

Ministry of Education

**EFIS 2.0 - User Guide
Child Care User**

Version 1.1

April, 2015

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1 Document History

Version	Date	Changed by	Description of changes
0.1	Nov 24, 2014	Vlad Dragovic	CC update and changes
1.0	Feb 10, 2015	Al McLaren	Final Version for Posting
1.1	April 15, 2015	Rob Narejko	Added image on page 78 for selection of Recipient name

2 Logon to EFIS 2.0

2.1 Logon through Go Secure

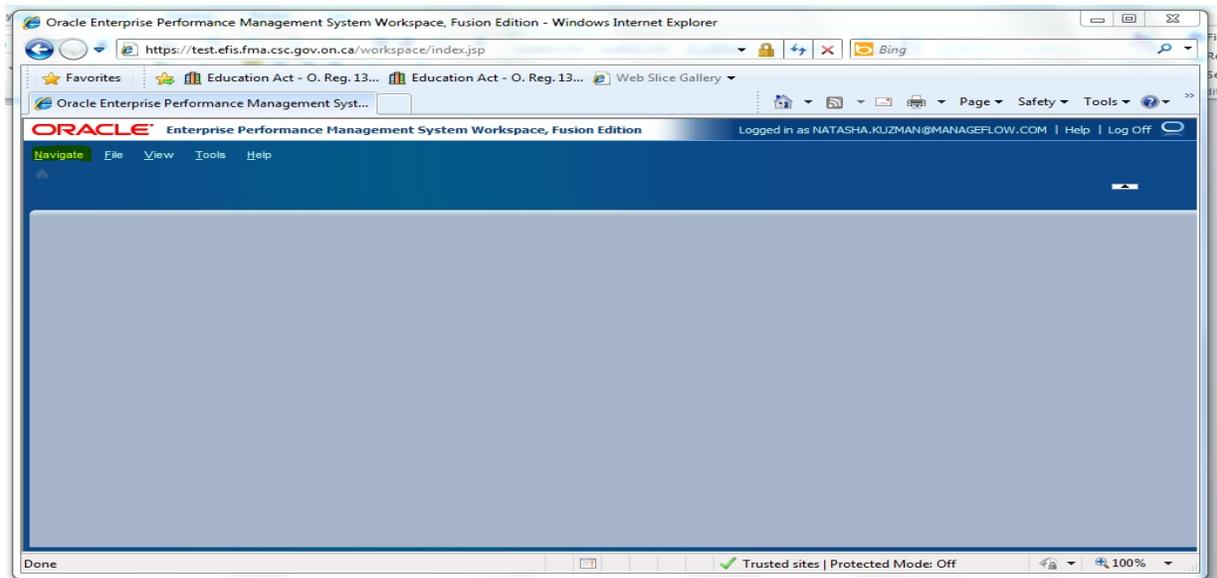
EFIS 2.0 URL: <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>

In order to log into the application, you need the Go Secure credential, if you haven't registered yet please follow the instructions in the registration Guide (EFIS_User_Registration_Instructions_Final_English).

The Application link will redirect to a Go Secure login page. Enter your User ID and Password

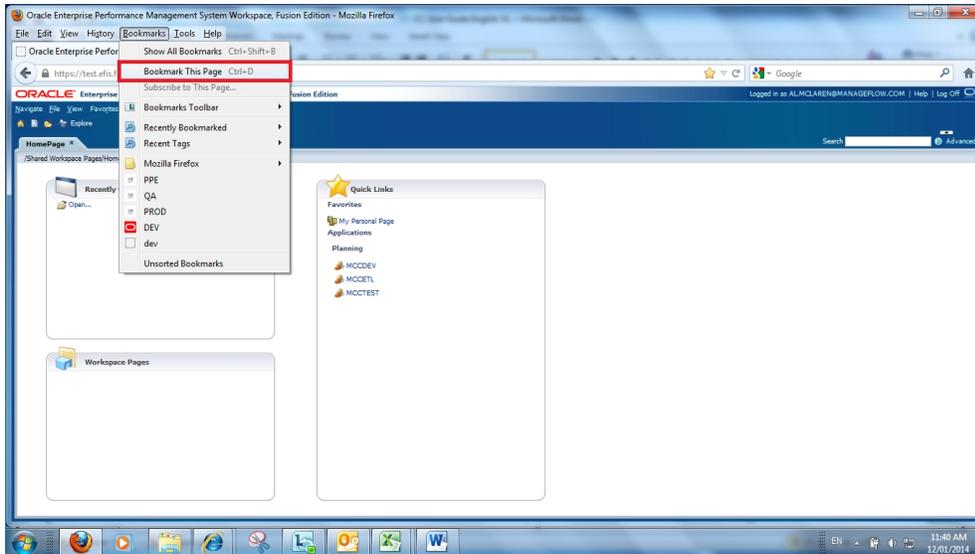
The screenshot shows the Go Secure login page. At the top left is the Ontario logo. At the top right is the text "Français". Below the logo is a green banner with the text "Environment: gdc". The main content area is divided into three sections. On the left is the "GO SECURE LOGIN" logo and text: "Providing secure online resources for individuals within the Ontario and Broader Public Sectors.", "GO Secure Profile (See your profile, change password or security questions)", and "GO Secure Login - Delegated Administration (For administrators of user access and resources)". In the center is the "Sign In" section with fields for "GO Secure ID:" and "Password:", a "Sign In" button, and a link for "Forgot your ID or password?". On the right is a green box with "Don't have an account?" and a "Register Now" button. At the bottom are links for "CONTACT US | ACCESSIBILITY | PRIVACY | HELP" and copyright information: "© QUEEN'S PRINTER FOR ONTARIO, 2012 | IMPORTANT NOTICES | ENV ID: GDC SYSTEM ID: 1 LAST MODIFIED: 2014-01-23".

Once you click on Sign In you will be directed into EFIS 2.0 application.



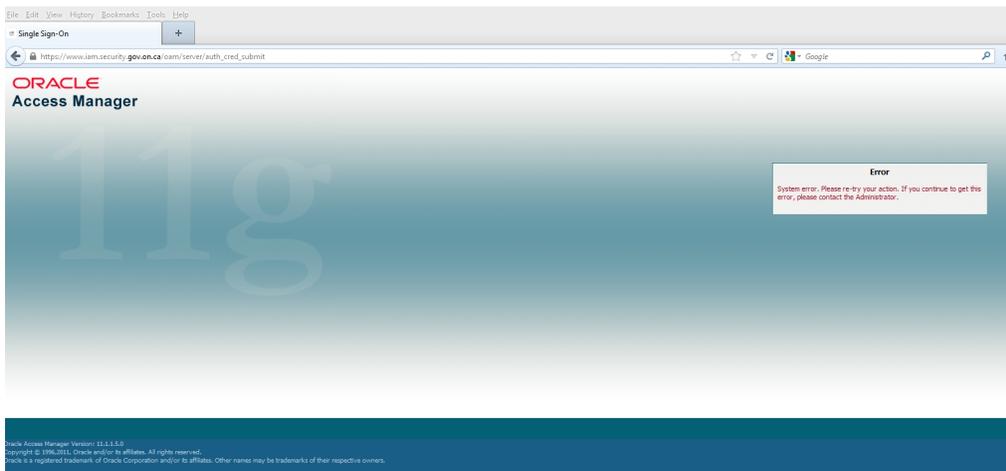
2.2 Bookmarking the Link

To bookmark the link to EFIS 2.0 you need to create the link once you are in the application and **NOT** when you are in the Go Secure screen.



If you get the error screen below check that the book mark to ensure it is **NOT** the following:

<https://www.iam.security.gov.on.ca/gold/access/index.jsp>



Tip

At the start of a new cycle or if you are having issues connecting to EFIS 2.0 it is good practice to clear the Browser cache, this is done by selecting the clear recent history from the browser menu and selecting clear all.

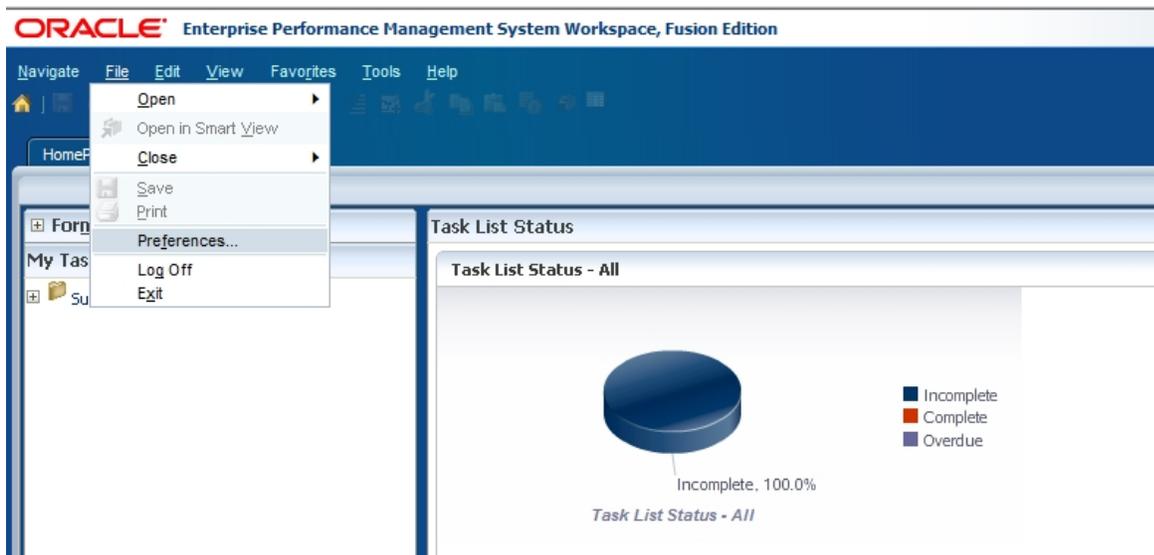
3 Planning User Set Up

Each Cycle (Estimates, Revised Estimates, etc.) the user must set up there user preferences.

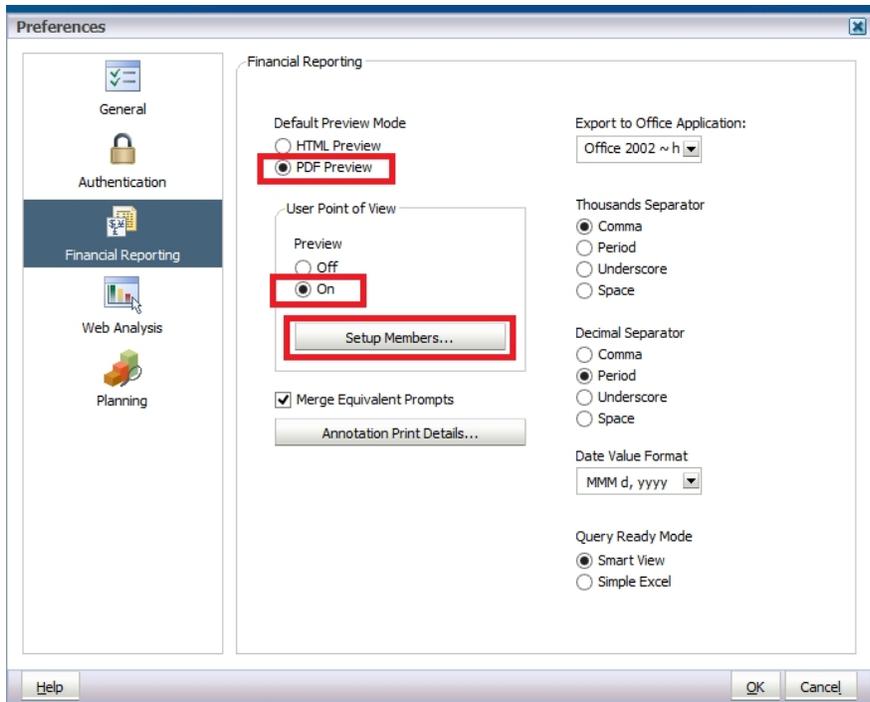
3.1 Reporting Settings

In order to generate reports, users are required to perform a simple one-time setup of User Point of View:

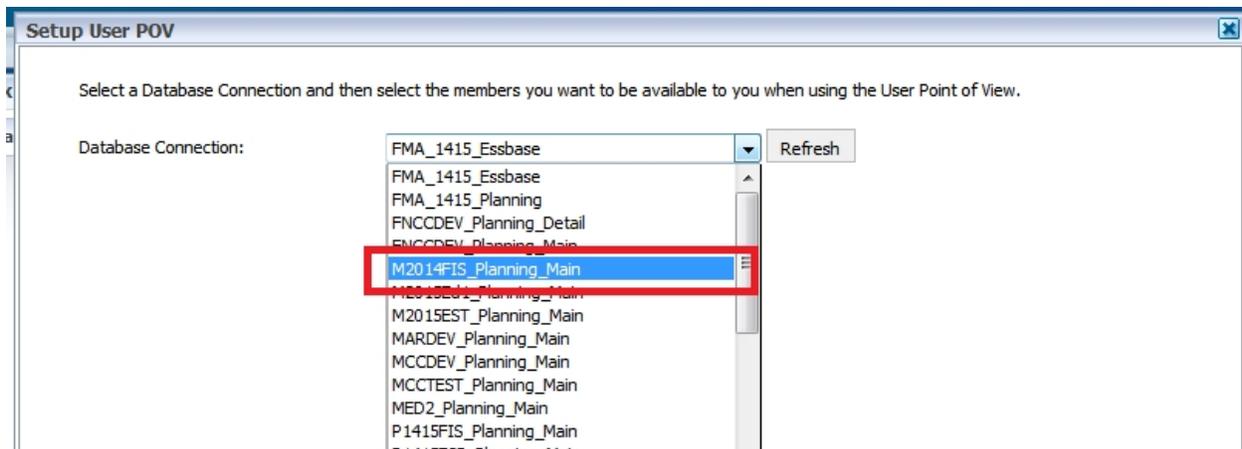
In Planning, go to **File**→ **Preferences**



In the popup dialogue, select **Financial Reporting** on the left pane. In **Default Preview Mode** select **PDF Preview**. In **User Point of View**, select “**On**” and click on **Setup Members**

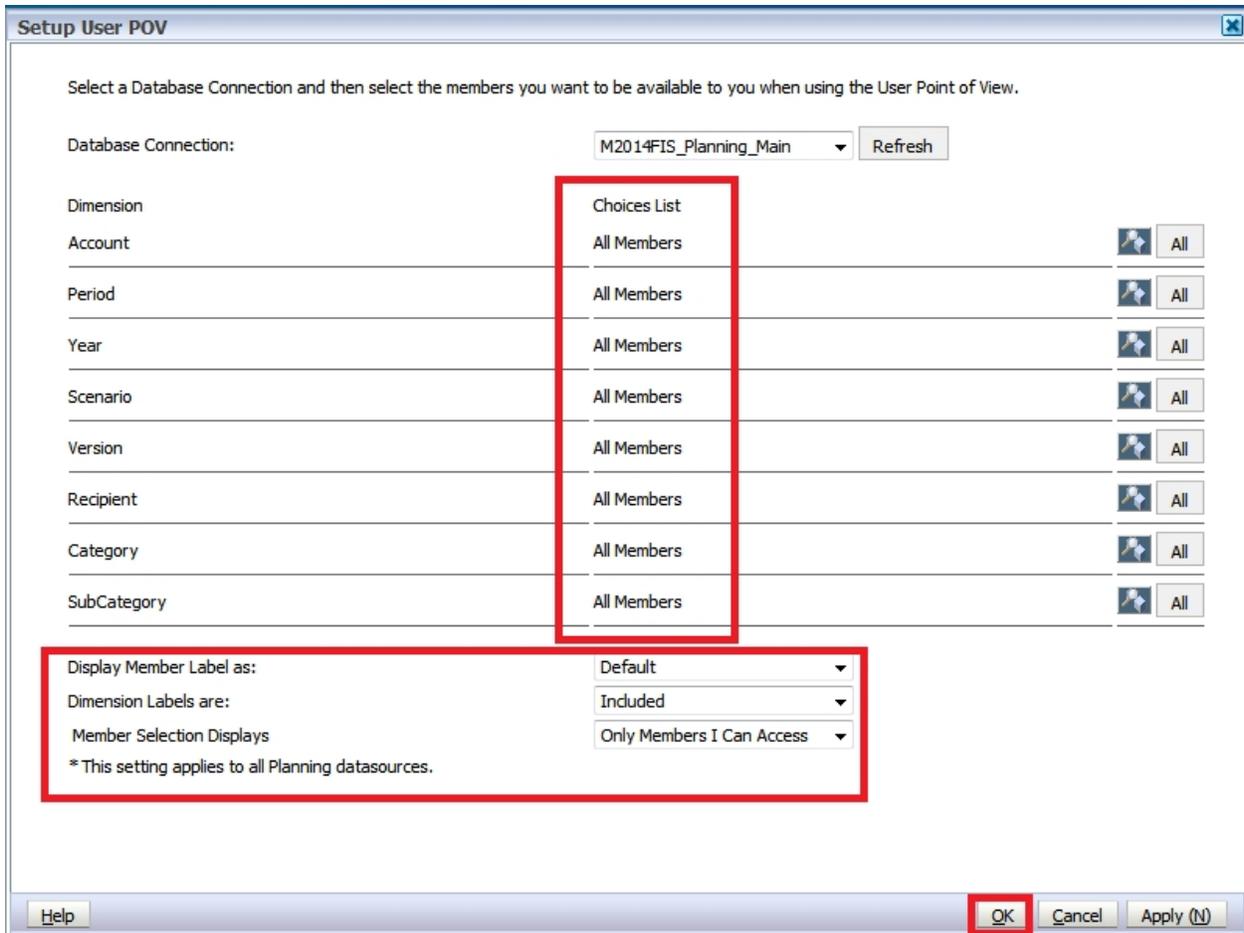


In the resulting Setup User POV dialog, click on the **Database Connection** dropdown. There is only one connection for each Planning application, “**Main**” for input and calculation.



Select the “**Main**” database connection. Make the following selections and click **Apply**:

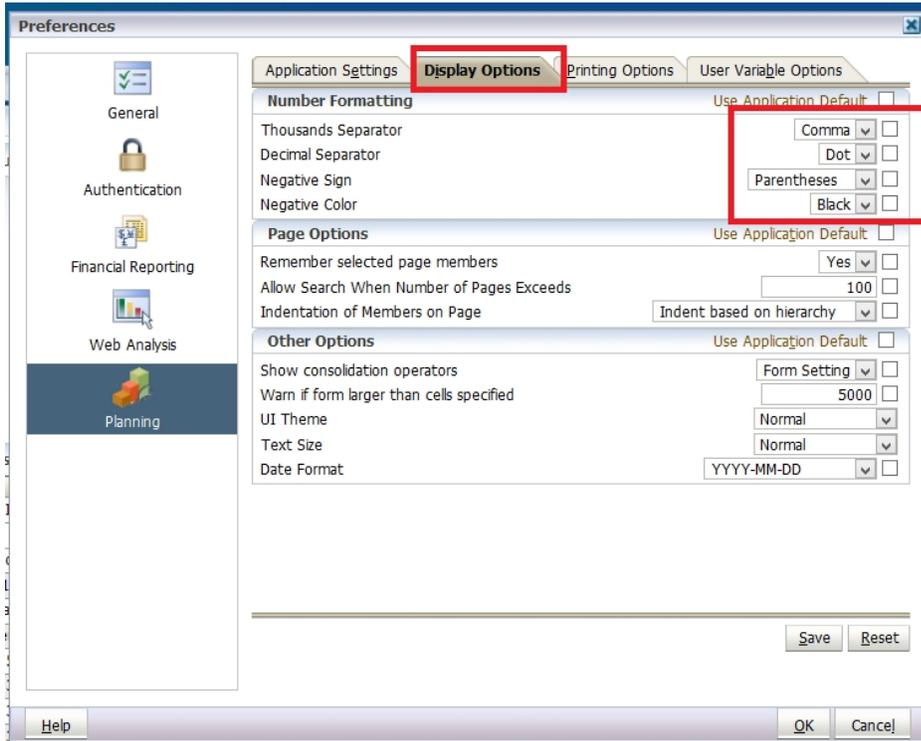
- Choices List for all dimensions: **All Members**
- Display Member Label as: **Default**
- Dimension Labels are: **Included**
- Member Selection Displays: **Only Members I Can Access**



Click **OK** to close the Setup User POV dialog. Click **OK** to close the Preferences dialog

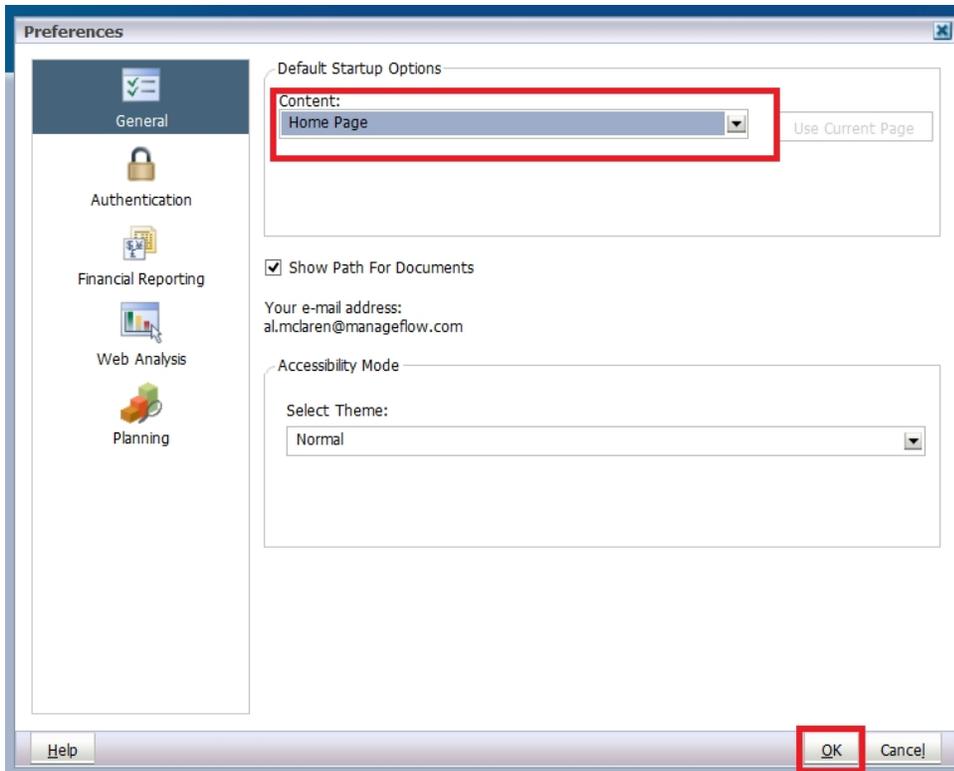
3.2 Display Options

Once the user has selected an application they are able to set the display preferences. Select **File** → **Preferences** to access the Preferences screen select **Planning** then select the desired **Number Formatting** from the dropdown lists then **OK** on the Preferences screen.



3.3 Setup your Home Page

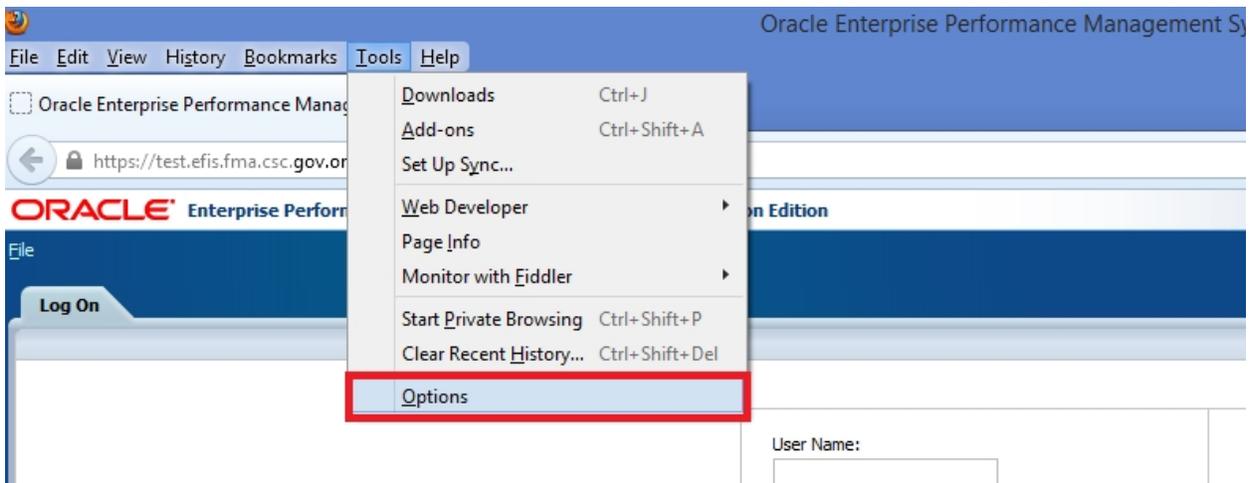
To set a home page to allow for quick access to your applications select **File** → **Preferences** to access the Preferences screen, select **General** then select Home Page from the **Content** dropdown list then **OK** on the Preferences screen



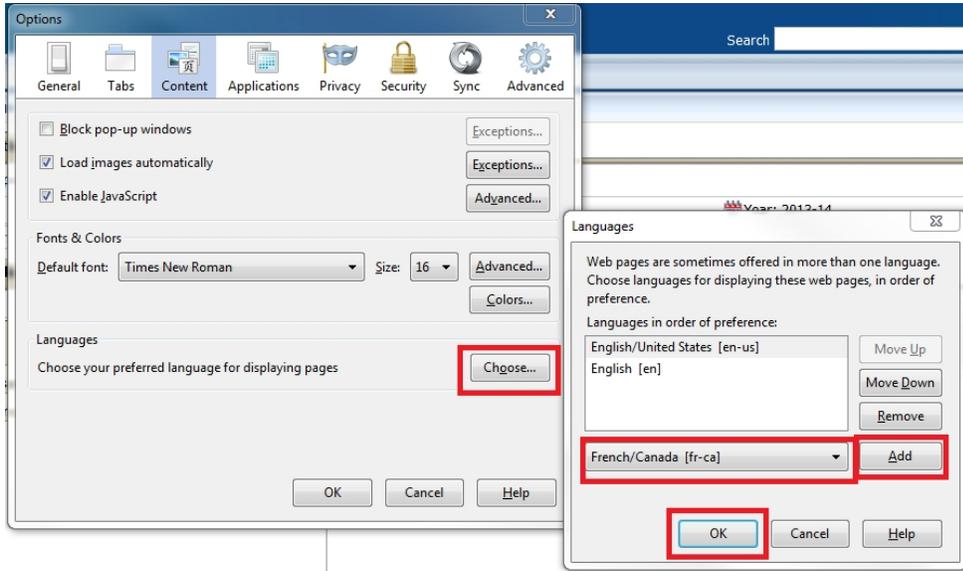
3.4 Change Language

3.4.1 Firefox

Firefox users can change the Firefox page display to French Language by selecting, **Tools → Options**

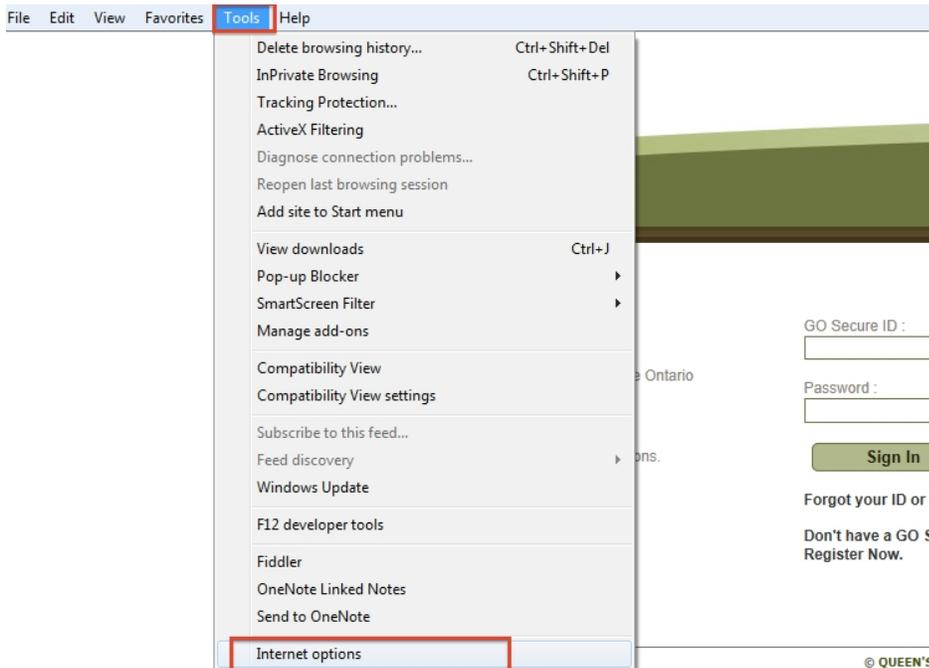


In the **Options** Screen in the Language section select the **Choose** button, **French/Canada** from the Language dropdown list, select **Add** then Select **OK**. You will need to restart the browser for these setting to take effect.

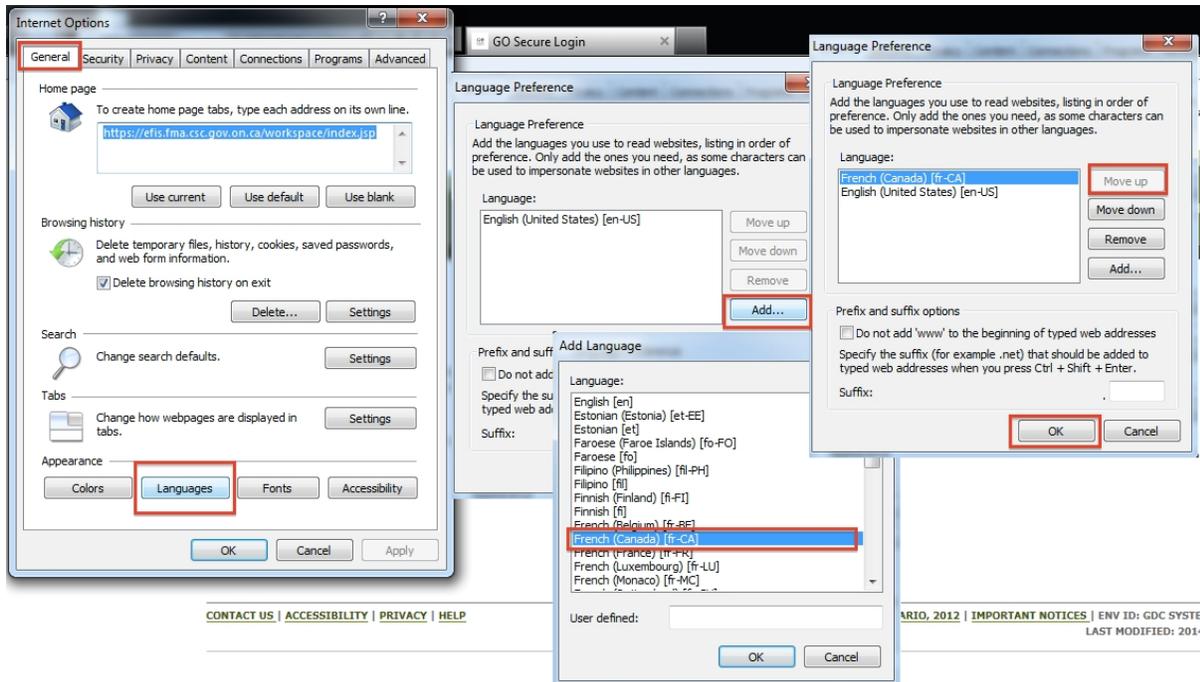


3.4.2 IE

IE users can change the IE page display to French Language by selecting, **Tools** → **Internet Options**

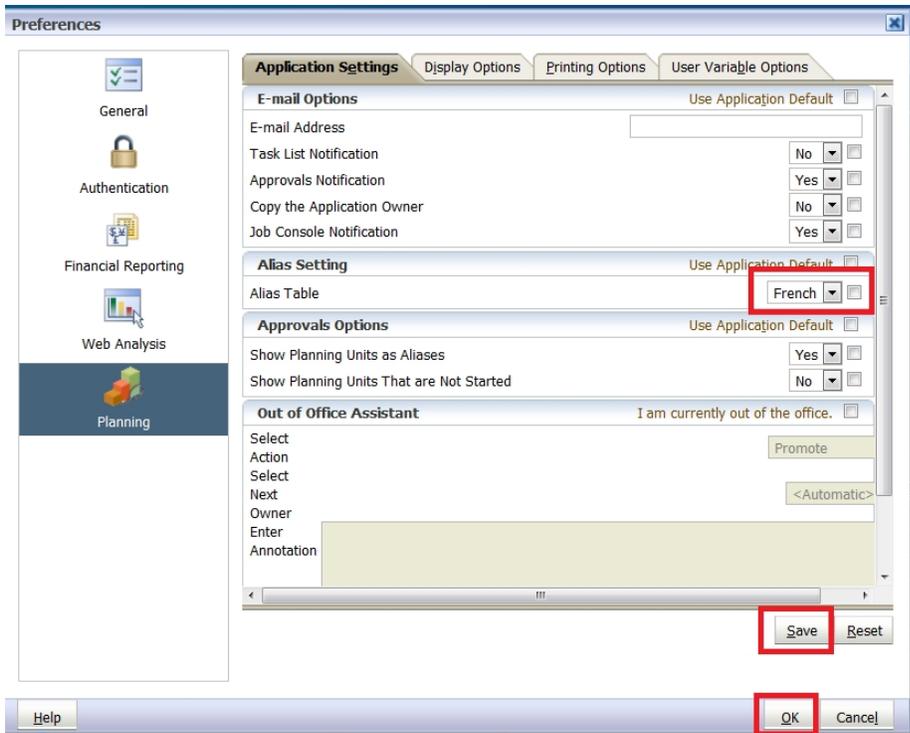


In the **General** Screen select **Language** and then add French/(Canada)[fr-CA] from the Language dropdown list then Select **OK**. You will need to restart the browser for these setting to take effect.



3.4.3 Set Language in Planning

To set the Language in Planning, go to **File** → **Preferences**. Select Planning on the **Preferences** screen select French as the Alias setting, select **Save** then Select **OK**.

