EFIS 2.0 Training Materials Child Care User

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Module 1 Basic Planning

Ex.1 Basic Planning through Workspace Reference Document

Planning Workspace Login

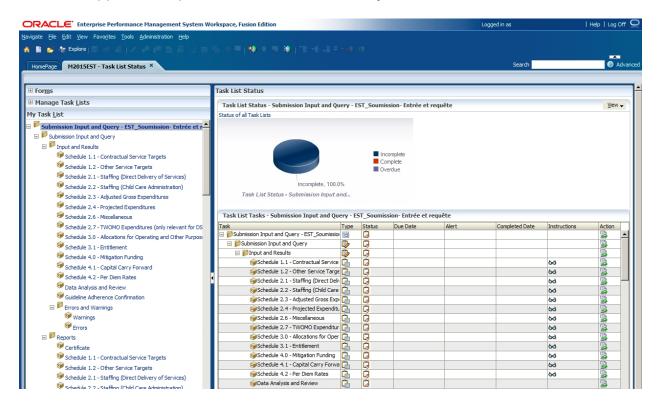
Log into Planning Workspace by entering the **Workspace URL** in the browser (Firefox or IE) and entering your credentials when prompted by the Go Secure screen.

Opening the application

From the menu, select Navigate / Applications / Planning / Application

My Tasks List

Once the application opens, it will default to the "My Task List" screen



Data Input and Results Form

Clicking the Schedule 2.4 task under Input and Results once will open the composite form. Notice that the form has three tabs.

HomePage M2015EST - Task List Status ×				Search	
	Task List Status				
🗄 Manage Task Lists	Task - Schedule 2.4	- Projected Expenditures-Schedule	2.4 Task Instructions		
My Task List	🗆 Schedule 2.4 - Projec	ted Expenditures			
 Submission Input and Query - EST_Soumission- Entrée et requête Submission Input and Query 		🍖 Period: YearTotal 1		Ë	Year: 2015
Submission Input and Query Input and Results	Train Recipient	 Recipient Working Versio 	n 🔻 🏓		
Schedule 1.1 - Contractual Service Targets	Child Care Expense	S Other Summary			
Schedule 1.2 - Other Service Targets					Estimates
🞯 Schedule 2.1 - Staffing (Direct Delivery of Services)			Salaries Wages and Employee Benef	fit Expenses Material Expense	s Contracted Serv
Schedule 2.2 - Staffing (Child Care Administration)	Non-Profit Operations	Non-Administration			
🞯 Schedule 2.3 - Adjusted Gross Expenditures	Profit Operations	Non-Administration			
Schedule 2.4 - Projected Expenditures	Directly Operated	Non-Administration			
🞯 Schedule 2.6 - Miscellaneous	Other Auspices	Administration.			
Schedule 2.7 - TWOMO Expenditures (only relevant for DS		Non-Administration			

In the drop-down menu, select the *Version* you will be working with (*Recipient Working Version*). Make sure to click the *Refresh Arrow* (see screenshot below).



Save/ Calculate the data:

In order to save/calculate the data, the form needs to be saved. This is done using the file menu by selecting *File->Save*, by clicking the *Save icon* on the main menu, or by clicking *Ctrl* + *S* on the keyboard. The form is set up to run the calculation on save, meaning that every time the save is done, the whole submission is re-calculated. Enter data into a cell in the first tab (Child Care Expenses) and save the form

Task - Schedule 2.4	 Projected Expenditures-Schedule 2 	2.4 Task Instructions
🗆 Schedule 2.4 - Projec	ted Expenditures	
	9	Period: YearTotal1
Train Recipient	✓ Recipient Working Version	1 v 🏓
Child Care Expense	s Other Summary	
		Salaries Wages and Employee Benefit Expenses
Non-Profit Operations	Non-Administration	
Profit Operations	Non-Administration	
Directly Operated	Non-Administration	
Other Auspices	Administration.	
	Non-Administration	200,000

Instructions

In order to view the instructions on how to complete input forms, click on the Task Instructions tab next to the Task Title at the top. Follow the link inside to the instructions for the selected schedule.

Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4	Task Instructions
Click on a link below to see the help text: Schedule 2.4	

Review Results

After the data is re-calculated, the totals on the form are updated to reflect the entered values.

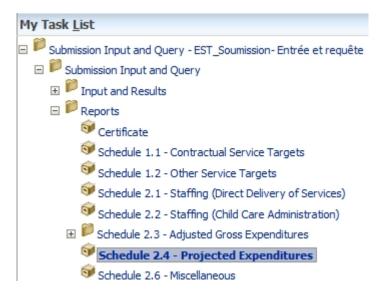
	 Projected Expenditures-Schedule 2 	2.4 Task Instructio				
Schedule 2.4 - Project	ted Expenditures					
		Period: YearTotal1				
Train Recipient	✓ Recipient Working Version	1 🔻 🏓				
Child Care Expense	es Other Summary					
				Estimates		
		Salaries Wages and	Material Expens	Contracted Serv	Rents and Fin	Projected Exp
Non-Profit Operations	Non-Administration					
	Non-Administration					
Profit Operations						
	Non-Administration					
	Non-Administration Administration.					
Profit Operations Directly Operated Other Auspices		200,000				200,00

The Summary tab contains data which is dependent on the input in the first tab. The updated values are reflected here as well.

Т	ask List Status		
ſ	Task - Schedule 2.4 - Projected	Expenditures-Schedule 2.4 Task In	structions
Γ	Schedule 2.4 - Projected Expenditu	ires	
		🇞 Period: Year	Total 1
	Train Recipient	Recipient Working Version	+
	Child Care Expenses Other S	Summary	
		Estimates	
		Auspice Consolidated	
		Total Sectors for Projected Expenditures	
	Projected Expenditures	200,000	
	Other Amounts	65,000	
	Required Parent Contribution		
	Parental Full Fee		
	Other Offsetting Revenues		
	Adjusted Projected Expenditures	265,000	

Generate Report

By selecting the Schedule 2.4 task under Reports in the task list, the report for the schedule will be generated. A report represents the calculated data from the database, in a printable PDF format.



The report opens in a new tab. The data entered in the Input and Results form will be reflected once the report is generated.

ge M2015EST - Task Lis	t Status Schedule 2_4 *					Search
ST/Common/EN/Schedule 2_	4					
10W Recipient: Train Re	ecipient					
_				n		
£	Ontario					Recipient Working Vers ient Name: Train Recipi Year: 2 Cycle: Estima
_		Schedule 2	.4 - Projected	Expenditures		
Ch	ild Care Expenses	Salaries Wages and	Material Evnenses	Contracted Service Evoenses	Rents and Financial Expenses	Projected Expenditur
		Employee Benefit Expenses	material Expenses	Contracted Service Expenses	rvents and Financial Expenses	Projected Experiator
		Col. 1	Col. 2	Col. 3	Col. 4	Col
1.1		-	-	-	-	
1.2		-			-	
1.3		-		-	-	
1.4		-	-	•	•	
1.5		200,000	-	-	-	200,0
		200,000				20010
Ot	ner Amounts				[
	011-0-0-0-0-0	Description	a sector d			Other Amour
2.1		Municipal Contributions - Directly Op Municipal Contributions - Admin	perated			10,0 25.0
						25,0
2.3		Municipal Contributions - Other 5 1,903,233				30,0
	mmary	1,803,233				00.0
30	minary		Total Ser	tors for Projected Expenditures		
1	Projected Expenditures		Total Dev	200,000		
2	Other Amounts			65,000		
-	ould failed ito			00,000		
3	Other Revenues (negative only):					
3.1						
3.2		+				
3.3		+				
	outer onsetting Nevendes					
4	Adjusted Projected Expenditures			265,000		

Ex. 1 – Basic Planning through Workspace Hands-on Exercise

Login to Training

- 1. Log into workspace using the Workspace URL
- 2. Open your Planning Application TRAINMCC

My Task List

3. Under My Task Lists, expand the *Submission Input and Query*, and locate your Input and Results, Reports and Validation Formats tasks.

Input

- 4. Under the *Input and Results* task list, open the *Schedule 2.4* task. Using the Recipient Working Version input the Child Care Expense numbers for all Contracted Service Expenses. Input data for into the Other Expenses Source 1. Make sure to enter both the Description and Other Expense amount
- 5. If you do not know your values, enter random values.
- 6. Save the form.

Results

- 7. After the form completes saving and recalculating, review the totals and pay attention to how the inputs are reflected in the totals. Review all three tabs to make sure results are correct.
- 8. Make a change to the input data, save and review the results to make sure that the changes you have made are reflected.

Report

- 9. Open the report for Schedule 2.4 using the appropriate Task List and Task
- 10. Make sure to select your Recipient and the correct version (Recipient Working Version (V10W))
- 11. Once the report generates, review that the results are as expected (they should reflect the same values that you see in the input and results forms.
- 12. Close the Report

Ex.1 Basic Planning Hands-on Exercise Solution

Topics covered:

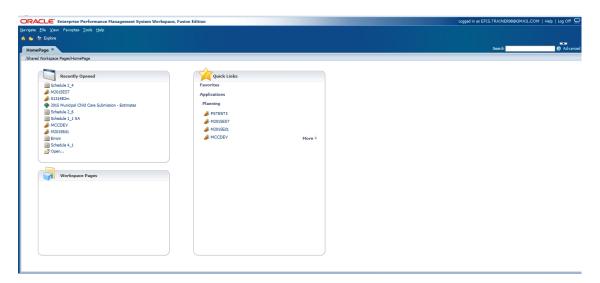
- Login / Open Application
- Input and Results
- Reports

Login / Open Application

- 1. Enter the Workspace URL in the browser (Firefox or IE)
- 2. Once prompted, Enter your Go Secure ID and Password

		Environment: gdc
Froviding secure online resources for individuals within the Ontario Government and the Broader Public Sector.	GO Secure ID : Password : Sign In Forgot your ID or password?	Or, if you have a PKI certificate: Log in with PKI
	Don't have a GO Secure account? Register Now.	

