrated with Microsoft Excel through Smart View
- Performs same tasks as Hyperion Planning. Users can view planning data forms within Excel with the same functionality
- An alternative ‘window’ on the data - more intuitive for those familiar with Excel
- **Main tasks:** Input data, review results



Basic Planning through Smart View

- **Main tasks:** Input data, review results
- In the exercise, we will demonstrate:
  - Connecting to Hyperion Planning
  - Opening forms from task lists
  - Entering data into the input form
  - Calculating values after data submission
  - Reviewing data

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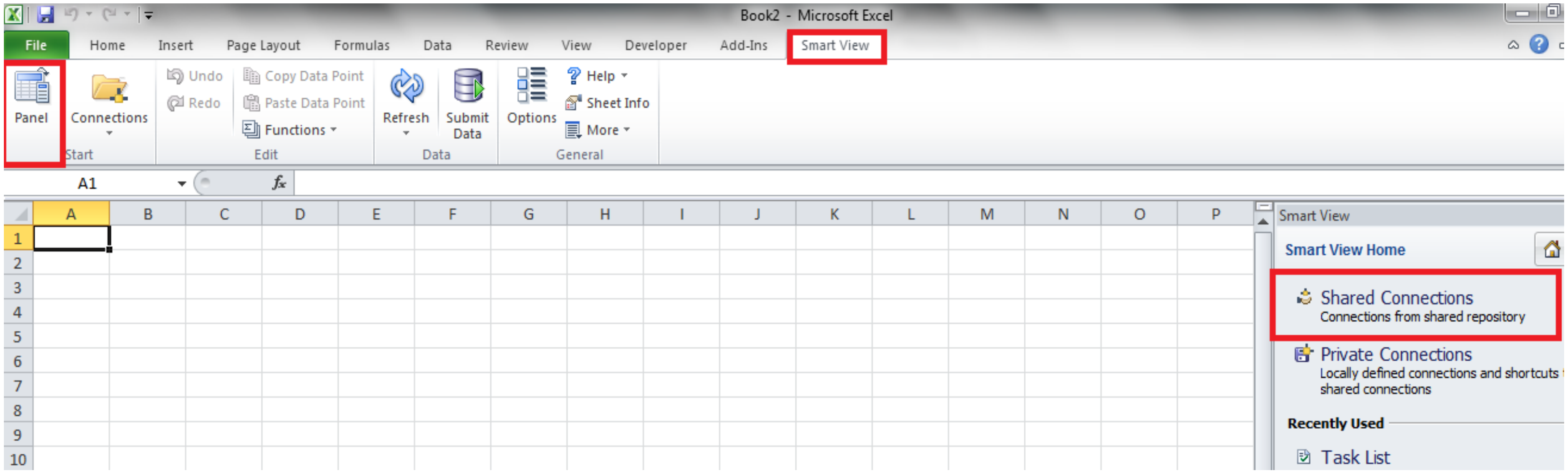
Planning through Smart View Connection

- Open Microsoft Excel
- Under the Smart View tab, **click** *Panel* and go to *Shared Connections*
- Connect to Oracle Hyperion Planning



Planning through Smart View Input

- Open an application and task list
- Open input form by double-clicking
- Choose POV and refresh
- White / Yellow coloured cells: Input cells
- Grey cells: read-only cells
- Enter data and submit data (Calculate values)

		Salaries Wages and Employee Benefit Expenses	Material Expenses	C
Non-Profit Operations	Non-Administration			
Profit Operations	Non-Administration			
Directly Operated	Non-Administration		1000	
Other Auspices	Administration		2000	
	Non-Administration		3000	
Auspice Consolidated	Total Sectors for Projected Expenditures		6000	

Planning through Smart View Results

- Open form to review and verify all data has been saved and calculated correctly