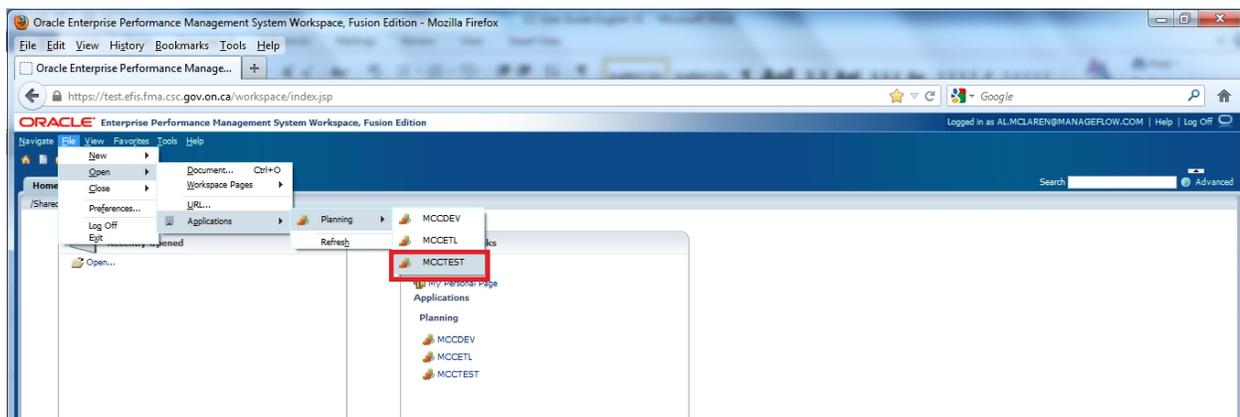
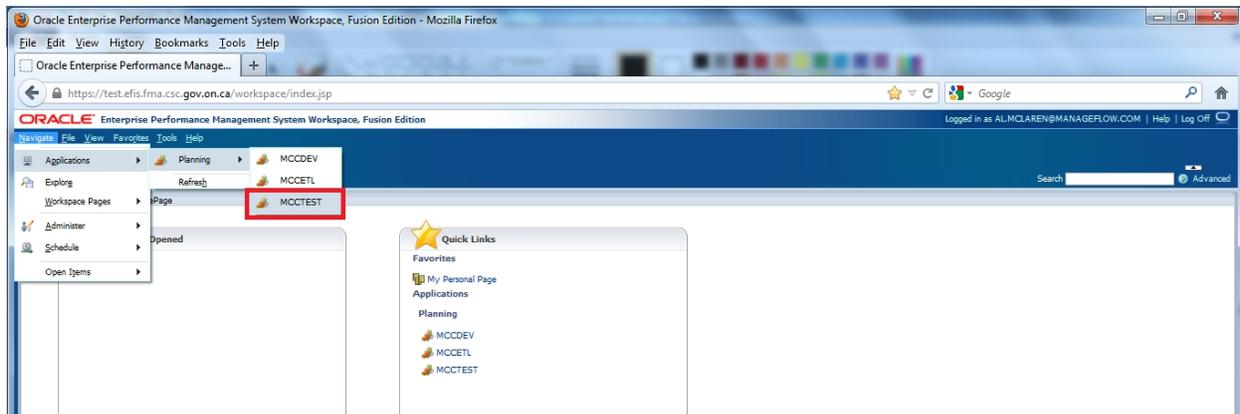


4 Planning Navigation

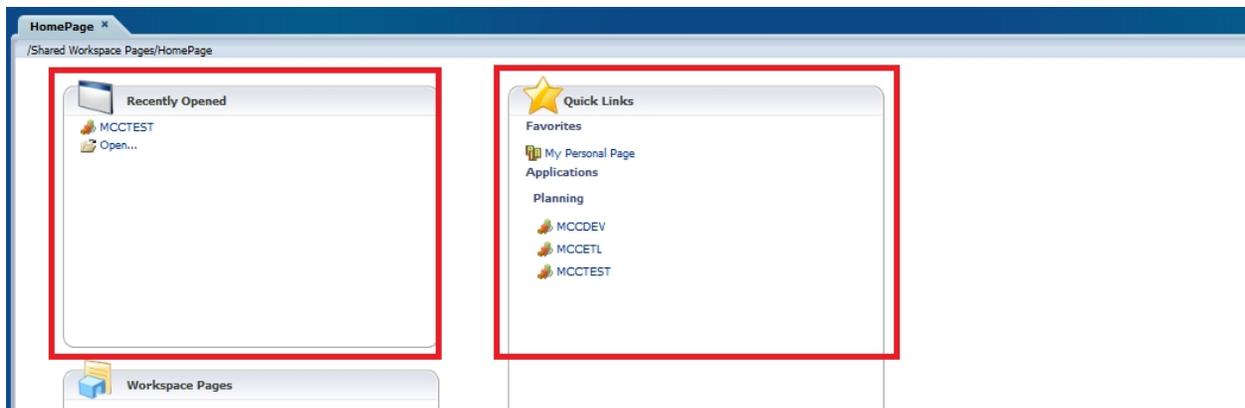
4.1 Selecting an Application (Doc Set)

The application can be opened using one of the following methods:

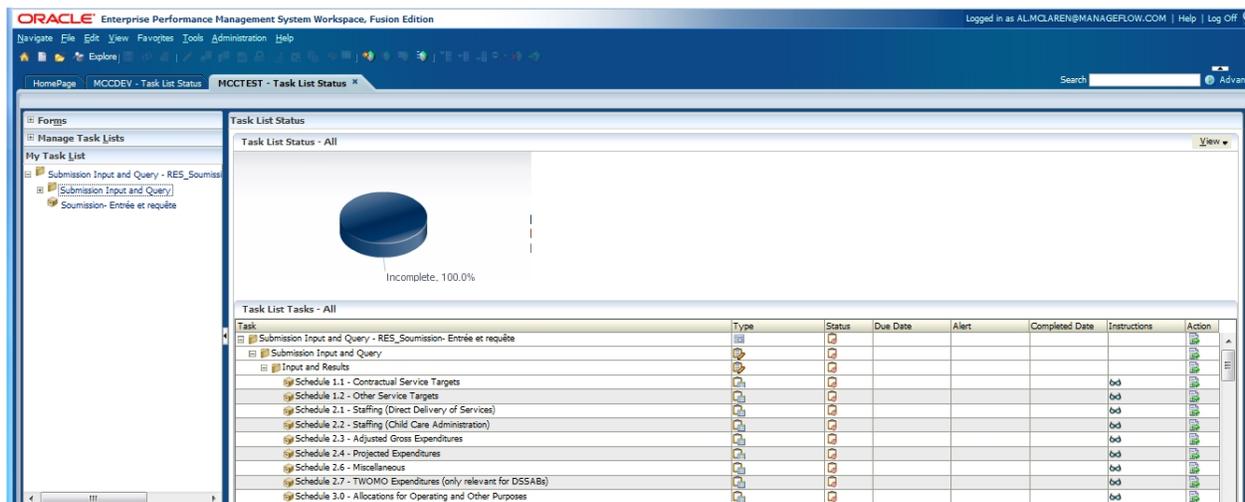
To open the application from the menu bar either select → **Navigate** → **Applications** → **Planning** → **application name** (where **application name** is the application you wish to open), or **File** → **Open** → **Applications** → **Planning** → **application name**



An alternative way to open applications is use a Home Page (see section 5.3 for setup). The application can be selected from either the **Quick Links** or the **Recently Opened** list.



Once the user selects the **Application** using one of the above methods the **My Task List** will be displayed. The user will have the choice of using either English or French Task List.

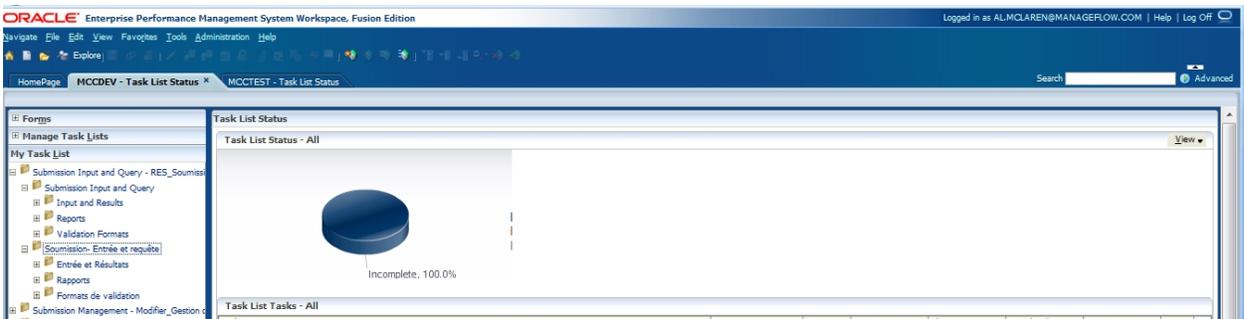
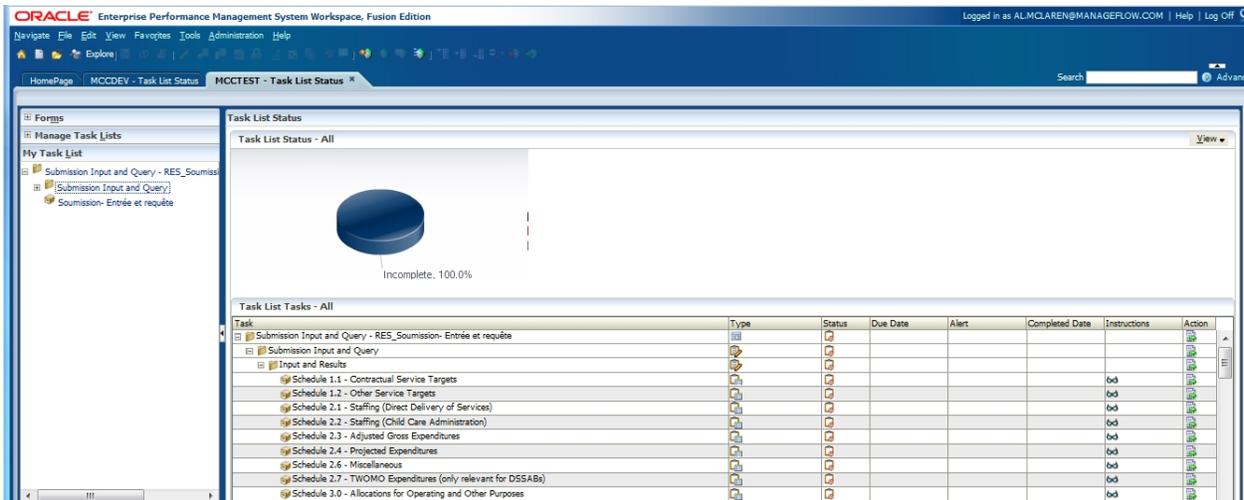


4.2 EFIS 2.0 Task List

The Task List provides a central access point to all forms, reports and workflow activities that are available to each user type. The Task List has been organized to follow a suggested order of data input.

The Task List is hierarchical. User drills down into lower level tiers of the Task List to reveal additional detail.

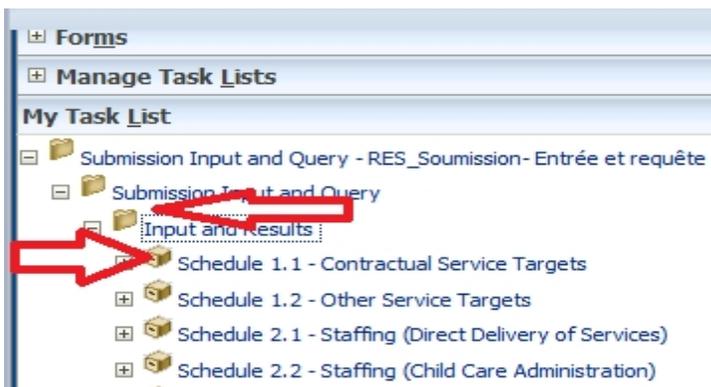
The Task List, when fully expanded is grouped into Input and Results, Reports, Validation Formats and Submission Management folders.

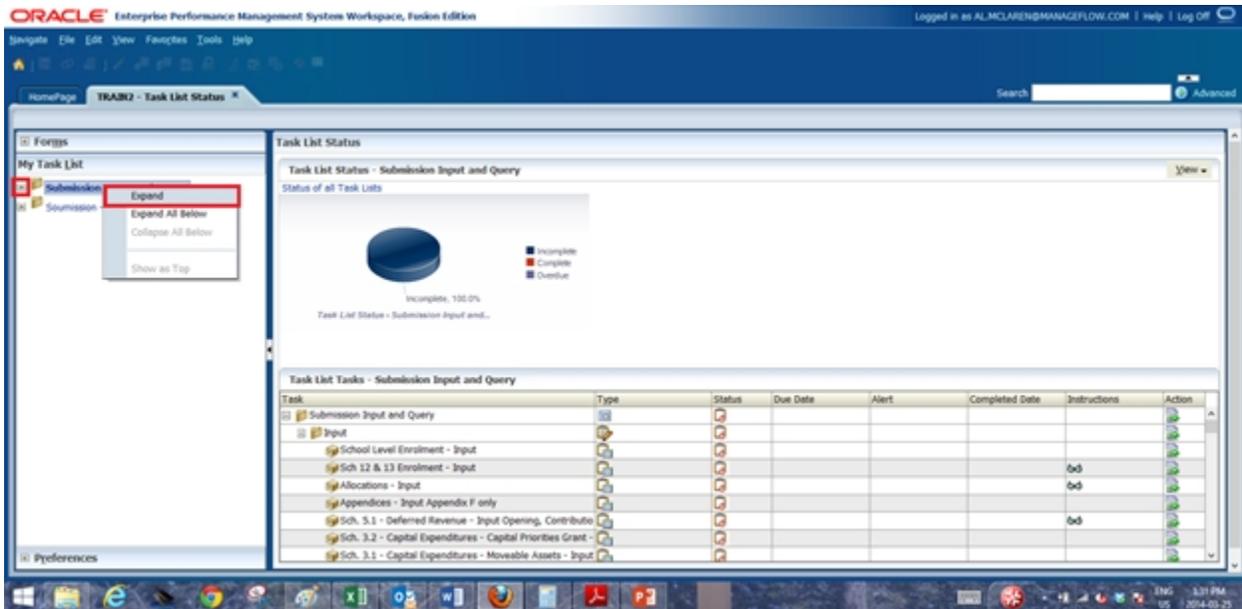


4.2.1 Expand and Collapse Task List

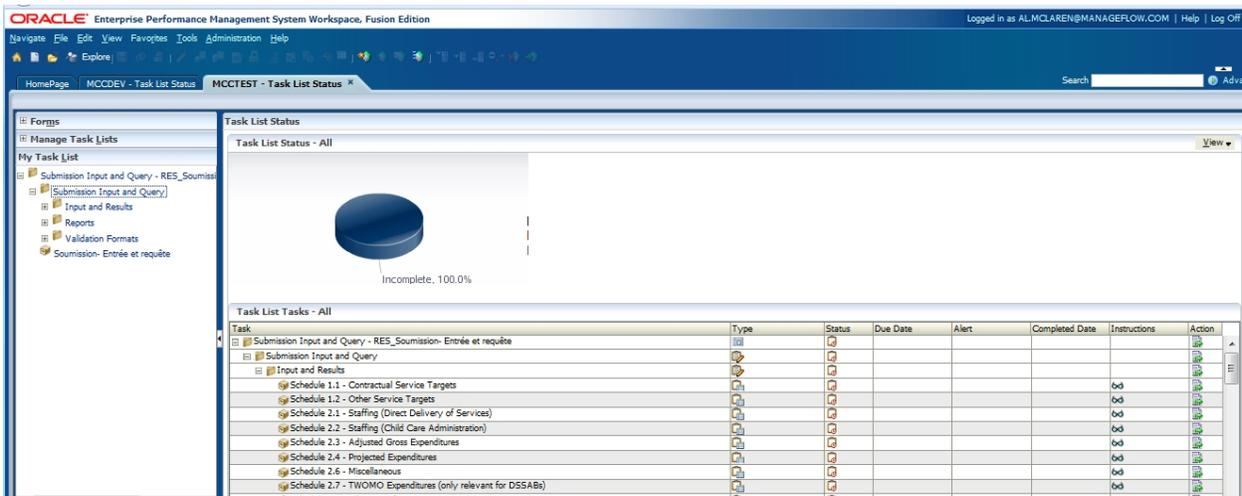
Task Lists are organized into folders that contain cubes, to drill down through folders the user navigates to the folder, right clicks and selects **Expand** or the + box next to the folder. To expand one level of folders select **Expand**, to expand all the folders below the selected folder select **Expand All Below**. To access the **Task** (Form, Report, etc.) the user will click on the Cube.

Right arrow points to an example of the folder Icon and the left arrow points to an example of the Cube Icon.

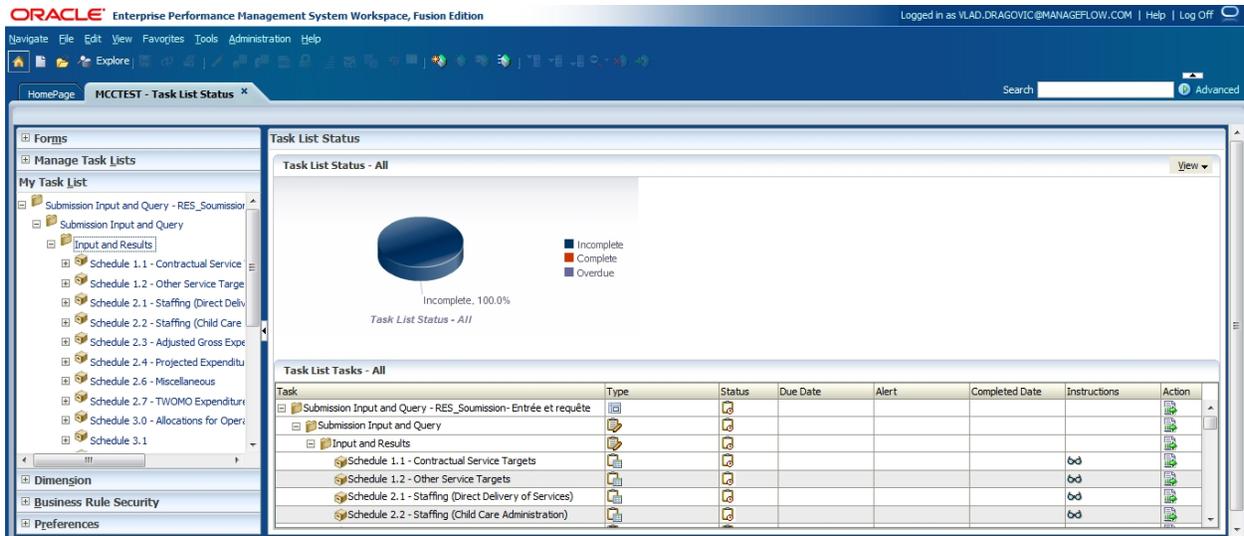




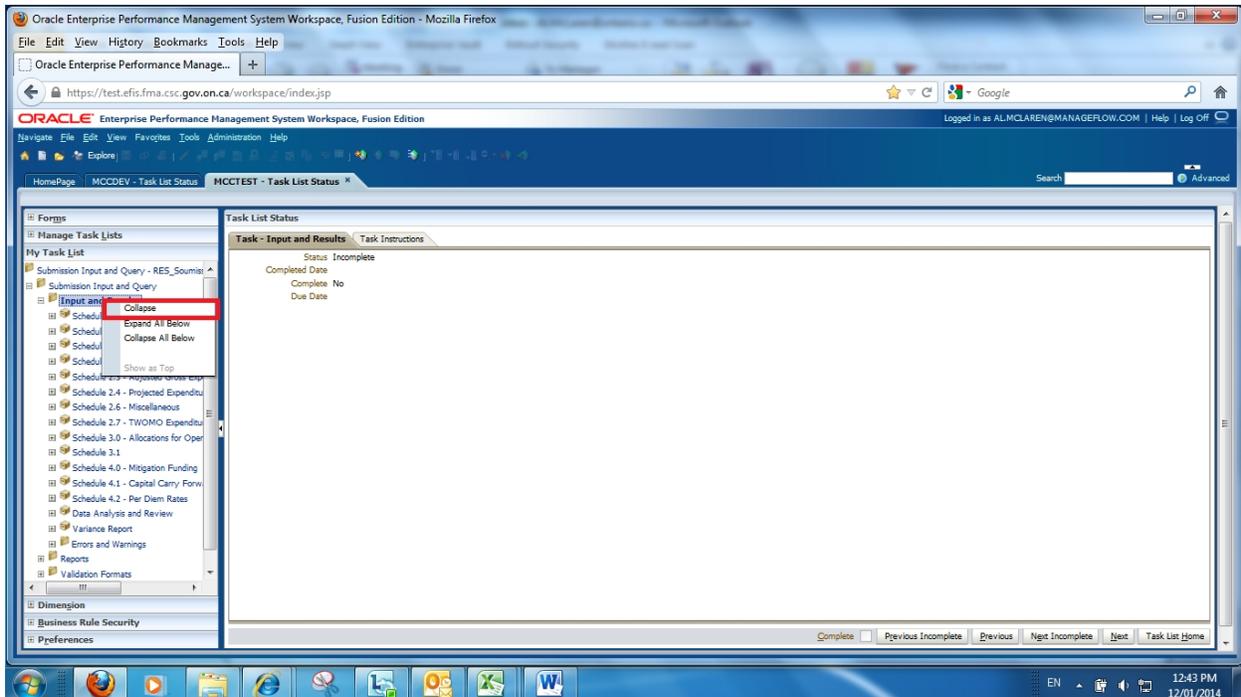
Example of right clicking on a folder and selecting **Expand** will drill down the selected item to the next level.



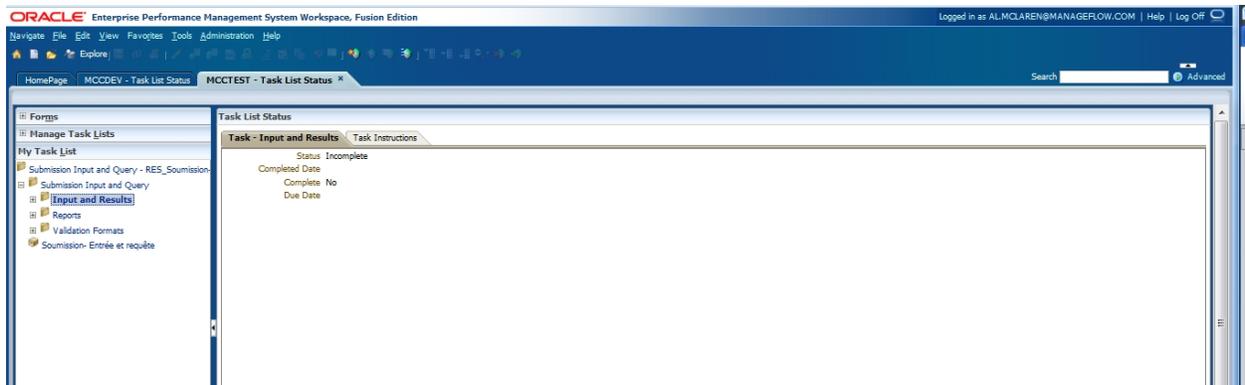
Example of right clicking on a folder and selecting **Expand All Below** will drill down the selected item to the next level.



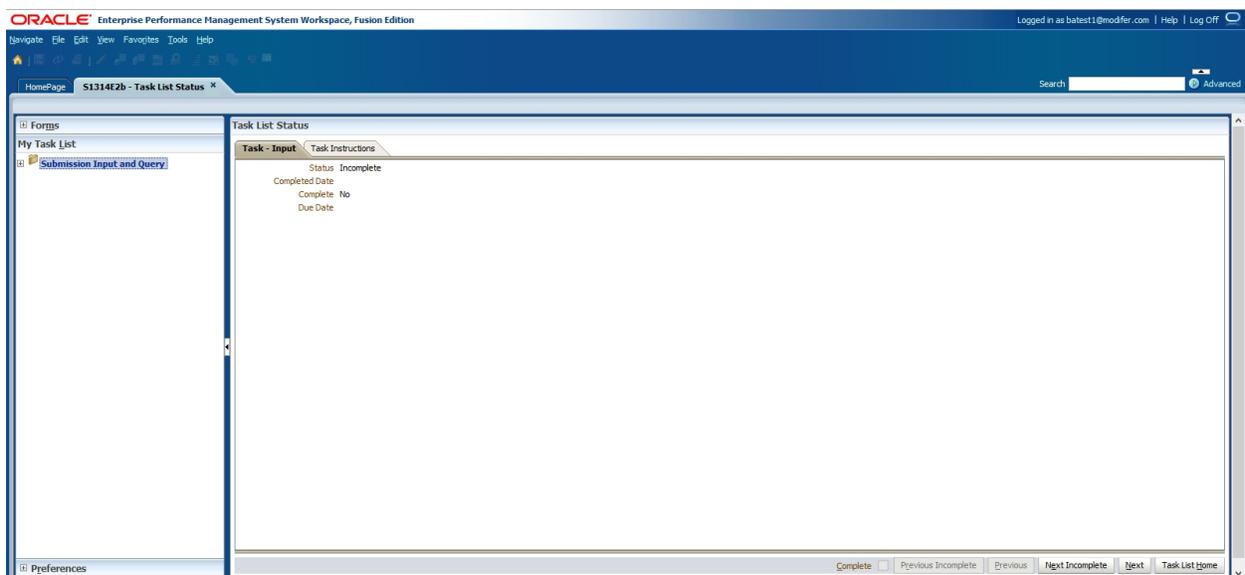
Right clicking on an expanded folder in the Task List and clicking **Collapse** or the - box next to the folder to collapse one level or click **Collapse All Below** will hide all of the levels below the selected folder.



Example of selecting **Collapse**.

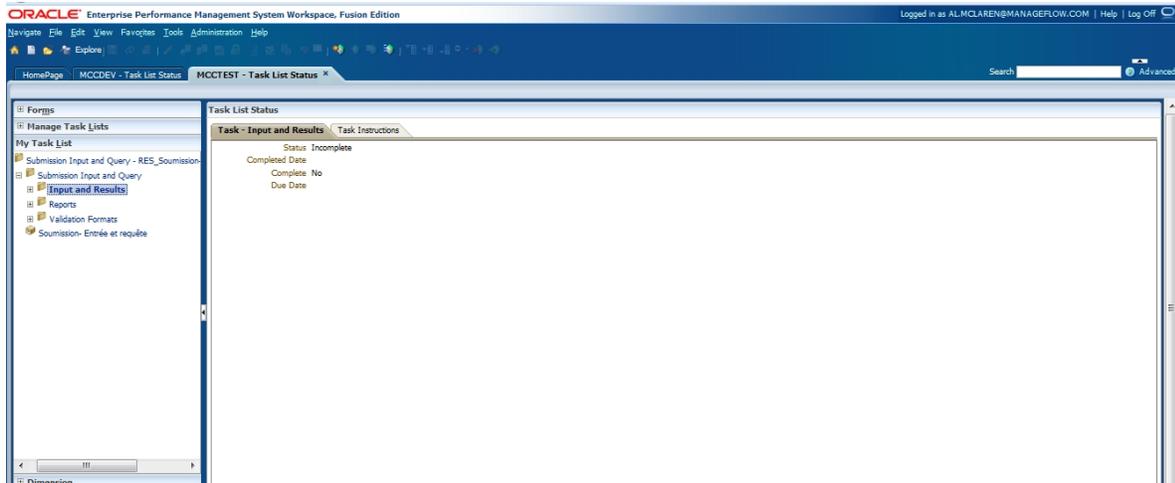


Example of selecting ***Collapse All***



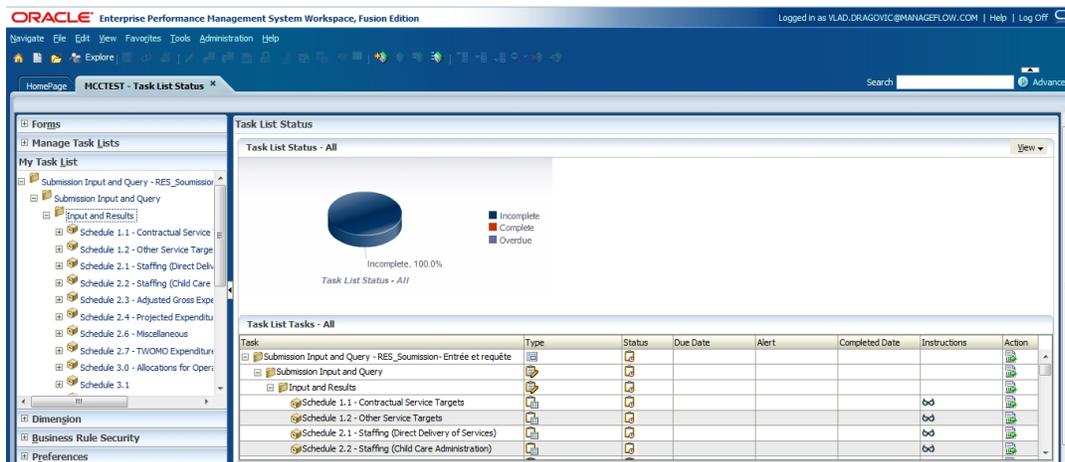
4.3 How to Navigate in Planning using Task List

To drill down to any form in EFIS 2.0 Task List click on the Expand icon (+) next to desired Task List. A list of folders/cubes for each area will be displayed. The Input and Results folder contains all the data input forms. The Reports folder contains reports for all Schedules,) and other Efis2.0 reports. The Validation Formats folder contains valid data formats for all input forms. The Submission Management folder contains tasks related to validation and promotion of the submission.



4.3.1 Input and Results Data Navigation

All data input forms are contained in the Input and Results folder. To access the individual forms **expand** the Input and Results folder.



4.3.1.1 Variance Report - Input

The new Variance Report – Input form is where the recipient now enters an explanation for any variances that has a “Yes” value. This has replaced the external excel report. A new error has also been added that will not allow the submission to be submitted until all explanations been entered.

Example of Variance Form

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS.TRAINER01@GMAIL.COM | Help | Log Off

HomePage M2014FIS - Task List Status

Task List Status

Task - Variance Report-VAR Task Instructions

Period: YearTotal1 Year: 2014

		Financial Statements			Financial Statements		
		Variance Check Expected Results	Variance Check Actual Results	Variance Amount	Did Variance Check Fail?	Variance Explanation	Impact on Staffing a
Schedule 1.1 Variance Checks							
	Fee Subsidy	192	195	3	No / Non		
	Special Needs Resourcing	27	51	24	Yes / Out	Text	
	Ontario Works and LEAP - Formal	78	78	0	No / Non		
	Ontario Works and LEAP - Informal	5	5	0	No / Non		
Schedule 2.3 Variance Checks							
	General Operating	1,512,764	3,900,000	2,387,236	Yes / Out	test	
	Fee Subsidy - Regular	1,200,000		(1,200,000)	Yes / Out	test	
	Fee Subsidy - Extended Day	105,000	10,000	(95,000)	Yes / Out	test	
	Fee Subsidy - Recreation	0		0	No / Non		
	Ontario Works and LEAP - Formal	740,000		(740,000)	Yes / Out	test	
	Ontario Works and LEAP - Informal	25,000		(25,000)	No / Non		
	Pay Equity Memorandum of Settlement	94,527		(94,527)	Yes / Out	test	
	Special Needs Resourcing	162,593	300,000	137,407	Yes / Out	test	

4.3.1.2 Errors and Warnings Navigation- Input

The Errors and Warnings have been separated into 2 input forms, 1 for errors and one for Warnings. The Warnings form now includes a new field for the Warning Explanation where the recipient now enters an explanation for any warning that message that has a "Yes" value. This has replaced the external excel report. A new error has also been added that will not allow the submission to be submitted until all explanations been entered.

Example of Warning Explanation Form

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS.TRAINER01@GMAIL.COM | Help | Log Off

HomePage M2014FIS - Task List Status

Task List Status

Task - Warnings-Warnings Task Instructions

Period: YearTotal1 Year: 2014 Scenario: Financial Statements Category: No Category

Recipient Working Version	Value1	Value2	Warning?	Warning Explanation	Description - English
Warning on Guideline Adherence			No / Non		Please verify that all requirements as outlined in the "Ontario Child Care Service Management and Funding Guideline" have been adhered to by the CMSM/DSSAB. If
Warning_SC1.2_1	22	4,125	No / Non		If the number of licensed programs supported for SWW has been entered (Value 1), ensure there are expenditures reported on Sch 2.3 for SWW (Value 2)
Warning_SC1.2_2	22	0	Yes / Out	test	If the number of contracts (head offices) for Pay Equity has been entered (Value 1), ensure there are expenditures reported on Sch 2.3 for Pay Equity (Value 2)
Schedule 1.2 Warnings					
Warning_SC2.1_1	2,200,000	0	Yes / Out	Test	If Salaries have been entered on Schedule 2.1, Benefits should not be zero
Schedule 2.1 Warnings					
Warning_SC2.2_1	15,000	0	Yes / Out	Test	If Salaries have been entered on Schedule 2.2, Benefits should not be zero
Schedule 2.2 Warnings					
Warning_SC2.3_1			Yes / Out	Test	The Required Parental Contribution should not be blank
Schedule 2.3 Warnings					
Warning_SC2.6_1	200,000	0	Yes / Out	test	Expenditures (Value 1) should not exceed system needs expenditures from 2012 (Value 2)
Schedule 2.6 Warnings					

Complete Previous Incomplete Previous Next Incomplete Next Task List Home

The Error form now contains a new Recipient Accepted Error Confirmation dropdown that allows the Recipients to submit with outstanding errors as part of the Submit with Errors process. This functionality is only used after consulting the Ministry. Warnings can also be viewed as a tab on this form.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS.TRAINER01@GMAIL.COM | Help | Log Off

HomePage M2014FIS - Task List Status

Task List Status

Task - Errors-Errors Task Instructions

Period: YearTotal1 Year: 2014 Scenario: Financial Statements Category: No Category

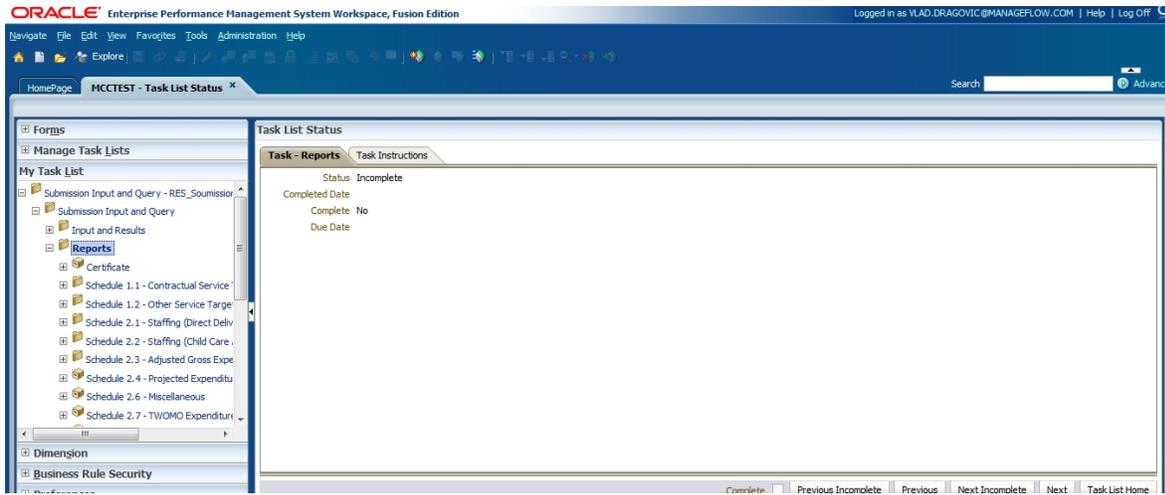
Recipient Working Version	Value1	Value2	Error?	Recipient Accepts Error	Description - English
No SubCategory			Yes / Out	No / Non	Indicate if there is any error in the submission and whether to proceed with submission regardless of error.
Error_SC1.1_1			No / Non		No data has been entered for this schedule (total Schedule 1.1)
Schedule 1.1 Errors					
Error_SC1.2_1	195	222	No / Non		The number of children served on Schedule 1.2 (Value 2) should exceed the average monthly number of
Error_SC1.2_2	51	222	No / Non		The number of children served on Schedule 1.2 (Value 2) should exceed the average monthly number of
Error_SC1.2_3	78	222	No / Non		The number of children served on Schedule 1.2 (Value 2) should exceed the average monthly number of
Error_SC1.2_4	5	222	No / Non		The number of children served on Schedule 1.2 (Value 2) should exceed the average monthly number of
Schedule 1.2 Errors					
Error_SC2.1_1			No / Non		The FTE in Column 3 cannot exceed the number of staff reported in Column 2
Error_SC2.1_2			No / Non		No data has been entered for Number of hours with "YES" drop down selected
Schedule 2.1 Errors					
Error_SC2.2_1			No / Non		The FTE in Column 3 cannot exceed the number of staff reported in Column 2
Error_SC2.2_2			No / Non		No data has been entered for Number of hours with "YES" drop down selected

Complete Previous Incomplete Previous Next Incomplete Next Task List Home

4.3.2 Reports Data Navigation

Reports displaying the input and results for each form are found under the **Reports** folder. Reports have been grouped by Schedules, Errors and Warnings, Variance Report and Data Analysis and Review. To print a complete set of reports the user will select the Report Book folder.

Example of the Report Area folders

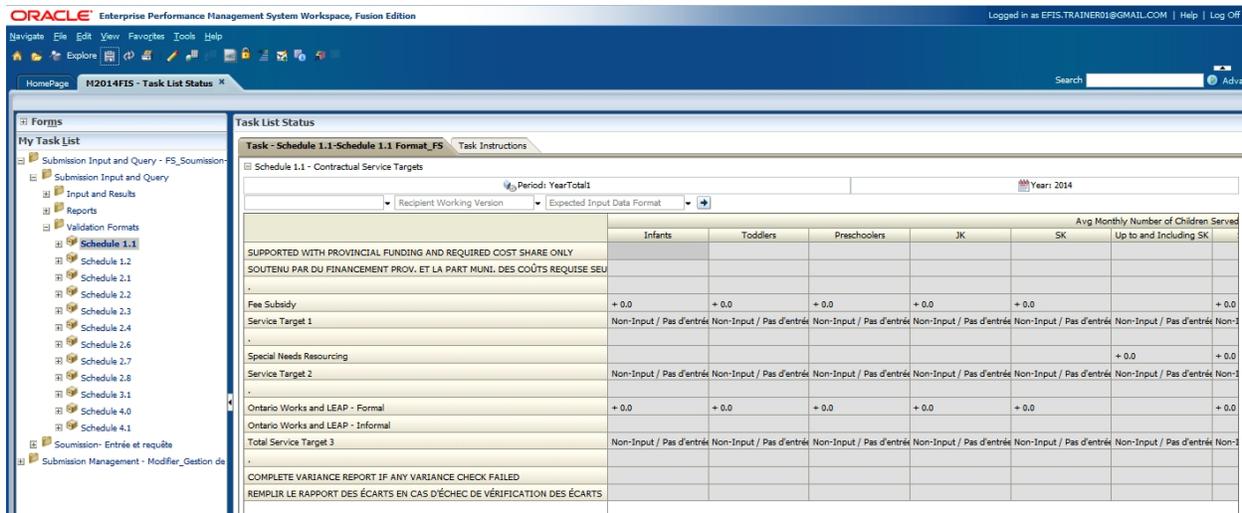


Tip

To view the complete description position the mouse pointer on the edge of the description cell and drag the cell to expand. See arrow above

4.3.3 Validation Formats Navigation

Each of the input cells requires valid data formats to be entered before the data will be saved to the system; the **Validation Formats** folder contains validation forms for each input form.