3. You will be redirected to the Planning Workspace Home Page



- 4. To open the appropriate Planning Application there are four options available from the HomePage screen:
 - a. Recently opened
 - b. Quick links
 - c. Navigate -> Application -> Planning -> TRAINMCC
 - d. File -> Open -> Applications -> Planning -> TRAINMCC

ORACLE' Enterprise Performance Management System Workspace, Fus	ion Edition	Logged in as EFIS.TRAINER08@GMAIL.	COM Help Log Off 읻
<u>Navigate Elle V</u> iew Favo <u>r</u> ites <u>T</u> ools <u>H</u> elp			
A Broker HomePage X /Shared Workspace Pages/HomePage		Search	Advanced
Recently Opened Recently Opened Schedule 2_4 You ises Si314E2m 2015 Municpal Child Care Submission - Estimates Schedule 2_6 Schedule 2_6 Schedule 2_6 Schedule 2_6 MCODEV MCODEV MCODEV Schedule 4_1 Open Workspace Pages	Quick Links Favorites Applications Planning & FSTEST3 & M2015EST & M2015E61 & MCCDEV	More #	e

- 5. Once the application is opened, you will be taken to My Task List which houses the forms necessary for Input and Results, the reports as well as the Validation formats. Under my Task List select *Submission Input and Query*
 - a. You will now see the Task List Status open up in the main window

VIGACLE Enterprise Performance Management Syste vigate File Edit View Favorites Iools Administration Help				_		Logged in as	
HomePage H2015EST - Task List Status ×	28 °6 4 ≡ 1 4 9 6 76 19 1°8 48 48 49	* *)	:\$			Search	
∃ Forms	Task List Status	_					
∃ Manage Task Lists	Task List Status - Submission Input and Que	erv - F	ST Soumis	sion- Entrée et	requête		
1y Task List	Status of al Task Lists	., .	51_5001115	Son Endee ee	requete		
 I solumission Input and Query I host and Results Schedule 1.1 - Contractual Service Targets Schedule 1.2 - Other Service Targets Schedule 2.1 - Staffing (Dreid Delvery of Services) Schedule 2.2 - Staffing (Child Care Administration) Schedule 2.4 - Staffing (Child Care Administration) Schedule 2.4 - Projected Dependhures 	Incomplete, 100.04 Task List Status - Submission Input an		Co Ov				
Schedule 2.6 - Miscellaneous	Task List Tasks - Submission Input and Que	ry - Es	ST_Soumis	sion- Entrée et i	equête		
🞯 Schedule 2.7 - TWOMO Expenditures (only relevant for	DS Task	Type	Status	Due Date	Alert	Completed Date	Instruct
Schedule 3.0 - Allocations for Operating and Other Purp	DSI Submission Input and Query - EST_Soumission		G				
Schedule 3.1 - Entitlement	Submission Input and Query	D)	G				
Schedule 4.0 - Mitigation Funding	Input and Results	D)	G				
Schedule 4.1 - Capital Carry Forward	Girls Schedule 1.1 - Contractual Service		G				60
Schedule 4.2 - Per Diem Rates	Schedule 1.2 - Other Service Targe		G				60
Schedule 4.2 - Per Diem Rates Ø Data Analysis and Review	Schedule 2.1 - Staffing (Direct Deliv		G				60
	Schedule 2.2 - Staffing (Child Care		G				60
Guideline Adherence Confirmation	Girl Schedule 2.3 - Adjusted Gross Exp		G				60
Errors and Warnings	Schedule 2.4 - Projected Expenditu	G	G				60
🞯 Warnings		G.	G				60
SP Errors	Schedule 2.7 - TWOMO Expenditur		G				60
🖃 🏴 Reports	Schedule 3.0 - Allocations for Oper	G	G				60
🞯 Certificate	Gerald Schedule 3.1 - Entitlement	G.	G				60
Schedule 1.1 - Contractual Service Targets	Schedule 4.0 - Mitigation Funding	G	G				60
Schedule 1.2 - Other Service Targets	Gerry Forwa	G.	G				60
	Schedule 4.2 - Per Diem Rates	G	G				60
Schedule 2.1 - Staffing (Direct Delivery of Services)							

- b. In order to open your form, expand *Submission Input and Query* using the [+] icon beside the folder name
- c. Further expand *Input and Results* and select (single click) the *Schedule 2.4* task. This will open the necessary form for Schedule 2.4

CACLE Enterprise Performance Management St pate File Edit View Favorites Icols Help State Schore III (2) 21 / 25 (11) 20 2 2 2		n Eartion			ged in as EFIS.TRAINER08@GMAIL.COM	i i nep i i
omePage M2015EST - Task List Status ×	'o x =				Search	
	Task List Status					
Task List	Task - Schedule 2.4	4 - Projected Expenditures-Sch	edule 2.4 Task Instructions			
Submission Input and Query - EST_Soumission- Entrée et rec	Schedule 2.4 - Proje	cted Expenditures				
Submission Input and Query			🚱 Period: YearTotal1		M Year: 2015	
□ Input and Results It is schedule 1.1 - Contractual Service Targets	Train Recipient	Recipient Draft 1		I		
Schedule 1.1 - Contractual Service Targets Schedule 1.2 - Other Service Targets	Child Care Expense	ses Other Expenses Summary				
 Schedule 1.2 - Other Service Largets Schedule 2.1 - Staffing (Direct Delivery of Services) 				rimates		
B Schedule 2.2 - Staffing (Child Care Administration)			Salaries Wages and Employee Benefit Expense Material Expenses Contract		enses 🗉 Projected Expenditures	
Schedule 2.3 - Adjusted Gross Expenditures	Non-Profit Operations	Non-Administration		234,566	234,566	
🗉 🞯 Schedule 2.4 - Projected Expenditures	Profit Operations	Non-Administration		121,234	121,234	
🗉 🞯 Schedule 2.6 - Miscellaneous	Directly Operated	Non-Administration		2,345	2,345	
⊞ 🞯 Schedule 2.7 - TWOMO Expenditures (only relevant		Administration		445,566	445,566	
⊞ Schedule 3.0 - Allocations for Operating and Other F		Non-Administration		3,234	3,234	
🖽 🞯 Schedule 3.1 - Entitlement	Auspice Consolidated	Total Sectors for Projected Expendit	ures	806,945	806,945	
Schedule 4.0 - Mitigation Funding						
Schedule 4.1 - Capital Carry Forward						
🗉 🥯 Schedule 4.2 - Per Diem Rates						
🖽 🞯 Data Analysis and Review						
🗷 🞯 Guideline Adherence Confirmation						
Errors and Warnings						
E P Reports						
E Validation Formats						
Soumission- Entrée et requête						
Submission Management - Modifier_Gestion de la soumission						
III •						
references				Complete Previous Incomplete	Previous Next Incomplete Next	Task List

Input: Exercise 1 - Input

1. Clicking *Schedule 2.4 – Projected Expenditures*, you will see a form in the main window.

2. In the drop-down menu, select the *Version* you will be working with (*Recipient Working Version*). Make sure to click the *Refresh Arrow* after making the selection (see screenshot below)

Train Recipient	← Recipient Workin	g Version 🗸 🔸
Child Care Expens	es Other Summary	
		Salaries Wages and Er
Non-Profit Operations	Non-Administration	

- 3. In order to input data, you will click on the desired cell and input your data. To navigate between cells, in addition to mouse navigation, the keyboard can be utilized:
 - a. Tab move selected cell to next cell in horizontal order
 - b. Shift + Tab move selected cell backwards, in horizontal order

Please note, the white cells are input cells, while the grey cells are read-only. Once the data in a cell has changed, the cell will turn yellow.

Tack Cabadula 3.4	- Projected Expenditures-Schedule 2	2.4 Task Instructions				
Task - Schedule 2.4	- Projected Expenditures-Schedule A	2.4 Task Instructions				
Schedule 2.4 - Project	cted Expenditures					
		Period: YearTotal1			<u>ال</u>	ear: 2015
Train Recipient	 Recipient Working Version 					
Child Care Expense						
child cure Expense				Estimates		
		Salaries Wages and Employee Benefit Expenses	Material Expenses		Rents and Financial Expenses	Projected Expendit.
Non-Profit Operations	Non-Administration			123,456		
Profit Operations	Non-Administration			234,567		
Directly Operated	Non-Administration			345,678		
Other Auspices	Administration.			456,789		
				563.000		200,
	Non-Administration	200,000		567,890		200,

In order to save/calculate the data, the form needs to be saved. This is done using the file menu by selecting *File->Save*, by clicking the *Save icon* on the main menu, or by clicking *Ctrl* + *S* on the keyboard. The form is set up to run the calculation on save, meaning that every time the save is done, the whole submission is re-calculated.

4. After clicking Save, you should see a prompt notifying you that the data has been saved and that the calculation (rule) was run successfully. This means that the data has been calculated and aggregated appropriately, and that the whole submission has been recalculated. On refresh, the cells will re-populate with the updated values, and input cells will turn back to white. If the cell turns red it means that the cell contains an error. This will be discussed further later on.

Task - Schedule 2.4	 Projected Expenditures-Schedule 2 	2.4 Task Instructions						
Schedule 2.4 - Projec	ted Expenditures							
	9	Period: YearTotal1					(#*) 1	'ear: 2015
Train Recipient	Recipient Working Versior	1 🔫 🏓						
Child Care Expense	es Other Summary		(i) Informat	ion		0		
		Salaries Wages and Employee Be	-	or this page are li	sted belov	· rvice Expenses	Rents and Financial Expenses	Projected Expenditur
Non-Profit Operations	Non-Administration		~	has been saved.		123,456		123,4
Profit Operations	Non-Administration		U Rule was	run successfully		234,567		234,5
Directly Operated	Non-Administration				OK	345,678		345,6
Other Auspices	Administration.					456,789		456,7
	Non-Administration		200,000			567,890		767,8

5. Select the Other tab and input data in Other Expenses Source 1 and save data

Ta	ask List Status						
ſ	Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 Task Instructions						
[□ Schedule 2.4 - Projected Expenditures						
		Period: YearTotal1					
	Train Recipient 🗸 Recipient Working Version 🗸 🌶						
	Child Care Expenses	Other Summary					
			Estimates				
			Estimates				
			Estimates Description	Other Amounts			
	Other Auspices	Other Source 1		Other Amounts 20,000			
	Other Auspices	Other Source 1 Other Source 2	Description				
	Other Auspices		Description				

Task List Status	9							
Task - Schedul	Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 Task Instructions							
Schedule 2.4 -	Projected Expenditures							
	₩ ₀	Period: Yea	arTotal1					
Train Recipient	✓ Recipient Working Version		•					
Child Care Expe	nses Other Summary							
	i) Information	Es	timates					
	Messages for this page are listed below.	scription	Other Amounts					
Other Auspices	i) The data has been saved.	nter escriptio	20,000					
	(1) Rule was run successfully							
	OK							
Auspice Consolid	ated Total Sectors for Projected Expenditures		20,000					

Results: Exercise 1 - Results

6. Clicking through the tabs contained in the *Input and Results - Schedule 2.4 – Projected Expenditures* task, you will be able to review the results generated by the calculation, driven by your input values. The totals on the *Child Care Expenses* tab and *Other* tab are reflected on the first two lines of the *Summary* tab.

Task - Schedule 2.4	 Projected Expenditures-Schedule 2 	2.4 Task Instructions						
Schedule 2.4 - Projec	ted Expenditures							
	Period: YearTotal1							
Train Recipient	 Recipient Working Version 							
Child Care Expense	Child Care Expenses Other Summary							
				Estimates				
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditur		
Non-Profit Operations	Non-Administration			123,456		123,45		
Profit Operations	Non-Administration			234,567		234,56		
Directly Operated	Non-Administration			345,678		345,6		
Other Auspices	Administration.			456,789		456,78		
	Non-Administration	200,000		567,890		767,89		
Auspice Consolidated	Total Sectors for Projected Expenditures	200,000		1,728,380		1,928,3		

Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 Task Instructions						
Schedule 2.4 - Projected Expenditures						
🎣 Period: YearTotal 1						
Train Recipient	✓ Recipient Working Version	n 🚽 🏓				
Child Care Expenses	Other Summary					
		Estimates				
		Description	Other Amounts			
Other Auspices		Enter description here				
	Other Source 1		20,000			
	Other Source 2					
	Other Source 3					
Auspice Consolidated	Total Sectors for Projected Expenditures		20,000			

Task - Schedule 2.4 - Projected	Expenditures-Schedule 2.4 Task I	nstructions				
Schedule 2.4 - Projected Expenditures						
😪 Period: YearTotal 1						
Train Recipient	Recipient Working Version	+				
Child Care Expenses Other S	iummary					
	Estimates					
	Auspice Consolidated					
	Total Sectors for Projected Expenditures					
Projected Expenditures	1,928,380					
Other Amounts	20,000					
Required Parent Contribution						
Parental Full Fee						
Other Offsetting Revenues						
Adjusted Projected Expenditures	1,948,380					

7. Navigate to the *Schedule 2.4 – Projected Expenditures*, *Child Care Expenses* tab and change the Contractual Service Expense data for Non-Profit Operations and save. Review the results to see that the changes are reflected.

Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 Task Instructions								
🗆 Schedule 2.4 - Projec	Schedule 2.4 - Projected Expenditures							
Train Recipient	Train Recipient 🔶 Recipient Working Version 👻 💽							
Child Care Expense	es Other Summary							
			 Information 	×	Estimates	;		
		Salaries Wages	Messages for this page are	listed below	Contracted Se	rvice Expenses	Rents and Financial Expenses	Projected Expenditures
Non-Profit Operations	Non-Administration		 The data has been saved. 			100,000		100,000
Profit Operations	Non-Administration		 Rule was run successfully 			234,567		234,567
Directly Operated	Non-Administration					345,678		345,678
Other Auspices	Administration.			ОК		456,789		456,789
	Non-Administration		200,000			567,890		767,890
Auspice Consolidated	Total Sectors for Projected Expenditures		200,000			1,704,924		1,904,924

Task - Schedule 2.4 - Projected Expenditures-Schedule 2.4 Task Instructions					
Schedule 2.4 - Projected Expenditures					
🎣 😡 🕹					
Train Recipient	Recipient Working Version	+			
Child Care Expenses Other S	Summary				
	Estimates				
	Auspice Consolidated				
	Total Sectors for Projected Expenditures				
Projected Expenditures	1,904,924				
Other Amounts	20,000				
Required Parent Contribution					
Parental Full Fee					
Other Offsetting Revenues					
Adjusted Projected Expenditures	1,924,924				

Report: Exercise 1 - Report

8. Clicking *Reports - Schedule 2.4 – Projected Expenditures* from the Task List, will send a request for a report to be generated. A new tab will open and you will receive a prompt asking you to choose the Version and Recipient.

My Task <u>L</u> ist		
Submission Input and Query - EST_Soumission- Entrée et requête		
🖃 🏁 Submission Input and Query		
🗄 芦 Input and Results		
🖂 🎾 Reports		
🗄 🞯 Certificate	Preview User Point of View	×
Schedule 1.1 - Contractual Service Targets	This report/book will run for the members on the user point of view listed	
🗄 💜 Schedule 1.2 - Other Service Targets	below.	
Schedule 2.1 - Staffing (Direct Delivery of Services)	Version	
🗉 💜 Schedule 2.2 - Staffing (Child Care Administration)	Recipient Working Versio Select	
표 💴 Schedule 2.3 - Adjusted Gross Expenditures	Recipient	
🗄 🎯 Schedule 2.4 - Projected Expenditures	Train Recipient Select	
🖅 💱 Schedule 2.6 - Miscellaneous	Edit Member Names	
표 🎯 Schedule 2.7 - TWOMO Expenditures (only relevant for DSSABs)		
표 💓 Schedule 3.0 - Allocations for Operating and Other Purposes		
표 🏴 Schedule 3. 1 - Entitlement		
표 🞯 Schedule 4.0 - Mitigation Funding		
🗉 🐓 Schedule 4.1 - Capital Carry Forward		
🗉 💭 Schedule 4.2 - Per Diem Rates	Help OK Canc	
표 🞯 Data Analysis and Review		

After choosing the correct Version / Recipient combination and clicking *OK*, a PDF report will be generated. The numbers input / calculated earlier in the exercise should be reflected on this report.

ß,						Recipient Working Versi ient Name: Train Recipie Year: 20
\mathcal{P}	Ontario					Cycle: Estimat
		Schedule 2.	4 - Projected	Expenditures		
Child Care Ex	vnancac			•		
oning calle Ex	penses [Salaries Wages and	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
		Employee Benefit Expenses Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1.1 Nor	n-Profit Operations	COI. I	00.2	100.000	00.4	100,000
	fit Operations			234,567		234,56
	ectly Operated			345.678		345,67
	ministration.			456,789		456,78
	er Auspices	200.000		567,890		767,89
	al Sectors for Projected Expenditures	200,000		1,704,924		1,904,92
ther Amoun	its					
		Description				Other Amount
2.1 Oth	er Source 1	Enter description here				20,00
2.2 Oth	er Source 2					
2.3 Oth	er Source 3					
2.4 Tota	al Sectors for Projected Expenditures					20,00

Module 2 Basic Planning Through Smart View

Ex.2 Basic Planning through Smart View Reference Document

Options – Shared Connections URL

Under the Smart View Ribbon -> Options -> Advanced

Options			
Member Options	Change global Smart View options.		
Data Options	General		i
Advanced	Shared Connections URL:	Smart View Providers URL	-
Formatting	Number of Undo <u>A</u> ctions Number of Most Recently Used items		9
Cell Styles			9

Change the Shared Connections URL: Smart View Providers URL

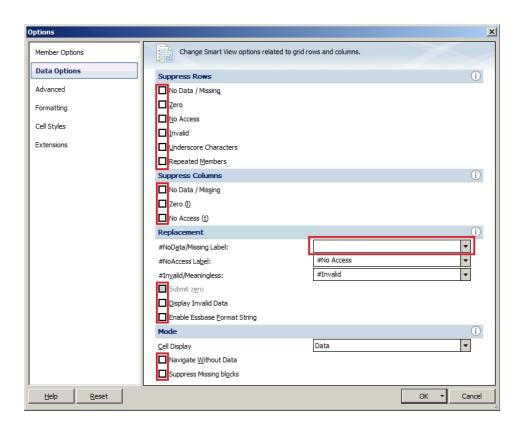
To find the Smart View Providers URL

Navigate to Explore → Training Exercises → Double Click "SmartViewURL.txt"

ORACLE' Enterprise Performance Management System Workspace, Fusion Editio								
<u>N</u> avigate <u>File V</u> iew Favo <u>r</u> ites <u>T</u> ools	Help							
🚔 🛧 Explore 🚊 📣								
HomePage Explore: /Training E	xercises *							
Folders	/Training Exercises							
🖃 🃁 Root	! * Name 🔺	Туре						
📁 Sample Content	📁 Presenter	Folder						
C Shared Workspace Pages	Ex3 - Data.xlsx	MS Excel 20						
🛨 🍘 Training Exercises	SmartViewURL.txt	Plain Text						
E 🎁 TRAINMCC								

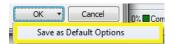
Options – Data Options

Make sure that all the options with a check-box are unchecked. Under #NoData/Missing Label choose what you want the empty cells to display on your forms (the default label is **#Missing**). Clearing the field is consistent with how Workspace is set up.



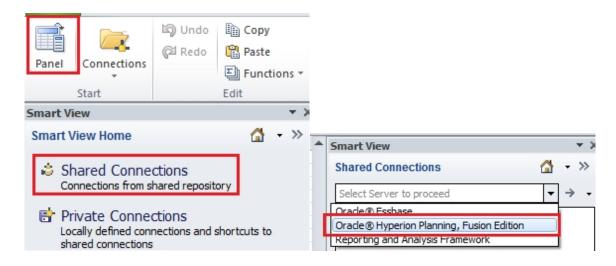
Options – Save as Default Options

Click the arrow beside OK and select Save as Default Options. This will ensure that the options will be saved as default and you will not be required to repeat this step every time Smart View is opened.



Connecting to Planning Application

Smart View Ribbon -> Panel -> Shared Connections -> Oracle Hyperion Planning



Task Lists

Expand the **TRAINMCC** Application and expand Task Lists. Double-click the *Submission Input and Query* task list.

÷ 🕤 🛽	M2015	TST
÷	🃁 Foi	ms
<u> </u>	🎾 Ta	sk Lists
		Submission Input and Query - EST_Soumission- Entrée et requête
		Submission Management - Modifier_Gestion de la soumission - Modificateur

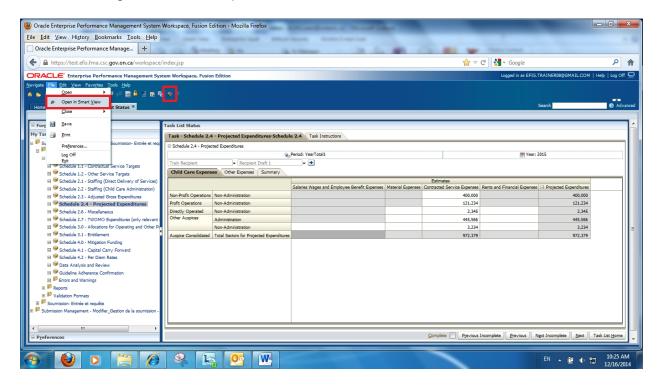
All the tasks are displayed. Double-click to open each input and results form.

Submission Input and Query - EST_Soumission - Entrée et requête
O 1.0 Submission Input and Query
O 1.1 Input and Results
— O 1.1.1 Schedule 1.1 - Contractual Service Targets
… 〇 1.1.2 Schedule 1.2 - Other Service Targets
… 〇 1.1.3 Schedule 2.1 - Staffing (Direct Delivery of Services)
… O 1.1.4 Schedule 2.2 - Staffing (Child Care Administration)
… 〇 1.1.5 Schedule 2.3 - Adjusted Gross Expenditures
— O 1.1.6 Schedule 2.4 - Projected Expenditures
···· 🔿 1.1.7 Schedule 2.6 - Miscellaneous
— O 1.1.8 Schedule 2.7 - TWOMO Expenditures (only relevant for DSSABs)
— O 1.1.9 Schedule 3.0 - Allocations for Operating and Other Purposes
🔿 1.1.10 Schedule 3.1 - Entitlement
🔿 1.1.11 Schedule 4.0 - Mitigation Funding
···· 🔿 1.1.12 Schedule 4.1 - Capital Carry Forward
···· 🔿 1.1.13 Schedule 4.2 - Per Diem Rates
···· 🔿 1.1.14 Data Analysis and Review
… 〇 1.1.15 Guideline Adherence Confirmation
🗄 🔿 1.1.16 Errors and Warnings
⊕ ○ 1.2 Reports ☐
≟ ○ 2.0 Soumission-Entrée et requête

Open form in Smart View from Workspace

To open a form in Smart View from Workspace, make sure that the form is open and then

- click the "Open in Smart View" button
- or navigate to File -> Open in Smart View



It is likely that you will receive a security warning the first time this is attempted:

• In Internet Explorer click "Continue"



• In Firefox click "No"



If Smart View is disabled you will not see the Smart View ribbon in Excel. In order to reenable Smart View, the following steps need to be taken: In Excel, select *File* \rightarrow *Options* \rightarrow *Add-ins*. Under Manage, choose *Disabled Items* and click *Go. Oracle Hyperion Smart View for Office Fusion Edition* will appear in the Disabled Items list box, select the Add-in and click the Enable button. SmartView will now be enabled and available.