Train Recipient | Recipient Draft 1 | YearTotal1 | 2015 | Refresh

D11

	B	C	D	E	F	G
1		Estimates				
2		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	-Projected Expenditures
3	Non-Administration			400000		400000
4	Non-Administration			121234		121234
5	Non-Administration		1000	2345		3345
6	Administration		2000	445566		447566
7	Non-Administration		3000	3234		6234
8	Total Sectors for Projected Expenditures		6000	972379		978379

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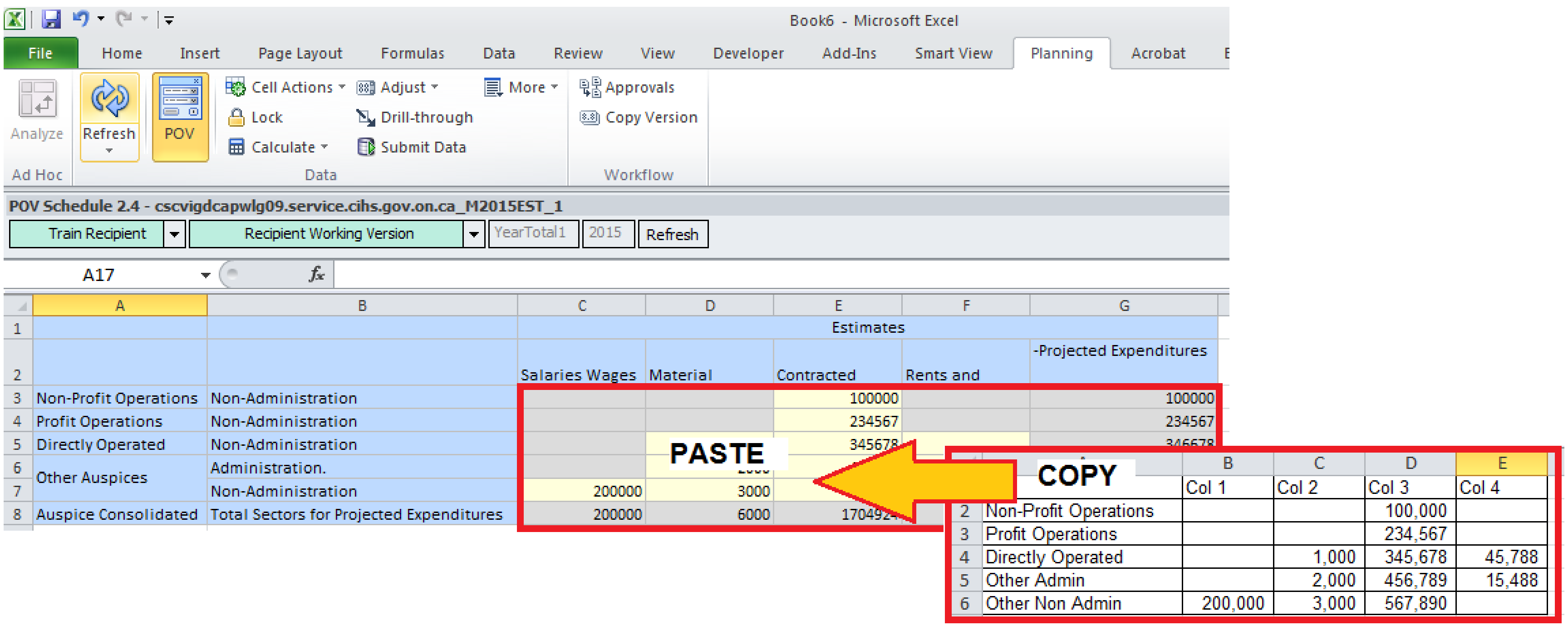
Module 3
Advanced Smart View

Advanced Smart View

- As mentioned before, Smart View allows for all the same functionality as Workspace through Excel
- Advantage of using Smart View comes when inputting data and using the existing functionality available in Excel