The chart below provides a listing of all input formats.

Description	Format Code
Non-Input Cell	Blank Cell
Non-Input Cell	Non-Input / Pas d'entrée
All Values, No Decimal	+/- 0
Positive Values, No Decimal	+ 0
Negative, No Decimal	- 0
Positive One Decimal	+ 0.0
Negative One Decimal	- 0.0
One Decimal	+/- 0.0
Positive Two Decimals	+ 0.00
Negative Two Decimals	- 0.00
Two Decimals	+/- 0.00
Positive Three Decimals	+ 0.000
Negative Three Decimals	- 0.000
Three Decimals	+/- 0.000
Positive Four Decimals	+ 0.0000
Negative Four Decimals	- 0.0000
Four Decimals	+/- 0.0000
Positive Five Decimals	+ 0.00000
Negative Five Decimals	- 0.00000
Five Decimals	+/- 0.00000
Positive Six Decimals	+ 0.000000
Negative Six Decimals	- 0.000000
Six Decimals	+/- 0.000000

4.3.4 Submission Management Navigation

The **Submission Management** folder contains tasks used to perform Version Management submission and promotion activities (promotion of the Recipient working version). The Version **Description and Summary** form is where the Recipients can enter a description for the version user is working on as well as follow the activities on different version in the application.

Example of the Version Description and Summary form

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled "Task List Status" and displays a "Task - Version Description and Summary-Submission Dashboard". The dashboard is for "Financial Statements" in "Year Total1" for "Year: 2014". It includes a "Submission Status" table and a "Version Description and Summary" table.

Submission Status	Activation Date	Submission created by:	TP Activation Date	TP Process Complete
V10:Recipient Active Version	Not Active/Inactf			
V20:FA Active Version	Not Active/Inactf			

Version Description	Activation Date	Version Description
V1000:Recipient Draft 1		V1000:Recipient Draft 1
V10002:Recipient Draft 2		V10002:Recipient Draft 2
V10003:Recipient Draft 3		V10003:Recipient Draft 3
V10004:Recipient Draft 4		V10004:Recipient Draft 4
V10005:Recipient Draft 5		V10005:Recipient Draft 5
V10006:Recipient Draft 6		V10006:Recipient Draft 6
V10007:Blank Template For Reset		V10007:Blank Template For Reset
V10FOV:Recipient FA Viewable Version		V10FOV:Recipient FA Viewable Version
V20:FA Active Version		V20:FA Active Version
V10001:Recipient Inactive Version 1	2015/02/10	V10001:Recipient Inactive Version 1
V10002:Recipient Inactive Version 2	2015/02/06	V10002:Recipient Inactive Version 2
V10003:Recipient Inactive Version 3		V10003:Recipient Inactive Version 3
V10004:Recipient Inactive Version 4		V10004:Recipient Inactive Version 4
V10005:Recipient Inactive Version 5		V10005:Recipient Inactive Version 5
V10006:Recipient Inactive Version 6		V10006:Recipient Inactive Version 6
V10007:Recipient Inactive Version 7		V10007:Recipient Inactive Version 7
V10008:Recipient Inactive Version 8		V10008:Recipient Inactive Version 8

4.4 Navigation Using Forms

An alternative way to access forms (Input and Results and Format) without using the Task List is to select **Forms** in the Planning Explorer window, and then select the Schedule in the Form folder window, and then select the form the user wants to access. The example below shows how to access the Input and Results form for Schedule 1.1. Unlike the Task List, the Input and Results and Format forms are grouped together. Reports cannot be accessed through Forms.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled "Schedule 1.1_FS" and displays a table for "Schedule 1.1 - Contractual Service Targets". The table is for "Year: 2014" and "Recipient Working Version".

Service Agreements	Total	Reconciliation	Notes	Financial Statements					
				Service Agreements - Avg Monthly Number of Children Served					
				Up to and Including SK	School Aged	Recreation	Informal	Contractual Service Targets Enrolment Gr	
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY									
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT									
Fee Subsidy	14	32	58	23	20			45	0
Service Target 1	14	32	58	23	20			45	0
Special Needs Resourcing								25	2
Service Target 2								25	2
Ontario Works and LEAD - Formal	10	10	32	10	3			13	
Ontario Works and LEAD - Informal									5
Total Service Target 3	10	10	32	10	3			13	5

5 Data Input

5.1 Data Input and Results – Forms

All data to be entered into EFIS 2.0 is entered using the data input forms. As described above, each section has a form or set of forms for data input. White Cells are data input, Blue Cells are loaded with prior year data, Gray Cells are non-input cells and Red Cells indicate a data validation error.

The section below explains how to input data into EFIS 2.0.

5.1.1 Opening a Form

To open a Form in the Task List click on the forms name.

Service Agreements	Total	Reconciliation	Notes	Financial Statements							Did Variance Check Fail?	
				Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged		Recreation
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SE												
Fee Subsidy	12	34	54	24	20		50	1			195	No / Non
Service Target 1	12	34	54	24	20		50	1			195	
Special Needs Resourcing						30	1				31	Yes / Oui
Service Target 2						30	1				31	
Ontario Works and LEAP - Formal	9	11	32	10	3		13				78	No / Non
Ontario Works and LEAP - Informal									5		5	No / Non
Total Service Target 3	9	11	32	10	3		13		5		83	
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED REMPLEIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS												

EFIS 2.0 displays the form that applies to the particular task.

The Schedule 1.1 input/results form is a complex form with multiple tabs. The Schedule input forms are either a single form (one tab) or a complex form (multiple tabs) depending of the amount of information to be entered.

5.1.2 Enable Input Field

Input fields are displayed with a white background, to enable an input field for input click in the cell. The selected input field is now enabled.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS

Schedule 1.1 - Contractual Service Targets

Period: YearTotal

Year: 2014

Service Agreements	Financial Statements							Did Variance Check Fail			
	Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged		Recreation	Informal	Contractual Service Targets Enrolment Groups
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY											
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SE											
Fee Subsidy	12	3	54	4	20		50	1			195 No / Non
Service Target 1	12	34	54	24	20		50	1			195
Special Needs Resourcing							30	1			31 Yes / Oui
Service Target 2							30	1			31
Ontario Works and LEAP - Formal	9	11	32	10	3		13				78 No / Non
Ontario Works and LEAP - Informal									5		5 No / Non
Total Service Target 3	9	11	32	10	3		13		5		83
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED											
REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS											

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
- Shift Enter – move back to last cell

5.1.3 Key in Input Field

Once an input field is enabled the user can key a value into the cell. A dialog box will be displayed indicating the EFIS 2.0 Cell Coordinates

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS

Schedule 1.1 - Contractual Service Targets

Period: YearTotal

Year: 2014

Service Agreements	Financial Statements							Did Variance Check Fail			
	Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged		Recreation	Informal	Contractual Service Targets Enrolment Groups
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY											
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT											
Fee Subsidy	12	34	61	24	20		50	1			195 No / Non
Service Target 1	12	34	54	24	20		50	1			195
Special Needs Resourcing							30	1			31 Yes / Oui
Service Target 2							30	1			31
Ontario Works and LEAP - Formal	9	11	32	10	3		13				78 No / Non
Ontario Works and LEAP - Informal									5		5 No / Non
Total Service Target 3	9	11	32	10	3		13		5		83
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED											
REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS											

The system highlights input values in yellow until they are saved to the database.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS

Schedule 1.1 - Contractual Service Targets

Period: YearTotal

Service Agreements	Financial Statements										Financial Did Variance		
	Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged	Recreation	Informal	Contractual Service Targets Enrolment Groups		Schedule 1.1 V	
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT													
Fee Subsidy	12	3	61	2	20		50	1			195	No / Non	
Service Target 1	12	3	54	2	20		50	1			195		
Special Needs Resourcing						30	1					31	Yes / Oui
Service Target 2						30	1					31	
Ontario Works and LEAP - Formal	9	11	32	10	3		13					78	No / Non
Ontario Works and LEAP - Informal									5			5	No / Non
Total Service Target 3	9	11	32	10	3		13		5			83	
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS													

5.1.4 Save input field

To save data keyed in an input field click on the Save icon or **File → Save**

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

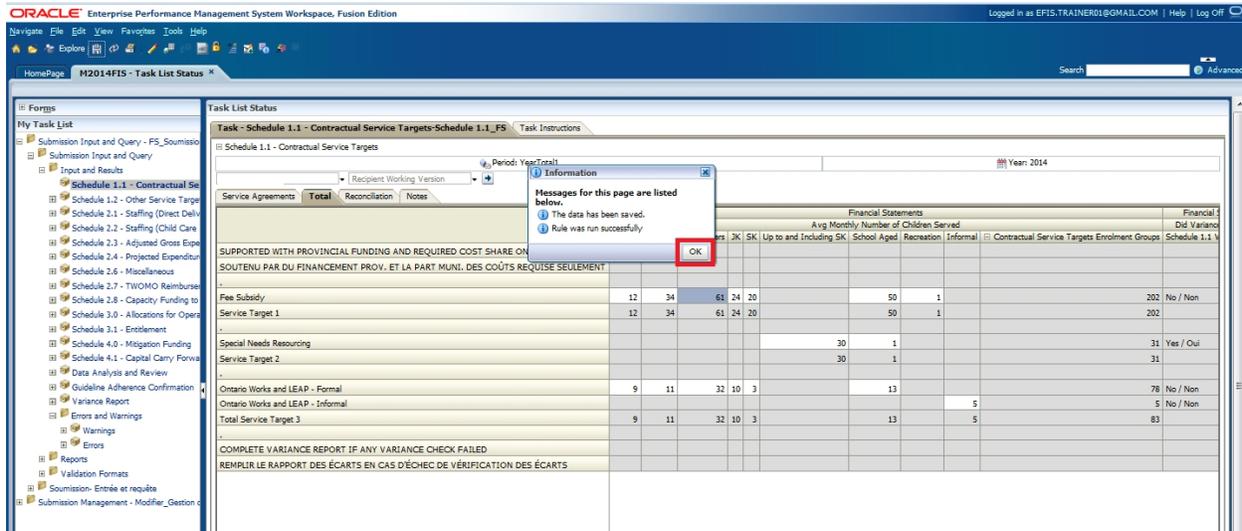
Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS

Schedule 1.1 - Contractual Service Targets

Period: YearTotal

Service Agreements	Financial Statements										Financial Did Variance		
	Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged	Recreation	Informal	Contractual Service Targets Enrolment Groups		Schedule 1.1 V	
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT													
Fee Subsidy	12	34	61	24	20		50	1			195	No / Non	
Service Target 1	12	34	54	24	20		50	1			195		
Special Needs Resourcing						30	1					31	Yes / Oui
Service Target 2						30	1					31	
Ontario Works and LEAP - Formal	9	11	32	10	3		13					78	No / Non
Ontario Works and LEAP - Informal									5			5	No / Non
Total Service Target 3	9	11	32	10	3		13		5			83	
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS													

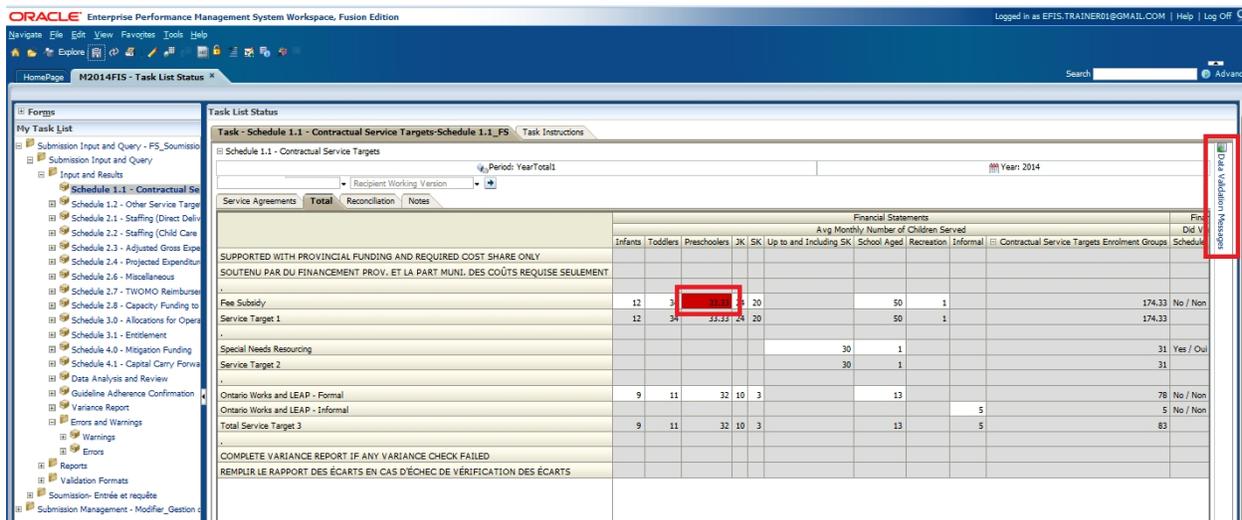
The system confirms that the data has been saved.



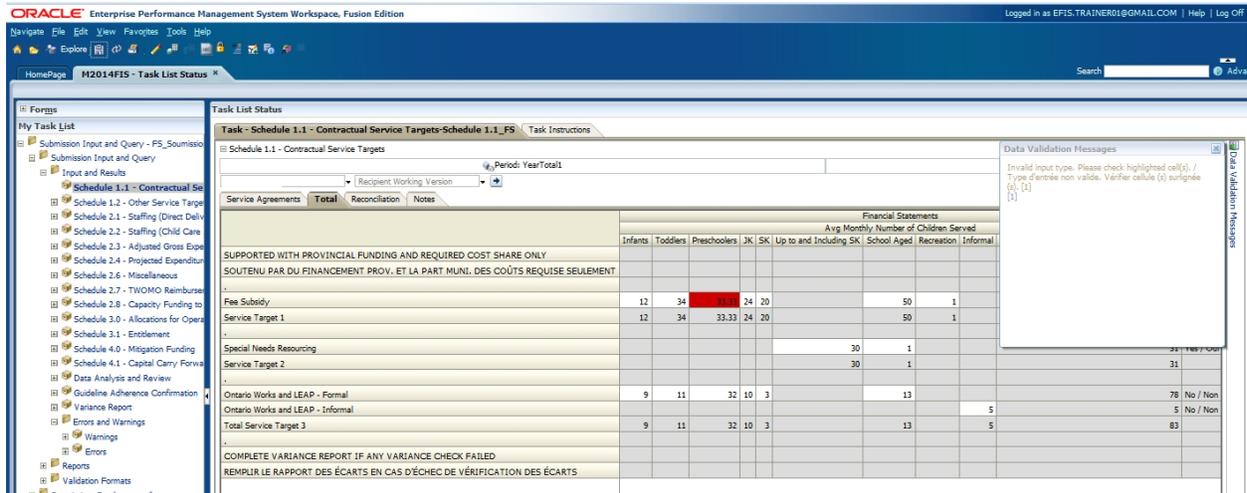
Click on **OK** to continue.

5.1.5 Invalid Data

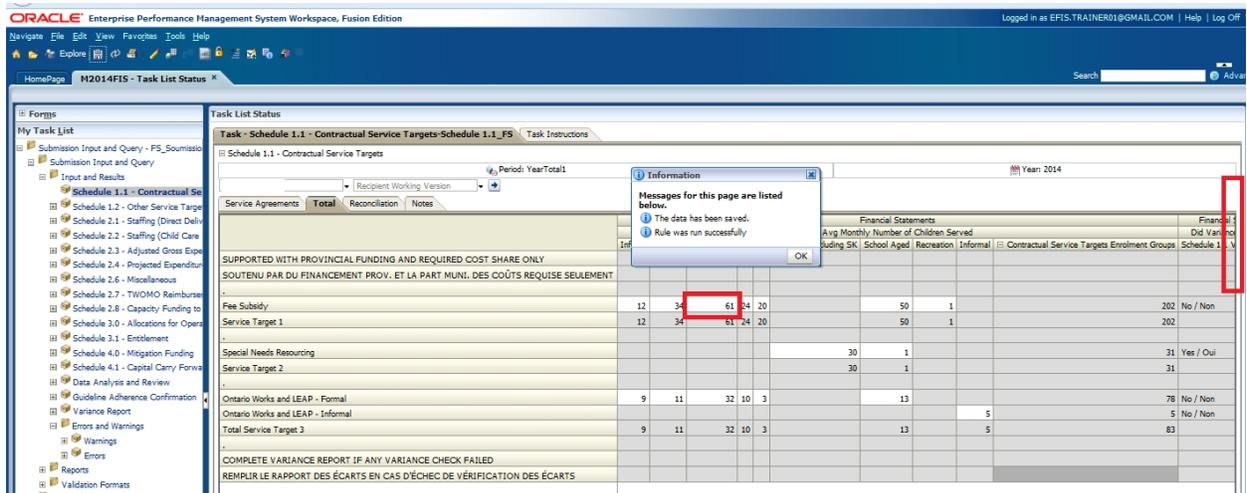
When the user enters and saves data that is invalid the invalid cell is highlighted in red and a Data Validation Message is displayed on the right side of the form.



To see the Validation Error the user can click on Data Validation Message to displays the error message.



In order to correct the error, the user enters the correct value and saves the data. The confirmation message that the data is saved successfully is shown and if the data is now correct the validation message on the right side of the form disappears.



If the user is not sure what the cell format should be different, the user can check the cell format by opening the same form in the **Validation Formats** folder and see the description for each cell.

	Infants	Toddlers	Preschoolers	JK	SK	Avg Monthly Number of Children Served (Up to and Including SK)	Scho
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY							
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT							
Fee Subsidy	+ 0.0	+ 0.0	+ 0.0	+ 0.0	+ 0.0		+ 0.0
Service Target 1	Non-Input / Pas d'entrée	Non-Input					
Special Needs Resourcing							+ 0.0
Service Target 2	Non-Input / Pas d'entrée	Non-Input					
Ontario Works and LEAP - Formal	+ 0.0	+ 0.0	+ 0.0	+ 0.0	+ 0.0		+ 0.0
Ontario Works and LEAP - Informal							
Total Service Target 3	Non-Input / Pas d'entrée	Non-Input					
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED							
REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS							

If the user enters a non numeric value into a cell that is expecting numeric values an error will be displayed and the user will not be able to navigate away from that cell until it is corrected.

	Infants	Toddlers	Preschoolers	JK	SK	Avg Monthly Number of Children Served (Up to and Including SK)	Scho
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY							
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT							
Fee Subsidy	12	34	abc	24	20	50	1
Service Target 1	12	34	24	20	50	1	
Special Needs Resourcing				30	1		31
Service Target 2				30	1		31
Ontario Works and LEAP - Formal	9	11	32	10	3		78
Ontario Works and LEAP - Informal						5	5
Total Service Target 3	9	11	32	10	3	13	83
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED							
REMPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS							

5.2 Cell Right Click Functionality

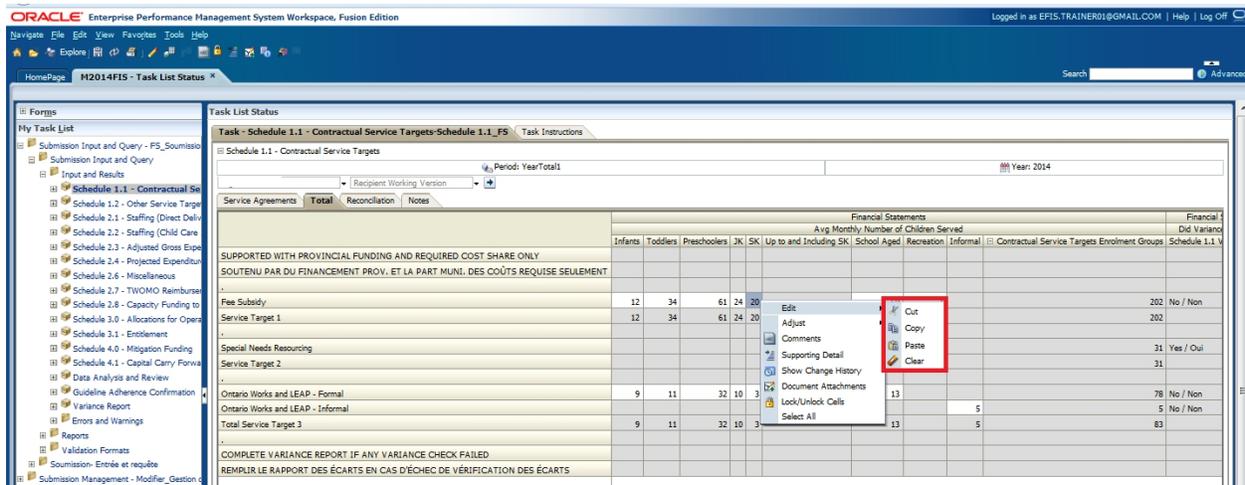
Hyperion Planning provides additional functionality to support data input. This functionality can be accessed by right clicking on an input cell. Functionality that is available in EFIS 2.0 includes:

- Edit
 - Cut
 - Copy
 - Paste

- Clear
- Comments
- Supporting Details
- Show Change History

5.2.1 Edit

Standard Cut, Copy, Paste, Clear functionality can be accessed by right clicking on a cell the select **Edit** → **Cut** will delete the value and save it to your clipboard, copy will copy the value to your clipboard, paste will copy in the value from the clipboard and Clear will delete the value in the cell.



5.2.2 Comments

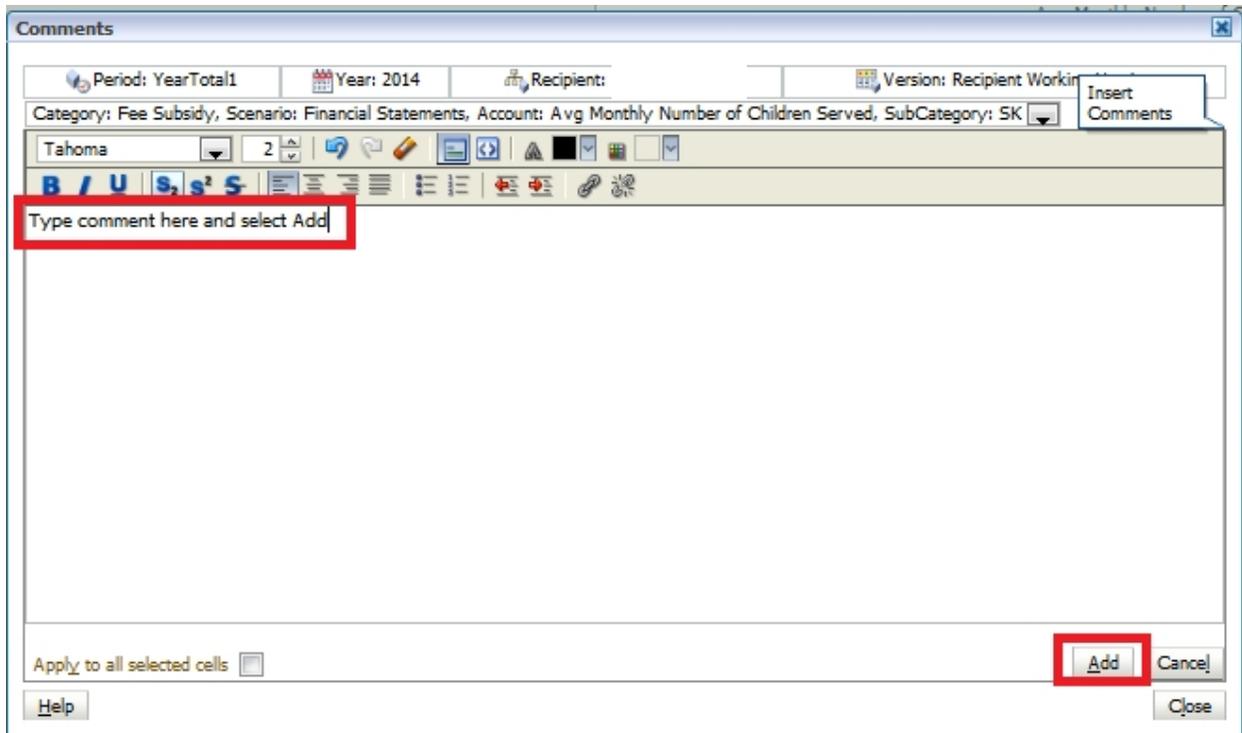
Users can attach a comment to a cell by right clicking on the cell and selecting **Comment**.

The screenshot shows the Oracle Enterprise Performance Management System Workspace. The main window displays a task list status for 'Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS'. A context menu is open over a cell in the 'Financial Statements' table, with the 'Comments' option highlighted. The table has columns for 'Infants', 'Toddlers', 'Preschoolers', 'JK', 'SK', 'Up to and Including SK', 'School Aged', 'Recreation', 'Informal', and 'Contractual Service Targets Enrolment Groups'. The 'Financial' column shows values like 202, 31, 78, 5, and 83. The 'Did Variance' column shows 'No / Non' and 'Yes / Oui'.

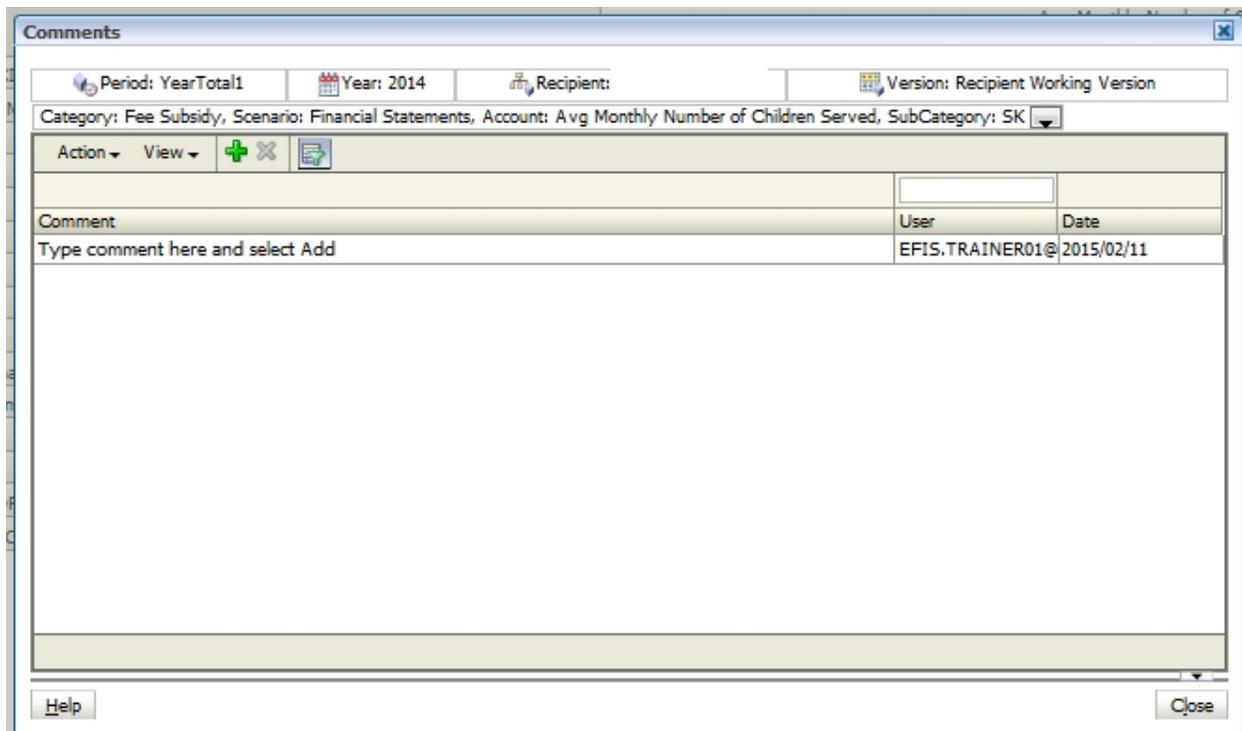
In the comment box that is displayed select either the green **+** or **Action** → **Add** to enter a comment

The screenshot shows the 'Comments' dialog box. It has a title bar 'Comments' and a close button. The dialog contains a 'Period: YearTotal1', 'Year: 2014', 'Recipient', and 'Version: Recipient Working Version'. Below this is a 'Category' field with the text 'Category: Fee Subsidy, Scenario: Financial Statements, Account: Avg Monthly Number of Children Served, SubCategory: SK'. There are 'Action' and 'View' dropdown menus, and a green plus icon. Below these are 'Add' (with a green plus icon) and 'Delete' (with a red X icon) buttons. The 'Add' button has a tooltip that says 'Add Ctrl+M' and 'Delete Ctrl+Del'. The main area of the dialog is empty, with the text 'No data to display'. At the bottom, there are 'Help' and 'Close' buttons.

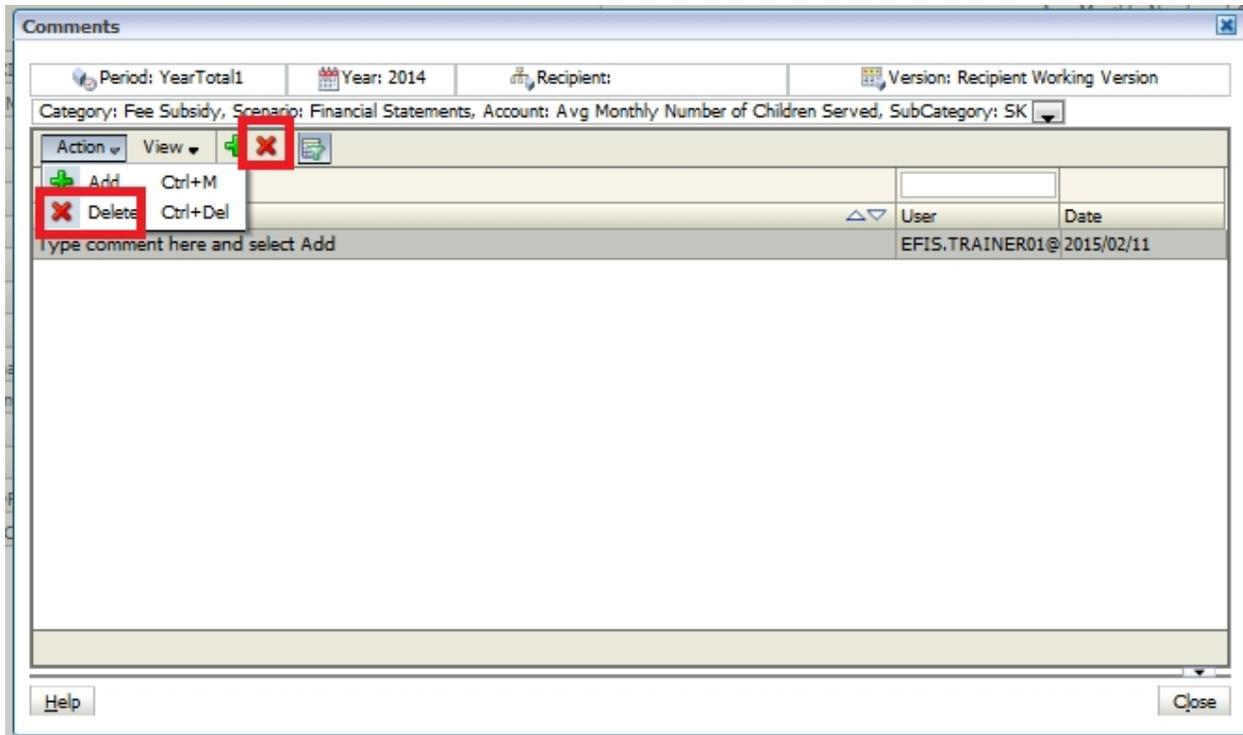
When the Comments window opens enter the comment and select Add.



Comments are saved with the user name and date. Comments cannot be edited once they have been saved.



To remove a comment, select the comment then either the Red **X** or **Action → Delete**



Cells that have comments will have a triangle in the top left corner of the cell.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

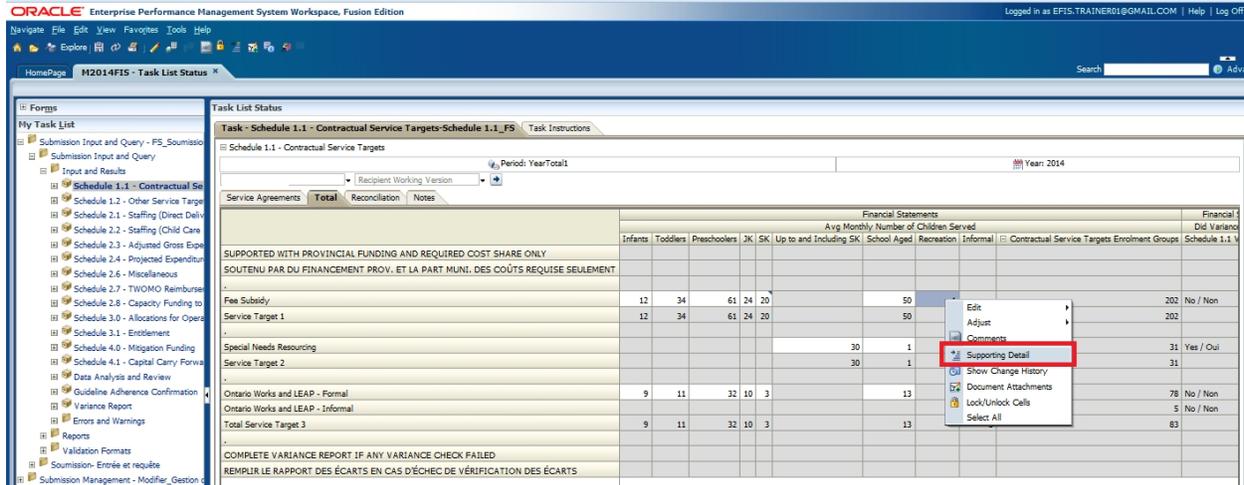
Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS

Schedule 1.1 - Contractual Service Targets

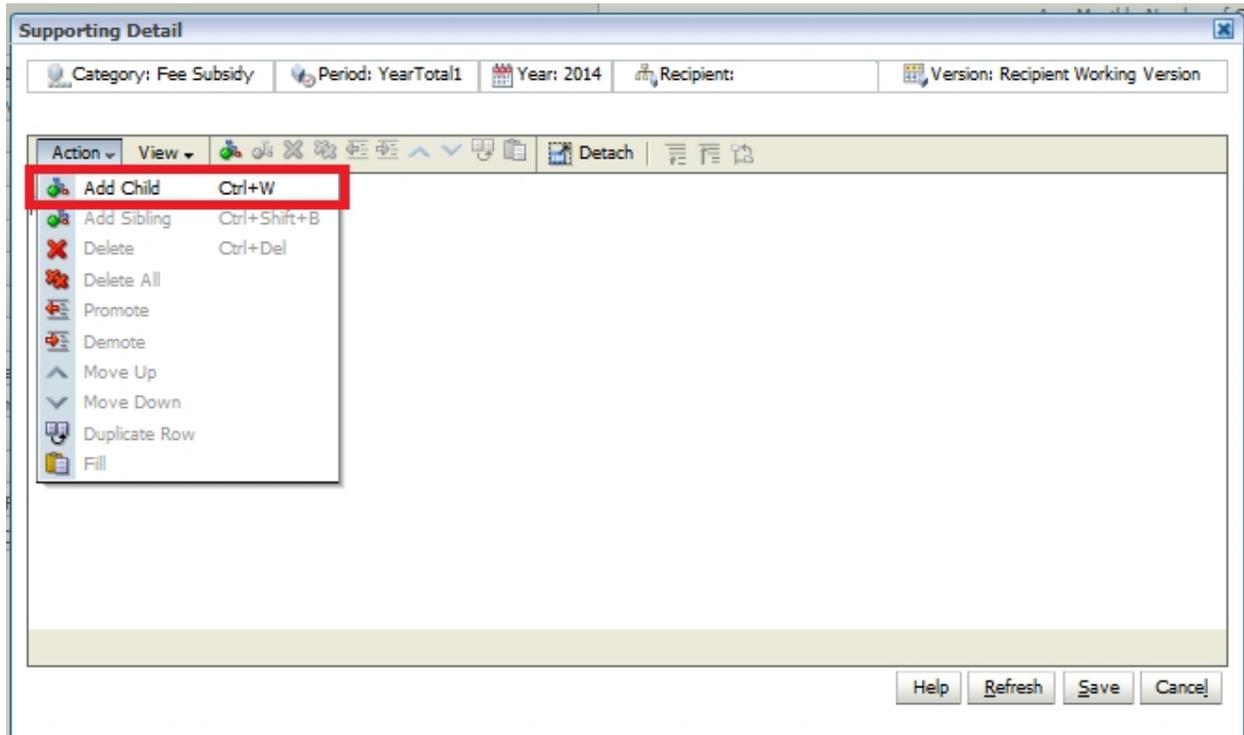
Service Agreements	Total	Financial Statements						Contractual Service Targets Enrolment Groups	Schedule 1.1 %	Financial Did Variance		
		Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK				School Aged	Recreation
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY												
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT												
Fee Subsidy	12	34	61	24	20		50	1		202	No / Non	
Service Target 1	12	34	61	24	20		50	1		202		
Special Needs Resourcing						30		1			31	Yes / Oui
Service Target 2						30		1			31	
Ontario Works and LEAP - Formal	9	11	32	10	3		13				78	No / Non
Ontario Works and LEAP - Informal									5		5	No / Non
Total Service Target 3	9	11	32	10	3		13		5		83	
COMPLETE VARIANCE REPORT IF ANY VARIANCE CHECK FAILED												
REPLIR LE RAPPORT DES ÉCARTS EN CAS D'ÉCHEC DE VÉRIFICATION DES ÉCARTS												

5.2.3 Supporting Details

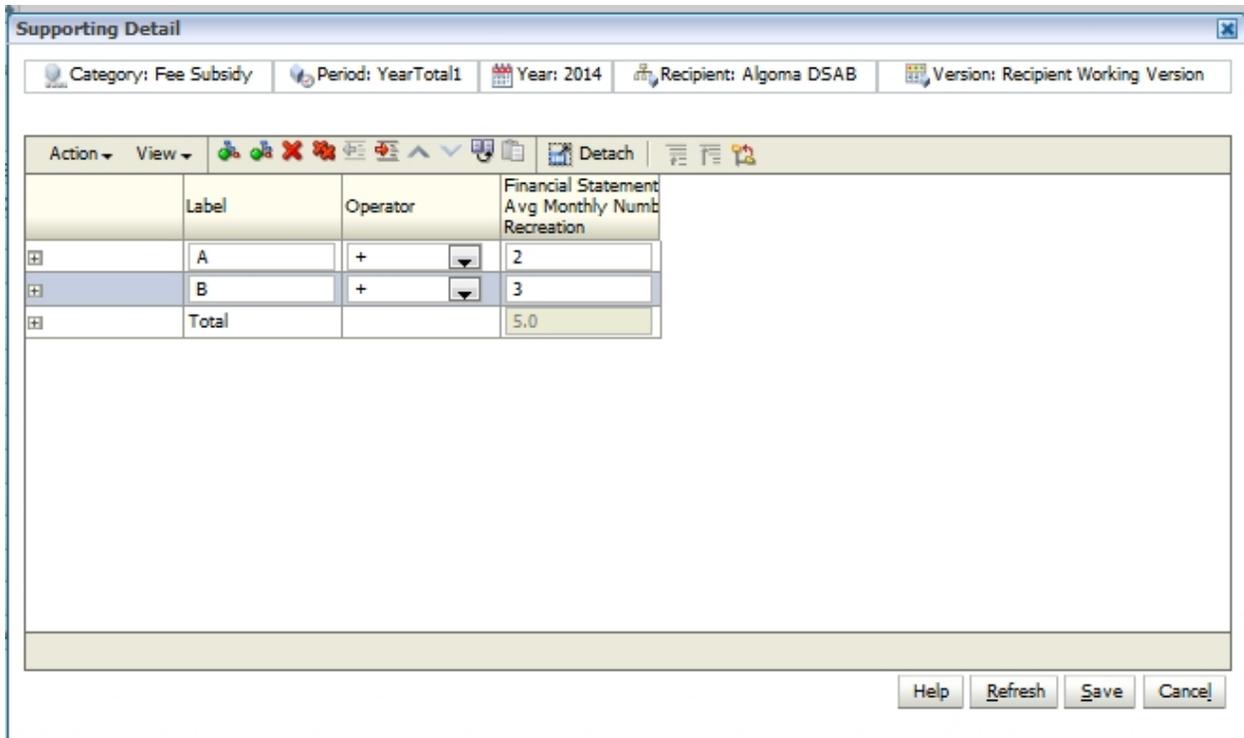
The user can add supporting details to an input cell by right clicking on the cell and selecting **Supporting Detail**.