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	Smart View	Acrobat	EFIS	
Panel	Connections Start	්තු Undo රුඩ Redo	E Copy Copy Paste E Functions Edit	Refresh	Submit Data	Options	P Help ▼ Sheet Info ↓ More ▼ eneral					
	Excel Options											? ×
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4							[-	
5	Save		Name A	plication Add	line		Locatio	n			Туре	
6	Language			OFMaker Offi		ddin	C:\0\	PDFMaker\Of	fice\PDFMOfficeA	ddin.dll	COM Add-in	
7	Advanced		Efis Data	Extract Tool					FIS Data Extract	Fool.xlam	Excel Add-in	
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9	Customize F	Ribbon		art View for (dd-in for Mic		c 2010			\bin\HsAddin.dll bsoft Lync\collaba	ddin dll	COM Add-in COM Add-in	
10	Quick Acces	s Toolbar		ad-inition with	roson: Lyn	02010	cr\ingit	in Thes (where	son Lyne (conaba	uum.un	COM Add-III	
			Inactive A	pplication Ac	ld-ins							
11	Add-Ins		Analysis To						ary\Analysis\ANAL		Excel Add-in	
12	Trust Center	r	Analysis To Custom XN	olPak - VBA					\Analysis\ATPVBA fice\Office14\OFF		Excel Add-in Document Inspect	~
13	india center		Date (XML)						ared\Smart Tag\N		Action	0
14			Euro Curre						Library		Excel Add-in	
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16				nd Footers ws and Colu					fice\Office14\OFF fice\Office14\OFF		Document Inspect	
17			Hidden Ro		mns		C.11	1 Inft Off	fice\Office14\OFF		Document Inspect Document Inspect	
18			Disabled I	tems				? × ystem3	32\mscoree.dll		Action	
19			The items lis	sted below we	re disabled	d because th	ey prevented	-4 04	fice\Office14\OFF	RHD.DLL	Document Inspect	
20			Excel from t	functioning co	rrectly.						XML Expansion Pa	ck
21			Please note to take place		have to r	estart Excel	for these cha	nges L4\Libr	any\SOLVER\SOLV	EK.XLAM	Excel Add-in	
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				no disabled ite								
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31											ок с	ancel
32										_		

Ex.2 Basic Planning through Smart View Hands-on Exercise

Connection

- 1. Open Excel and make sure that a workbook is open
- 2. Before proceeding, make sure all settings in Smart View are properly configured (see reference sheet)
- 3. Connect to Oracle Hyperion Planning
- 4. Open Planning Application TRAINMCC

My Task List

5. Open the *Submission Input and Query* task list and expand task list to view input and result forms

Input

- 6. Using the Schedule 2.4 Projected Expenditures form, input values into the *Materials Category* (column) as you did in *Exercise 1* for *Contracted Service*. Make sure that the version you are entering to is *Recipient Working Version*.
- 7. Save the input data

Results

- 8. After the process completes, and the submission is recalculated the results should be updated. Review that the results are reflected on all tabs.
- 9. Go back to the Planning Application and view the changes under the Input and Results for this schedule.
- 10. Open the report and review the results

Ex.2 Basic Planning through Smart View Hands-on Exercise Solutions

Topics covered:

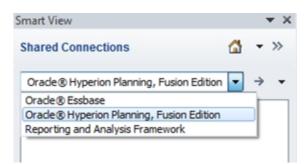
- Connection
- Task Lists
- Input
- Results

Connection

- 1. Open Microsoft Excel, and make sure that there is an active workbook
- 2. Under the Smart View ribbon click *Panel* and once the panel appears, click *Shared Connections*

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File	Home	Insert Pa	age Layout F	ormulas	Data R	eview	View Dev	eloper	Add-Ins	Smart View							۵ 🝞 د
Panel	Connections Start	@1 Redo	Copy Data Po Paste Data Po Functions • Edit	oint Refr	resh Submit Data	Options	PHelp ▼ Sheet Info More ▼ General										
	A1	- (0	f_{x}														
	A B	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р		Smart View
1																	Smart View Home
2 3 4																	Shared Connections Connections from shared repository
5 6 7 8 9 10																	Private Connections Locally defined connections and shortcuts shared connections
8																-	Recently Used
10																	🖻 Task List

3. After entering your credentials in the GOSecure window, Connect to Oracle Hyperion Planning from the list of connections (if you do not see this list of providers, make sure that all your connection settings have been properly set using the reference sheet)



4. Before working on any forms, make sure that all suppress options are turned off (unchecked). *Smart View Ribbon -> Options -> Data Options*

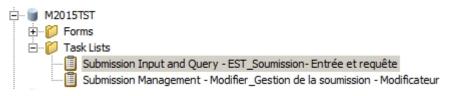
Member Options	Change Smart View options related to grid	rows and columns.
Data Options	Suppress Rows	(i)
Advanced	No Data / Missing	
Formatting	Zero	
Cell Styles	No Access	
Extensions	Invalid	
Extensions	Underscore Characters	
	Repeated Members	
	Suppress Columns	()
	🔲 No Data / Missing	
	🔲 Zero (I)	
	No Access (t)	
	Replacement	()
	#NoData/Missing Label:	#Missing 👻
	#NoAccess Label:	#No Access 👻
	#Invalid/Meaningless:	#Invalid 👻
	Submit zero	
	🔲 Display Invalid Data	
	Enable Essbase Format String	
	Mode	0
	Cell Display	Data 👻
	🔲 Navigate Without Data	
	Suppress Missing blocks	
Help Reset		OK Cancel

If suppression is on, you will not be able to see any input cells and the following message will display:

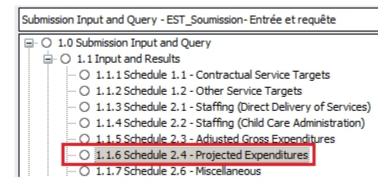
PO	V Schedule 2.4 - cscvigo	lcapwlg10.service.cihs.gov.on.ca_M2015EST	_1		I
	Train Recipient 👻	Recipient Draft 3 🛛 👻 Ye	arTotal1	2015	Refresh
	D7	▼ (
- 24	А	В	С	D	E
4	Profit Operations	Non-Administration			
5	Directly Operated	Non-Administration			
6		d columns of data for thisform.			
7	Other Auspices	Non-Administration			
8	Auspice Consolidated	Total Sectors for Projected Expenditures			
9					

Task Lists

- 5. Expand the TRAINMCC Application and expand Task Lists.
- 6. Double-click the Submission Input and Query task list.



7. All the tasks are displayed. Double-click to open *Schedule 2.4 Projected Expenditures*

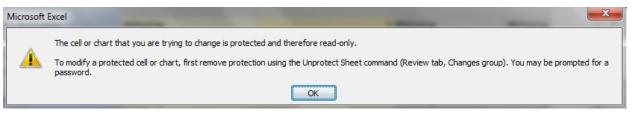


Input

8. The POV is displayed below the ribbon. Here, you can select your Recipient and the version from the drop down menu. For this exercise, select *Your Recipient* and *Recipient Working Version*. After changing the POV, make sure you click the *Refresh* button on the right.

File	Home	Insert	Page Layout	Formulas	Data	Review	View
Analyze	Refresh	POV	Cell Actions - Lock Calculate -	Adjust ▼ ↘ Drill-through ⑧ Submit Data	📃 More		Approvals Copy Version
Ad Hoc			Data			1	Workflow
POV Sch	edule 2.4 -	cscvigdcap	wlg09.service.	cihs.gov.on.ca_M	2015EST	_1	
Trai	n Recipient	-	Recipient Workin	ng Version	YearTot	al1 20	15 Refresh

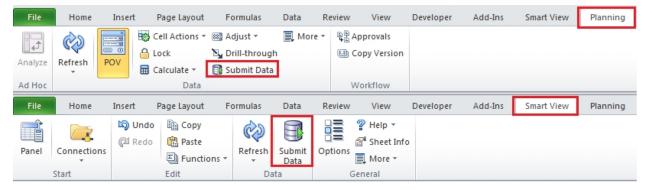
- 9. The Input form will be displayed
 - The different tabs (i.e. *Child Care Expenses, Other, Summary*) are displayed at the bottom as different workbooks
 - White cells are input cells and calculated grey cells are read-only. You will get an error message if attempting to enter data in the locked grey cells:



- Due to the nature of the software, some grey cells do allow for input, but as a general rule grey cells are always non-input. If data is input into a grey cell, a validation rule will highlight this cell red upon saving the data. Cell validation will be explained in more detail in later exercises.
- 10. Enter data for Material Expenses

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

11. Under the Planning ribbon or the Smart View ribbon, click Submit Data. This button has the exact same functionality as the "Save" button in the web version of Planning.



12. As soon as the data is submitted, the calculations are executed. *Total Material Expenses* are calculated and displayed automatically.

- 24	A	В	С	D
1				
2			Salaries Wages and Employee Benefit Expenses	Material Expenses
3	Non-Profit Operations	Non-Administration		
4	Profit Operations	Non-Administration		
5	Directly Operated	Non-Administration		1000
6	Other Auspices	Administration.		2000
7	other Auspices	Non-Administration	200000	3000
8	Auspice Consolidated	Total Sectors for Projected Expenditures	200000	6000

Result

13. Review the data and results, Total Material Expenses and Total Projected Expenditures have been updated

PO	VOV Schedule 2.4 - cscvigdcapwlg09.service.cihs.gov.on.ca_M2015EST_1 Train Recipient Recipient Working Version YearTotal1 Refresh 									
_	F22 • fx									
- 24	A	В	С	D	E	F	G			
1		Estimates								
							-Projected Expenditures			
2			Salaries Wages and	Material Expenses	Contracted Service	Rents and Financial				
3	Non-Profit Operations	Non-Administration			100000		100000			
4	Profit Operations	Non-Administration			234567		234567			
5	Directly Operated	Non-Administration		1000	345678		346678			
6	Other Auspices	Administration.		2000	456789		458789			
7	other Auspices	Non-Administration	200000	3000	567890		770890			
8	Auspice Consolidated	Total Sectors for Projected Expenditures	200000	6000	1704924		1910924			

14. Open Planning, navigate to Schedule 2.4 and check the updated results

Task - Schedule 2.4	 Projected Expenditures-Schedule 2 	1.4 Task Instructions										
Schedule 2.4 - Project	ted Expenditures											
		Period: YearTotal1			iii '	'ear: 2015						
Train Recipient Vorking Version V												
Child Care Expenses Other Summary												
Estimates												
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures						
Non-Profit Operations	Non-Administration			100,000		100,000						
Profit Operations	Non-Administration			234,567		234,567						
Directly Operated	Non-Administration		1,000	345,678		346,678						
Other Auspices	Administration.		2,000	456,789		458,789						
Non-Administration		200,000	3,000	567,890		770,890						
Auspice Consolidated Total Sectors for Projected Expenditure		200,000	6,000	1,704,924		1,910,924						

15. Run a report and check that the numbers are updated and correct.



Submission Version: Recipient Working Version Recipient Name: Train Recipient Year: 2015 Cycle: Estimates

Schedule 2.4 - Projected Expenditures

		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditure
		Employee Benefit Expenses Col. 1	Col. 2	Col. 3	Col. 4	Col.
		00.1	00.2		001. 4	
1.1	Non-Profit Operations	-	-	100,000	-	100,00
1.2	Profit Operations	-	-	234,567	-	234,56
1.3	Directly Operated	-	1,000			346,67
1.4	Administration.	-	2,000	456,789	-	458,78
1.5	Other Auspices	200,000	3,000	567,890	-	770,89
1.6	Total Sectors for Projected Expenditures	200,000	6,000	1,704,924	-	1,910,92
Other A	mounts					
Other A		Description				Other Amoun
Other A		Description Enter description here				Other Amoun 20,00
2.1	Other Source 1					

Sumn	hary	
		Total Sectors for Projected Expenditures
1	Projected Expenditures	1,910,924
2	Other Amounts	20,000
3	Other Revenues (negative only):	
3.1	Required Parent Contribution	
3.2	Parental Full Fee	
3.3	Other Offsetting Revenues	
4	Adjusted Projected Expenditures	1,930,924

Module 3 Advanced Smart View

Ex.3 Advanced Smart View Reference Document

Undo Button – Excel vs. Smart View

🐹 🛃	°	E)	kcel Undo	Butto	n			В	ook6 - Micro	soft Excel
File	Home	Insert	Page Layout F	ormulas	Data	Review	View	Developer	Add-Ins	Smart View
Panel	Connections • Start	ති Undo ලූඩ Redo	Paste Edit	Smart Refresh	Submit Data	Options	Butto Sheet Info More * neral			

Pasting a Grid of Data

When attempting to paste a data grid without Unprotecting Sheet

Microsoft	Excel
<u> </u>	The cell or chart that you are trying to change is protected and therefore read-only. To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Review tab, Changes group). You may be prompted for a password.