Advanced Smart View

- Highlight of advantages
  - Copy / Paste



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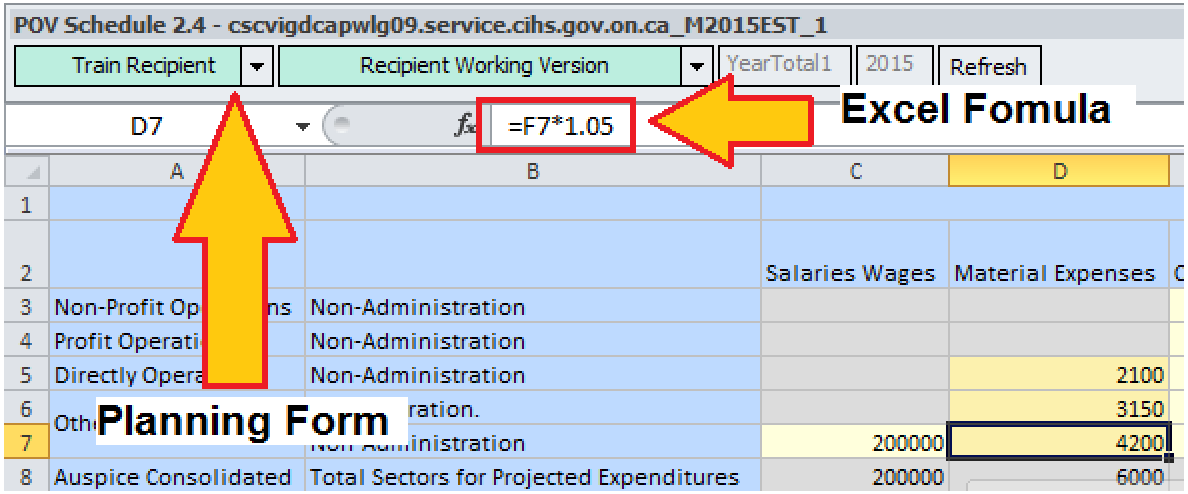
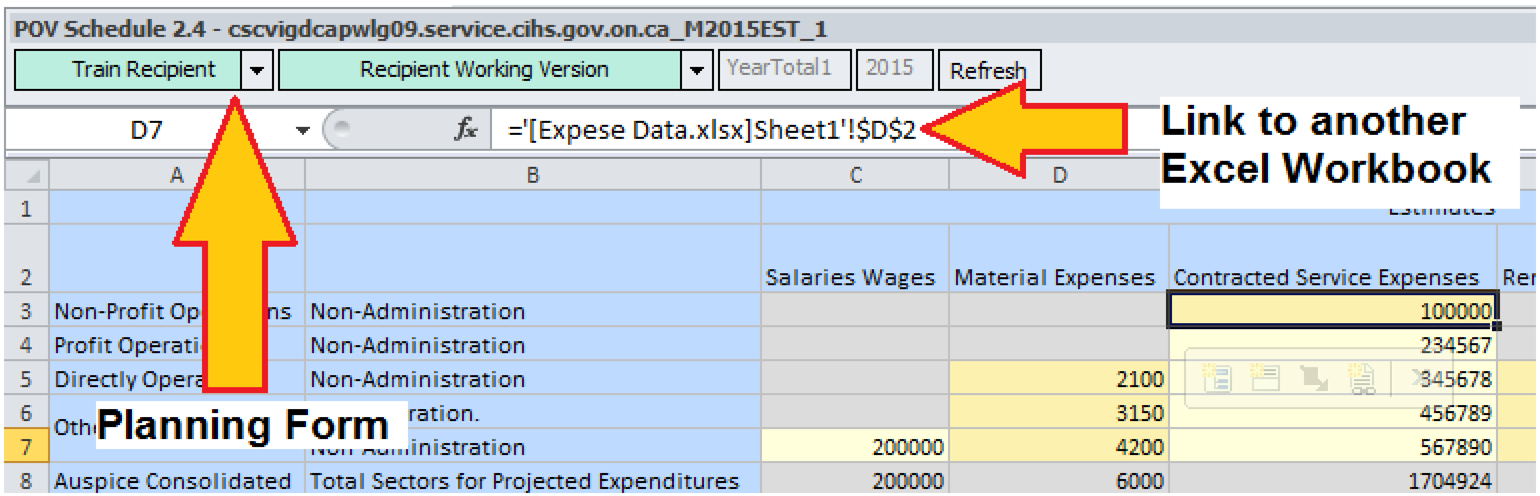
Advanced Smart View