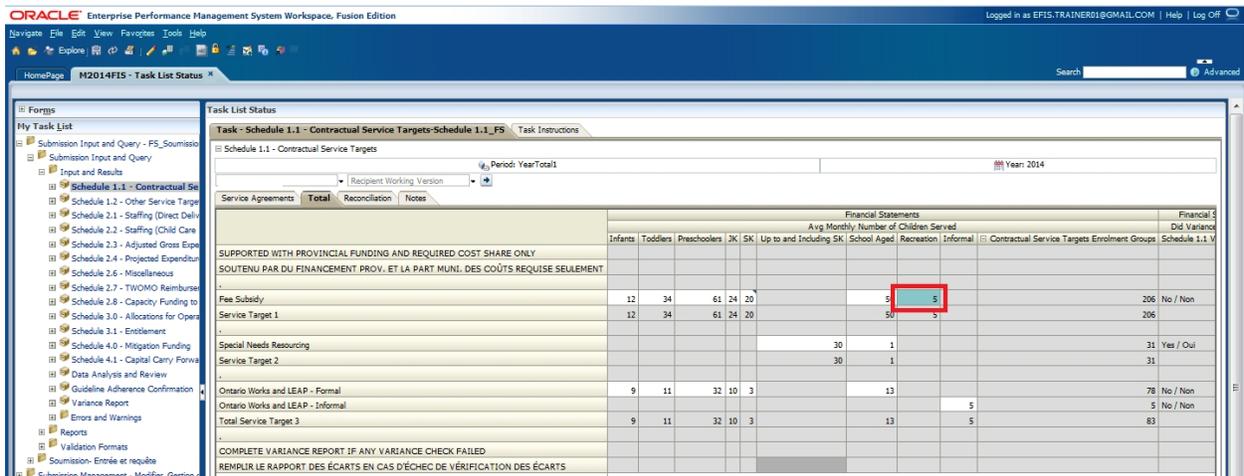
To enter data select **Action** → **Add Child or Add Sibling** depending on how the user wants to display the information.



The example below shows how the user can provide the detailed split between A and B. Enter the detailed amounts and labels and select **Save**.



The total of the supporting details will be calculated and stored in the cell. The colour of the cell will change to dark blue to indicate that there is supporting detail



5.2.4 Show Change History

Each time the value in a cell is changed a record on the changes is kept in the database. To access the list of changes right clicking on the cell and selecting **Show Change History**,

The screenshot shows the Oracle Enterprise Performance Management System Workspace. The main window displays 'Task List Status' for 'Task - Schedule 1.1 - Contractual Service Targets-Schedule 1.1_FS'. A table is visible with columns for 'Financial Statements' and 'Avg Monthly Number of Children Served'. A context menu is open over a cell in the table, with 'Show Change History' highlighted in red.

Financial Statements	Avg Monthly Number of Children Served	Financial S	Did Variance
SUPPORTED WITH PROVINCIAL FUNDING AND REQUIRED COST SHARE ONLY			
SOUTENU PAR DU FINANCEMENT PROV. ET LA PART MUNI. DES COÛTS REQUISE SEULEMENT			
Fee Subsidy	12 34	50 5	206 No / Non
Service Target 1	12 34	50 5	206
Special Needs Resourcing		30 1	31 Yes / Oui
Service Target 2		30 1	31
Ontario Works and LEAP - Formal	9 11		78 No / Non
Ontario Works and LEAP - Informal			5 No / Non
Total Service Target 3	9 11	13 5	83

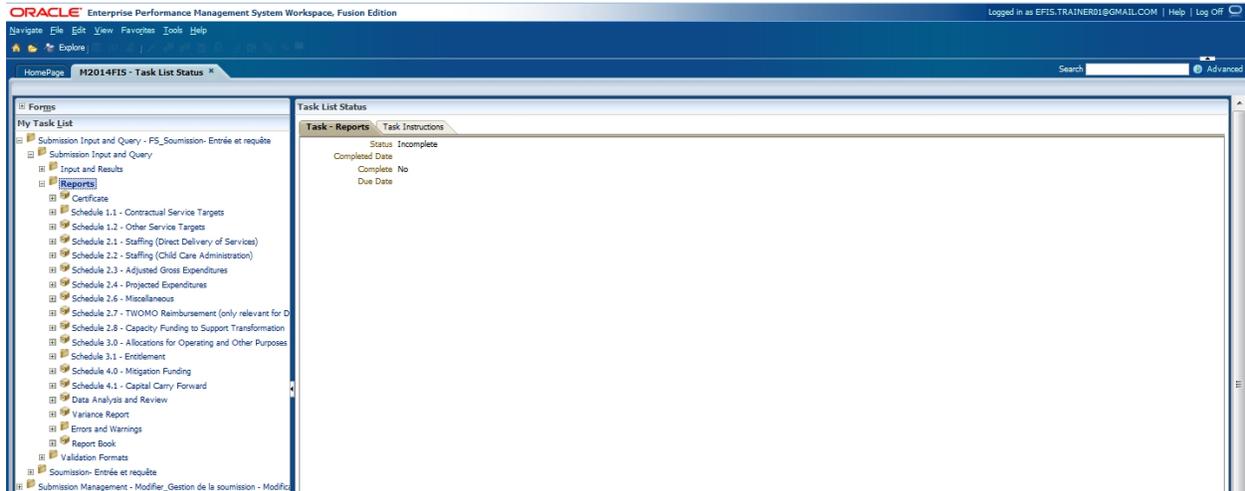
The Change History screen will be displayed and identifies that user, the date, and the values that were changed.

The screenshot shows the 'Change History' window with the following data:

User	Date	Old Value	New Value
EFIS.TRAINER01@	2015/02/06 10:40 A	#missing	53.0
EFIS.TRAINER01@	2015/02/09 3:43 PM	333.33333	55.0
EFIS.TRAINER01@	2015/02/11 11:39 A	54.0	61.0
EFIS.TRAINER01@	2015/02/11 11:41 A	61.0	33.3333
EFIS.TRAINER01@	2015/02/11 11:44 A	33.3333	61.0
EFIS.TRAINER01@	2015/02/10 9:27 AM	55.0	54.0
EFIS.TRAINER01@	2015/02/10 9:28 AM	54.0	55.0
EFIS.TRAINER01@	2015/02/09 3:38 PM	53.0	55.0
EFIS.TRAINER01@	2015/02/09 3:40 PM	55.0	333.33333
EFIS.TRAINER01@	2015/02/10 9:28 AM	55.0	54.0

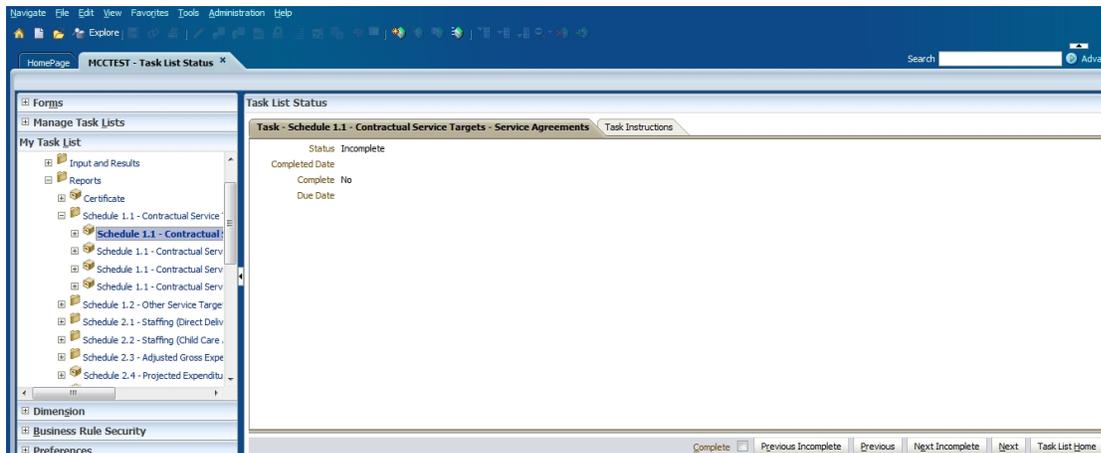
5.3 Reports

Reports provide the user with the results of each of the sections in a report format. Users can access individual reports or a Report book that contains all reports.

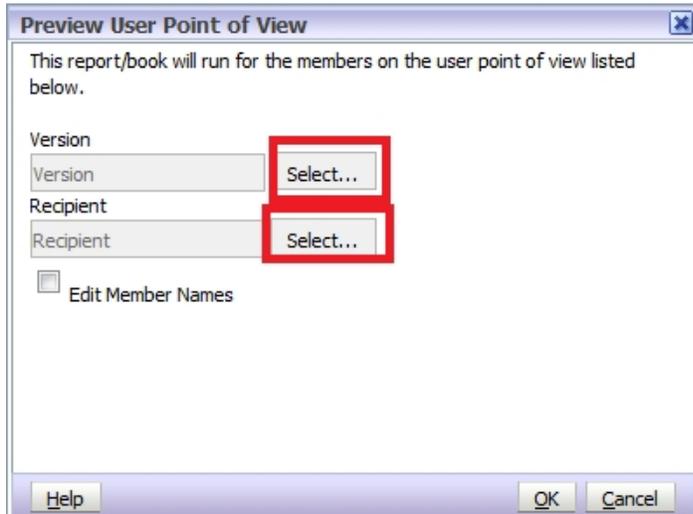


5.3.1 Running a Report

To run a report the user selects the report from the Task List..



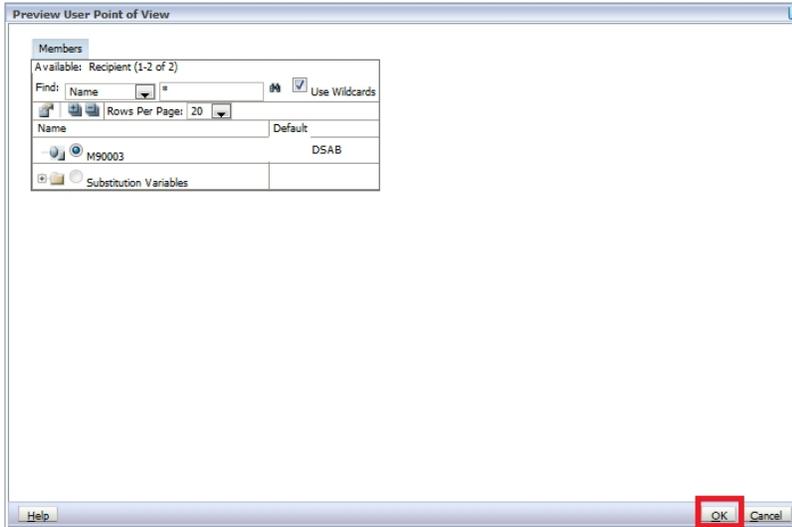
The Preview User Point of View screen will be displayed. The first time reports are run each cycle the user must select a version and the Recipient name. This will become the default setting until the user changes the Version. If an **error message** is displayed prior to the POV screen check that the settings in **Section 3.1** have been applied



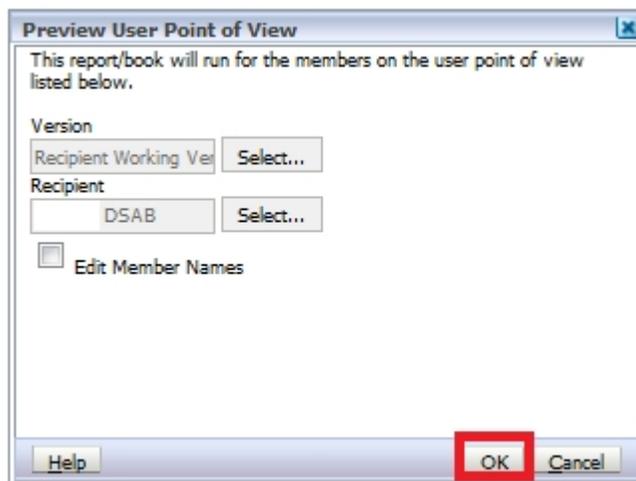
To select the Version click the **Select** button beside Version to open the version selection screen, select the version then **OK**

Preview User Point of View	
Find: Name	* <input checked="" type="checkbox"/> Use Wildcards
Rows Per Page: 20	
Name	Default
Version	
Submission Versions	
Recipient Versions	
V10W	Recipient Working Version
V10D01	Recipient Draft 1
V10D02	Recipient Draft 2
V10D03	Recipient Draft 3
V10D04	Recipient Draft 4
V10D05	Recipient Draft 5
V10D06	Recipient Draft 6
V10D07	Blank Template For Reset
V10FOV	Recipient FA Viewable Version
V10FOVD01	Recipient FA Viewable Draft Version 1
V10FOVD02	Recipient FA Viewable Draft Version 2
V10FOVD03	Recipient FA Viewable Draft Version 3

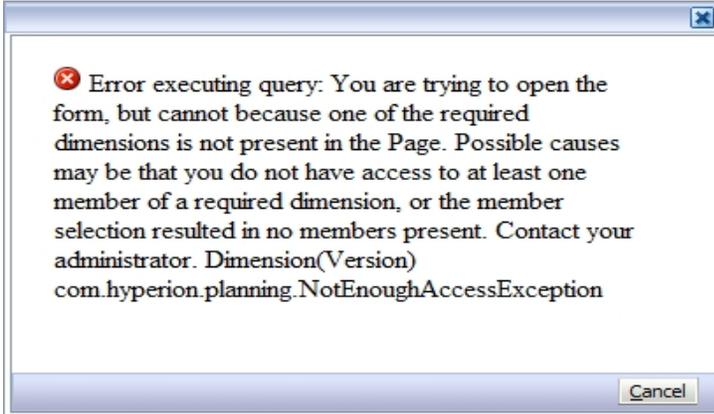
To select the Recipient click the **Select** button beside Recipient to open the Recipient selection screen, select the Recipient then **OK**



The POV screen is will now have a version and the Recipient selected select **OK** to run the report



The report will generate in PDF. The user can view, save or print. Reports will contain detail similar to the reports that were available in EFIS 1.0



Submission Version: Recipient Working Version
Recipient Name: .
Year: 2014
Cycle: Financial Statements

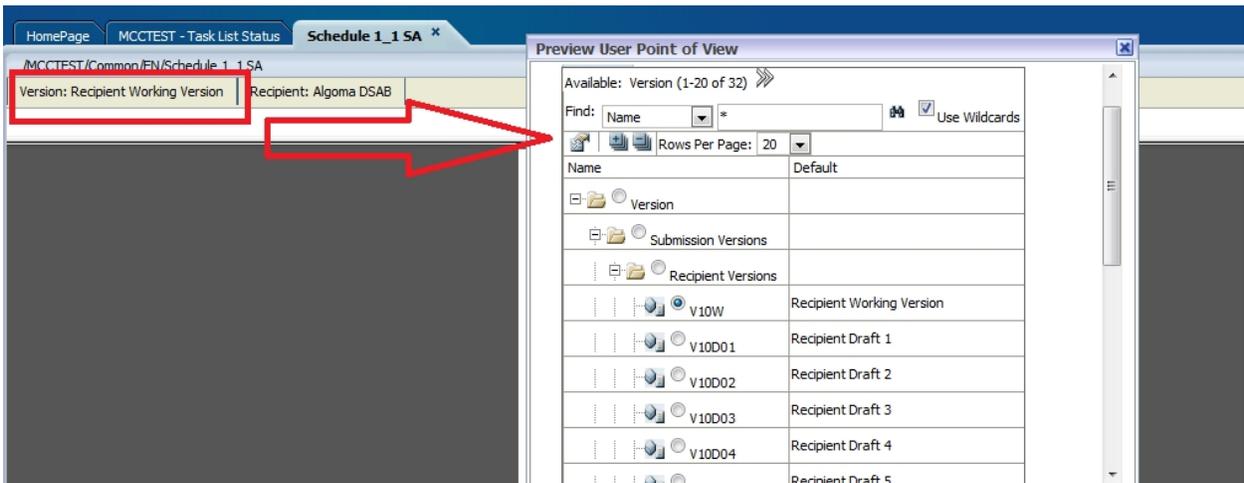
Ontario

Schedule 1.1 - Contractual Service Targets - Service Agreements Supported with Provincial Funding and Required Cost Share Only

Service Agreements - Avg Monthly Number of Children Served											
	Infants	Toddlers	Preschoolers	JK	SK	Up to and Including SK	School Aged	Recreation	Informal	Total	
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	
Service Target 1											
Fee Subsidy	14.0	32.0	58.0	23.0	20.0	-	45.0	0.0	-	192.0	
Service Target 2											
Special Needs Resourcing	-	-	-	-	-	25.0	2.0	-	-	27.0	
Service Target 3											
Ontario Works and LEAP - Formal	10.0	10.0	32.0	10.0	3.0	-	13.0	-	-	78.0	
Ontario Works and LEAP - Informal	-	-	-	-	-	-	-	-	5.0	5.0	
Total Service Target 3	10.0	10.0	32.0	10.0	3.0	-	13.0	-	5.0	83.0	

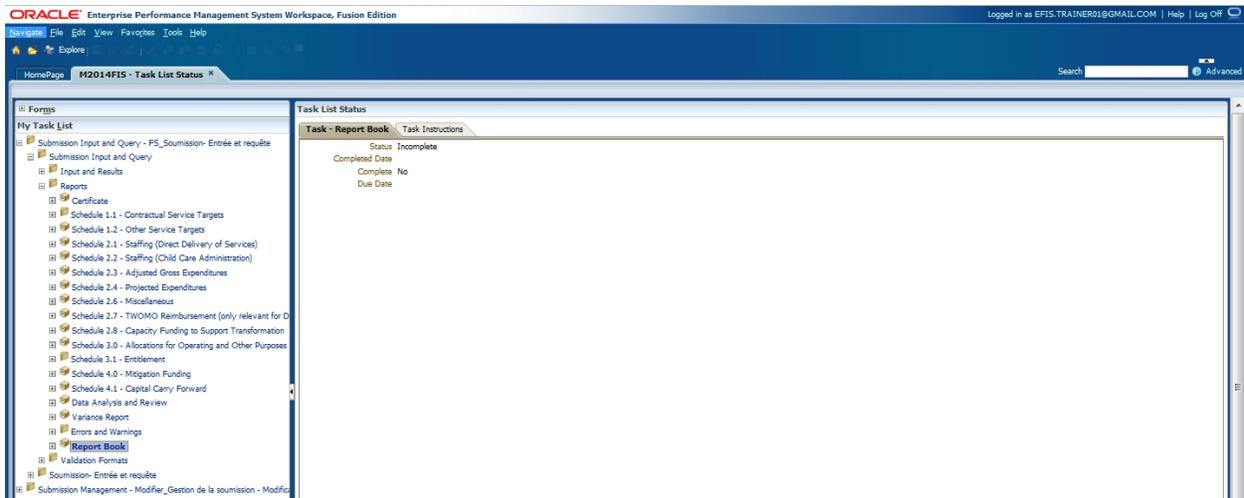
Contractual Service Targets - Notes | Test

To change the Version selection without regenerating the report the user can select the Version screen by selecting the **Version** tab in the top left side of the report. Select the new version then select **OK** and the report will refresh with the new data.

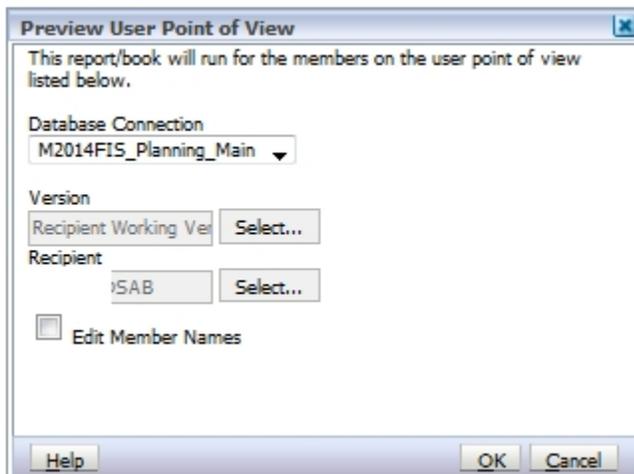


5.3.2 Generating Report Books

To generate a complete set of reports for all forms the user selects **Reports** → **Report Book**



The Preview User Point of View dialog will appear. Select the Version that is to be run and then select **OK** to generate the Report Book.



The report will return the Table of Contents; the user can open a single report by selecting the ICON to the left of the report or open the complete report by selecting **File** → **Open In** → **Complete Book in PDF**

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS-TRAINER01@GMAIL.COM | Help | Log Off

HomePage | M2014FIS - Task List Status | 2014 CSM and DSSAB Submission - Financial Statements - View

M2014FIS/FS/2014 CSM and DSSAB Submission - Financial Statements

Version: Recipient Working Version | Recipient: DSSAB

Show Report

Name	Member Selection	Report Location
Certificate		/M2014FIS/Common/EN
Schedule 1.1 - Contractual Service Targets - Service Agreements		/M2014FIS/Common/EN
Schedule 1.1 - Contractual Service Targets		/M2014FIS/Common/EN
Schedule 1.2 - Other Service Targets		/M2014FIS/Common/EN
Schedule 2.1 - Staffing (Direct Delivery of Services)		/M2014FIS/Common/EN
Schedule 2.2 - Staffing (Child Care Administration)		/M2014FIS/Common/EN
Schedule 2.3 - Adjusted Gross Expenditures		/M2014FIS/Common/EN
Schedule 2.4 - Projected Expenditures		/M2014FIS/Common/EN
Schedule 2.6 - Miscellaneous		/M2014FIS/Common/EN
Schedule 2.7 - TWOMO Reimbursement (only relevant for DSSABs)		/M2014FIS/Common/EN
Schedule 2.8 - Capacity Funding to Support Transformation		/M2014FIS/FS/EN
Schedule 3.0 - Allocations for Operating and Other Purposes		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Entitlement Calculation		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Adjustment for Administration Overspending		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Transfer Payment Summary		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Breakdown of Capital		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Overspending or Underspending for Utilization		/M2014FIS/Common/EN
Schedule 4.0 - Mitigation Funding		/M2014FIS/Common/EN
Schedule 4.1 - Capital Carry Forward		/M2014FIS/Common/EN
Data Analysis and Review		/M2014FIS/Common/EN
Variance Report		/M2014FIS/Common/EN
Errors		/M2014FIS/Common/EN
Warnings		/M2014FIS/Common/EN

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS-TRAINER01@GMAIL.COM | Help | Log Off

HomePage | M2014FIS - Task List Status | 2014 CSM and DSSAB Submission - Financial Statements - View

M2014FIS/FS/2014 CSM and DSSAB Submission - Financial Statements

Version: Recipient Working Version | Recipient: DSSAB

Show Report

File > Open > Complete Book in PDF

Name	Member Selection	Report Location
Certificate		/M2014FIS/Common/EN
Schedule 1.1 - Contractual Service Targets - Service Agreements		/M2014FIS/Common/EN
Schedule 1.1 - Contractual Service Targets		/M2014FIS/Common/EN
Schedule 1.2 - Other Service Targets		/M2014FIS/Common/EN
Schedule 2.1 - Staffing (Direct Delivery of Services)		/M2014FIS/Common/EN
Schedule 2.2 - Staffing (Child Care Administration)		/M2014FIS/Common/EN
Schedule 2.3 - Adjusted Gross Expenditures		/M2014FIS/Common/EN
Schedule 2.4 - Projected Expenditures		/M2014FIS/Common/EN
Schedule 2.6 - Miscellaneous		/M2014FIS/Common/EN
Schedule 2.7 - TWOMO Reimbursement (only relevant for DSSABs)		/M2014FIS/Common/EN
Schedule 2.8 - Capacity Funding to Support Transformation		/M2014FIS/FS/EN
Schedule 3.0 - Allocations for Operating and Other Purposes		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Entitlement Calculation		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Adjustment for Administration Overspending		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Transfer Payment Summary		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Breakdown of Capital		/M2014FIS/Common/EN
Schedule 3.1 - Entitlement - Overspending or Underspending for Utilization		/M2014FIS/Common/EN
Schedule 4.0 - Mitigation Funding		/M2014FIS/Common/EN
Schedule 4.1 - Capital Carry Forward		/M2014FIS/Common/EN
Data Analysis and Review		/M2014FIS/Common/EN
Variance Report		/M2014FIS/Common/EN
Errors		/M2014FIS/Common/EN
Warnings		/M2014FIS/Common/EN

Report will be generated in PDF.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS-TRAINER01@GMAIL.COM | Help | Log Off

HomePage | M2014FIS - Task List Status | 2014 CSM and DSSAB Submission - Financial Statements - View | 2014 CSM and DSSAB Submission - Financial Statements

M2014FIS/FS/2014 CSM and DSSAB Submission - Financial Statements

1 / 28 | 124% | Sign | Comment

Bookmarks

- 2014 CSM and DSSAB Submission - Financial Statements
 - Table of Contents
 - Certificate
 - Schedule 1.1 - Contractual Service Targets - Service Agreements
 - Schedule 1.1 - Contractual Service Targets

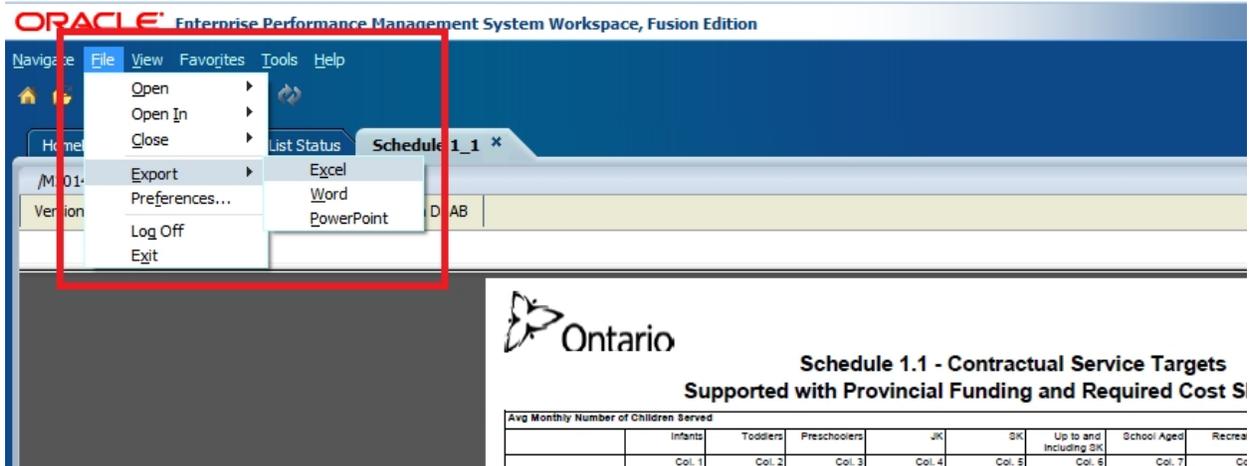
Table of Contents

2014 CSM and DSSAB Submission - Financial Statements

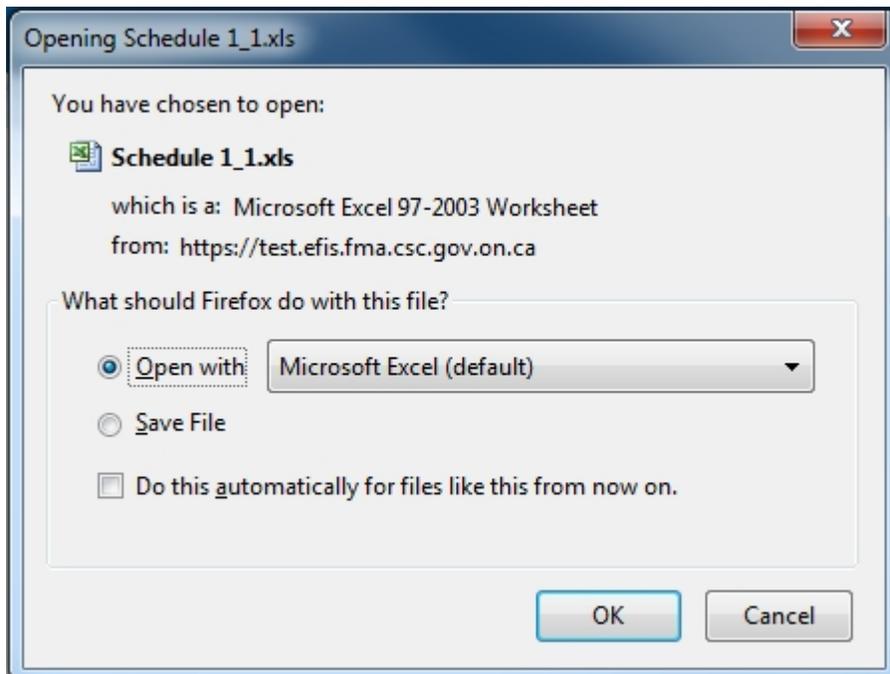
Certificate.....	1
Schedule 1.1 - Contractual Service Targets - Service Agreements.....	2
Schedule 1.1 - Contractual Service Targets.....	3
Schedule 1.2 - Other Service Targets.....	4
Schedule 2.1 - Staffing (Direct Delivery of Services).....	5
Schedule 2.2 - Staffing (Child Care Administration).....	6

5.3.3 Opening a report in Excel

Reports that have been generated in PDF can also be exported and saved in Excel format. To export a report to Excel select **File → Export → Excel**



Select **Open** with or **Save**



Report will be exported to Excel

Schedule_1_1 [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Smart View

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

Ontario

Submission Version: Recipient Working Version
 Recipient Name: DSAB
 Year: 2014
 Cycle: Financial Statements

**Schedule 1.1 - Contractual Service Targets
 Supported with Provincial Funding and Required Cost Share Only**

Page: Recipient Working Version, Algoma DSAB

Avg Monthly Number of Children Served	Infants Col. 1	Toddlers Col. 2	Preschoolers Col. 3	JK Col. 4	SK Col. 5	Up to and including SK Col. 6	School Aged Col. 7	Recreation Col. 8	Informal Col. 9	Total Col. 10	Did Variance Check Fail? (Note 1)
Service Target 1											
Fee Subsidy	12.0	34.0	61.0	24.0	20.0	0.0	50.0	5.0	0.0	206.0	No / Non
Service Target 2											
Special Needs Resourcing	0.0	0.0	0.0	0.0	0.0	30.0	1.0	0.0	0.0	31.0	Yes / Out
Service Target 3											
Ontario Works and LEAP - Formal	9.0	11.0	32.0	10.0	3.0	0.0	13.0	0.0	0.0	78.0	No / Non
Ontario Works and LEAP - Informal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0	5.0	No / Non
Total Service Target 3	9.0	11.0	32.0	10.0	3.0	0.0	13.0	0.0	5.0	83.0	0.0

6 Smart View

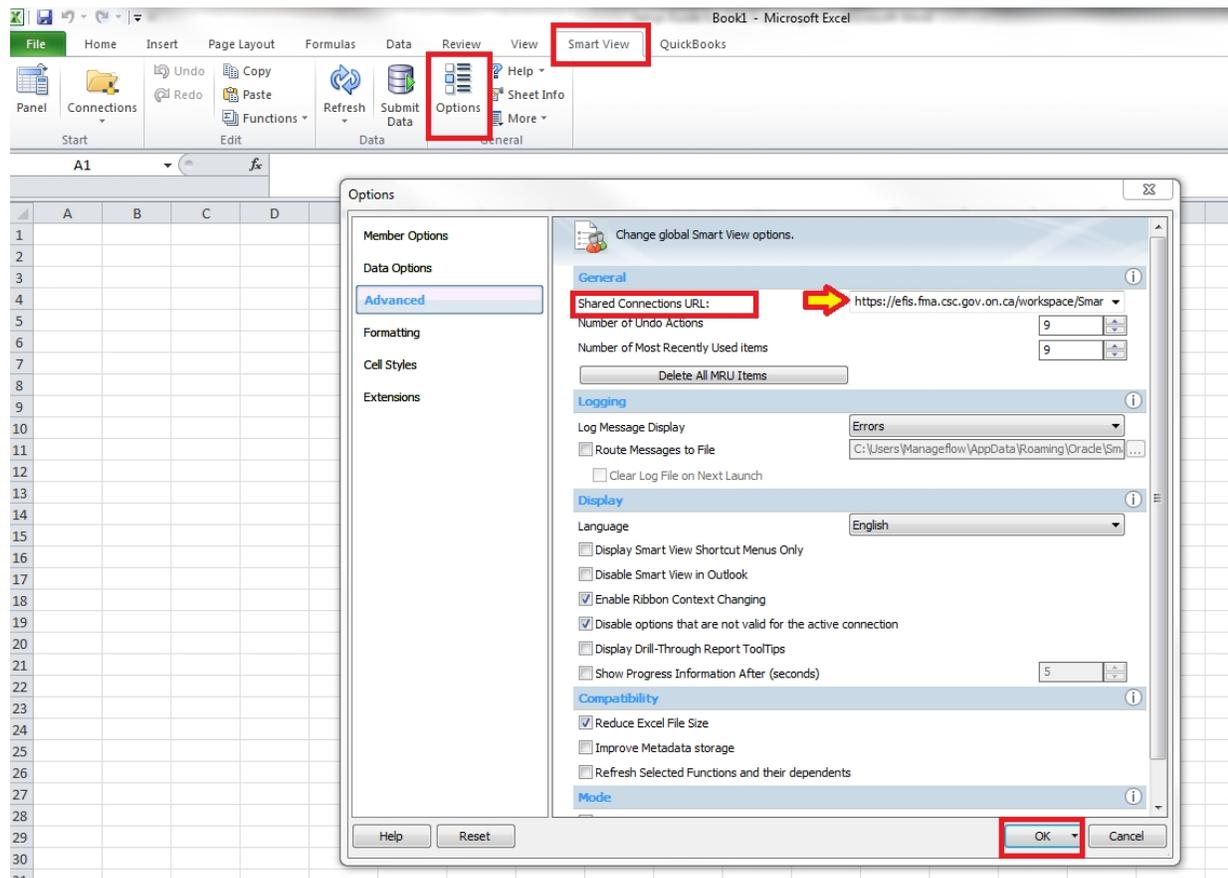
6.1 Smart View User Set Up

The Smart View is an Excel add-on that allows user to enter data into EFIS 2.0. Web forms or Smart view have same functionality. In order to use Smart View (add-in for Oracle Hyperion EPM products), the add-in needs to be installed on users workstation. Please refer to **EFIS 2.0 – User Set Up Guide** for detailed instructions.