To Unprotect Sheet

X 📘	9 - (° -	₹					_				Book6	- Microso	oft Excel
File	Home	Insert	Page La	ayout	Formulas	Data		Review	View	Develo	oper A	dd-Ins	Smart View
ABC	<u>الم</u>		ab	兴 •	×,				w/Hide Co w All Com				
Spelling	Research 1	Thesaurus	Translate	New Commen		Previous	Next	Sho			Unprotect Sheet		Share k Workbook
Proofing Language						Cor	nmen	ts					Cha

Copy / Paste into the unprotected sheet

X	🖹 🛃 🧐 🔹 🖓 🔹 🗢 🛛 Book6 - Microsoft Excel																
Fil	Home	Inse	rt Page Layout	Formulas	Data	Review	View	Develop	er Add-Ins	Smart V	'iew	Planning	Acrobat	E			
Analy Ad H	ze Refresh	POV	Cell Actions - Lock Calculate - Data	Ŋ Drill-through		8 C	pprovals opy Versio 'orkflow	in									
	Train Recipient	-	Recipient Worki	ng Version	Year	Total1 2015	Refree	sh									
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- 4	А			В		С		D	E	1	F	(G				
1									Estimate	s							
2						Salaries Wag	es Mate	rial	Contracted	Rents ar		-Projected E	xpenditu	res			
3 N	on-Profit Oper	ations	Non-Administratio	n					100000				100	0000			
4 P	ofit Operation	ıs	Non-Administratio	n					234567				234	1567			
5 D	irectly Operat	ed	Non-Administratio	n			D	ASTE	345678	1 -			3/1	678			
6	ther Auspices		Administration.					ADIL			<u> </u>	COPY		В	С	D	E
7	uner Ausprees		Non-Administratio	n		200	000	3000						Col 1	Col 2		Col 4
8 A	uspice Consol	idated	Total Sectors for Pr	ojected Expendit	ures	200	000	6000	170492-	2		Profit Operat				100,000	
_										3		Operations			4 0 0 0	234,567	15 700
								4 Directly Operated 5 Other Admin						1,000	345,678	45,788	
										5				200.000	2,000	456,789	15,488
										e	other	Non Admin		200,000	3,000	567,890	

Formulas

Use formulas in Planning Form input cells

PO	V Schedule 2.4 -	CSCV	igdcapwlg09.service.cihs.gov.or	n.ca_M201	SEST_1					
	Train Recipient	-	Recipient Working Version	✓ Ye	earTotal1 2015 Refresh					
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- 14	A		В		С	D				
1										
	- 4		2							
2					Salaries Wages	Material Expenses C				
3	Non-Profit Op		s Non-Administration							
4	Profit Operation		Non-Administration							
5	Directly Opera		Non-Administration			2100				
6	oth Plannir	na	Form ration.			3150				
7		''y	Non Agministration		200000	4200				
8	Auspice Consoli	date	d Total Sectors for Projected Exp	enditures	200000	6000				

Linking data

Link Data from other Excel Workbooks into Planning form input cells

PO	0V Schedule 2.4 - cscvigdcapwlg09.service.cihs.gov.on.ca_M2015EST_1											
	Train Recipient	t 🔻	·	Recipient Working Version 👻 Yea	arTotal1 2015	Refresh						
	D7	Δ		f _x ='[Expese Data.xlsx]	Sheet1'!\$D\$2 <		Link to another					
1.1	A			В	С	D	Excel Workbook					
1			1		Latinutes							
2			Γ		Salaries Wages	Material Expenses	Contracted Service Expenses	Ren				
3	Non-Profit Op		ns	Non-Administration			100000					
4	Profit Operati			Non-Administration			234567					
5	Directly Opera			Non-Administration		2100	845678					
6	Oth Plann	inc	. 6	orm ration.		3150	456789					
7	am	шę	, ,	Official Administration	200000	4200	567890					
8	Auspice Conso	lidat	ed	Total Sectors for Projected Expenditures	200000	6000	1704924					

Saving forms and submitting at a later point

Create an Excel workbook which can be edited "offline" and submit data at a later point

	🚽 10 v (21 v	Ŧ				Sched	ule 2.4	4 - Offlir	ne Worki	ng Versi	on.xlsx	- Microso	oft Excel		
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Ana Ad	Refresh Hoc	POV gdcapw	Calcula	ate ▼ Data	Adjust	hrough it Data	S		d Wo	vais Versior		<u>د</u>			
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Ex.3 Advanced Smart View

Hands-on Exercise

ORACLE Enterprise Performance Managemen	t System Workspace, Fusion I
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Explore: /Training Exercises *	
Folders	/Training Exercises
- 🌮 Root	! * Name
C Training Exercises	Ex3 - Data.xlsx

Open form in Smart View

1. Using the task list, open Schedule 2.1 – Staffing (Direct Delivery of Service)

Undo in Smart View

- 2. Using Recipient Working Version input data in all columns for Program Staff 1 in the Total tab.
- 3. Clear out all the data that was just input by using the correct Undo function.

Enter Data with Formula

- 4. Having cleared the sheet using the Undo functionality above, enter the following Program Staff data and save:
 - a. Program Staff 1:
 - i. Description: Teacher 1
 - ii. Number of Staff: 50
 - iii. Number of FTEs: 50
 - iv. Salaries: Write a formula to calculate the total Salaries assuming that the salary is \$50,000 per FTE
 - b. Program Staff 2:
 - i. Description: Teacher 2

- ii. Number of Staff: 25
- iii. Number of FTEs: 25
- iv. Salaries: Write a formula to calculate the total Salaries assuming that the salary is \$60,000 per FTE

Link to another file

- 5. With the form still open and connected to Smart View, open the **Ex3 Data.xlsx** workbook.
- 6. In the Smart View form, create a formula that will link the data cells to the remaining staff data cells in the **Service Staff** worksheet of the **Ex3 Data.xlsx** workbook.
- 7. Save the data and review the results.

Change values in linked file

8. In the **Service Staff** worksheet of the **Ex3 - Data.xlsx** workbook change the Salary for Home Visitor to 330,000. Navigate back to the Smart View form and save the updated data. Using the Planning Application review the final results.

Save the working file

- 9. Save the Smart View working file as **Ex3 Offline.xlsx** on your desktop.
- 10. After closing Excel completely, re-open the **Ex3 Data.xlsx** workbook. In the **Service Staff** worksheet change the Salary for Home Visitor to 400,000
- 11. Re-open **Ex3 Offline.xlsx** and save the changed values to the Planning Application (Excel might block automatic links to other workbooks. In this case, click the yellow "Enable Content" in order to link the data once more).
- 12. Through the Planning Application review that the saved value is now 400,000.

Copy and Paste Data

- 13. Open the Schedule 1.2 Other Service Targets form.
- 14. Using the data grid in the **Other Service Targets** worksheet of the **Ex3 Data.xlsx** workbook update the data using a one-time copy and paste function. Using the Planning Application verify that the correct data was loaded.

Ex.3 Advanced Smart View

Hands-on Exercise Solution

For this exercise you will need the data file named *Ex3* - *Data.xlsx* which can be downloaded to your desktop by going to Explore -> Training Exercises

ORACLE' Enterprise Performance Management	nt System Workspace, Fusion I
<u>N</u> avigate <u>F</u> ile <u>V</u> iew Favo <u>r</u> ites <u>T</u> ools <u>H</u> elp	
🔺 📂 🔁 Explore 🖻 📣	
Explore: /Training Exercises *	
Folders	/Training Exercises
🖃 🎁 Root	! * Name 🔺
📁 Training Exercises	Ex3 - Data.xlsx

- 1. Open Excel, Log into Smart View Planning, navigate to the target application and open the *Submission Input and Query* Task List
- Double click the Schedule 2.1 Staffing (Direct Delivery of Service) task to open it
- 3. "Undo" in Smart View
 - a. Under Program Staff 1 enter data into all the columns
 - b. Under the Smart View ribbon, click the "Undo" button until all the data you had previously input is cleared.

	ormulas Data	Review View	Developer	Smart View
Undo En Copy Redo En Paste Edit	Refresh Data	PHelp ▼ PHelp × PHelp × PH		

- 4. Input data into Description, Number of Staff and Number of FTEs for Program Staff 1 and Program Staff 2
- 5. In the Salaries column enter the formulas for Teacher I and Teacher II respectively:
 - a. [E4]=D4 * 50000

- b. [E5] =D5 * 60000
- 6. The calculation totals should appear and the cell should change colour.

POV	POV Schedule 2.1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_2										
	Train Recipient Vorking Version VearTotal 2015 Refresh										
	E5 • <i>f</i> * =D5*60000										
	Α	В	С	D	E						
1	Estimates										
		Description									
2			Number of Staff	Number of FTEs	Salaries	Ben					
3		No Category	No Category	No Category	No Category	No					
4	Program Staff 1	Teacher I	50	50	2500000						
5	Program Staff 2	Teacher II	25	25	1500000						
6	Program Staff 3										
7	Program Staff 4					100					

- 7. Click the *Submit Data* button under the *Planning* or the *Smart View* ribbon. The totals will be updated and all the cells will go back to their original colour.
- 8. From the desktop (assuming this is where you saved the file), open *Ex3 Data.xlsx*
- Starting at Program Staff 3 / Description (cell [B6]) enter a formula that points to the corresponding data cell in the *Service Staff* worksheet. Remove the anchors (\$) from the formula, and use copy/paste functionality to distribute the formula to all the cells.

POV	POV SC2.1_1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_1									
	Train Recipient 🔻	Recipient Working Version	YearTotal1 2015	5 Refresh						
	E12 • (* fx ='[Ex3 - Data.xlsx]Service Staff'!D10									
	Α	В	С	D	E					
1				Estima	tes					
		Description								
2			Number of Staff	Number of FTEs	Salaries	B				
3		No Category	No Category	No Category	No Category	Ν				
4	Program Staff 1	Teacher I	50	50	2500000					
5	Program Staff 2	Teacher II	25	25	1500000					
6	Program Staff 3	Supply Teacher	50	30	1,350,000					
7	Program Staff 4	Child Care Centre Supervisor	15	15	950,000					
8	Program Staff 5	Child Care Aide	3	2	90,000					
9	Program Staff 6	Child Care Specialist	1	1	90,000					
10	Program Staff 7	Cook	11	11	500,000					
11	Program Staff 8	Housekeeper	15	8	325,000					
12	Program Staff 9	Home Visitor	5	5	315,000					

10. Click Submit Data

- 11. Navigate to **Ex3 Data.xlsx** and change the value of Program Staff 9 / Salaries (cell D9) to 330,000
- 12. Navigate back to the Smart View form and review that the cell value has been updated.