- Highlight of advantages
  - Formulas



Advanced Smart View

- Highlight of advantages
  - Linking data



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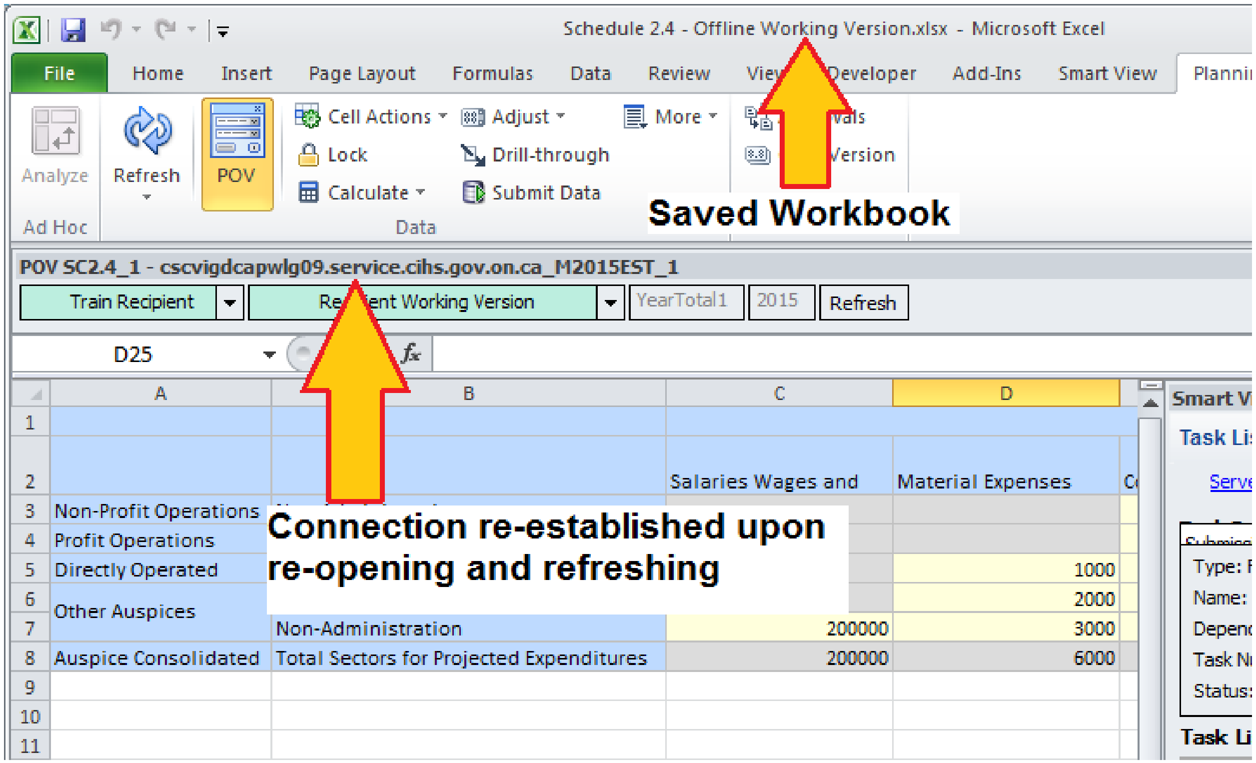
Advanced Smart View