6.1.1 Setting up the Connection

In Smart View, go to **Options**, Click on **Advanced** and specify the shared Connections URL the select **OK**

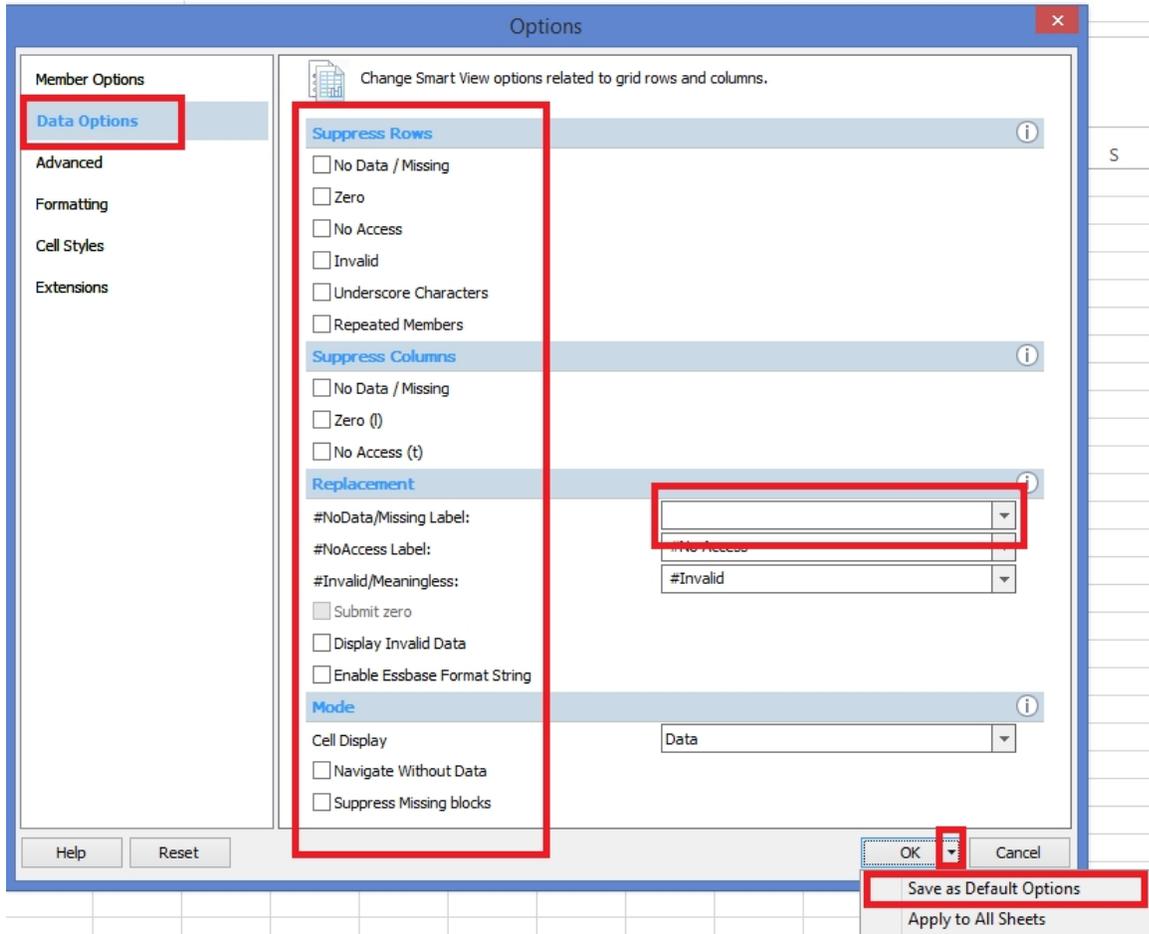
<https://efis.fma.csc.gov.on.ca/workspace/SmartViewProviders>



6.1.2 Setting up Smart View Options

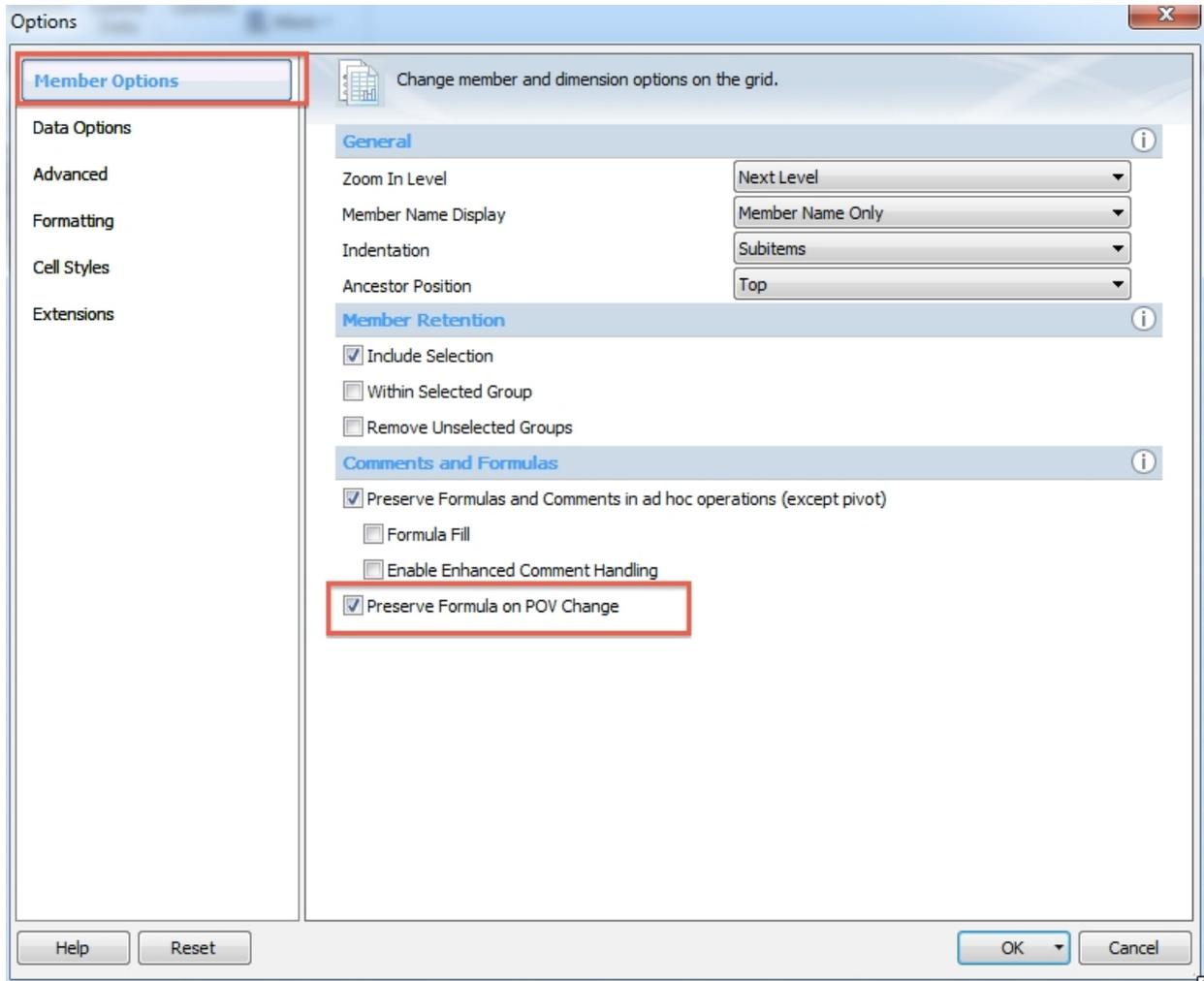
6.1.2.1 Data Options

In Smart View, go to **Options**, Click on **Data Options**. Check to make sure that no boxes are checked, clear the **#NoData/Missing Label**: to be blank, select the arrow on the right of the **OK** button and select **Save as Default Options**



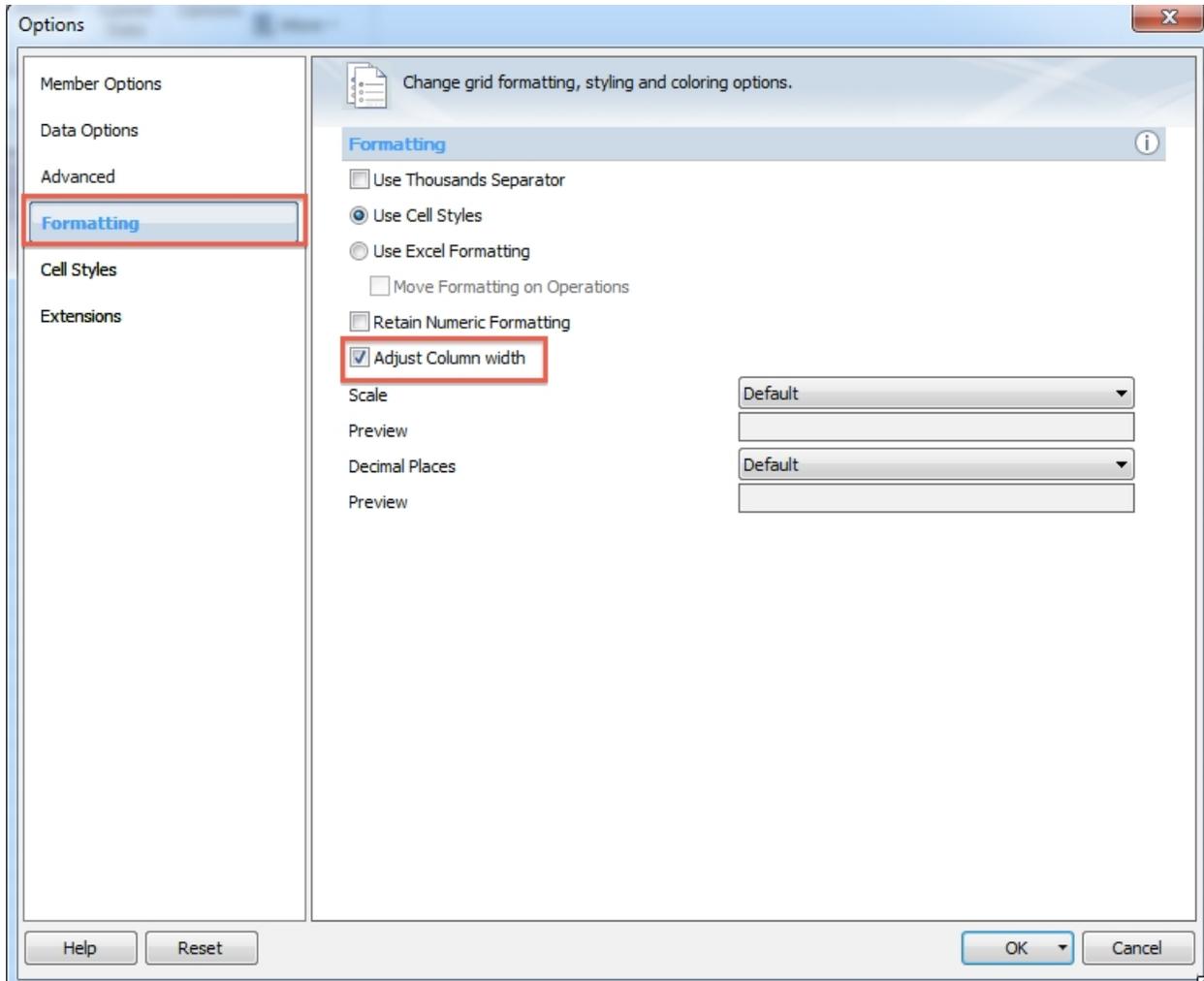
6.1.2.2 Member Options

To retain formulas that have been added to a Smart View form when moving between versions, it is recommended that the **Preserve Formula on POV Change** is checked



6.1.2.3 Formatting

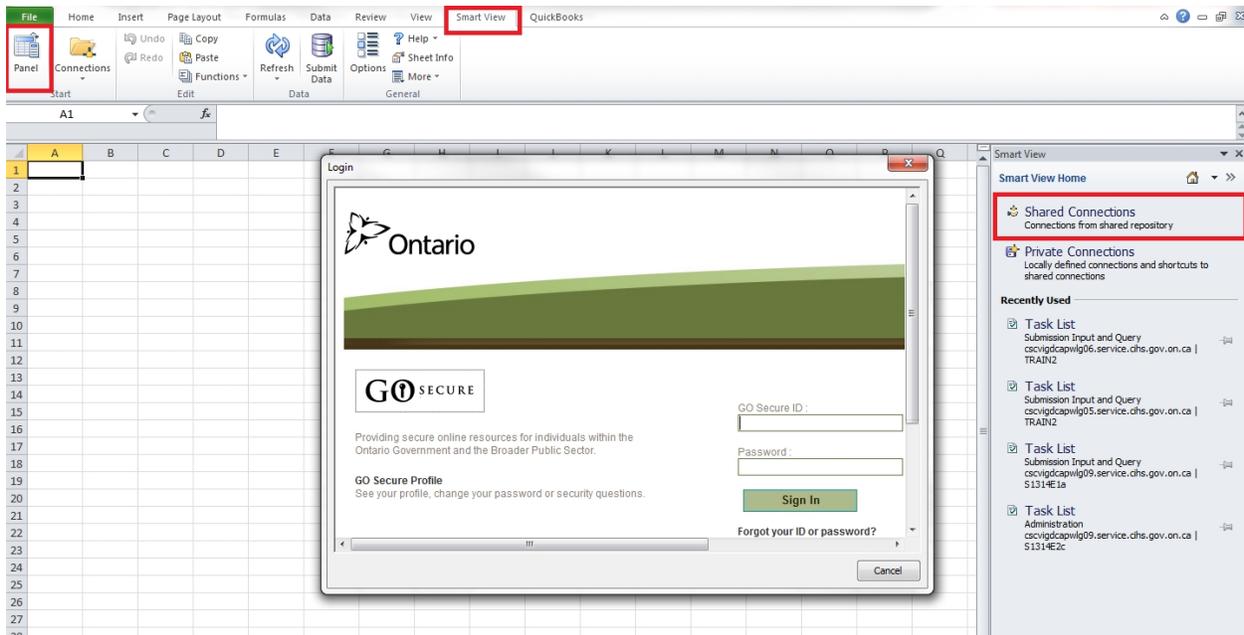
In order to format columns and rows user needs to set the formatting as per below example



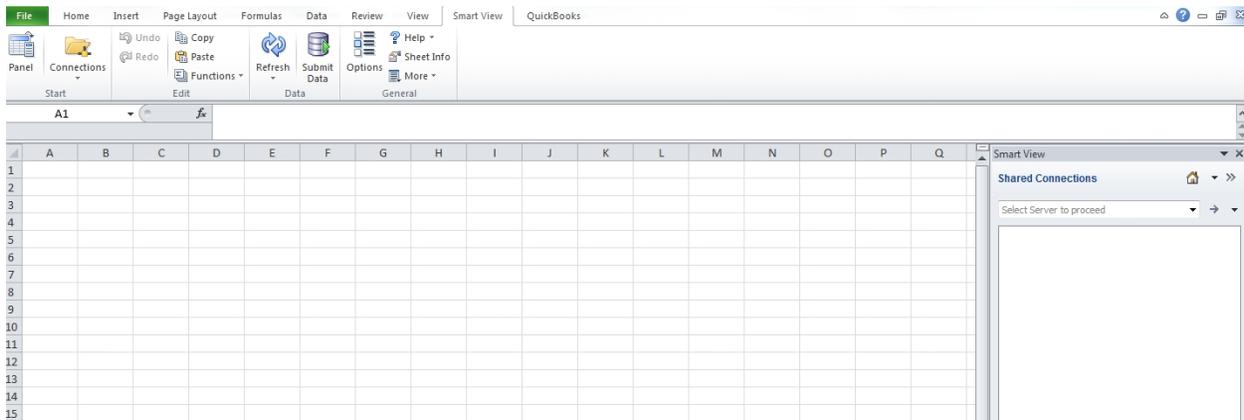
Select the arrow on the right of the **OK** button and select **Save as Default Options**.

6.1.3 Connecting Smart View to Database

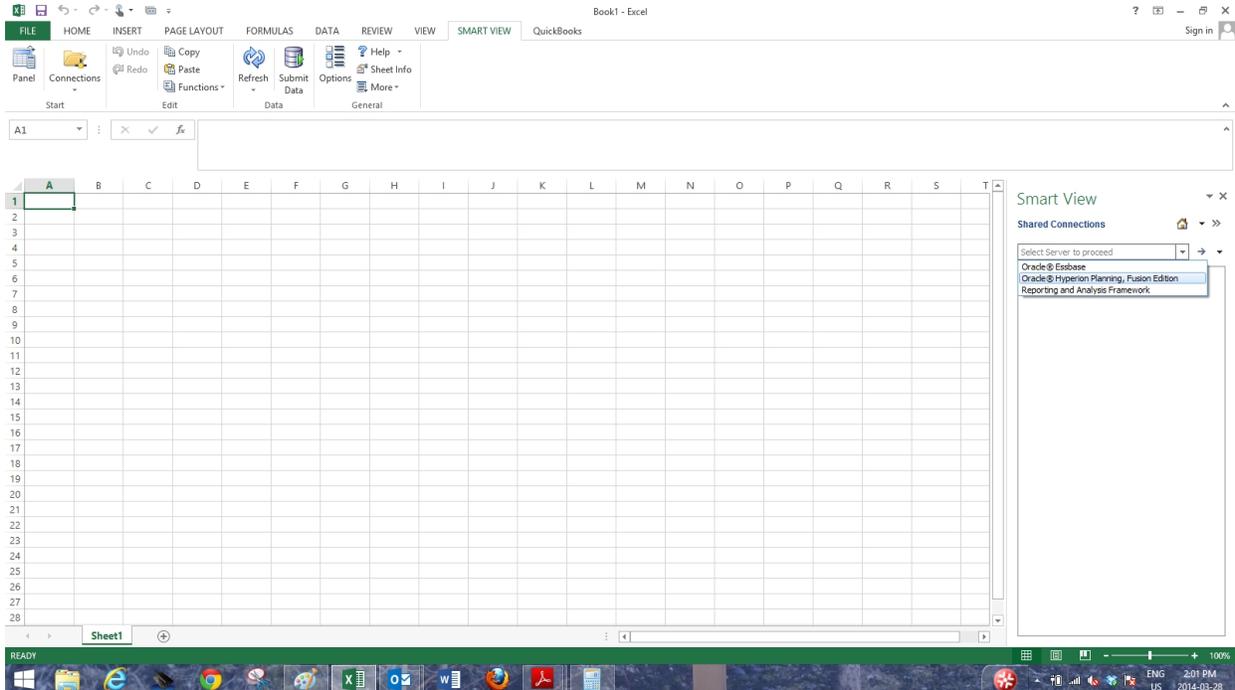
To access forms in the Smart View open a new session of Excel and click on **Smart View** tab. Select **Panel** and **Shared Connections**. The Go Secure Login screen will be displayed, enter your **user name** and **password** and select **Sign In**.



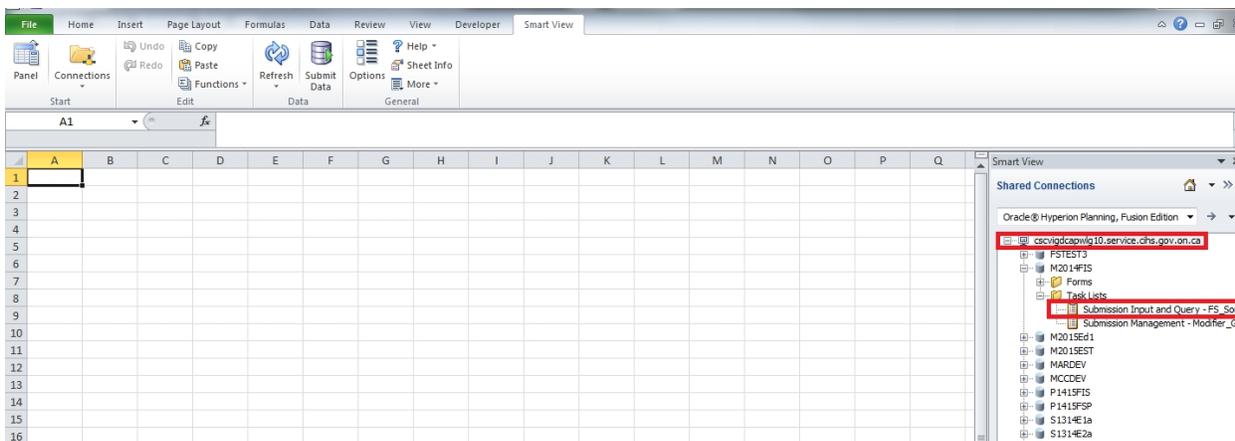
When the user has successfully connected to the database the following will be displayed.



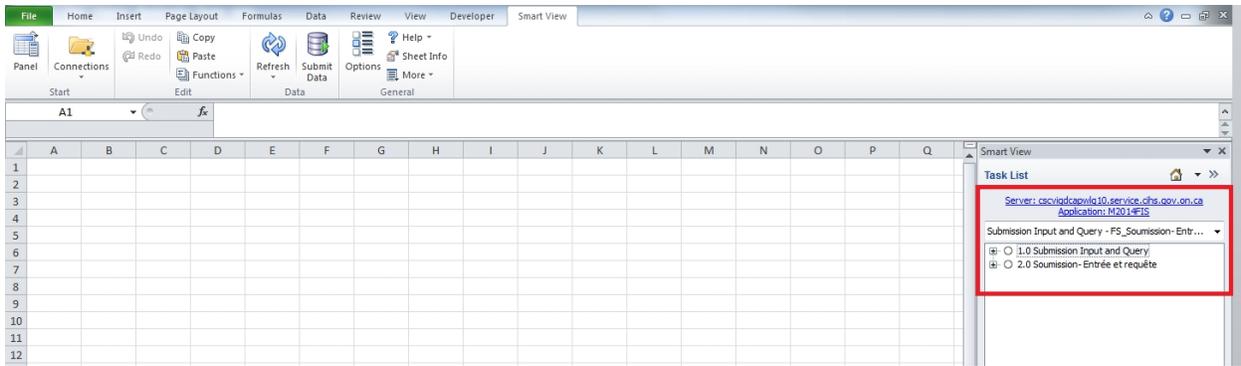
To navigate to the Task List to access forms select **Oracle Hyperion Planning Fusion Edition** from the Shared Connections drop down list



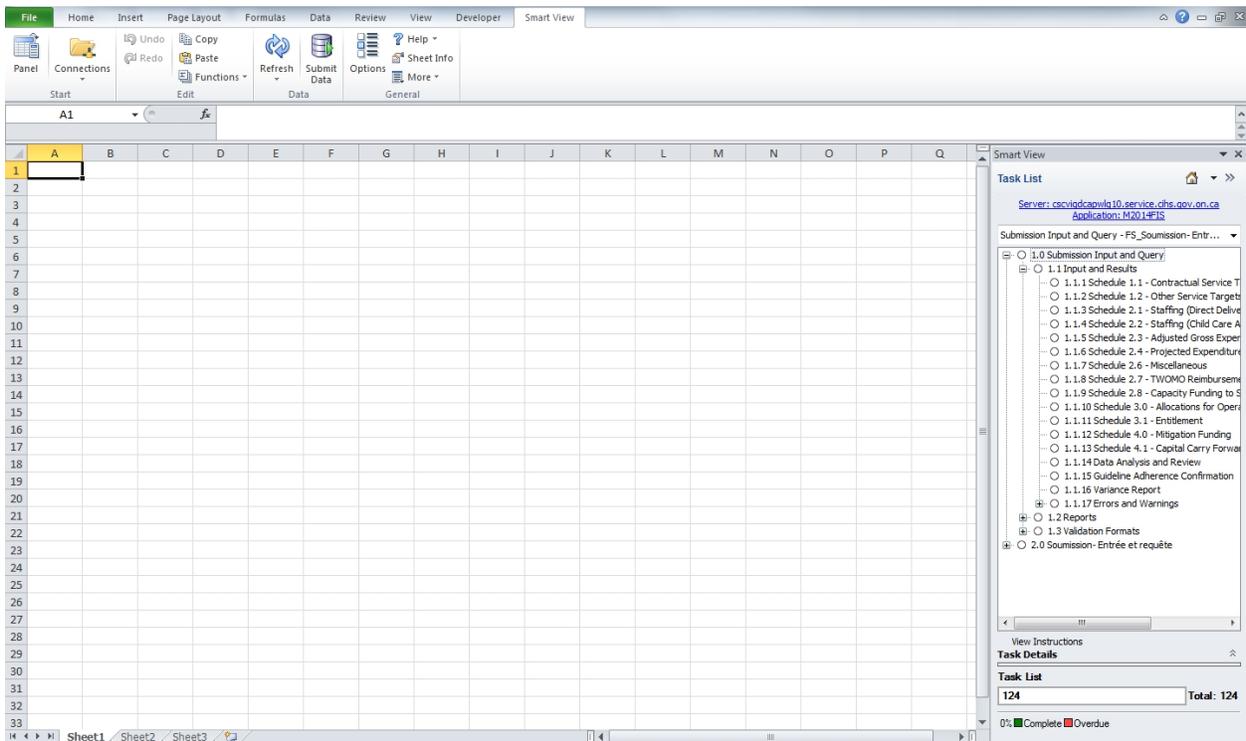
Expand the Database, expand the Application to access, expand the Task List, and then double click on the Task List to display tasks



The Task List is displayed and forms can be accessed by expanding the Task List. Reports cannot be run from within Smart View. The user must return the Planning Application to generate reports.



Example of expanded Task List

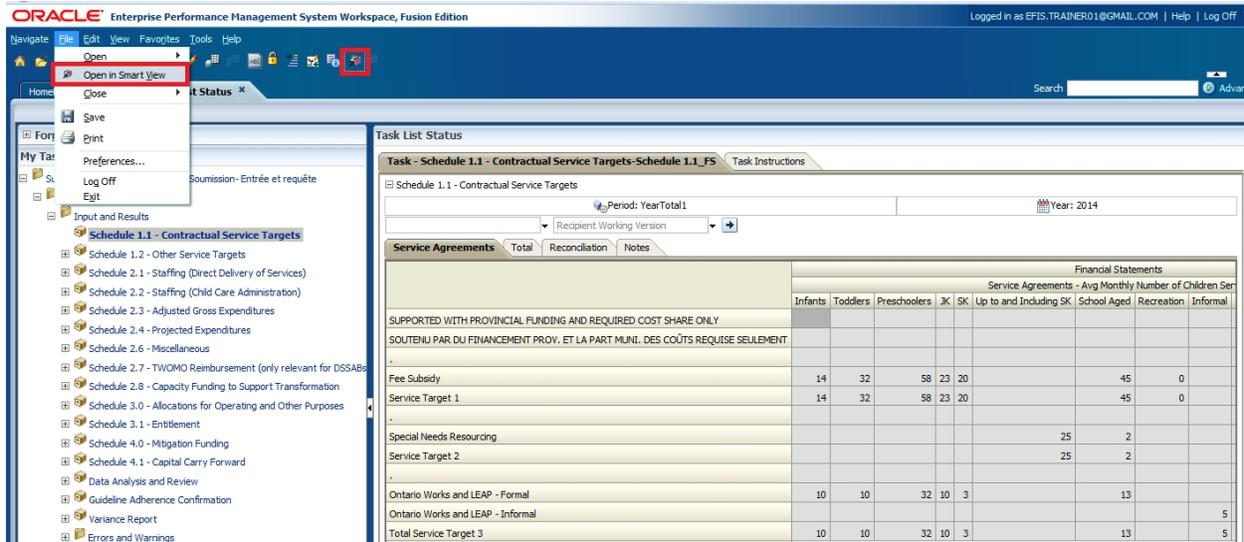


6.1.4 Alternative way to open Smart View form via planning application

In the planning application user can open the form directly into the Smart View.

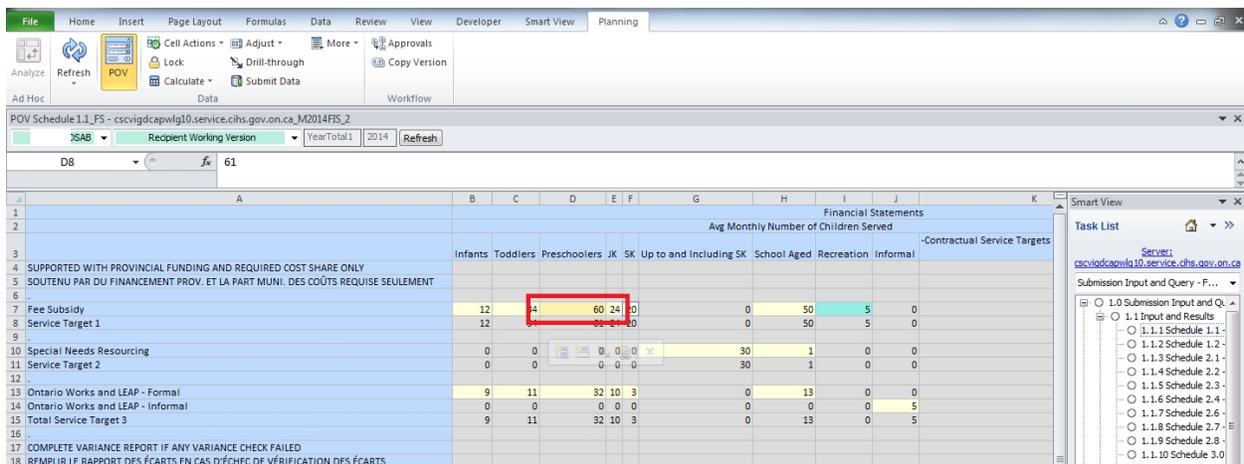
To do so user needs to be in the form that wants to export in the Smart View. Next step is to click on **File → Open in Smart View**, or user can click on the toolbar icon for

Smart View 

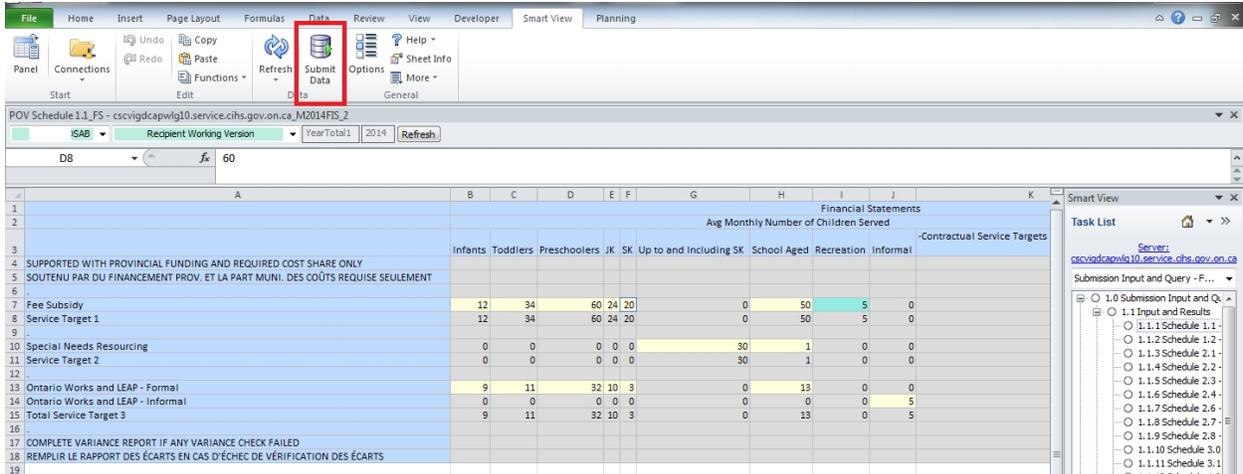


6.2 Data Input

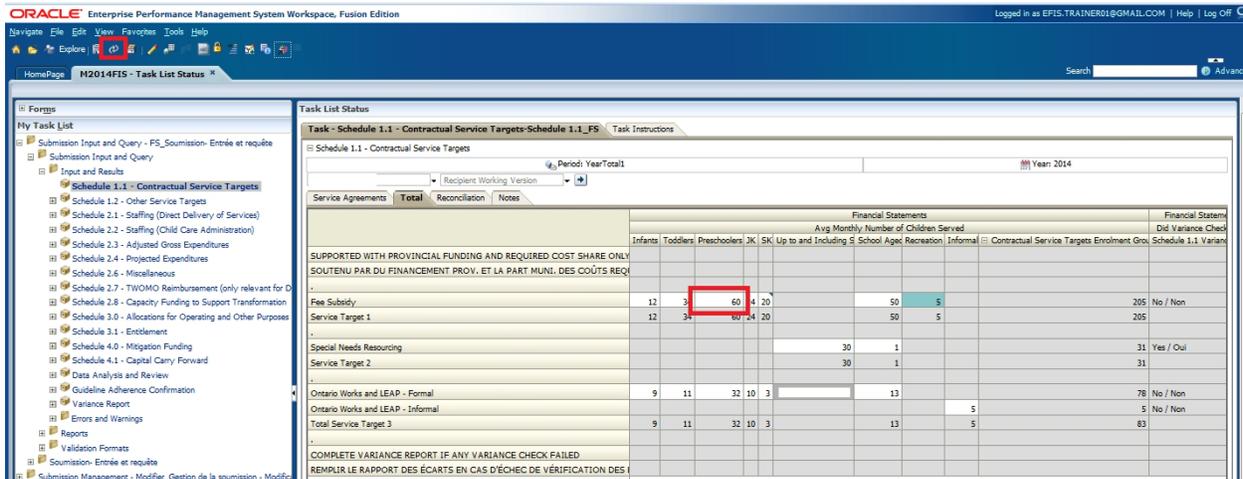
Select the form from the Task List and enter data. The system highlights input values in yellow until they are saved to the database.



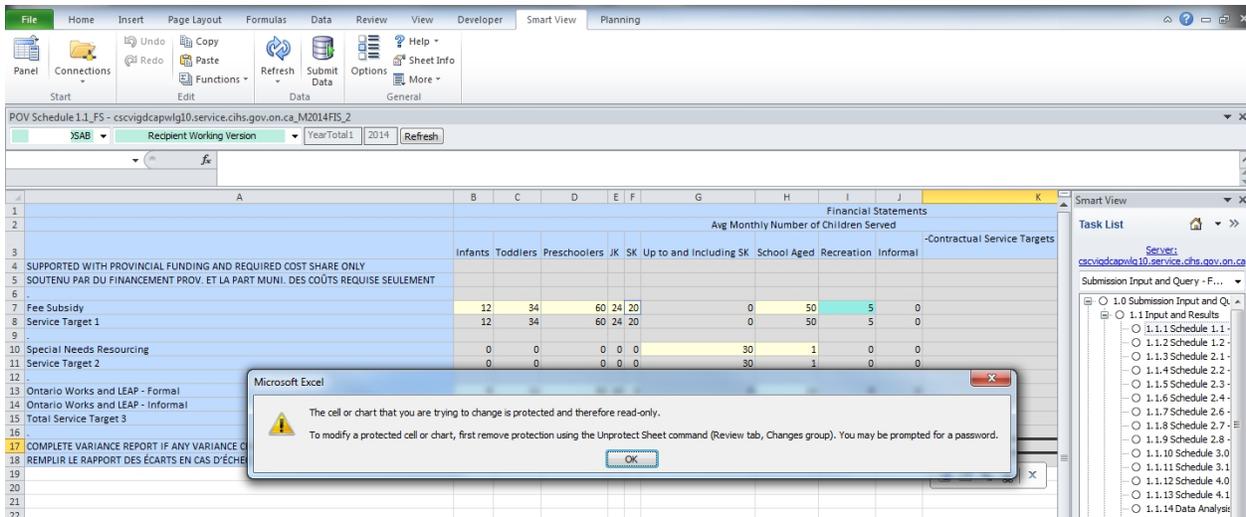
Select **Submit Data** icon.



To see the saved data in a Web Form, open the same schedule in the Web Form. If the Web Form is already open select the **Refresh** button.