POV	POV SC2.1_1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_1									
	Train Recipient 🔻	Refresh								
E12 • fx ='[Ex3 - Data.xlsx]Service Staff'!D10										
	Α	В	С	D	Е					
1				Estima	tes					
		Description								
2			Number of Staff	Number of FTEs	Salaries					
3		No Category	No Category	No Category	No Category					
4	Program Staff 1	Teacher I	50	50	2500000					
5	Program Staff 2	Teacher II	25	25	1500000					
6	Program Staff 3	Supply Teacher	50	30	1350000					
7	Program Staff 4	Child Care Centre Supervisor	15	15	950000					
8	Program Staff 5	Child Care Aide	3	2	90000					
9	Program Staff 6	Child Care Specialist	1	1	90000					
10	Program Staff 7	Cook	11	11	500000					
11	Program Staff 8	Housekeeper	15	8	325000					
12	Program Staff 9	Home Visitor	5	5	330000					

- 13. Click *Submit Data*. The data will be saved to the database, the cell colour will change back to a lighter shade and the formula will still remain.
- 14. Save the file to the desktop as *Ex3 Offline.xlsx*
- 15. Close both files and exit from Excel.
- 16. Reopen *Ex3 Data.xlsx* and change the value of *Program Staff 9 / Salaries* (cell D9) to 400,000
- 17. Re-open **Ex3 Offline.xlsx**. If the Security Warning pops up, click *Enable Content*

POV SC2.1_1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_1								
Train Recipient Vorking Version Version VearTotal 2015 Refresh								
9 Security Warnin	g	Automatic update of links has been di	sab	led Enab	le Cont	ent		

18. The Salaries cell under Program Staff 9 should now show 400,000. The cell shading is still light yellow, due to the fact that the Excel sheet is currently not connected to the database.

POV	POV SC2.1_1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_1									
	Train Recipient 🔻	Recipient Working Version	YearTotal1 2015	Refresh						
E12 • (fx ='[Ex3 - Data.xlsx]Service Staff'!D10										
	Α	В	С	D	E					
1				Estima	tes					
		Description								
2			Number of Staff	Number of FTEs	Salaries					
3		No Category	No Category	No Category	No Category					
4	Program Staff 1	Teacher I	50	50	2500000					
5	Program Staff 2	Teacher II	25	25	1500000					
6	Program Staff 3	Supply Teacher	50	30	1350000					
7	Program Staff 4	Child Care Centre Supervisor	15	15	950000					
8	Program Staff 5	Child Care Aide	3	2	90000					
9	Program Staff 6	Child Care Specialist	1	1	90000					
10	Program Staff 7	Cook	11	11	500000					
11	Program Staff 8	Housekeeper	15	8	325000					
12	Program Staff 9	Home Visitor	5	5	400000					

19. Click *Submit Data*. Once the form refreshes, it establishes a connection to the database. At this point the new value has not been changed, and the shading of the cell will indicate that it is different than what is currently in the database.

POV	POV SC2.1_1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_1										
	Train Recipient Vorking Version Version Version Version										
E12 • (fx ='[Ex3 - Data.xlsx]Service Staff'!D10											
	Α	В	С	D	E						
1				Estima	tes						
		Description									
2			Number of Staff	Number of FTEs	Salaries						
3		No Category	No Category	No Category	No Category						
4	Program Staff 1	Teacher I	50	50	2500000						
5	Program Staff 2	Teacher II	25	25	1500000						
6	Program Staff 3	Supply Teacher	50	30	1350000						
7	Program Staff 4	Child Care Centre Supervisor	15	15	950000						
8	Program Staff 5	Child Care Aide	3	2	90000						
9	Program Staff 6	Child Care Specialist	1	1	90000						
10	Program Staff 7	Cook	11	11	500000						
11	Program Staff 8	Housekeeper	15	8	325000						
12	Program Staff 9	Home Visitor	5	5	400000						

20. Clicking Submit Data one more time will update the database with the new value.

- 21. Close Ex3 Offline.xlsx
- 22. In a new Workbook, using the Smart View Panel, open Schedule 1.2 Other Service Targets form.
- 23. Navigate to the Other Service Targets worksheet of the Ex3 Data.xlsx workbook.
- 24. Click the Arrow at the bottom of the clipboard section of the Home ribbon
- 25. Select the grid of data and click Copy

K 🚽 🔊 ▼ (ལ ་ ╤ File Home Inse	rt P	agela	ayout Form	ulas (Data	Review	View	v Developer		- Data.xlsx art View			I FIS
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1 of 24 - Clipboard	- + X			А				В				С	
📆 Paste All 🛛 🕅 Clear All	1	1						Regular	F	Enrolled in	n Rec	reation	Program
		2	Fee Subsidy	,					450				125
Click an item to paste:		3	Ontario Wor	ks and	LEAP	- Forma			45				
450 125 45 20 245 10	*	4	Ontario Works and LEAP - Informal			al		20					
		5	Special Nee	ds Reso	urcing	g			245				10
		6											

26. Navigate back to the Smart View form and click *Unprotect Sheet* under the *Review* ribbon. Select the grid where the data should be pasted, and click the copied data in the clipboard.

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File Home Insert	Pa	ge Layout	Formulas	Data	Review	View	Developer	Smart View	Pla
ABC ECC International Spelling Research Thesaurus Proofing	Transl Langu	ate New Comme	Delete Pre	evious Ne	ext Sho	w/Hide Co w All Com w Ink		otect Protect	Sł Wor
POV Schedule 1.2 - cscvigdca						-) (_		
Train Recipient 🔻	Recip	pient Working	Version	 YearTo 	otal1 2015	Refres	ו		
B7 🔻	-	f_{x}							
1 of 24 - Clipboard	× ×	- 24		A		В		С	
📆 Paste All		1					Estimat		
		2					umber of Child		_
Click an item to paste:		3				Regular	Enrolled in Re	creation Program	m
国 450 125 45 20 245 10	1	4 INCLUDE	ALL CHILDREN	N SERVED I	REGARDLESS	OF FUND	ING TYPE		
-	┛║	5 INCLURE	LES DONNÉES	DES ENFA	NTS DESSER	VIS QUEL	QUE SOIT LE TY	PE DE FINANCEM	ENT
		6.							
		7 Fee Sub	sidy						
		8 Ontario	Works and LE	AP - Forma	al	1000			
		9 Ontario	Works and LE	AP - Inform	nal				
		10 Special	Needs Resou	rcing					

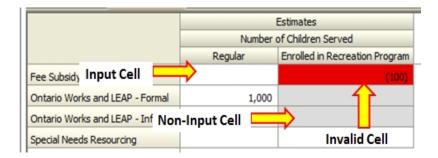
27. This will update the grid with the new data. Click the *Submit Data* button. The data will be saved to the database.

Module 4 Data Entry Validation

Ex.4 Data Validation Reference Document

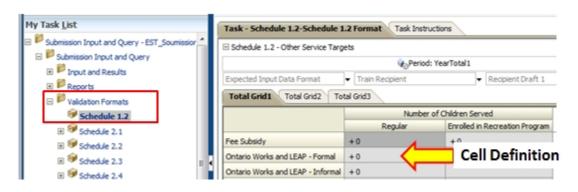
Cell Colouring

- White Input Cell
- Grey Non-input cell
- Red Cell containing validation Error



To check the data entry validation

- Go to My Task List -> Submission Input and Query -> Validation Formats -> Schedule 1.2
- A Validation form exists for each Input form and each cell has a input validation definition as shown below:

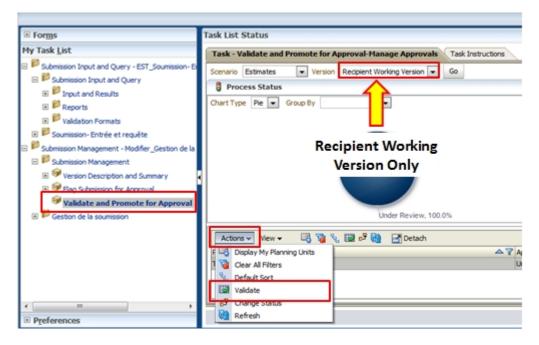


Data Entry Validation – Definitions

Cell Type	Display
Non-Input Cell	Non-Input / Pas d'entrée
All Values	+/-0
Positive Values	+0
Negative	- 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

Validating Full Submission – Recipient Working Version Only

• Open Validate And Promote for Approval, Select Recipient, click Actions - > Validate



• If there is invalid data in any forms the Sub-Status changes to a link labelled "Invalid Data"

Process Status		
Actions 🗸 View 🖌 🖳 🍓 😪 🖼 🗗 🔞 🔛 Detach		
Planning Unit 🛆 🏹	Approvals Status 🛛 🍸	Sub-Status
Train Recipient	Under Review	Invalid Data

• The validation creates a new Task List containing links to all forms which have invalid data in them. Follow the links to make changes

⊕ For <u>m</u> s
My Task <u>L</u> ist
표 芦 Submission Input and Query - EST_Soumission- Ei
표 뛛 Submission Management - Modifier_Gestion de la
🖃 쮇 Estimates - V10W - Train Recipient
표 뛛 Erreurs
🕀 芦 Errors
🗄 뛛 PROMO
🗄 🞯 Close Task List Window

Ex.4 Data Validation Hands-on Exercise

Open Form

1. Open the input form Schedule 1.2 – Other Service Targets for your Recipient and Recipient Working Version.

Enter Data

- 2. Enter the -200 data in Fee Subsidy Enrolled in Recreation Program under TotalGrid1
- 3. Save the data
- 4. Review Validation Errors
- 5. Upon refresh, review the cells which have failed the validation
- 6. Review Validation Format and Correct Data
- 7. By using the correct Validation Format form as a reference, correct the invalid data and re-save the schedule.
- 8. View that all cells have passed validation

Ex.4 Data Validation Hands-on Exercise Solutions

- 1. In Planning open the TRAINMCC Application
- 2. Navigate to My Task List -> Submission Input and Query -> Input and Results -> Schedule 1.2- Other Service Targets

My Task <u>L</u> ist
🖃 🏁 Submission Input and Query - EST_Soumission- Entrée et req 📥
🖃 뛛 Submission Input and Query
🖃 芦 Input and Results
표 🞯 Schedule 1.1 - Contractual Service Targets
표 🞯 Schedule 1.2 - Other Service Targets
표 🞯 Schedule 2.1 - Staffing (Direct Delivery of Services)

3. Enter a negative number (i.e. -200) in the cell highlighted below. Click Save

Task - Schedule 1.2 - Other Service Targets-Schedule 1.2 Task Instructions		
∃ Schedule 1.2 - Other Service Targets		
🇤 😡 🖓 Period: YearTotal 1		
Train Recipient 🗸 Recipient Working Version 🗸 🔿		
Total Grid1 Total Grid2 Total Grid3		
		Estimates
	N	umber of Children Served
	Regular	Enrolled in Recreation Program
INCLUDE ALL CHILDREN SERVED REGARDLESS OF FUNDING TYPE		
INCLURE LES DONNÉES DES ENFANTS DESSERVIS QUEL QUE SOIT LE TYPE DE FINANCEMENT		
Fee Subsidy	450	(200
Ontario Works and LEAP - Formal	45	
Ontario Works and LEAP - Informal	20	
Special Needs Resourcing	245	1

4. The cell with the invalid data input will be flagged red. A Data Validation Message panel will appear on the top right of the web form. Clicking on the Data Validation Message panel will pop up a window which will show the data validation message. This message shows that the current data is an invalid input type.