- Highlight of advantages
  - Saving forms and submitting at a later point



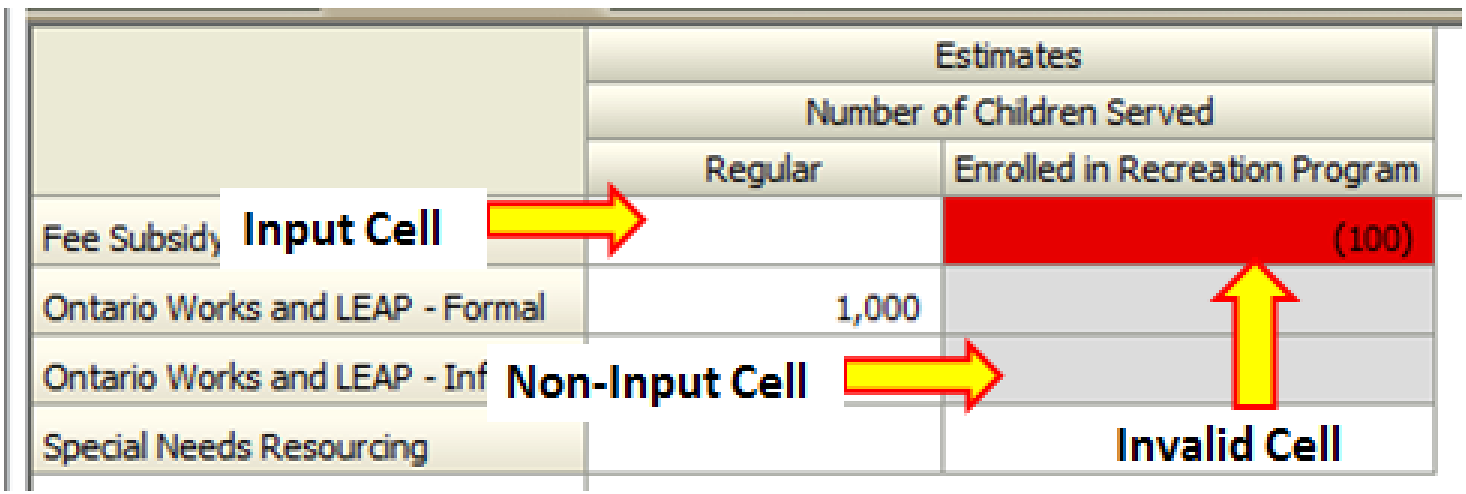
Module 4
Data Entry Validation

Data Entry Validation

- All input cells have conditions which need to be met when entering data
- EFIS 2.0 implements logic similar to EFIS 1.0 to ensure that data is entered correctly
- Every input cell is validated
- All forms are part of overall submission validation process which ensures that all data is entered correctly before allowing a submission to be promoted

Data Entry Validation

- Cell colouring
  - White: Input cell
  - Grey: Non-input cell
  - Red: Invalid cell



Data Entry Validation

- Each input cell is defined using Validation Format forms
- Cell definitions dictate conditions
  - Positive / Negative / Both
  - Number of decimals
  - No Input Allowed
- Definitions are set up by Administrators at the beginning of the cycle and are global for all Recipients and Scenarios
- Difference from EFIS 1.0
  - In EFIS 2.0 all validation happens after the form is saved and reloaded
  - In EFIS 1.0 data validation occurs at data input and then again at save
  - Therefore some grey cells allow for data to be input if the user double clicks, but will be invalid after save

Module 5
Version Management

Version Management

Version management allows for Recipient users to manage the versions or submissions that they are working on.