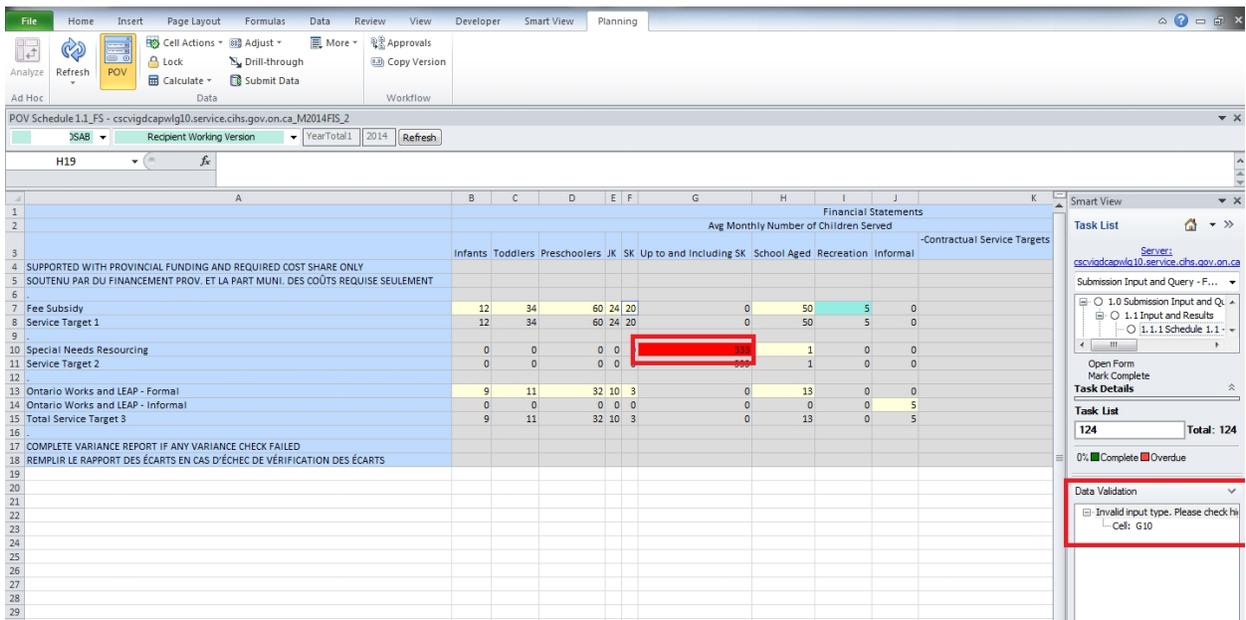


If a user tries to enter data into gray cell following message is displayed:



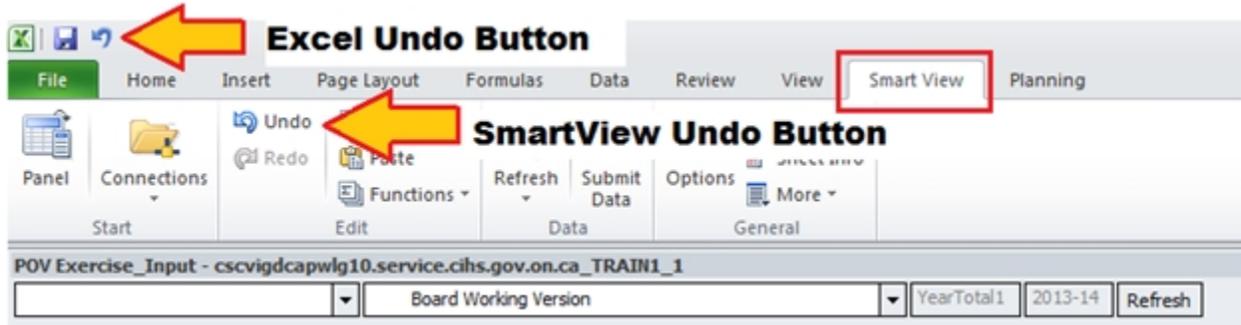
6.3 Input data validation

Data validation for Smart View work the same way as for Web forms. The cells in red are the cells with incorrect data. Cells that have invalid data will be listed on the bottom right panel.



6.4 Advanced Smart View Functionality

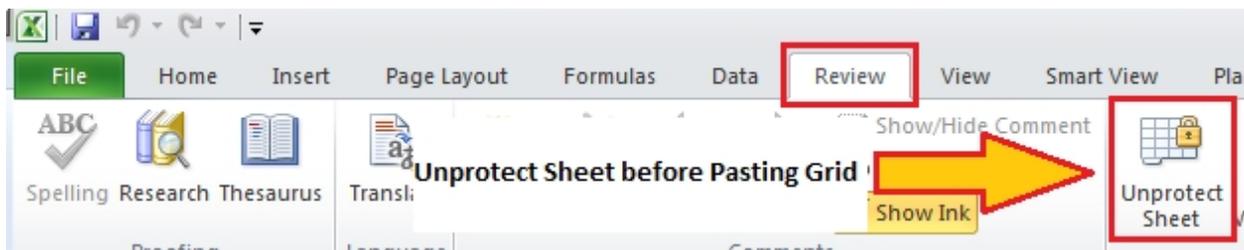
To undo data entry in Smart View, the **undo button** in the **Smart View ribbon** must be used, the Excel menu undo button will **not** perform this function.



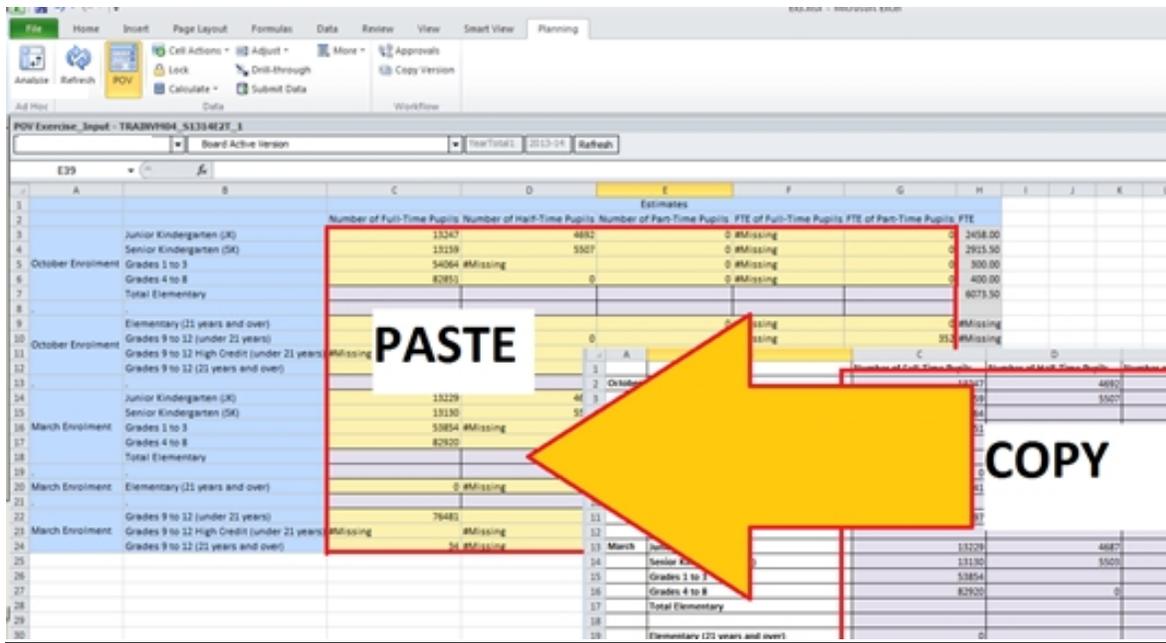
When attempting to paste a data grid without unprotecting the worksheet the following error will be displayed, to allow the data to be copied the user must select the **Review- Unprotect Sheet button**



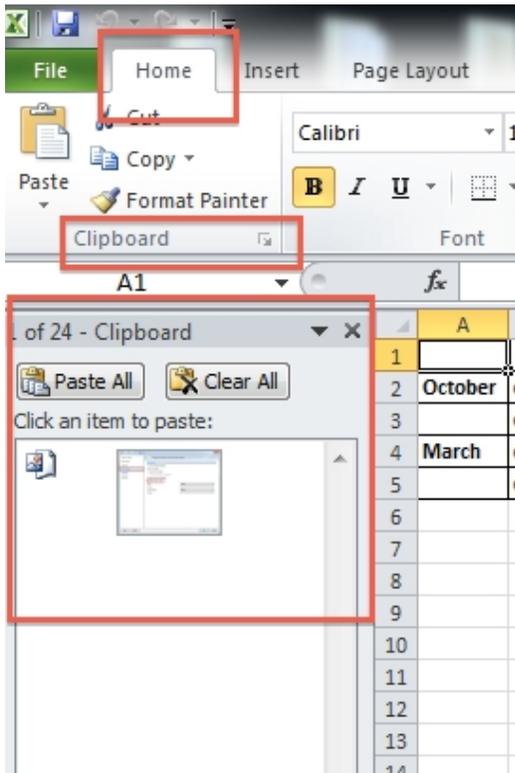
To Unprotect Sheet



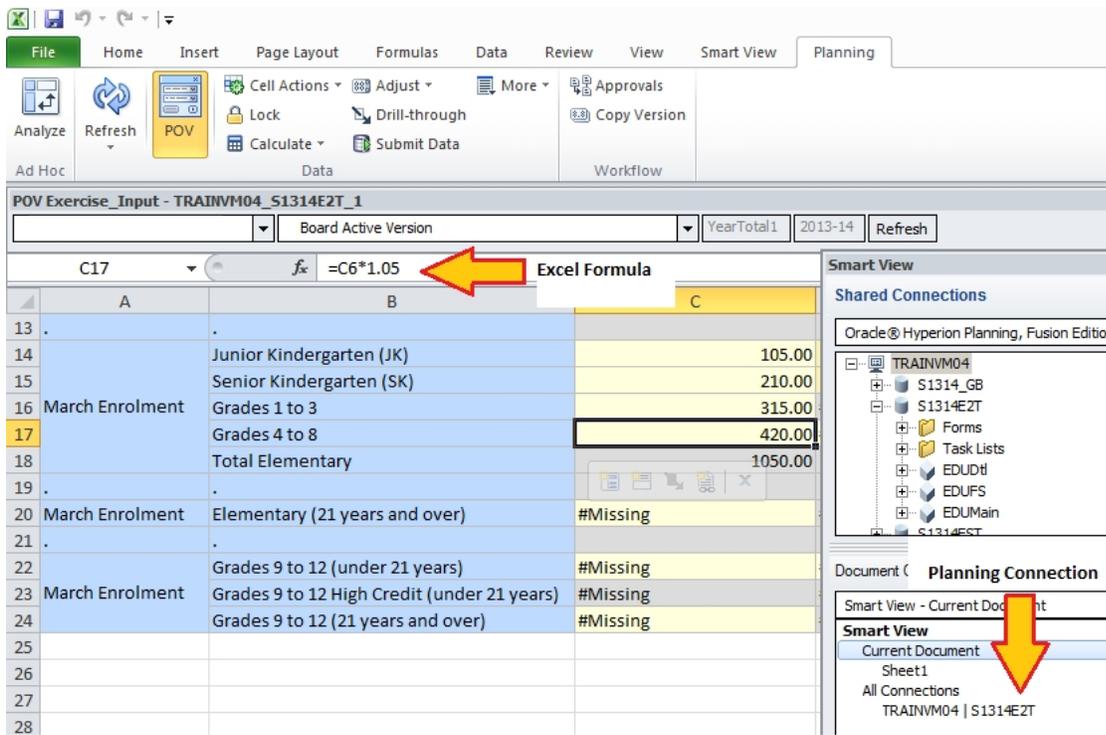
Once the sheet is unprotected data in the form of a grid can be copied and pasted into the Smart View form.



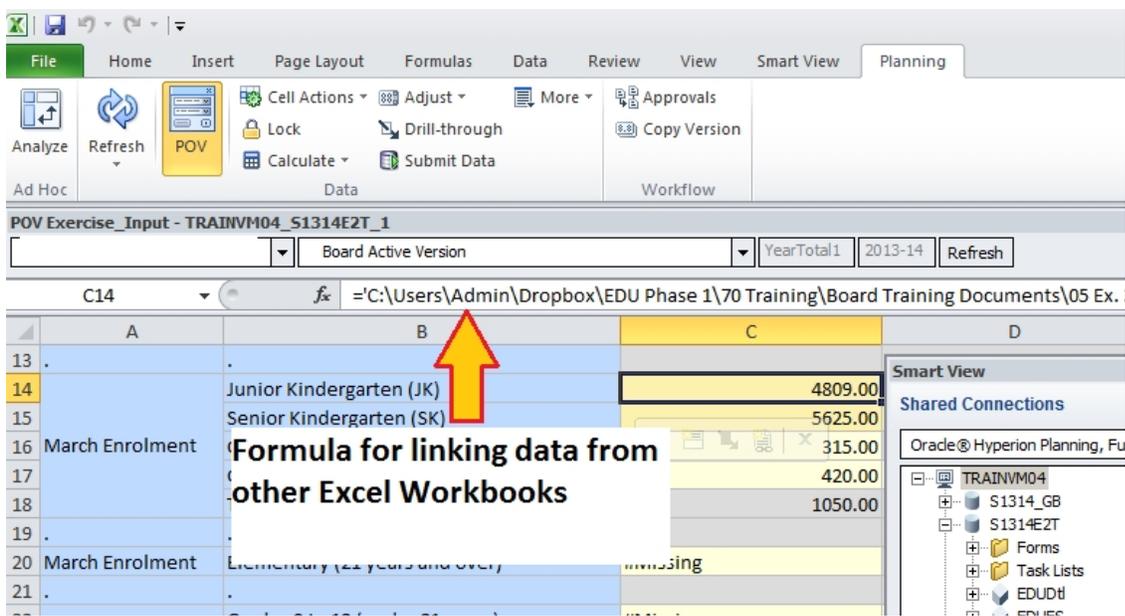
User can use Clipboard functionality to Copy/Paste. To turn on please click on the expand arrow.



Formulas can be added to any input cell on a Smart View form



Data can be linked in from other Excel Workbooks



Smart View workbooks can be saved and the data can be submitted at a later point

Ex3.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Smart View Planning

Analyze Refresh POV Cell Actions Adjust Approvals Lock Drill-through Copy Version Calculate Submit Data

Ad Hoc Data WORKFLOW

Saved Workbook

PO RAINVM04_S1314E2T_1

Active Version YearTotal1 2013-14 Refresh

A1

Connection Re-established upon re-opening

	B	C
1		
2		Number of Full-Time Pupils
3	Junior Kindergarten	100.00
4	Senior Kindergarten	200.00
5	Grades 1 to 3	300.00 #
6	Grades 4 to 8	400.00 #
7	Total Elementary	1000.00 #
8	.	
9	Elementary (21 years and over)	#Missing #
10	Grades 9 to 12 (under 21 years)	#Missing #

Smart View

Shared Connections

Oracle® Hyperion Planning, Fusion Edition

TRAINVM04

S1314_GB

Document Contents

Smart View - Current Document

Sheet1

Exercise_Input

7 Submission Management

7.1 Overview of Versions

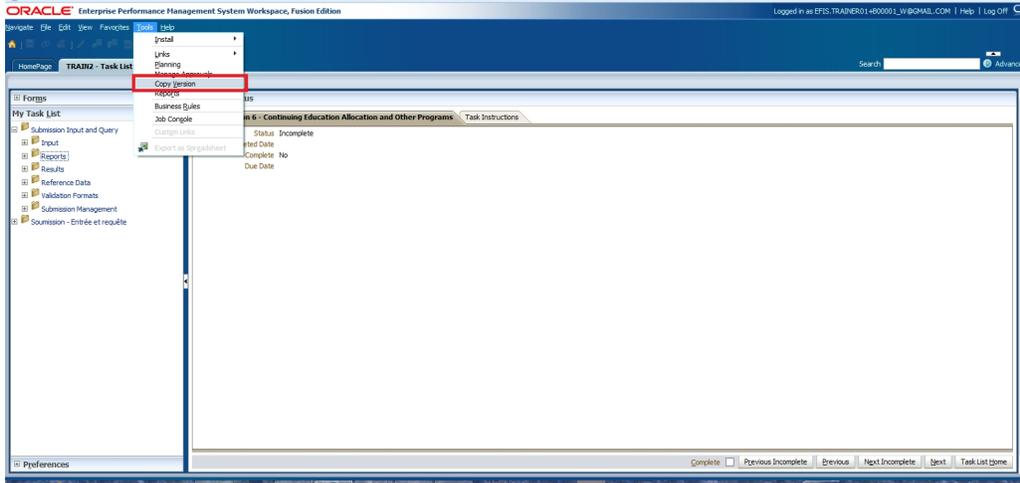
Submission management allows Recipient users to manage the versions or submissions that they are working on. The tools provided give the user the ability to copy data between versions (such as the working version and the drafts) and to promote the version for review as needed (using the Workflow / Approvals Management process).

Recipient Versions			Versions Recipient User can write to
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.	
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.	
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 user is able to write to all the versions in the list that are coloured purple. The data can then be copied from one version to another as need (i.e. if the user wants to create a "backup" of a certain version they can copy it to a draft or when the user needs to push data into the FA Viewable version for an FA to review it). However, only the data in Recipient Working Version can be promoted during the approval process. When the user is ready to submit the data they must make sure that the correct data sits in Recipient Working Version. Any data management and movement are done by using the Copy Version process.

7.1.1 Copy Data Between Versions

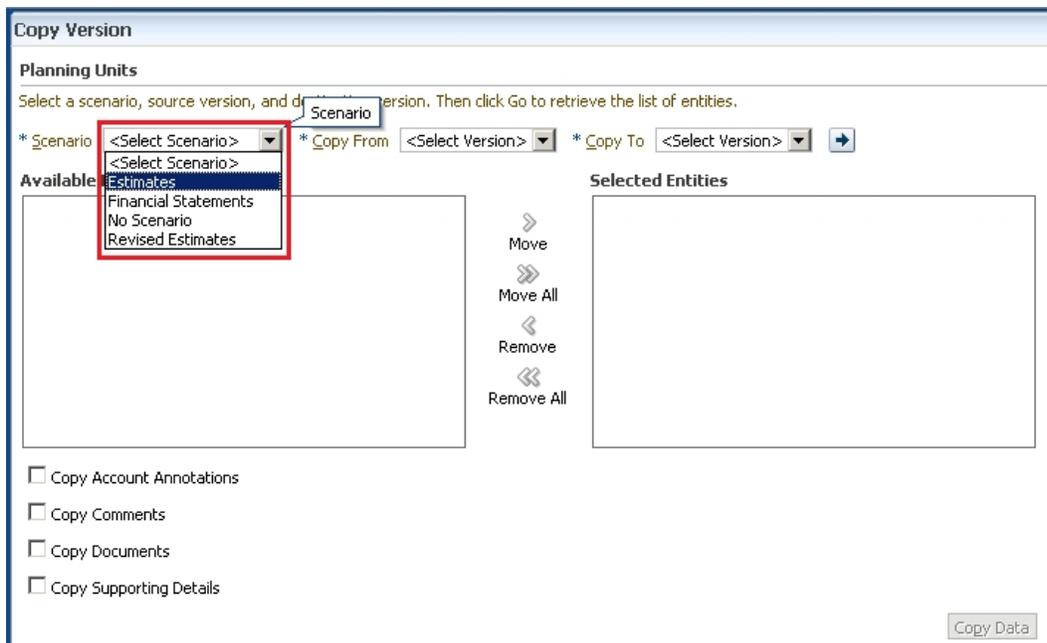
To copy data between versions, the user selects **Tools** → **Copy Version**



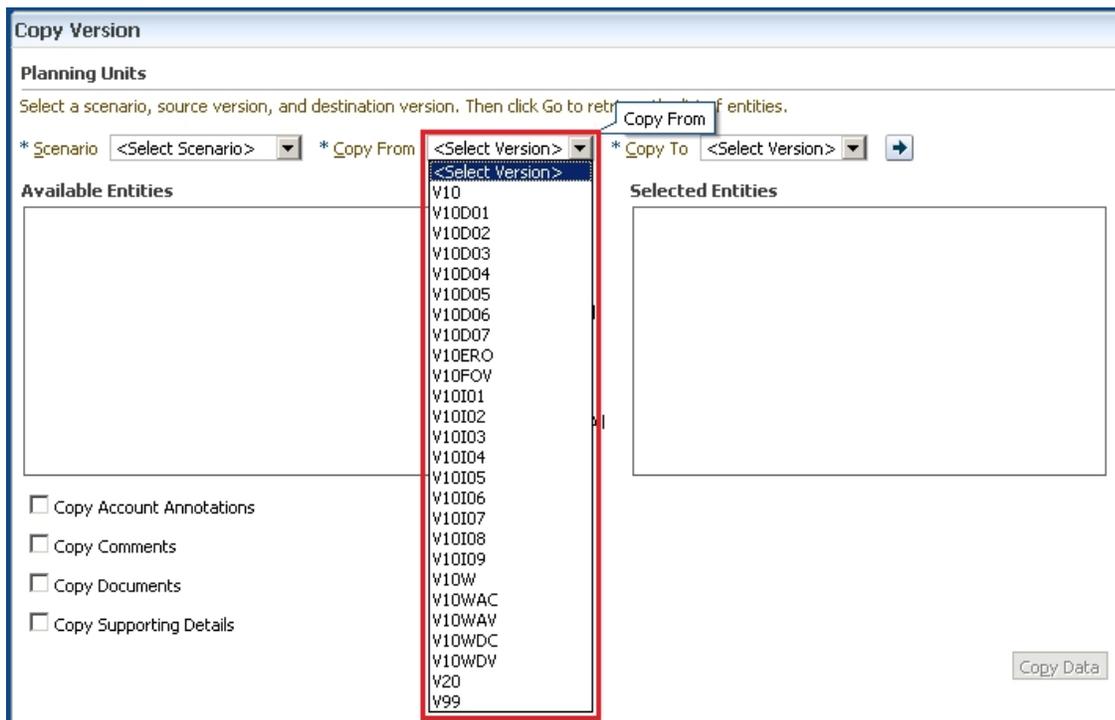
The following Copy Version screen is displayed

A screenshot of the 'Copy Version' screen. It shows fields for 'Scenario', 'Copy From', and 'Copy To', along with 'Available Entities' and 'Selected Entities' lists. There are also checkboxes for 'Copy Account Annotations', 'Copy Comments', 'Copy Documents', and 'Copy Supporting Details', and a 'Copy Data' button.

Select the **Scenario** related to the application (Cycle) the user is working in. (Although other cycles are shown in the drop down box – they are not applicable and nothing will be copied if one of them is selected).



Select **Copy From** Version (Recipient User sees list of scenarios they have read access to)



Select **Copy To** Version (Recipient User sees list of scenarios they have write access to)

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario <Select Scenario> * Copy From V10W * Copy To V10D01 Copy To

Available Entities

Selected Entities

Copy Account Annotations
 Copy Comments
 Copy Documents
 Copy Supporting Details

Copy Data

Click the **GO**  button.

Under **Available Entities** you will see the Recipient that user is responsible for.

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario Estimates * Copy From V10W * Copy To V10D01 Go

Available Entities

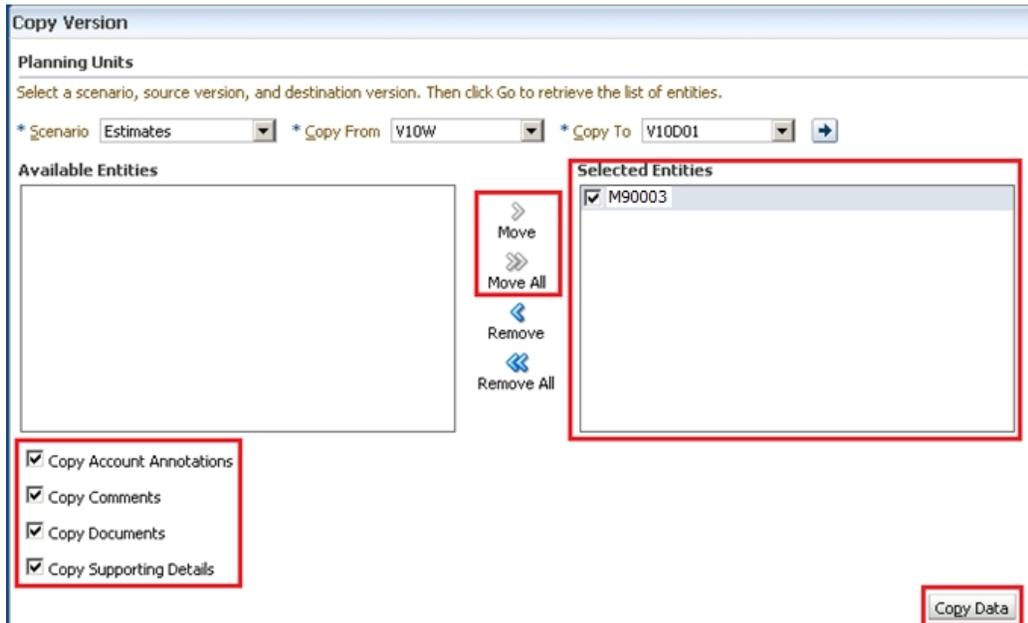
M90003

Selected Entities

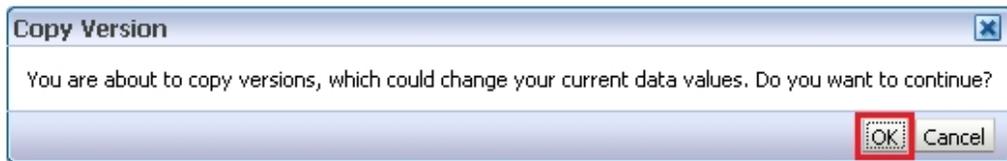
Copy Account Annotations
 Copy Comments
 Copy Documents
 Copy Supporting Details

Copy Data

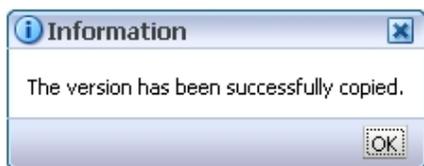
Select your Recipient name and click the **Move** or **Move All** button to move the Entity into the **Selected Entities** box. Check off all of the options for copying additional information that has been attached to the version. Click the **Copy Data** button to run the copy process



A window will pop up to confirm that the user wants to run the copy process and override all data in the “Selected Entities” for the “Copy To” version



Once the process completes a window will pop up to inform the user that the copy was successful



7.1.1.1 Copy to FA Viewable

If a Recipient User wants the FA to preview data before submitting it, they have to copy a version into the FA Viewable Version. The reason for this is that the FA does not have access to any of the Recipients versions until they are set to Active or FA Viewable. This would be done using the Copy Version process.

7.1.2 Version Description and Summary Dashboard in the task list

The Version Description and Summary – Submission Dashboard allows users to keep track of the versions they are working with. It is a place that allows the user to see the current status of their submission (whether it is active or not) and to add descriptions to each of the Draft versions available. This way the user can know where their data currently sits and can easily work on promoting the correct data as part of the Sign-off and Approvals process. The right hand panel shows the history of the versions that were activated over time.

The screenshot displays the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled "Task - Version Description and Summary-Submission Dashboard". The interface includes a navigation pane on the left with options like "My Task List", "Submission Input and Query", "Submission Management", and "Version Description and Summary". The main content area shows a "Task List Status" section with filters for Scenario (Financial Statements), Period (Year Total), Year (2014), Category (No Category), and SubCategory (No SubCategory). Below this is a "Submission Status" table with columns for Submission Status, Activation Date, Submission created by, TP Activation Date, and TP Process Complete. Two rows are visible: "V10:Recipient Active Version" and "V20:FA Active Version", both with a status of "Not Active/Inactf". Below the status table is the "Version Description and Summary" section, which is divided into two panels. The left panel lists various draft versions (V1001 to V1007), a blank template (V1007:Blank Template For Reset), a viewable version (V10FO), and the active version (V20:FA). The right panel shows a history of inactive versions (V1001 to V1010) with their respective activation dates: V1001 (2015/02/10) and V1002 (2015/02/06). The interface also includes a search bar, a "Task List Home" button, and a "Task List Status" button.

7.2 Approvals Process –Modifier

The Submission Management task list is used to manage sign-off and approvals as the cycle moves along. Recipient users would use the Input task lists to enter all necessary data and calculate the submission. Once the submission is ready for final validation and promotion, they would enter the Submission Management task list and run through a number of steps to promote the submission.

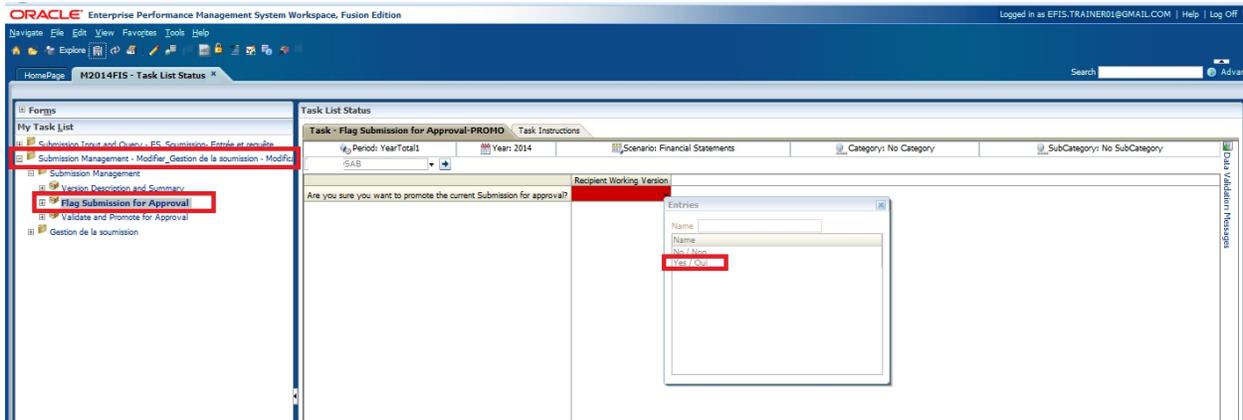
As mentioned before, the data which is ready to be validated or promoted must be stored in the Recipient Working Version (the Version Copy process outlines this in more detail).

It is recommended that the user first review and address any Errors and Warnings and Input Validation errors prior to beginning the Sign-off and Approvals process.

The validation and promotion functionality is done by running the following steps:

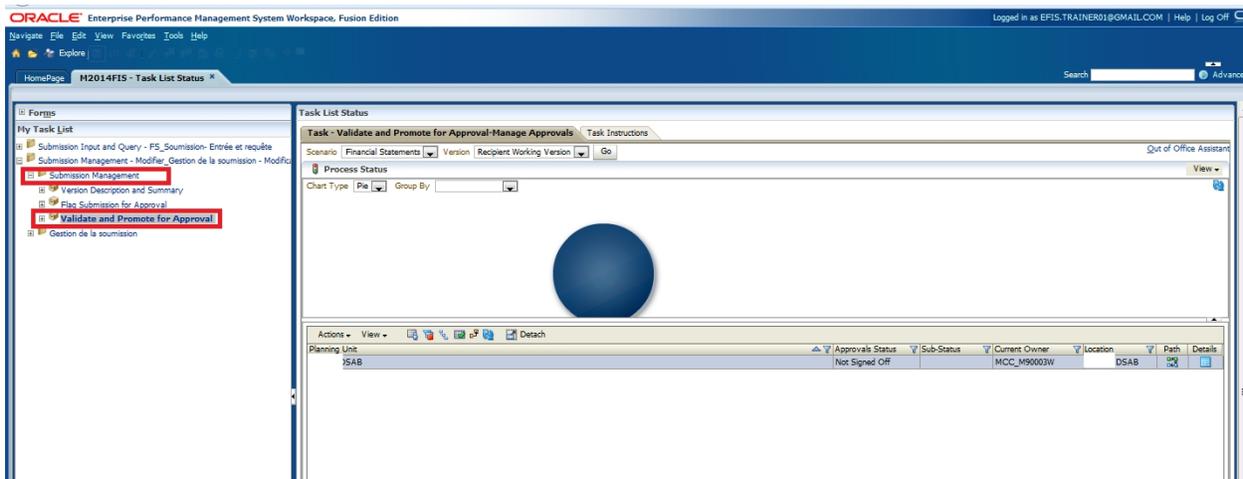
7.2.1 Flag Submission for Approval

Select **Submission Management** → **Flag Submission for Approval** task. In the row “Are you sure you want to promote the current Submission for approval?” select **Yes** from the dropdown menu. Click the **Save** button. Each time a change is made to a submission, for example correction of invalid data or removal of an Error, the flag must be re-set. This is to ensure that the most recent data is being validated.