Task - Schedule 1.2 - Other Service Targets-Schedule 1.2 Task Instructions

□ Schedule 1.2 - Other Service Targets				Data Validation Messages	a 関
Train Recipient Total Grid1 Total Grid2 Total Grid3	ent Working Version	pPeriod: YearTotal1		Invalid input type. Please check highlighted cell(s). / Type d'entrée non valide. Vérifier cellule (s) surlignée (s). [1] [1]	Data Validation
		Estimates of Children Served Enrolled in Recreation Program			n Messages
INCLUDE ALL CHILDREN SERVED REGARDLES INCLURE LES DONNÉES DES ENFANTS DESSEI					ges
Fee Subsidy	450	(200)]		
Ontario Works and LEAP - Formal Ontario Works and LEAP - Informal	45				
Special Needs Resourcing	245	10		L	-

5. Navigate to *Validation Formats -> Schedule 1.2*. Using the same intersection as the input form, check the expected input data format. The cell indicated below expects a positive integer value. Refer to the reference sheet for explanation of each expected value.

⊞ For <u>m</u> s	Task List Status				
My Task List	Task - Schedule 1.2-Schedule 1.2 Format Task Instructions				
🗄 🞯 Schedule 4.1 - Capital Carry Forward	Schedule 1.2 - Other Service Targets				
				🍖 Period: YearTotal	1
🗄 🞯 Data Analysis and Review	Expected Input Data Format 🗸 Train Recipient				+
Guideline Adherence Confirmation	Total Grid1 Total Grid2 Total Grid3 Number of Children Served				
🗄 🗭 Errors and Warnings					upd
🗄 🖗 Reports				Enrolled in Recreation	
Validation Formats Schedule 1.2		Fee Subsidy	+0	+0	
€ [©] Schedule 2.1		Ontario Works and LEAP - Formal	+0		
€ Schedule 2.2		Ontario Works and LEAP - Informal	+0		
🗄 🞯 Schedule 2.3		Special Needs Resourcing	+0	+0	

6. Navigate back to *Input* and Results -> *Schedule 1.2- Other Service Targets*, enter the following data highlighted in yellow, **Click** Save

Task - Schedule 1.2 - Other Service Targets-Schedule 1.2 Task Instructions								
□ Schedule 1.2 - Other Service Targets								
🇤 Period: YearTotal1								
Train Recipient 🗸 Recipient Working Version 🗸 🏓								
Total Grid1 Total Grid2 Total Grid3								
		Estimates						
	N	umber of Children Served						
	Regular	Enrolled in Recreation Program						
INCLUDE ALL CHILDREN SERVED REGARDLESS OF FUNDING TYPE								
INCLURE LES DONNÉES DES ENFANTS DESSERVIS QUEL QUE SOIT LE TYPE DE FINANCEMENT								
Fee Subsidy	450	200						
Ontario Works and LEAP - Formal	45							
Ontario Works and LEAP - Informal	20							
Special Needs Resourcing	245	10						

7. Once the form refreshes, the cell will turn back to white and the Data Validation Message panel will disappear. It is a good practice to look for a Data Validation Message panel every time after a form is saved. Review the cell and ensure that there are no more validation errors.

Schedule 1.2 - Other Service Targets			🛗 Year: 2015	
Train Recipient 🚽 Recipient Working Version 🚽 🗩			👑 Year: 2015	
Table Calls Table Calls Table Calls				
Total Grid1 Total Grid2 Total Grid3				
		Estimates		
		umber of Children Served		
	Regular	Enrolled in Recreation Program		
INCLUDE ALL CHILDREN SERVED REGARDLESS OF FUNDING TYPE				
INCLURE LES DONNÉES DES ENFANTS DESSERVIS QUEL QUE SOIT LE TYPE DE FINANCEMENT				
Fee Subsidy	450	200		
Ontario Works and LEAP - Formal	45			
Ontario Works and LEAP - Informal	20			
Special Needs Resourcing	245	10		

Module 5 Version Management

Ex.5 Version Management Reference Document

Tools \rightarrow Copy Version



Select Scenario

The selected scenario should match the current submission cycle

Copy Version	
Planning Units	
Scenario	to retrieve the list of entities.
	* Copy To <select version=""></select>
Available E Estimates	Selected Entities

Copy From, Copy To

- Copy From List of all Versions that you have Read access to
- Copy To List of all versions that you have Write access to
- Arrow generates a list of all available entities

Planning Units				
Select a scenario, source version, and destination ve	rsion. Then click Go to retrieve the list of entities.			
Scenario Estimates 💽 * Copy From	<select version=""></select>	•	* Copy To	<select version=""></select>
	<select version=""></select>	A		<select version=""></select>
vailable Entities	V10:Recipient Active Version			V10D01:Recipient Draft 1
	V10D01:Recipient Draft 1			V10D02:Recipient Draft 2
	V10D02:Recipient Draft 2			V10D03:Recipient Draft 3
	V10D03:Recipient Draft 3			V10D04:Recipient Draft 4
	V10D04:Recipient Draft 4			V10D05:Recipient Draft 5
	V10D05:Recipient Draft 5			V10D06:Recipient Draft 6
	V10D06:Recipient Draft 6			V10D07:Blank Template For Reset
	V10D07:Blank Template For Reset			V10FOV:Recipient FA Viewable Version
	V10ERO:Recipient Error Override Version			V10W:Recipient Working Version
	V10FOV:Recipient FA Viewable Version			
	V10I01:Recipient Inactive Version 1			
	V10I02:Recipient Inactive Version 2			
	V10I03:Recipient Inactive Version 3			
	V10I04:Recipient Inactive Version 4			
	V10I05:Recipient Inactive Version 5			
Copy Account Annotations	V10I06:Recipient Inactive Version 6			
	V10I07:Recipient Inactive Version 7			
Copy Comments	V10I08:Recipient Inactive Version 8			
Copy comments	V10I09:Recipient Inactive Version 9	-		

Copy Data

Click the **Move** or **Move All** button to move the Entity (your Recipient) into the **Selected Entities** box. Check off all of the options for copying additional artefacts. Click the "**Copy Data**" button to run the data copy process

Copy Version			
Planning Units			
Select a scenario, source version, and desti	ination version. Then click Go to retrieve the list of entities.		
* Scenario Estimates 💽 * Cop	py From V10W:Recipient Working Version	* <u>Copy</u> To V10D01:Recipient Draft 1	-
Available Entities	Selected Entities		
	Move Move All Remove All		
Copy Account Annotations			
Copy Comments			
Copy Documents			
Copy Supporting Details			
		Copy Data	

Submission Dashboard

Under the *Submission Management – Modifier* task list, the *Version Description and Summary* Task List allows for the review of the status of certain versions. It also allows for input and review of descriptions of each version.

For <u>m</u> s	Task List Status							
My Task List	Task - Version Descriptio	n and Summa	y-Submission Das	hboard Task Instruc	tions			
Bubmission Input and Query - EST Soumission- Entrée et requête Submission Management - Modifier_Gestion de la soumission - Modificateur Pour soumission Management - Modifier_Gestion de la soumission - Modificateur	Scenario: Estimates	€ P	riod: YearTotal1	Year: 2015	Q Category	: No Category	SubCategory: I	No SubCategory
Submission Management - Modimer_Gestion de la soumission - Modificateur Submission Management	Train Recipient							
😠 🞯 Version Description and Summary	Submission Status							
🕀 🐓 Flag Submission for Approval		Submission Sta	tus Activation Date	Submission created by:	TP Activation Date	TP Process Complete		
Validate and Promote for Approval	V10:Recipient Active Version	Not Active/Ina	:tif					
Gestion de la soumission	V20:FA Active Version	Not Active/Ina	tif					
	Version Description and Sur	nmary						
			Version Descr	iption			Activation Date	Version Description
	V10W:Recipient Working Ver		ription	^	V10ERO:Recipient E	rror Override Version		
	V10D01:Recipient Draft 1				V10:Recipient Active	Version		

Versions that Modifier has WRITE and READ access to

Recipient	Versions			
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to		
V10D01	Recipient Draft 1			
V10D02	Recipient Draft 2		Versions	
V10D03	Recipient Draft 3	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	Recipient User can WRITE to	
V10D04	Recipient Draft 4	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.		
V10D05	Recipient Draft 5	Recipient Working Version.		
V10D06	Recipient Draft 6			
V10FOV	Recipient FA Viewable Version	Version for review by FA. The FA does not have access to view Recipient Working Version. If a Recipient User needs the FA to review the data in that version for any reason, they would copy the data into "FA Viewable Version". This allows for the FA to review and give feedback to the Recipient User.		
V10D07	Blank Template For Reset	Used as a blank draft that can be used to clear or reset data in a version.	Versions	
V10ERO	Recipient Error Override Version	Used at the point where Approver submits data that has errors but is tagged as "Error Override".	Recipient User can <i>READ FROM</i>	

Recipient	Versions		
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to	
V10D01	Recipient Draft 1		
V10D02	Recipient Draft 2		Versions
V10D03	Recipient Draft 3	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	Recipient User can
V10D04	Recipient Draft 4	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.	WRITE to
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.	
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		
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3	Versions used as a historical / audit record of previously active versions.	
V10I04	Recipient Inactive Version 4		
V10I05	Recipient Inactive Version 5		

Recipient	t Versions		
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to	
V10D01	Recipient Draft 1		
V10D02	Recipient Draft 2		Versions
V10D03	Recipient Draft 3	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	Recipient User can
V10D04	Recipient Draft 4	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.	WRITE to
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.	
V10I06	Recipient Inactive Version 6		
V10I07	Recipient Inactive Version 7		
V10108	Recipient Inactive Version 8		
V10109	Recipient Inactive Version 9		
FA Versio	ns		
V20	FA Active Version	The final version which is submitted by the Ministry for payout purposes.	

Ex.5 Version Management Hands-on Exercise

Scenario

Using TRAINMCC, you have completed all of your data input into *Recipient Working Version.* You have contacted the FA and want them to review the data before going any further.

Add Description

1. Navigate to the *Version Description and Summary Dashboard* and add description the *Recipient Working Version.* The description should be meaningful to you and the FA

Data Copy

2. Copy data from the *Recipient Working Version* to the appropriate version which the FA can review. Use the reference chart in order to determine which version is best suited for this purpose.

Review

- 3. Navigate to the **Version Description and Summary Dashboard** and review that the description for the newly populated ("copy to") version contains the correct text.
- 4. View that the data in Schedule 2.4 to confirm the data was successfully copied to the correct version.