Recipient Versions			
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to	Versions Recipient User can write to
V10D01	Recipient Draft 1	Draft versions are also versions that the user can manipulate data in. They are used during the submission process to manage data changes and keep back-ups when needed. However, if a draft version is the final version that the user wishes to submit, they must copy the data into Recipient Working Version.	
V10D02	Recipient Draft 2		
V10D03	Recipient Draft 3		
V10D04	Recipient Draft 4		
V10D05	Recipient Draft 5		
V10D06	Recipient Draft 6		
V10FOV	Recipient FA Viewable Version	Version for review by FA. The FA does not have access to view Recipient Working Version. If a Recipient User needs the FA to review the data in that version for any reason, they would copy the data into "FA Viewable Version". This allows for the FA to review and give feedback to the Recipient User.	
V10D07	Blank Template For Reset	Used as a blank draft that can be used to clear or reset data in a version.	Versions Recipient User can read from
V10ERO	Recipient Error Override Version	Used at the point where Approver submits data that has errors but is tagged as "Error Override".	
V10	Recipient Active Version	The final version which is submitted to the Ministry. Once the Recipient User promotes the Recipient Working Version, an approver is responsible for approving the data and promoting it to the Recipient Active Version.	
V10I01	Recipient Inactive Version 1	Versions used as a historical / audit record of previously active versions.	
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3		
V10I04	Recipient Inactive Version 4		
V10I05	Recipient Inactive Version 5		
V10I06	Recipient Inactive Version 6		
V10I07	Recipient Inactive Version 7		
V10I08	Recipient Inactive Version 8		
V10I09	Recipient Inactive Version 9		
FA Versions			
V20	FA Active Version	The final version which is submitted by the Ministry for payout purposes.	

The tools provided give the user the ability to move data between versions (such as the working version and the drafts) and subsequently to promote the version for review as needed (using the workflow / Approvals Management process).

Module Overview:

- Versions overview
- Copy data between versions
- Copy data to FA Viewable

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Version Management Recipient User: Write

The user is able to write to all the versions below. However, only the data in Recipient Working Version is moved during the promotion process.

Recipient Versions			
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. **** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to*	Versions Recipient User can write to
V10D01	Recipient Draft 1	Draft versions are also versions that the user can manipulate data in. They are used during the submission process to manage data changes and keep back-ups when needed. However, if a draft version is the final version that the user wishes to submit, they must copy the data into Recipient Working Version.	
V10D02	Recipient Draft 2		
V10D03	Recipient Draft 3		
V10D04	Recipient Draft 4		
V10D05	Recipient Draft 5		
V10D06	Recipient Draft 6		
V10FOV	Recipient FA Viewable Version	Version for review by FA. The FA does not have access to view Recipient Working Version. If a Recipient User needs the FA to review the data in that version for any reason, they would copy the data into "FA Viewable Version". This allows for the FA to review and give feedback to the Recipient User.	