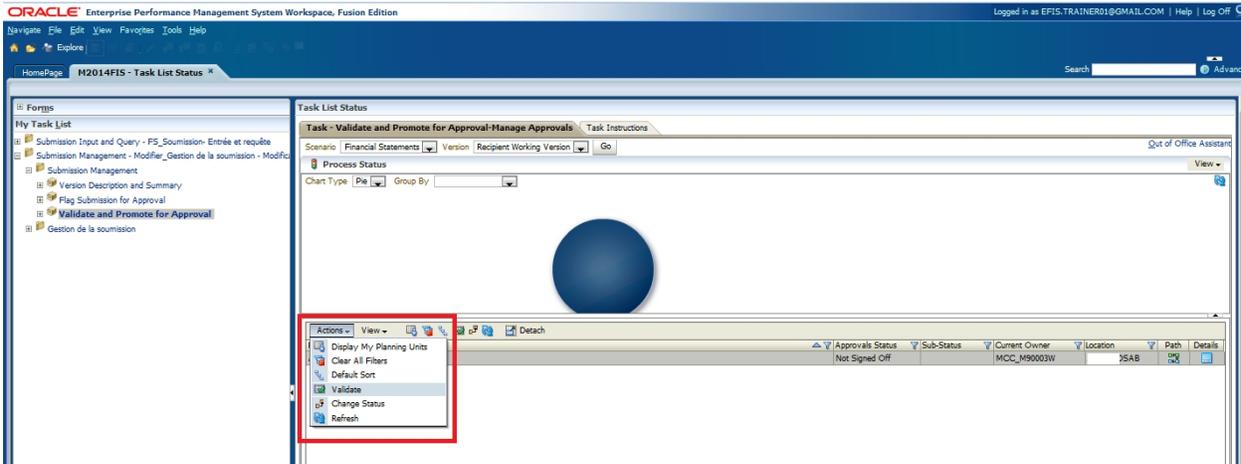
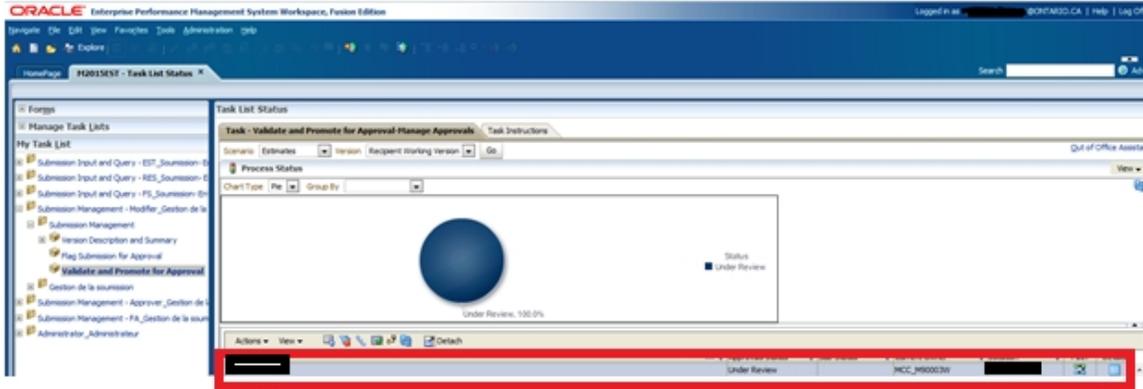


7.2.2 Validate Submission

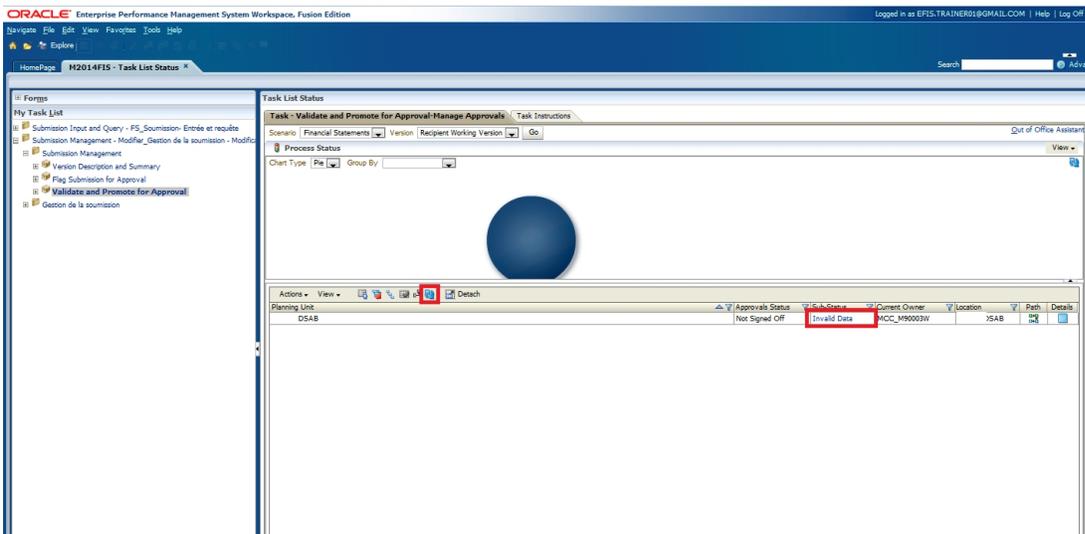
Select **Submission Management** and open the **Validate and Promote for Approval** task



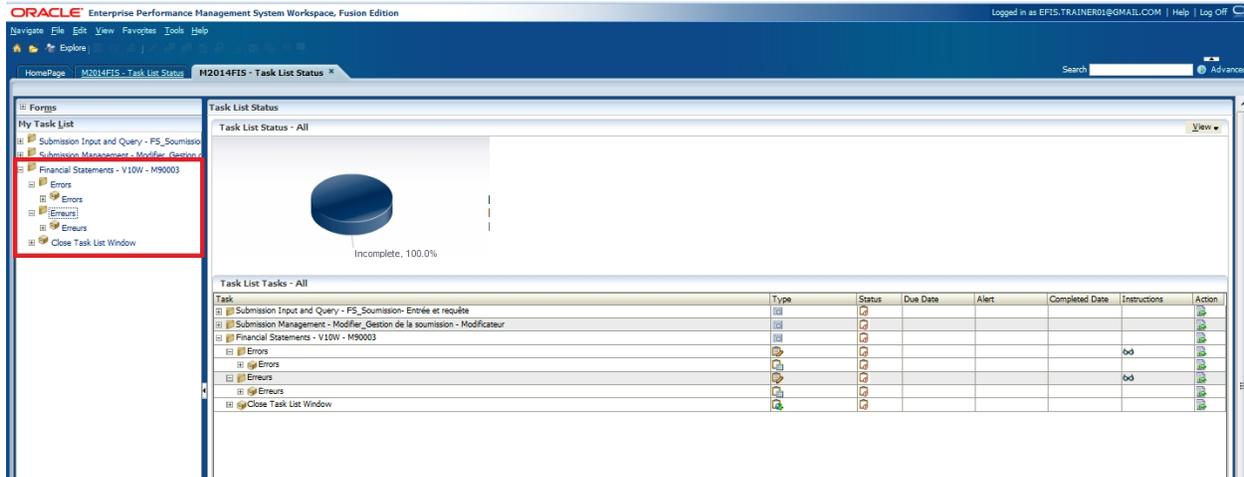
Select the your Recipient name shown under **Planning unit** and click on **Actions** → **Validate**



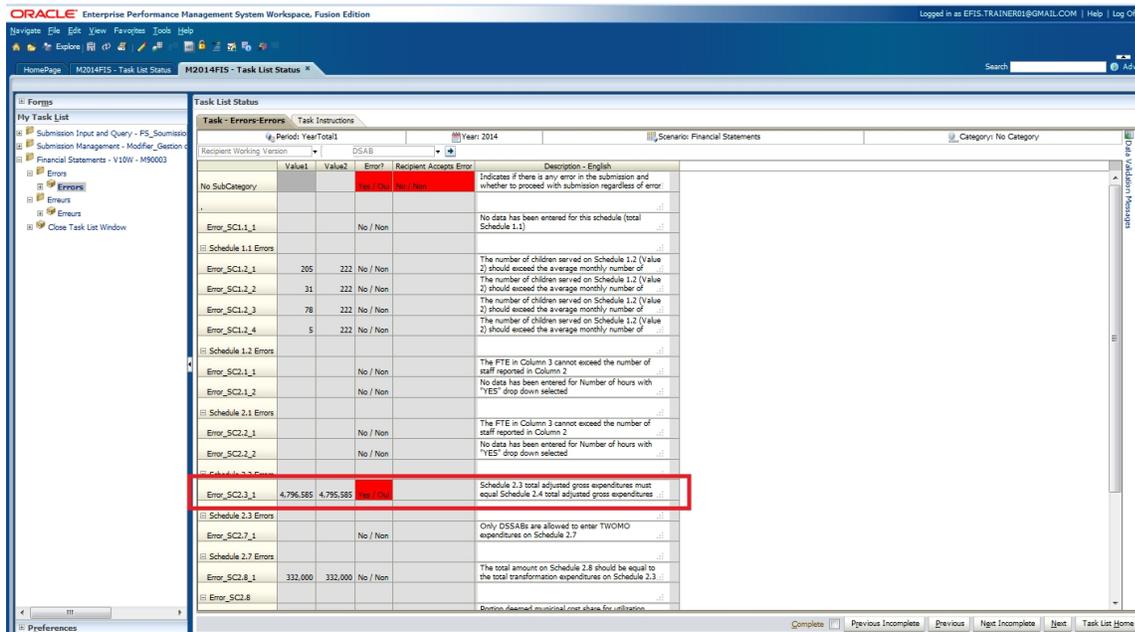
As the validation process takes a few moments you can click on the Refresh button to refresh the process and see the results. If there are any errors found during the Validation process, the Sub-Status will be displayed as **Invalid Data**. When there are no more validation errors the Sub-Status will display No Additional Approval Required.



Select the **Invalid Data Hyperlink** and a new Task List will appear under My Task List and will outline all the forms that contain validation errors in them



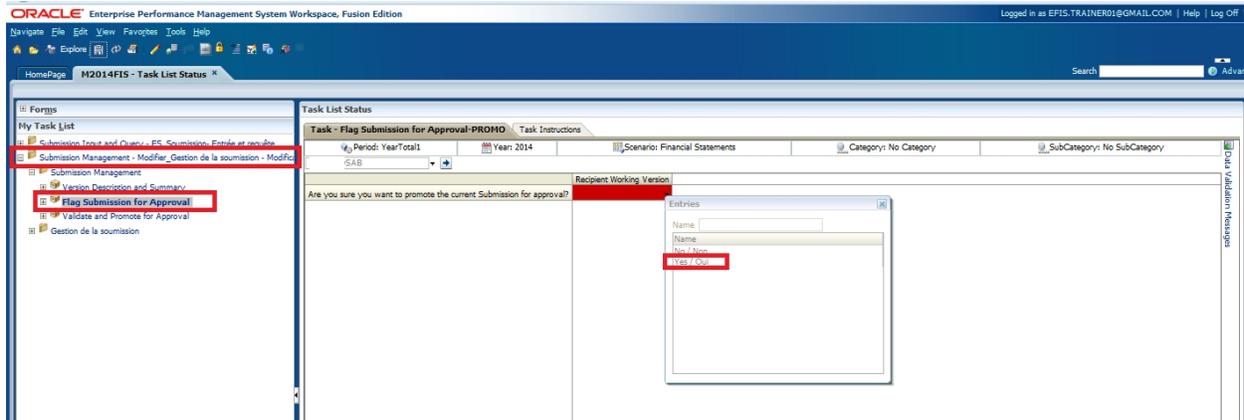
Selecting the error task in the Task list will take the user to the error that needs to be corrected. In the example below, the user is directed to an Error Form indicating there is an error on Schedule 2.3. The user will navigate to Schedule 2.3 to remove the error.



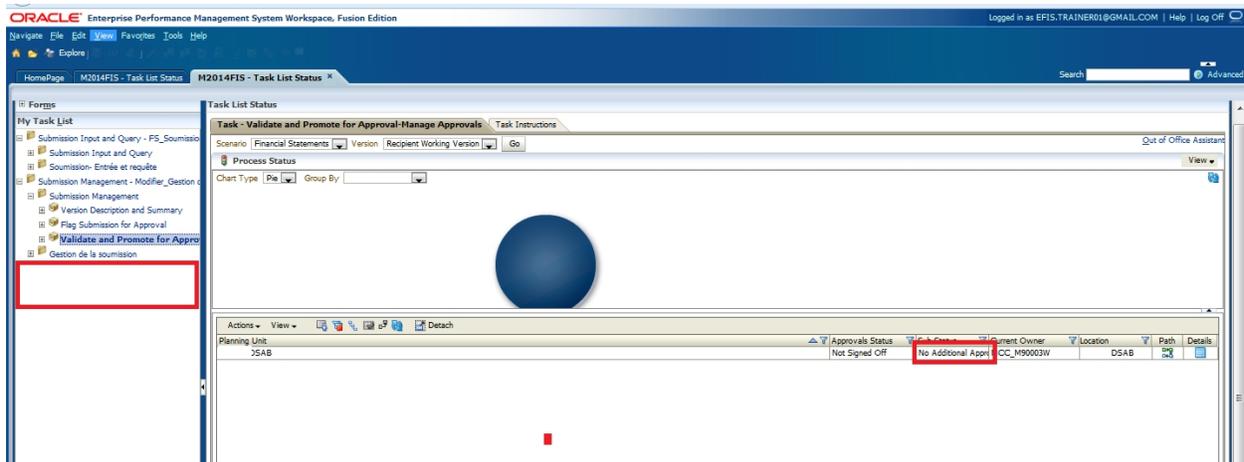
The user must locate and correct all validation errors before the Submission can be successfully promoted.

Once the validation errors have been corrected, the user can either rerun the **Validation** process to ensure they have not missed any errors or move directly to the Promote process.

NOTE: To rerun the Validation the user must re-set the **Flag Submission for Approval** to **Yes**.

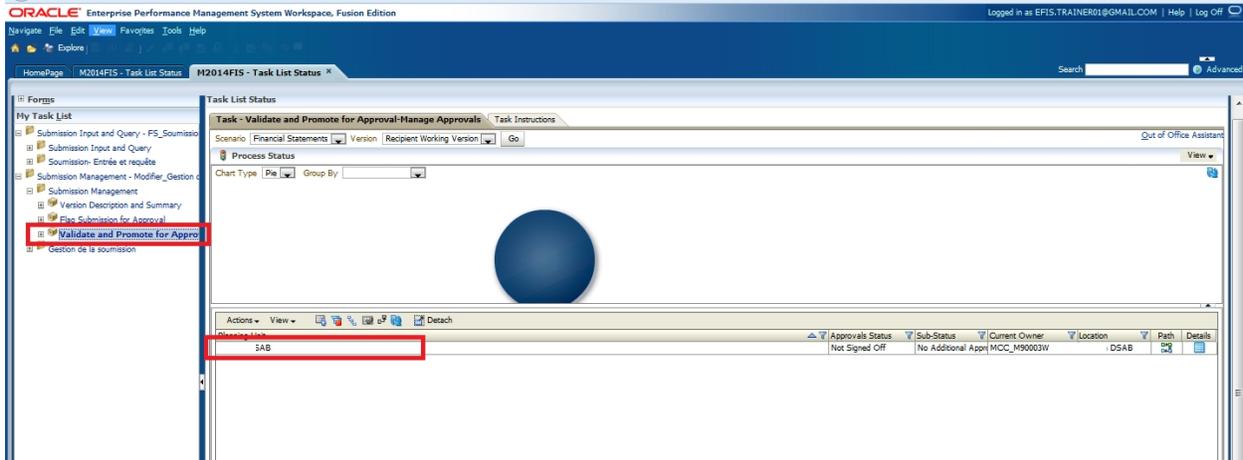


When the Submission passes the validation, the sub status will be updated to **No Additional Approval Required** and the **Error Task List** will be removed. The submission is now ready to be **Promoted**.

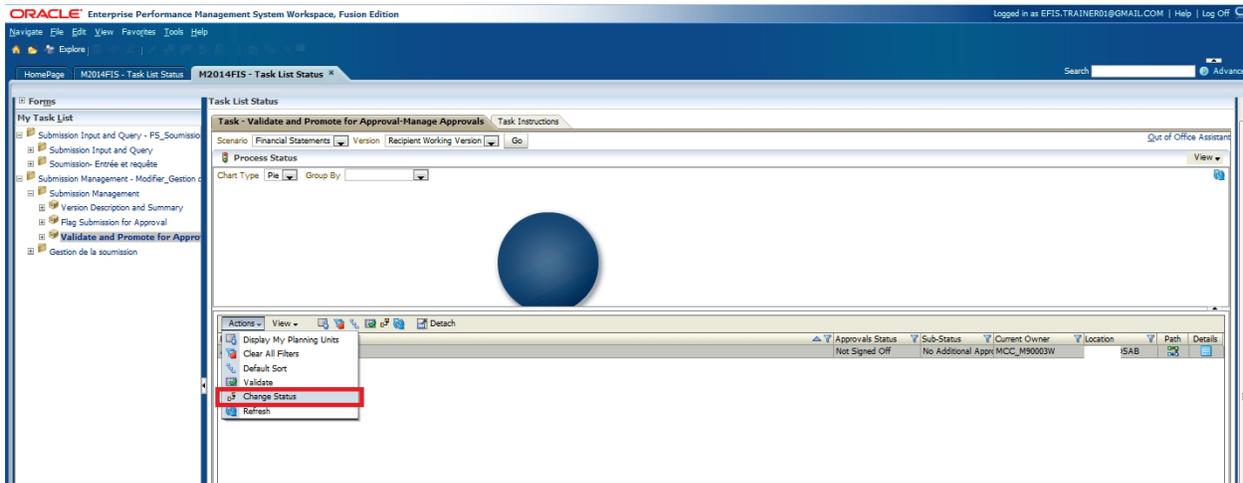


7.2.3 Promote Submission

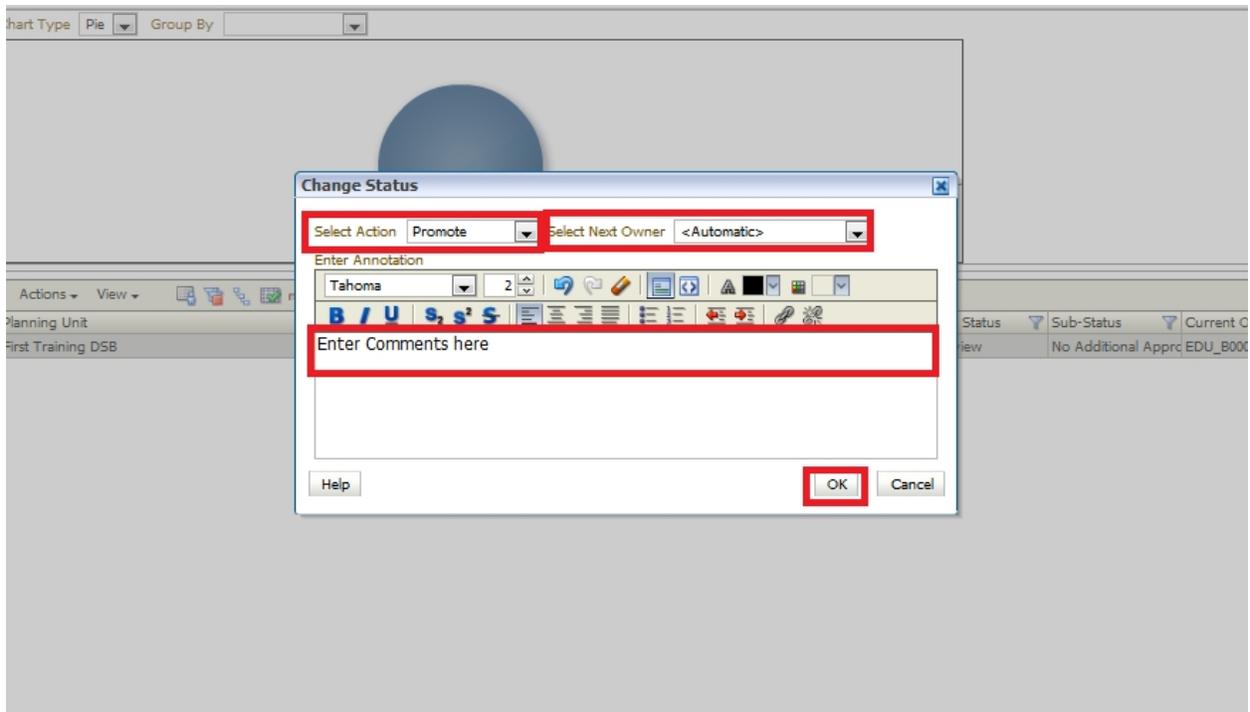
To promote the submission to the Recipient Approver select **Submission Management** → **Validate and Promote for Approval** and select your Recipient name under the Planning Unit.



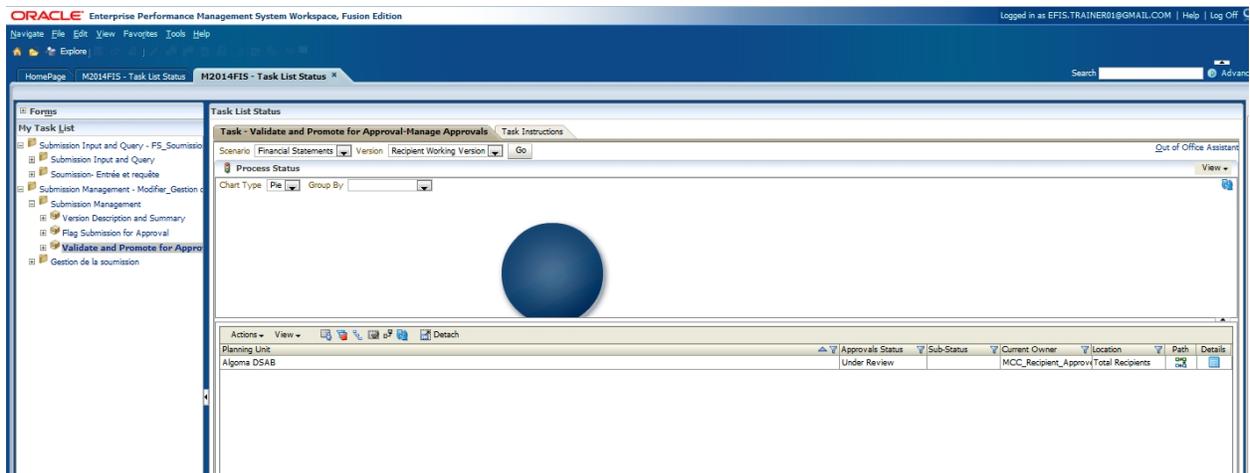
Once the Recipient name under planning Unit is selected select **Actions** → **Change Status**.



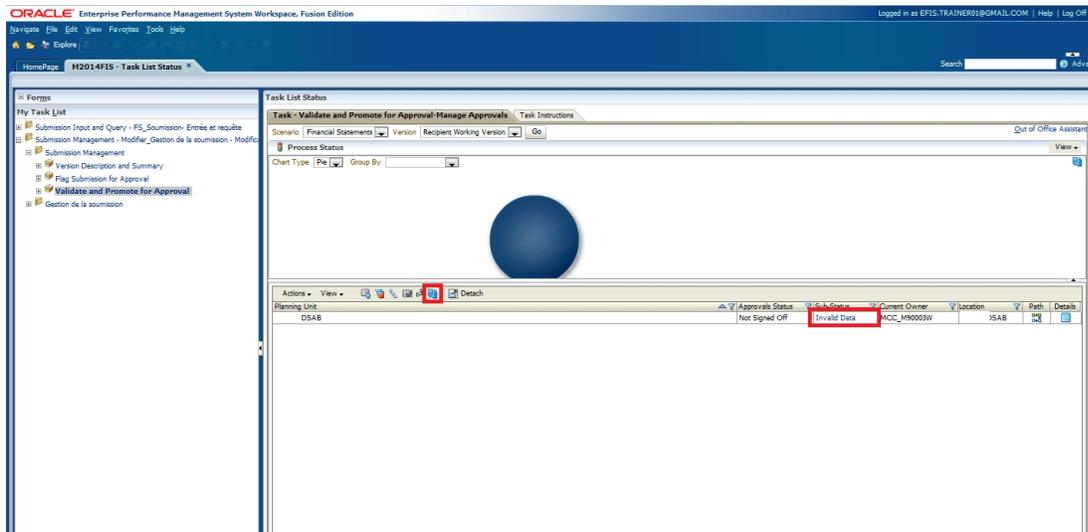
The Change Status screen will appear. Select **Promote** from the **Select Action** list and the Select **Next Owner** will be populated with **Automatic**. Enter comments if required, then select **OK**



The submission will be promoted to the Approver and the Recipient Working Version will now be changed to Read Only.



If a user attempts to promote a submission when there are validation errors the Sub-Status will be displayed as **Failed: Invalid Data**. The user will be required to correct the validation errors and then re-do the Promote process.



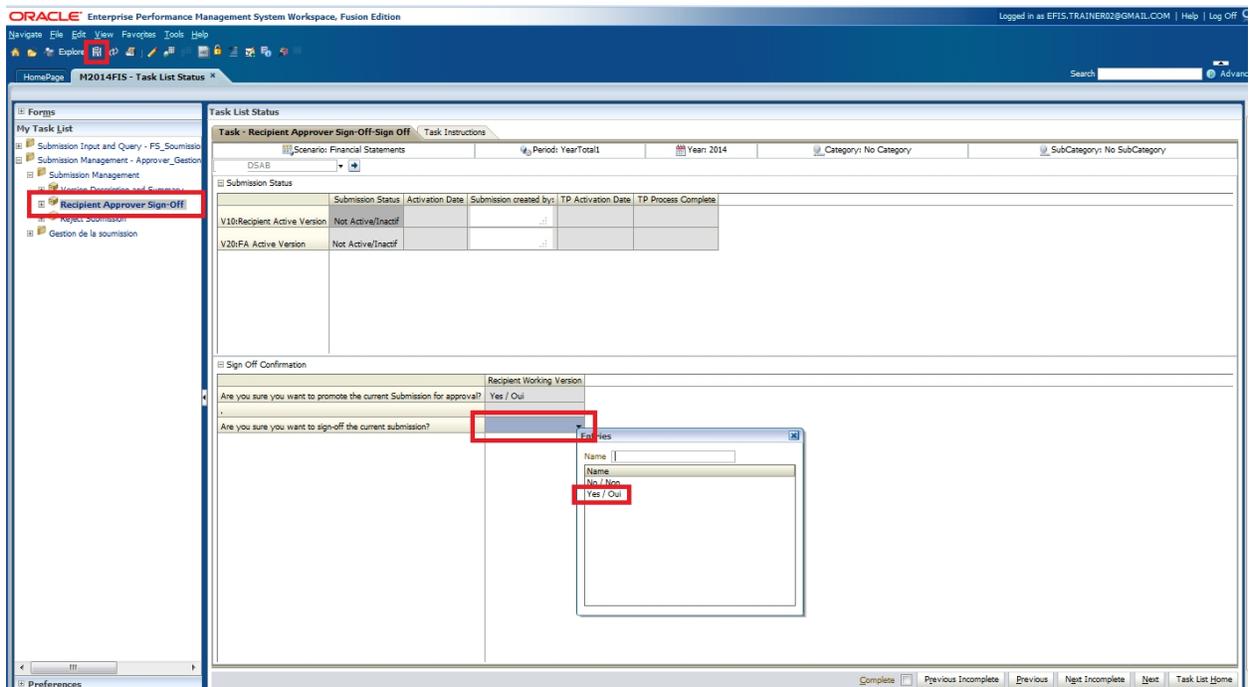
7.3 Manage Approvals –Approver

Once a submission has been promoted by the Modifier, the Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the Approver decides to reject the submission, the submission is back in the hands of the Modifier.

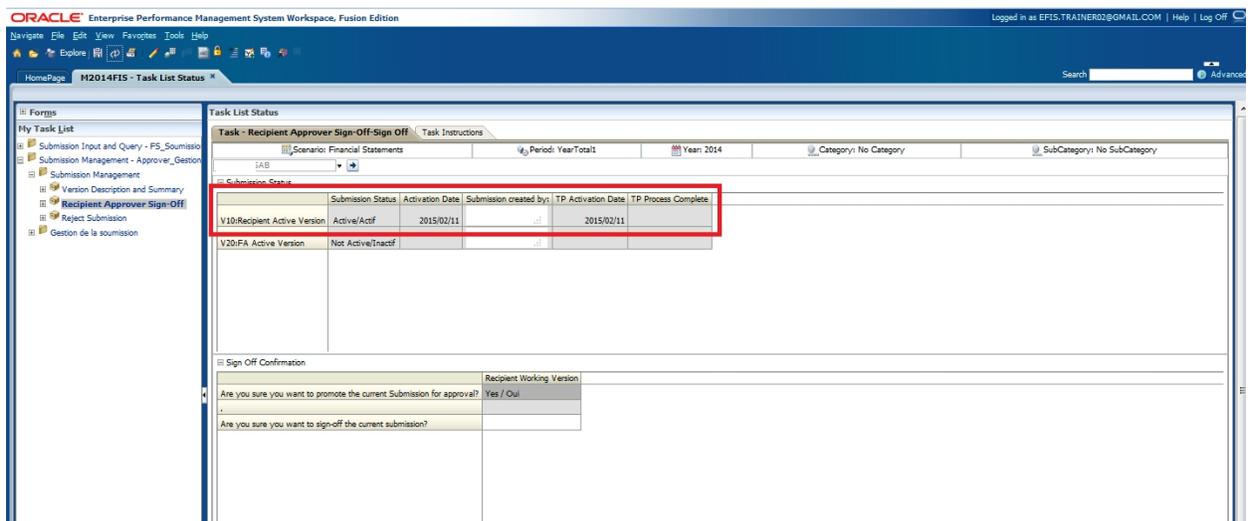
Once approved, the data is automatically copied from the Recipient Working Version to the Recipient Active Version as well as the FA Working Version. At this point the status of the submission is set to “Active” and the FA is responsible for continuing the process.

7.3.1 Approve and Sign-off

Select **Submission Management** → **Recipient Approver Sign-Off**. Within the form click the dropdown beside “Are you sure you want to sign-off the current submission?” and select **Yes** then select **Save**.



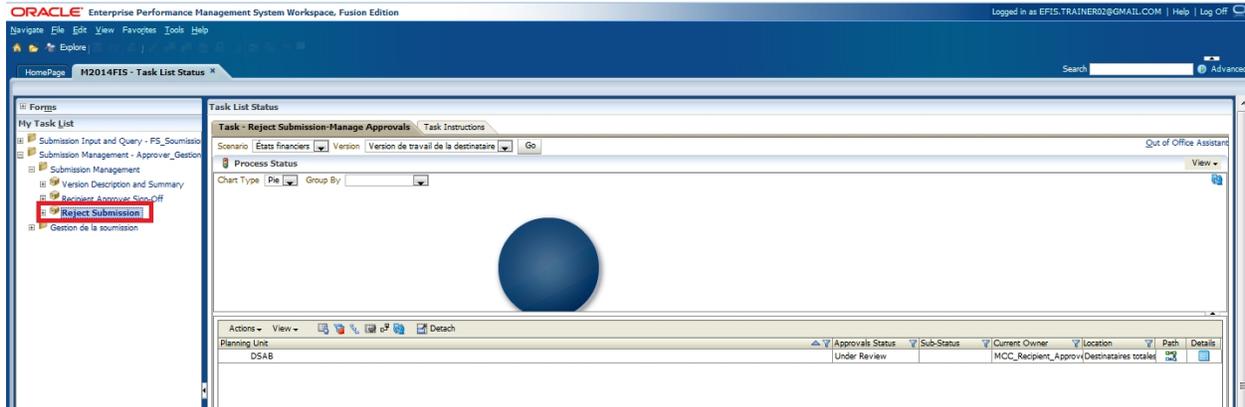
The status of the Submission will be changed to Active and the Activation date will be updated.



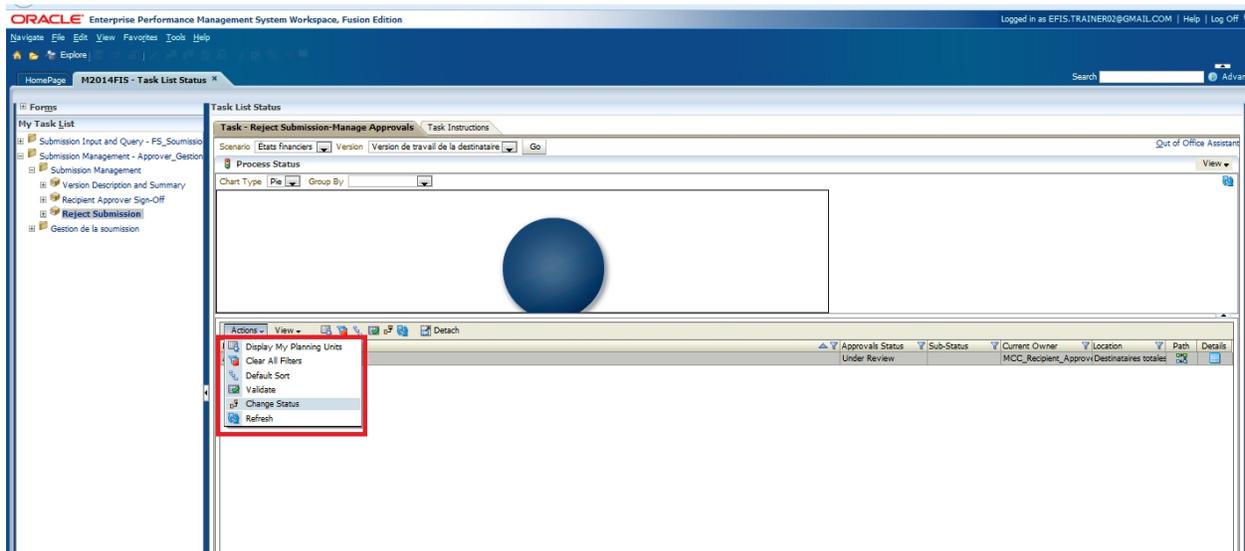
7.3.2 Reject and return submission to the Modifier

If the Approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can return the submission to the original owner (Modifier).

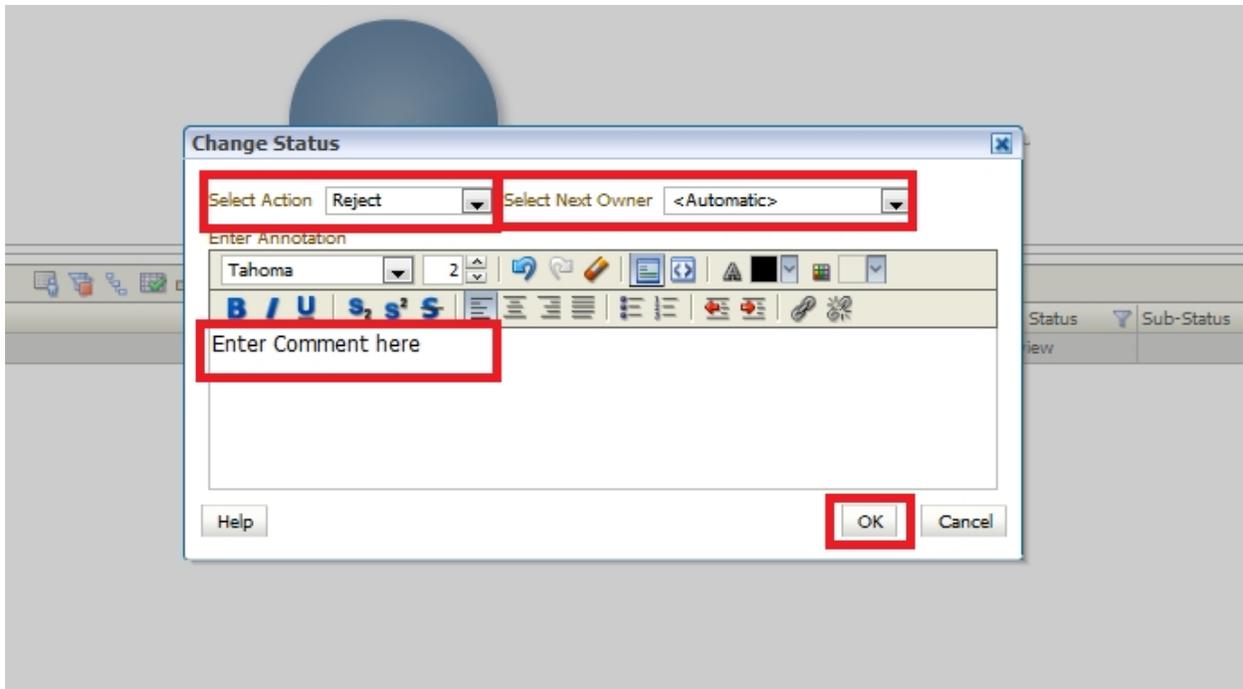
To reject a submission select **Submission Management** → **Reject Submission**



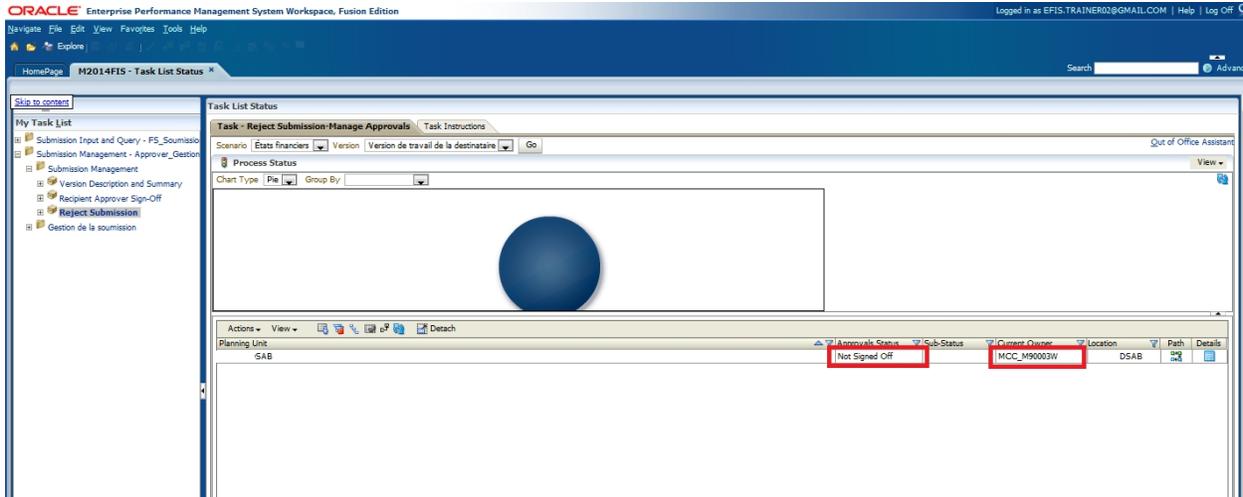
Once the Recipient name under planning Unit is selected select **Actions** → **Change Status**.



The Change Status screen will appear, select **Reject** from the **Select Action** list, **Select Next Owner** will be populated with **Automatic** and enter comments if required, then select **OK**



The Approvals status will change to **Not Signed off**. The Owner will revert back to the Modifier and Recipient Working version of the submission is no longer read only and changes can be made.