Version Management Recipient User: Read-Only

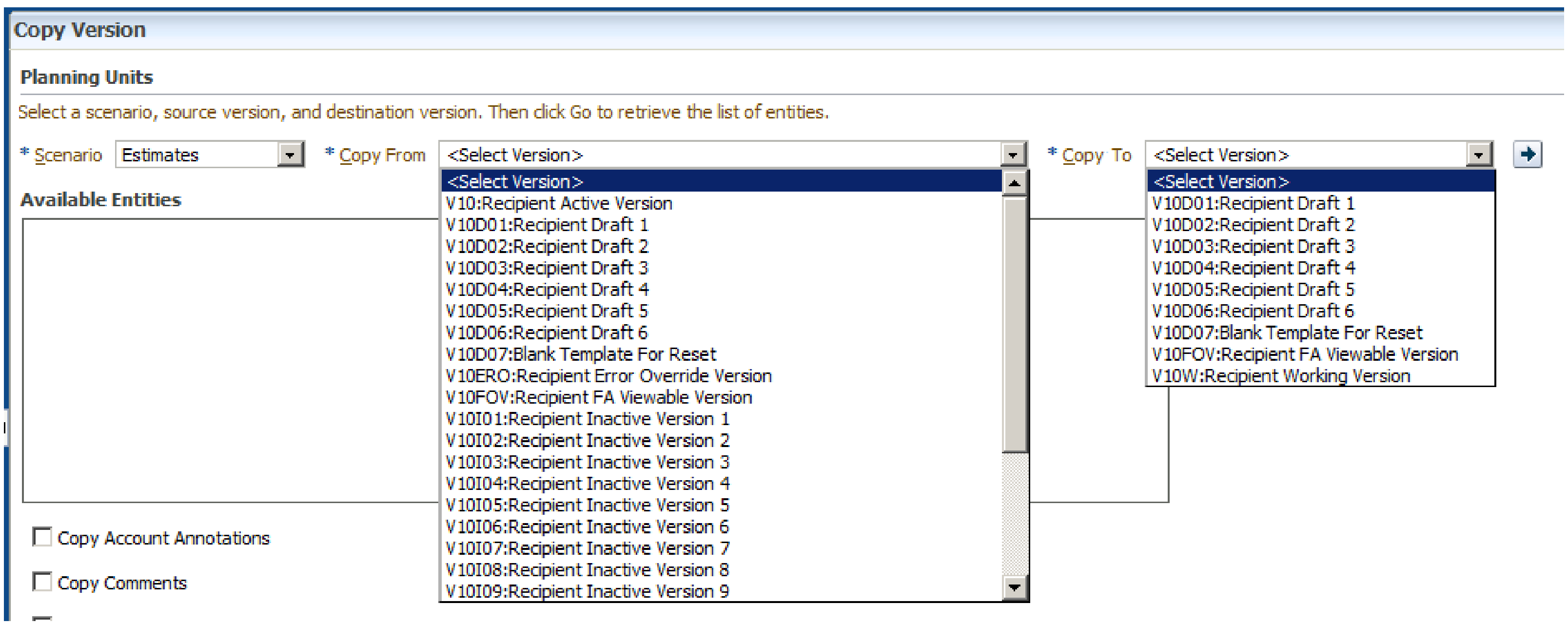
- The Versions below are all Read-only for Recipient Users

V10D07	Blank Template For Reset	Used as a blank draft that can be used to clear or reset data in a version.	Versions Recipient User can read from
V10ERO	Recipient Error Override Version	Used at the point where Approver submits data that has errors but is tagged as "Error Override".	
V10	Recipient Active Version	The final version which is submitted to the Ministry. Once the Recipient User promotes the Recipient Working Version, an approver is responsible for approving the data and promoting it to the Recipient Active Version.	
V10I01	Recipient Inactive Version 1	Versions used as a historical / audit record of previously active versions.	
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3		
V10I04	Recipient Inactive Version 4		
V10I05	Recipient Inactive Version 5		
V10I06	Recipient Inactive Version 6		
V10I07	Recipient Inactive Version 7		
V10I08	Recipient Inactive Version 8		
V10I09	Recipient Inactive Version 9		
FA Versions			
V20	FA Active Version	The final version which is submitted by the Ministry for payout purposes.	

Version Management
Copy Between Versions

The data can be moved around from one version to another as needed For example:

Back-up: When needing to “back up” a version, they can copy it to a draft.
Draft to Recipient Working: When the user is ready copy a draft into the recipient working version for promotion
FA Viewable: When the user needs to push data into the FA Viewable version for FA review process