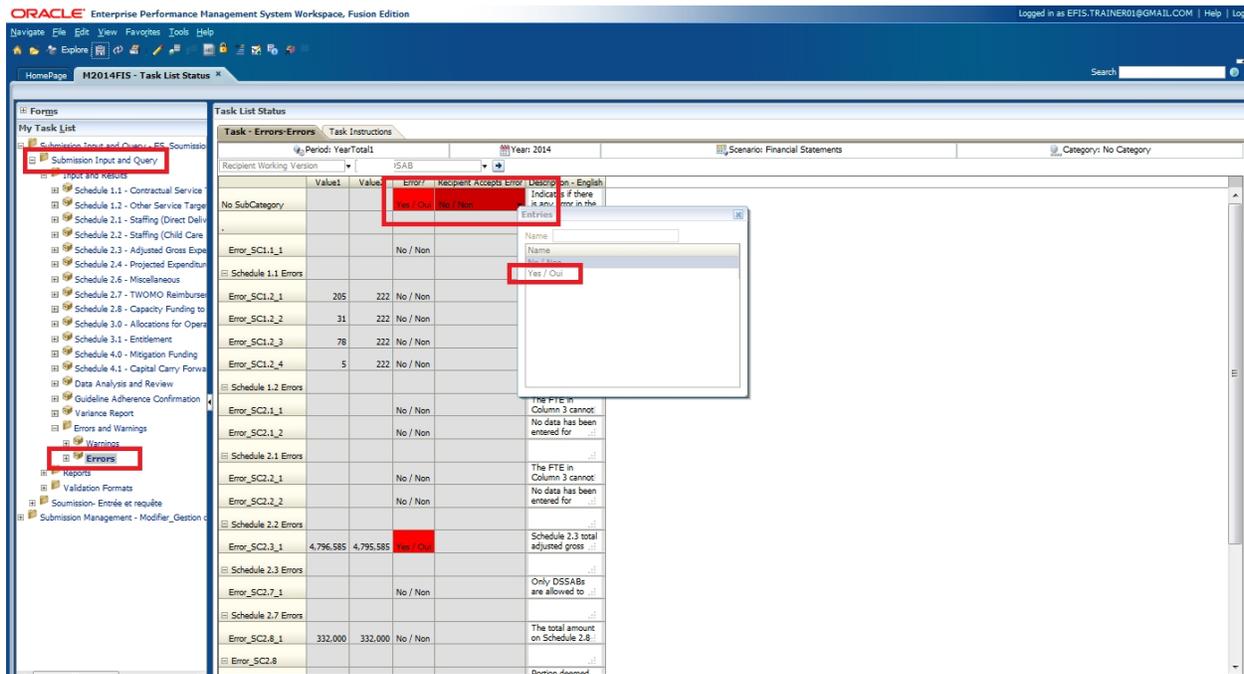


7.3.3 Submission with Error Override

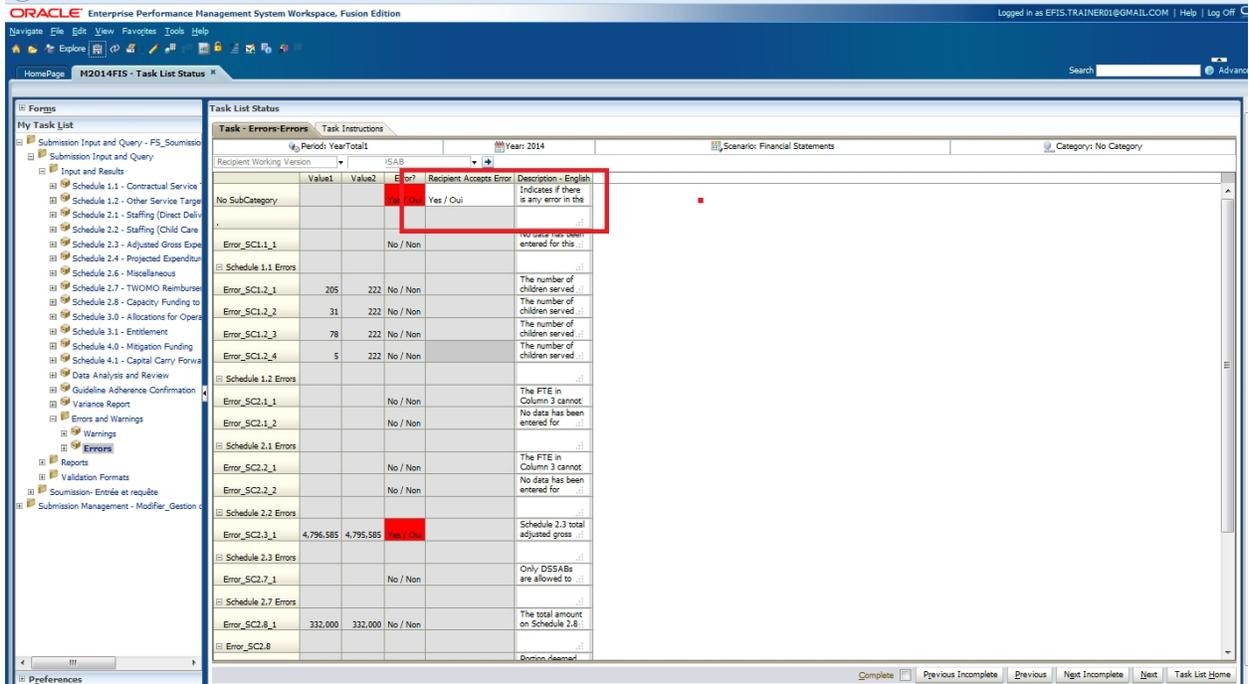
Under special circumstances a Recipient may need to promote a Submission that contains errors. In these rare instances, the Modifier will set the Recipients Accepts Error Flag to **Yes** then follow the normal submission process. In this case the data is automatically copied from the Recipients Working Version into the Recipients Error Override Version. From the perspective of the Approver the process follows the exact same steps as outlined in the previous section for a submission containing no errors.

After the sign-off by Approver, the data still sits in the Recipients Error Override Version. At this point, additional steps will be required by Ministry personnel. The Ministry needs to confirm activation of submission with errors. Upon successful completion of this step, the data is copied from Recipients Error Override into Recipients Active Version and FA Working Version. Please note that once you have promoted the version with errors you need to contact the Ministry in order for them to perform the additional steps required.

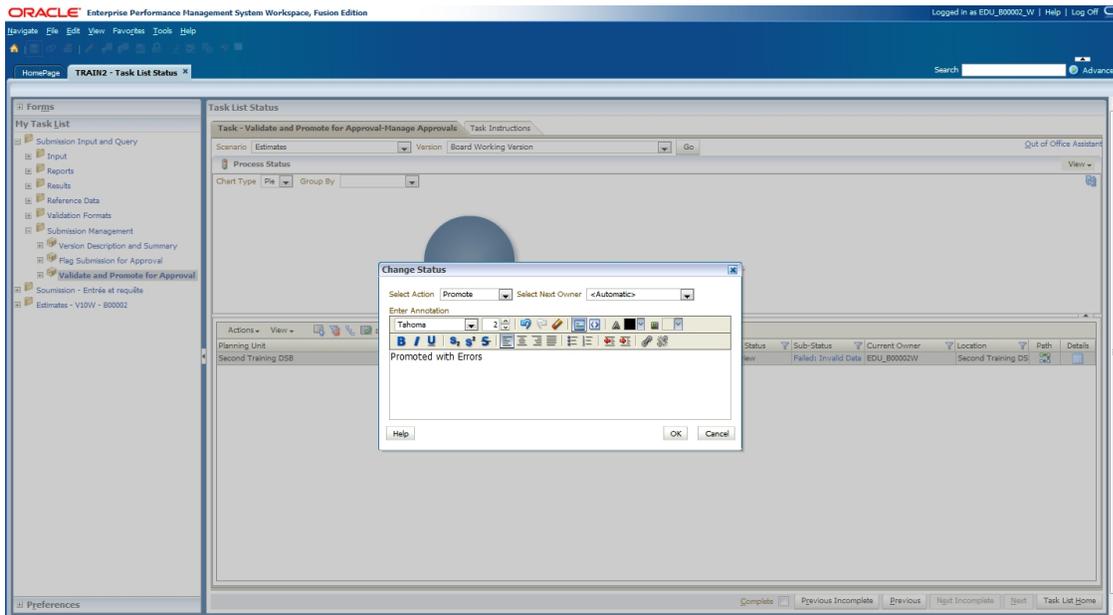
Select **Submission Input and Query** → **Errors and Warnings Error** → **Errors and Warnings** select **Yes** from the **Recipient Accepts Error** drop down list and select **Save**



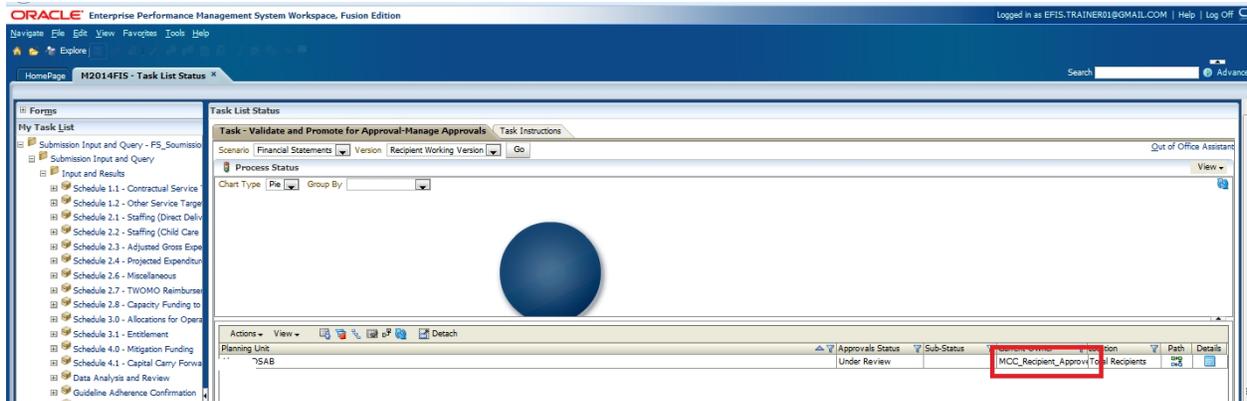
The **Recipient Accepts Error** flag is set to **Yes**



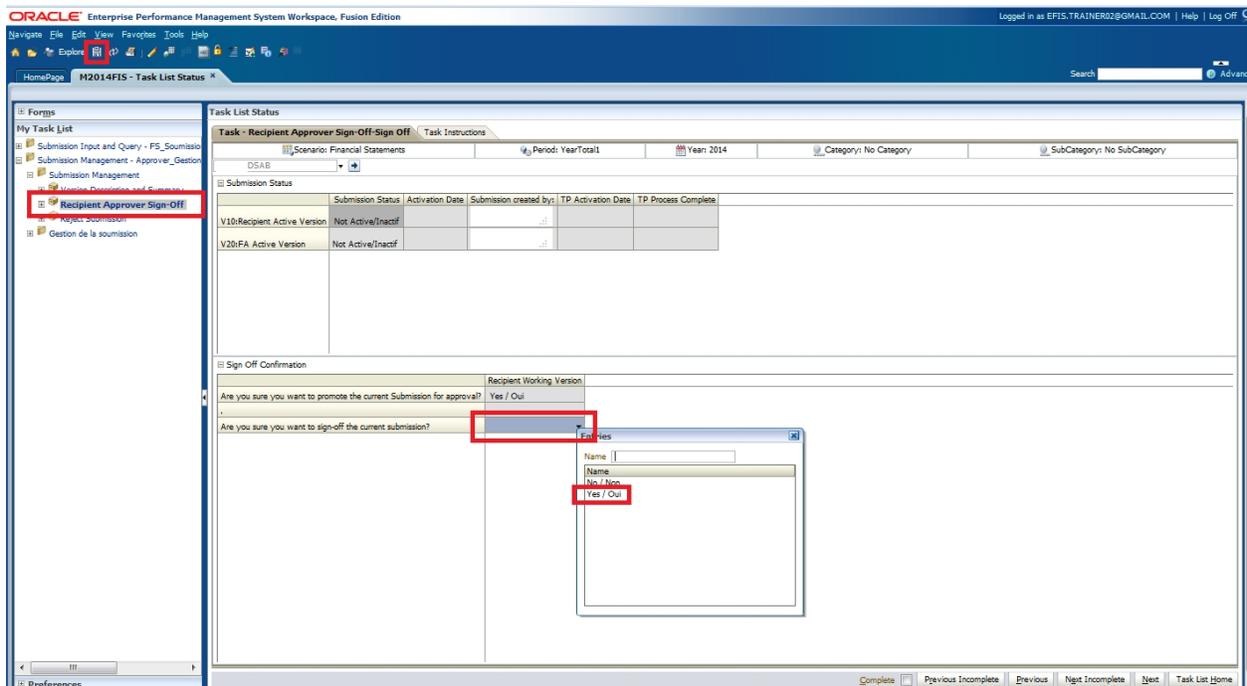
Modifier follows the normal Promotion process.



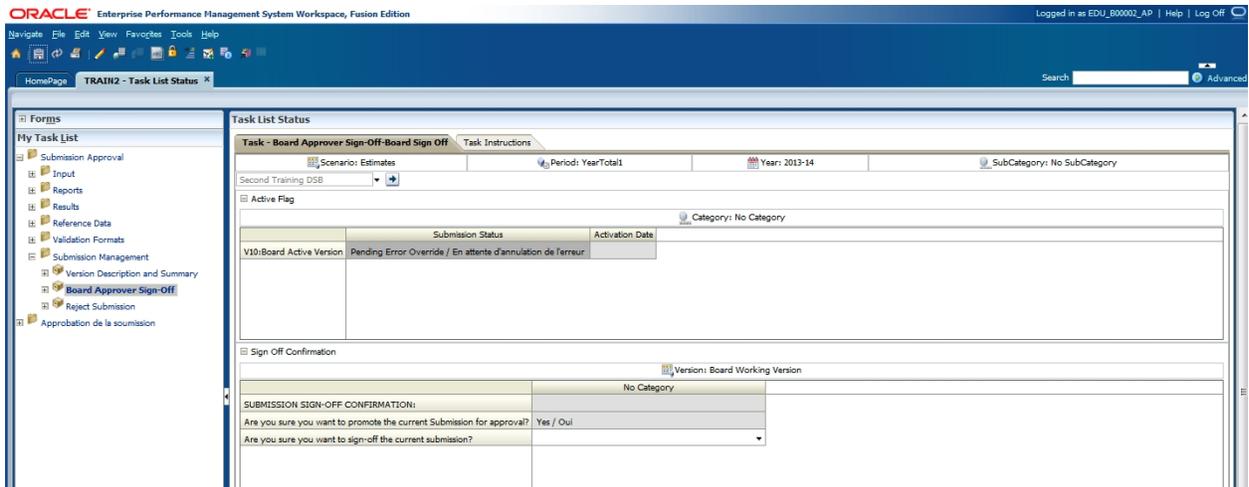
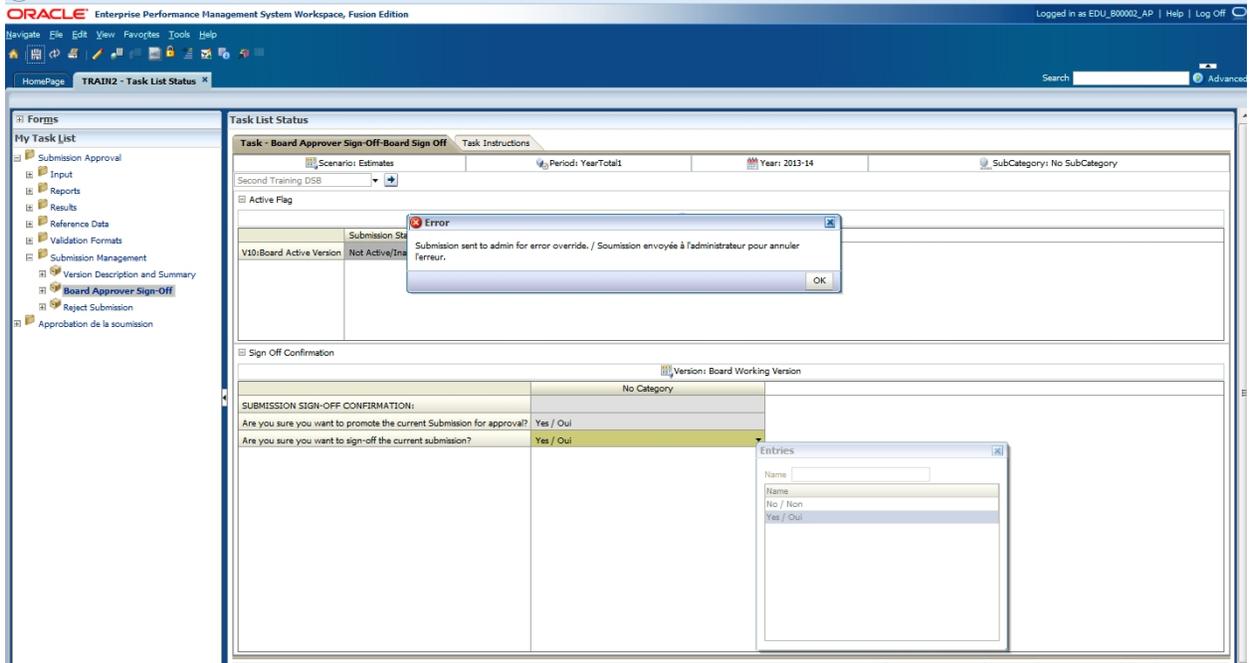
The submission owner is now the Approver and the Recipient Working version is changed to read only



Approver follows the normal sign-off process



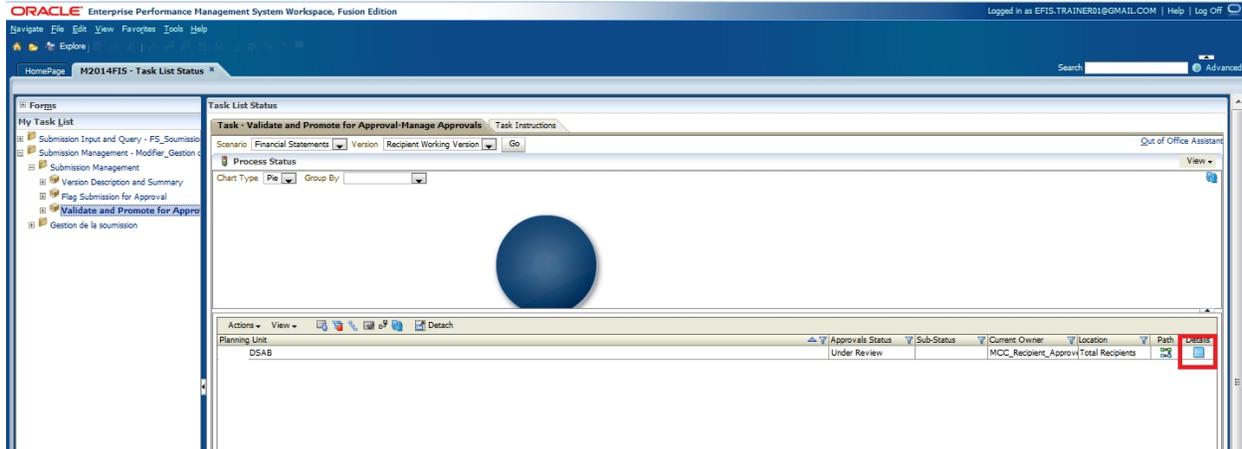
The Approver will receive the message that the Submission has been sent to the Administrator (Ministry) for error override and the submission status will become Pending Error Override.



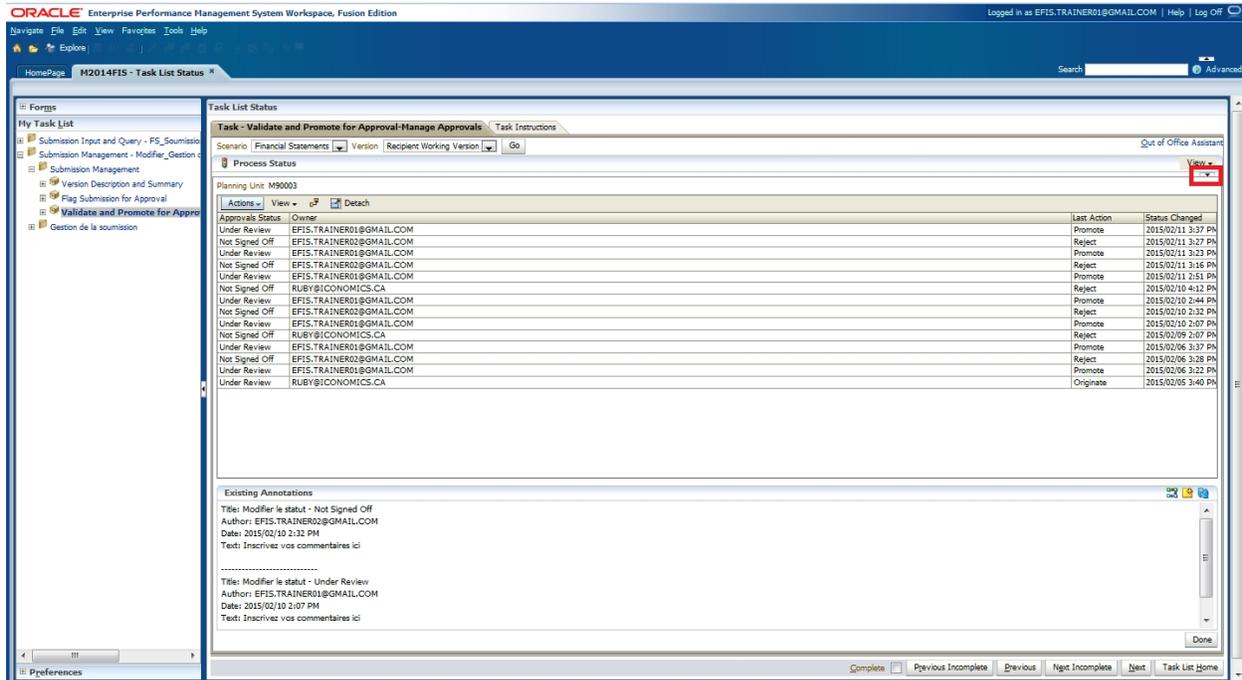
Recipient must contact the Ministry to initiate the over-ride approval.

7.3.4 Checking the Submission History

Users will be able to view the submission's history as well as any annotations the Approver has made by selecting **Validate and Promote for Approval** and clicking the **Details** button.



Status history and comments will be displayed, to view status changes collapse the pie chart by selecting the arrow in the right corner



8 Appendix A

8.1 Overview of 3.1

8.1.1 Schedule 3.1 Tabs

The new EFIS 2.0 Schedule 3.1 is now broken down into 5 tabs

Entitlement	Admin. Overspending Adjustment	Transfer Payment	Breakdown of Capital	Utilization			
	Allocation	Minimum Cost Share Requirement	Allocation and Cost Share	Expenditures	Entitlement Before Flexibility from Core Service Delivery Cost Shared - 100:0	Entitlement Before Flexibility	
Core Services Delivery 100% and Other Full Flexibility Sectors	2,323,268			2,323,268			
Core Services Delivery - Cost Share Requirement 80:20	1,416,942	354,236		1,771,178			
Core Services Delivery - Cost Share Requirement 50:50 - Administration	194,388	194,388		388,776			
Special Needs Resourcing				300,000			300,000
Administration				10,000			0
Other Operating Sectors Excluding Limited Flexibility				4,446,800			2,023,268
Capacity Building	11,785			11,785	11,875		11,785
Capital Retrofits	15,178			15,178	0		0
Small Water Works	4,125			4,125	4,125		4,125
Total Sectors Excluding TWOMO and Adjustments	3,965,686	548,624		4,514,310	4,772,800		2,339,178
TWOMO Reimbursement	120,039			120,039	120,000		120,000
Missed Target Adjustment							
Administration Overspending Adjustment							
Total Sectors for Entitlement	4,085,725	548,624		4,634,349	4,892,800		2,459,178

Entitlement

- Displays allocations, expenses and calculates the entitlement, cost share and recoveries.
- Additional information has been added to display the calculation and impacts of flexibility
- Admin, Overspending Adjustment
- Displays the calculation for the Adjustment if Maximum Administration Expenditure is exceeded
- Transfer Payment
- Displays a summary of the Operating and Capital transfer payment amounts by Entitlement
- Displays any Ministry Adjustment that has been applied
- Breakdown of Capital
- Provides an breakdown of the capital expenditures
- Utilization

- Displays the calculation of Overspending or Underspending for Utilization purposes

8.1.2 Entitlement Tab

Below is a brief description of the columns for the Entitlement Tab

Schedule 3.1 - Entitlement - Entitlement Calculation

		Allocation	Minimum Cost Share Requirement	Allocation and Cost Share	Expenditures	Entitlement Before Flexibility from Core Service Delivery Cost Shared - 100:0	Entitlement Before Flexibility from Core Service Delivery Cost Shared - 80:20
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
1.1	Core Services Delivery 100% and Other Full Flexibility Sectors	2,323,268	-	2,323,268	-	-	-
1.2	Core Services Delivery - Cost Share Requirement 80:20	1,416,942	354,236	1,771,178	-	-	-
1.3	Core Services Delivery - Cost Share Requirement 50:50 - Administration	194,388	194,388	388,776	-	-	-
2.1	Special Needs Resourcing	-	-	-	300,000	300,000	0
2.2	Administration	-	-	-	10,000	0	0
2.3	Other Operating Sectors Excluding Limited Flexibility	-	-	-	4,446,800	2,023,268	1,416,942
3.1	Capacity Building	11,785	-	11,785	11,875	11,785	-
3.2	Capital Retrofits	15,178	-	15,178	0	0	-
3.3	Small Water Works	4,125	-	4,125	4,125	4,125	-
4	Total Sectors Excluding TWOMO and Adjustments	3,965,686	548,624	4,514,310	4,772,800	2,339,178	1,416,942
5	TWOMO Reimbursement	120,039	-	120,039	120,000	120,000	-
6.1	Missed Target Adjustment	-	-	-	-	-	-
6.2	Administration Overspending Adjustment	-	-	-	-	-	-
7	Total Sectors for Entitlement	4,085,725	548,624	4,634,349	4,892,800	2,459,178	1,416,942

Column 1 – Allocation

- Displays the allocation by sector, derived from Schedule 3.0

Column 2 – Minimum Cost Share Requirement

- Calculated the minimum cost share for 50:50 and 80:20 funding

Column 3 – Allocation and Cost Share

- Sum of Allocation and Cost Share

Column 4 – Expenditures

- Actual Expenditures from Schedule 2.3 (Adjusted Gross Expenditures) and Schedule 2.7 (TWOMO Expenditures)

Column 5 – Entitlement Before Flexibility from Core Service Delivery Cost Shared – 100:0

- Displays the 100% funded entitlements before flexibility has been applied

Column 6 Entitlement Before Flexibility from Core Service Delivery Cost Shared – 80:20

- Displays the 80% funded entitlements before flexibility has been applied

Schedule 3.1 - Entitlement - Entitlement Calculation

		Entitlement Before Flexibility from Core Service Delivery Cost Shared - 50:50 Col. 7	Entitlement Before Flexibility Col. 8	Cost Share Before Flexibility Col. 9	Pressure or Surplus Col. 10	Application of Flexibility from Core Service Delivery Cost Shared - 100:0 Col. 11	Application of Flexibility from Core Service Delivery Cost Shared - 80:20 Col. 12
			(Col. 5 + Col. 6 + Col. 7)	(Col. 6/4 + Col. 7)			
1.1	Core Services Delivery 100% and Other Full Flexibility Sectors	-	-	-	-	-	-
1.2	Core Services Delivery - Cost Share Requirement 80:20	-	-	-	-	-	-
1.3	Core Services Delivery - Cost Share Requirement 50:50 - Administration	-	-	-	-	-	-
2.1	Special Needs Resourcing	0	300,000	0	-	-	-
2.2	Administration	5,000	5,000	5,000	-189,388	-	-
2.3	Other Operating Sectors Excluding Limited Flexibility	189,388	3,629,598	543,624	273,578	-	-
3.1	Capacity Building	-	11,785	-	90	0	0
3.2	Capital Retrofits	-	0	-	-16,178	0	0
3.3	Small Water Works	-	4,125	-	0	0	0
4	Total Sectors Excluding TWOMO and Adjustments	194,388	3,950,508	548,624	69,102	0	0
5	TWOMO Reimbursement	-	120,000	-	-	-	-
6.1	Missed Target Adjustment	-	-	-	-	-	-
6.2	Administration Overspending Adjustment	-	-	-	-	-	-
7	Total Sectors for Entitlement	194,388	4,070,508	548,624	69,102	0	0

Column 7– Entitlement Before Flexibility from Core Service Delivery Cost Shared – 50:50

- Displays the 50% funded entitlements before flexibility has been applied

Column 8 – Entitlement Before Flexibility

- Total entitlement before application of flexibility

Column 9 – Cost Share before Flexibility

- Displays the Cost Share before flexibility has been applied

Column 10 – Pressure or Surplus

- Displays the Pressure (expenditure greater than allocation) or the Surplus (allocation greater than expenditure)

Column 11 – Application of Flexibility from Core Service Delivery Cost Shared – 100:0

- Displays the amount of flexibility that has been applied from 100% funded entitlements

Column 12 – Application of Flexibility from Core Service Delivery Cost Shared – 80:20

- Displays the amount of flexibility that has been applied from 80% funded entitlements

**Schedule 3.1 - Entitlement -
Entitlement Calculation**

	Application of Flexibility from Core Service Delivery Cost Shared - 50:50 Col. 13	Application of Flexibility Col. 14	Cost Share of Flexibility Col. 15	Total Entitlement Col. 16	Actual Cost Share Col. 17	Child Care Adjustment / (Recovery) Col. 18
		(Col. 11 + Col. 12 + Col. 13)	(Col. 12/4 + Col. 13)	(Col. 8 + Col. 14)	(Col. 9 + Col. 15)	
1.1	Core Services Delivery 100% and Other Full Flexibility Sectors	-	-	-	-	-
1.2	Core Services Delivery - Cost Share Requirement 80:20	-	-	-	-	-
1.3	Core Services Delivery - Cost Share Requirement 50:50 - Administration	-	-	-	-	-
2.1	Special Needs Resourcing	-	-	300,000	0	-
2.2	Administration	-	-	5,000	5,000	0
2.3	Other Operating Sectors Excluding Limited Flexibility	-	-	3,629,598	543,624	0
3.1	Capacity Building	0	0	11,785	0	0
3.2	Capital Retrofits	0	0	0	0	-15,178
3.3	Small Water Works	0	0	4,125	0	0
4	Total Sectors Excluding TWOMO and Adjustments	0	0	3,950,508	548,624	-15,178
5	TWOMO Reimbursement	-	-	120,000	-	-39
6.1	Missed Target Adjustment	-	-	0	-	0
6.2	Administration Overspending Adjustment	-	-	0	-	0
7	Total Sectors for Entitlement	0	0	4,070,508	548,624	-15,217

Column 13 – Application of Flexibility from Core Service Delivery Cost Shared – 50:50

- Displays the amount of flexibility that has been applied from 50% funded entitlements

Column 14 – Application of Flexibility

- Total amount of flexibility that has been applied

Column 15 – Cost Share of Flexibility

- Amount of cost share amounts related to the application of flexibility

Column 16 – Total Entitlement

- Total Allocation including TOWMO, and adjustments

Column 17 – Actual Cost Share

- Total Cost Share

Column 18 - Recovery by Ministry

- Amount of Ministry recovery

8.1.3 Adjustment for Administration Spending Tab

Screen Shot

Entitlement	Admin. Overspending Adjustment	Transfer Payment	Breakdown of Capital	Utilization
				Financial Statements No SubCategory
Administration	Maximum Allowable Expenditure Limit			396,569
Administration	Expenditures			10,000
Administration	Over (Under) Ministry Maximum Allowable Expenditure Limit			(386,569)
Administration	Compliant			Yes / Oui
Administration Overspending Adjustment	Municipal Contribution in Excess of Cost Share Requirement			273,668
Administration Overspending Adjustment	Child Care Adjustment / (Recovery)			0

Report

Schedule 3.1 - Entitlement - Adjustment for Administration Overspending

3.2.1	Maximum Allowable Expenditure Limit10% x 2014 Total Allocation (include SWW but exclude TWOMO)	396,569
3.2.2	Expenditures	10,000
3.2.3	Over (Under) Ministry Maximum Allowable Expenditure Limit	-386,569
3.2.4	Compliant	Yes / Oui
3.2.5	Municipal Contribution in Excess of Cost Share Requirement	273,668
3.2.6	Administration Overspending Adjustment	0

- Line 3.2.1 – calculation of maximum allowable expenditure limit (10% x 2014 Total Allocation (include SWW but exclude TWOMO))
- Line 3.2.2 – Total administration expenditures from Schedule 2.3
- Line 3.2.3 – Over / under calculation (3.2.2 – 3.2.3)
- Line 3.2.4 – Compliant check (if 3.2.3 is negative then Yes, else No)
- Line 3.2.5 – Amount of Municipal contribution in excess of cost share requirement
- Line 3.2.6 – Administration Overspending Adjustment to total Entitlement

8.1.4 Transfer Payment Summary Tab

Screen Shot

Entitlement	Admin. Overspending Adjustment	Transfer Payment	Breakdown of Capital	Utilization
				Financial Statements
				No SubCategory
OPERATING / FONCTIONNEMENT				
Total Entitlement		Special Needs Resourcing		300,000
Total Entitlement		Capacity Building		11,785
Total Entitlement		Small Water Works		4,125
Total Entitlement		TWOMO Reimbursement		120,000
Total Entitlement		Administration		5,000
Total Entitlement		Other Operating Sectors Excluding Limited Flexibility		3,629,598
Total Entitlement		Administration Overspending Adjustment		0
Total Entitlement		Missed Target Adjustment		0
Entitlement		Ministry Adjustment for Operating Sectors		0
Total Entitlement		Total Operating Sectors for TP		4,070,508
CAPITAL / IMMOBILISATIONS				
Total Entitlement		Capital Retrofits		0
Entitlement		Ministry Adjustment for Capital Sectors		0
Total Entitlement		Total Capital Sectors for TP		0
TOTAL				
Total Entitlement		Total Sectors for TP		4,070,508

Report

Schedule 3.1 - Entitlement - Transfer Payment Summary

	Total Entitlement - Total Operating Sectors for TP	
3.3.1	Special Needs Resourcing	300,000
3.3.2	Capacity Building	11,785
3.3.3	Small Water Works	4,125
3.3.4	TWOMO Reimbursement	120,000
3.3.5	Administration	5,000
3.3.6	Other Operating Sectors Excluding Limited Flexibility	3,629,598
3.3.7	Administration Overspending Adjustment	0
3.3.8	Missed Target Adjustment	0
3.3.9	Ministry Adjustment for Operating Sectors (for Ministry Use only)	0
3.3.10	Total Operating Sectors for TP	4,070,508
Sum of items 3.3.1 to 3.3.9	
	Total Entitlement - Total Capital Sectors for TP	
3.3.11	Capital Retrofits	0
3.3.12	Ministry Adjustment for Capital Sectors (for Ministry Use only)	0
3.3.13	Total Capital Sectors for TP	0
Sum of items 3.3.11 to 3.3.12	
3.3.14	Total Entitlement - Total Sectors for TP	4,070,508
Sum of item 3.3.10 and item 3.3.13	

- Provides a summary of the Operating and Capital Transfer payment amounts, including the Ministry adjustment.

8.1.5 Breakdown of Capital Tab

Screen Shot

Entitlement	Admin. Overspending Adjustment	Transfer Payment	Breakdown of Capital	Utilization
			Financial Statements	
			No SubCategory	
			Capital Retrofits	
Portion of Expenditures Funded by Carry Forward Amount			23,785	
Portion of Expenditures Funded by Allocation			0	
Operating Funds Used for Capital - Ministry			0	
Operating Funds Used for Capital - Municipality			0	
2014 Committed Carry Forward Amount to 2015			15,178	

Report

Schedule 3.1 - Entitlement - Breakdown of Capital

		Capital Retrofits
3.4.1	Portion of Expenditures Funded by Carry Forward Amount	23,785
3.4.2	Portion of Expenditures Funded by Allocation	0
3.4.3	Operating Funds Used for Capital - Ministry	0
3.4.4	Operating Funds Used for Capital - Municipality	0
3.4.5	2014 Committed Carry Forward Amount to 2015	15,178

- Line 3.4.1 – The amount of capital expenditures that are funded from carry forward amount
- Line 3.4.2 - The amount of capital expenditures that are funded from current year allocation
- Line 3.4.3 – The amount of Ministry operating funds that were used to fund capital expenditures
- Line 3.4.4 – The amount of Municipal operating funds that were used to fund capital expenditures
- Line 3.4.5 Amount of Committed carry Forward amounts to the following year

8.1.6 Utilization Tab

Screen Shot

Entitlement	Admin. Overspending Adjustment	Transfer Payment	Breakdown of Capital	Utilization
				Financial Statements No SubCategory
Total Sectors for Utilization	Municipal Contribution in Excess of Cost Share Requirement			273,668
Total Sectors for Utilization	Child Care Adjustment / (Recovery)			(15,217)
Total Sectors for Utilization	Expenditures Related to Prior Year Capital Carry Forward			23,785
Total Sectors for Utilization	Underspending Related to Small Water Works			0
Total Sectors for Utilization	Overspending or Underspending related to TWOMO			39
Total Sectors for Utilization	Missed Target Adjustment to Utilization			0
Total Sectors for Utilization.	Ministry Adjustment for Utilization - Description			..:
Total Sectors for Utilization.	Ministry Adjustment for Utilization - Amount			
Total Sectors for Utilization	Overspending or Underspending for Utilization			282,275

Report

Schedule 3.1 - Entitlement - Overspending or Underspending for Utilization

3.5.1	Municipal Contribution in Excess of Cost Share Requirement	273,668
3.5.2	Child Care Adjustment / (Recovery)	-15,217
3.5.3	Expenditures Related to Prior Year Capital Carry Forward	23,785
3.5.4	Underspending Related to Small Water Works	0
3.5.5	Overspending or Underspending related to TWOMO	39
3.5.6	Missed Target Adjustment to Utilization	0
3.5.7	Ministry Adjustment for Utilization - Description	
3.5.8	Ministry Adjustment for Utilization - Amount	-
3.5.9	Overspending or Underspending for Utilization	282,275

- Line 3.5.1 – Amount of Municipal Contribution in excess of share requirement from Schedule 4.0 line 2.3
- Line 3.5.2 – Recovery by Ministry from Schedule 3.1 Entitlement column 21 line 7
- Line 3.5.3 – Expenditures related to prior year carry forward from Schedule 3.1 Breakdown of Capital line 3.4.1
- Line 3.5.4 – Underspending Related to Small Water Works from Schedule 3.1 Entitlement column 21 line 3.3
- Line 3.5.5 – Overspending related to TWOMO
- Line 3.5.6– Missed Target Adjustment from Schedule 3.1 Entitlement column 19 line 6.2
- Line 3.5.7 – Ministry Adjustment Description

- Line 3.5.8 – Ministry Adjustment Amount
- 3.5.6 – Overspending or Underspending for Utilization – Sum of 3.5.1 to 3.5.5