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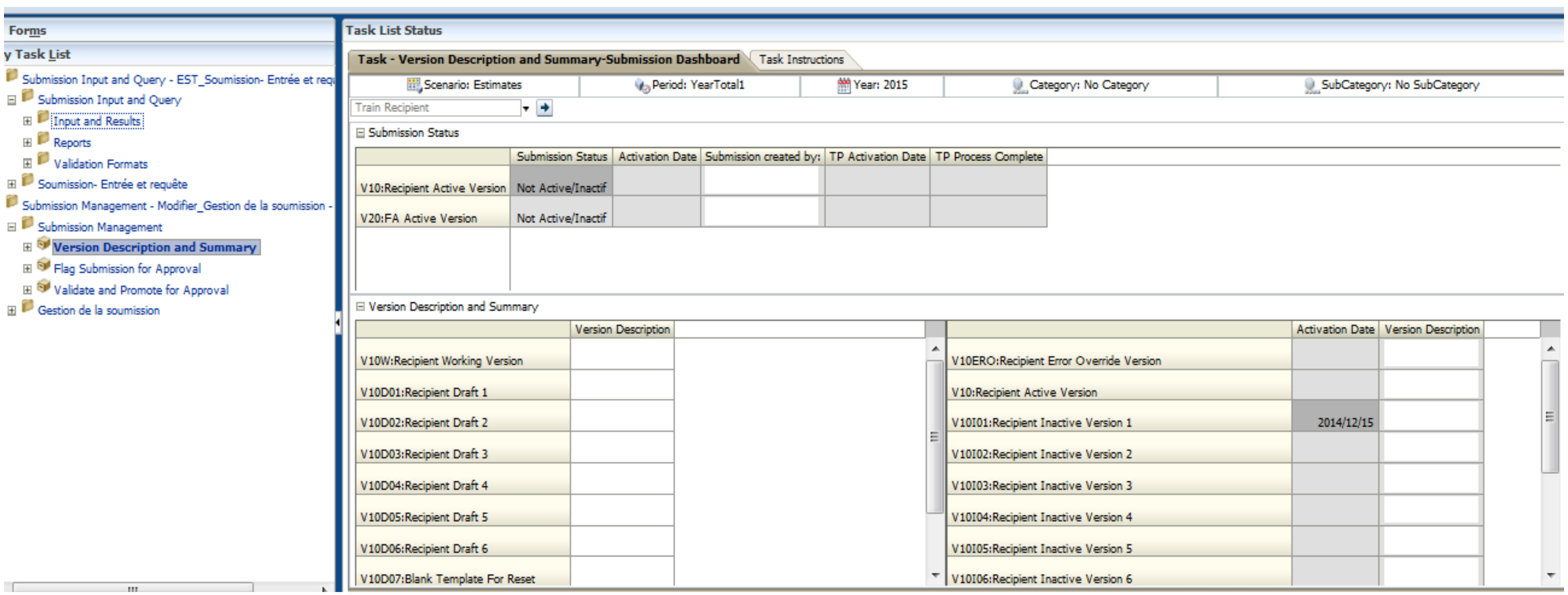
Version Management
Version Description and Summary Dashboard

- To assist in the management of multiple Versions a Dashboard to view and name versions is available
- Helps users keep track of what data they have in which version by entering a quick description



Module 6
Sign-off and Approvals

Sign-off and Approvals

- Once the modifier has made all the necessary inputs and feels that the submission is ready to be promoted they make sure that the data is in **Recipient Working Version**
- The next step is to run the Approvals process that will promote the submission further down the line
- After the Modifier has successfully promoted the submission, the Approver must review and Sign-off on it

Sign-off and Approvals

Modifier - Approvals Process Steps:

1. Validate Submission
   - Input Validations
     - Make sure each cell of input data contains the correct data formatting
   - Errors
     - Make sure submission contains no errors
     - Flag for error override if need be
   - Warnings
     - Make sure all warnings are explained

Sign-off and Approvals

Modifier - Approvals Process Steps:

2. Promote Submission
   - Flag submission for Approval
   - Validate and promote for Approval
     - Automatic validation process makes sure submission is valid
       - Input Validations
       - Errors
       - Warnings
   - Once submission is valid
     - Recipient Working Version becomes Read-only
     - Approver becomes owner

Sign-off and Approvals

Approver - Approvals Process Steps:

1. Review submission in read-only **Recipient Working Version**
2. Take necessary steps based on submission
   - Reject Submission
     - Restarts Approvals process
     - Up to modifier to make changes and re-submit
   - Sign-off on Submission
     - Makes submission “Active”
     - Submission ready for FA Review