Ex.5 Version Management Hands-on Exercise Solutions

Topics covered:

- Add Description
- Copy Version
- Review

Add Description to Version

- 1. Open the Version Description and Summary Dashboard Task from the Task List
- 2. Enter a description to the *Recipient Working Version* by clicking on the field, entering data, and clicking Save

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HomePage M2015EST - Task List Status ×							
⊕ For <u>m</u> s	Task List Status						
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🗄 🟴 Submission Input and Query - EST_Soumission- Entré	ľ	Scenario: Estimates		🍖 Perio	d: YearTotal1	Å	Year: 20
Submission Management - Modifier_Gestion de la sour Submission Management	Ē	Train Recipient	•				
Submission Management Submission Management Solution and Summary		Submission Status					
🗄 🞯 Flag Submission for Approval			Subm	ission Status	Activation Date	Submiss	ion created
🗄 🞯 Validate and Promote for Approval		V10:Recipient Active Version	Not A	Active/Inactif			
🗄 🔛 Gestion de la soumission		V20:FA Active Version	Not A	ctive/Inactif			
	ŀ	Version Description and Sun	marv				
			,		Version Descrip	tion	
		V10W:Recipient Working Vers	ion		Version completed r review by FA	d by Mod	ifier,
		V10D01:Recipient Draft 1					
		V10D02:Recipient Draft 2					
		V10D03:Recipient Draft 3					

Copy Version

Copy data from V10W (Recipient Working Version) to V10FOV (Recipient FA Viewable Version)

- 1. Select Tools -> Copy Version from the menu
- 2. Select V10W: Recipient Working Version in the Copy From dropdown menu
- 3. Select V10FOV: Recipient FO Viewable Version in the Copy To dropdown menu
- 4. Refresh the list of entities (Recipients) using the arrow button

Copy Version	
Planning Units	
Select a scenario, source version, and destination version. Then dick Go to retrieve the list of entities.	
Scenario Estimates * Copy From V10D01:Recipient Draft 1	* Copy To V10FOV:Recipient FA Viewable Version

- 5. Under Available Entities select Your Recipient
- 6. Click the *Move* or *Move All* button to move the Entity into the *Selected Entities* box.
- 7. Check off all of the options for copying additional artefacts.
- 8. Click the "Copy Data" button to run the copy process

Available Entities		Selected Entities	
	Move Move All Remove Remove All	Train Recipient	
Copy Account Annotations	I		
Copy Comments			
Copy Documents			
🔽 Copy Supporting Details			
			Copy Data

9. A final confirmation window will pop up to warn that data will be overwritten in the "Selected Entities" for the "Copy To" version. At this point, review that the correct versions and entities are selected, and click *OK*.



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

🕕 Information 🛛 🔳
The version has been successfully copied.
OK

Review

- 1. In order to ensure that the data copied successfully, navigate back to Version Description and Summary
- 2. The description that was entered for Recipient Working Version earlier, should now also appear under Recipient FA Viewable Version

	Version Description
V10W/Paciniant Warking Version	Working Version completed by Modifier, ready for review by FA
V10W:Recipient Working Version	ready for review by PA
V10D01:Recipient Draft 1	
V10D02:Recipient Draft 2	
V10D03:Recipient Draft 3	
V10D04:Recipient Draft 4	Ļ L,
V10D05:Recipient Draft 5	
V10D06:Recipient Draft 6	$ \setminus / $
V10D07:Blank Template For Reset	V
	Working Version completed by Modifier,
V10FOV:Recipient FA Viewable Version	ready for review by FA
V20:FA Active Version	

3. Open Schedule 2.4 using *Recipient FA Viewable Version* and ensure that the data matches what you had input into *Recipient Working Version* in the earlier exercises

Module 6 Sign-off and Approvals

Ex.6 Sign-off and Approvals – Modifier Reference Document

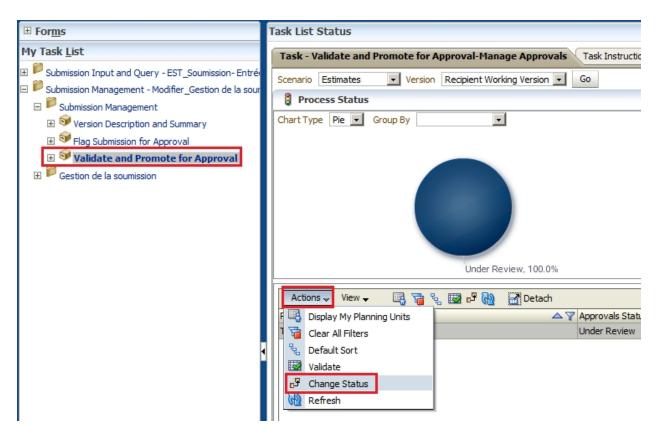
Promotion Confirmation

• **Required** prior to promotion – flag is reset every time the submission is recalculated

∃ For <u>m</u> s	Task List Status			
My Task <u>L</u> ist	Task - Flag Submission for A	Approval-PROMO	Task Instructions	
🗄 🎴 Submission Input and Query - EST_Soumission- Entré		Year: 2015	Scenario: Estimates	So Ca
Submission Management - Modifier_Gestion de la sour	Train Recipient	- -		
 Washington Management System Strain Description and Summary 			Recipient Workin	ng Version
German Description and Summary Flag Submission for Approval	Are you sure you want to promo	te the current Submissio	on for approval? Yes / Oui	-
⊕ 芦 Gestion de la soumission				

Validate and Promote

- Submission Management Task List -> Validate and Promote for Approval
- To promote, user would click on the "Change Status" button (or Actions > "Change Status")



 Once the Change Status window pops up, select Promote as the action and <Automatic> as the next owner and click OK

Change Status	×
Select Action Promote Select Next Owner Automatic>	
Font 2 🗘 🦃 🖓 🖓 🗾 🐼 🗥 🕎 🗰 🔽	
B/U S₂S²S- 至至至≡ 詳註 輕輕 ₽%	
Help OK	Cancel

- To view submission history
 - Click Details Button

Task List Status				
Task - Validate and Promote for Approval-Manage Approvals	Task Instructions			
Scenario Estimates 💌 Version Recipient Working Version 💌	Go		<u>O</u> ut of Offi	ice Assistant
Process Status				View 🗸
Chart Type Pie 💌 Group By				මෙ
Under Review, 100.0%	Status Under Review			
Actions 🗸 View 🗸 📑 🍓 🌌 🗗 🖓 Detach				
	Sub-Status 🛛 🖓 Current Owner	V Location	Path	Details
Train Recipient Under Review	MCC_M90024W	Train Recipient	0+0 0+0	

- o Click the toggle for chart area to hide the chart and have more screen size
- History will be displayed, user is able to select each status change to view any available Annotations

Approvals Status	Owner	Last Action	Status Changed
Inder Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/16 10:15 AM
nder Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:35 PM
nder Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/15 1:33 PM
nder Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:32 PM
Inder Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/15 1:31 PM
Inder Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:26 PM
ALCO INCOMENT			
Jnder Review Existing Annot	eFIS.TRAINER@GMAIL.COM ations are available for this planning unit.	Originate	2014/12/15 1:16 PM
Inder Review Existing Annot	ations	Originate	
Inder Review	ations	Originate	
nder Review	ations	Originate	
nder Review Existing Annot	ations	Originate	
nder Review Existing Annot	ations	Originate	
nder Review Existing Annot	ations	Originate	

• Once a submission has been promoted, the *Recipient Working Version* becomes read-only

Schedule 2.4 - Projec	ted Expenditures					
	🍖 Perio	d: YearTotal1			WYear: 2015	
Train Recipient	- Recipient Working Version					
Child Care Expenses	Other Expenses Summary					
				Estimates		
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditu
Non-Profit Operations	Non-Administration			222,349,405		222,349,
Profit Operations	Non-Administration			84,454,251		84,454,
Directly Operated	Non-Administration		9,418,079	10,660,568	1,328,366	21,407,
Other Auspices	Administration		2,625,433	1,514,696	683,450	4,823,
	Non-Administration	0	0	2,600	0	2,

Ex.6 Sign-off and Approvals – Approver Reference Document

Approver Process to Make Active

- After the Modifier has promoted the submission successfully, the Recipient Approver is next in line. The Recipient Approver has read-only access to Recipient Working Version that was submitted, and is thus able to review the full submission.
- 2. At this point the approver has two options:
 - a. Reject Submission if the approver is not satisfied with the submission they can reject it. This will re-start the approvals process and the Modifier will be in charge of changing the necessary data and re-promoting the submission
 - b. Sign-off on the Submission if the Approver is satisfied with the submission they can promote it further down the line by signing off on it. This would move the submission into Recipient Active Version

Reject Submission

- Navigate to Submission Approval -> Submission Management -> Reject Submission
 - a. Select the Recipient and click Actions -> Change Status
 - b. In the pop-up select Reject as the action and <Automatic> as next owner
 - c. Click OK
 - d. This rejects the submission and the Modifier is once again responsible for correcting and re-promoting the submission

For <u>m</u> s	Task List Status		
My Task List	Task - Reject Submission-Manage Approvals Task Instructions Scenario Estimates Version Recipient Working Version Go	Change Status	×
 	Process Status Chart Type Pie Group By	Select Action Sign Off Select Next Owner Automatic>	
E E Schristen Mangamet B ∰ fersion Description and Summary II ∰ Recipient Accross San-Off II ∰ Recipient Accross San-Off II ∰ Reject Submission C ♥ Getion de la sourcesion		Enter Annotat Font Approve B / U Originate Freeze B / U	
	Actions Verv - R 20 2 4 2 6 2 2 Carl Delach	Help OK Can	cel

Sign-off on Submission

- 4. Navigate to Submission Approval -> Submission Management -> Recipient Approver Sign-off
 - a. Active Flag Shows the current status of the Recipient Active Version
 - b. Sign Off Confirmation shows that the Modifier has promoted the submission
- 5. Under "Are you sure you want to sign-off the current submission?" select Yes

ORACLE Enterprise Performance Mana	agement System Workspace, Fusion Edition	Logged in as EFIS.TRAINER09@GMAIL.COM Help Log Off			
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∃ For <u>m</u> s	Task List Status				
My Task <u>L</u> ist	1y Task List Task - Recipient Approver Sign-Off-Sign Off Task Instructions				
E Submission Input and Query - EST_Soumission	Scherot Estimates Category No Category No Category	9 SubCategory: No SubCategory			
Submission Management - Approver_Gestion d Submission Management	Train Recipient 💌 💌				
Version Description and Summary	Submission Status				
🗄 🎯 Recipient Approver Sign-Off	Submission Status Activation Date Submission created by: TP Activation Date TP Process Complete				
A Reject Submission	V10:Recipient Active Version Not Active/Inactif				
⊞ 芦 Gestion de la soumission	V20:FA Active Version Not Active/Inactif				
	Sign Off Confirmation				
	Recipient Working Version				
	Are you sure you want to promote the current Submission for approval? Yes / Oui				
	Are you sure you want to sign-off the current submission? Yes / Oui 🔻				
< <u> </u>					
	Complete T Previous Incor	nplete Previous Next Incomplete Next Task List Home			

- 6. Click Save
- 7. Once the form refreshes, the Submission Status will change to Active and will have the current date as the "Activation Date"

ORACLE Enterprise Performance Mana	gement System Workspace, Fusion Edition	Logged in as EFIS.TRAINER09@GMAIL.COM Help Log Off			
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∃ For <u>m</u> s	Task List Status				
My Task List	Task - Recipient Approver Sign Off-Sign Off Task Instructions				
2) ■ Submission Input and Quary - ET _Soumission 2) ■ Submission Management - Approver_Gestion of ■ ● Version Description and Summary ● Regist Submission ■ ● Regist Submission ■ ● Regist Submission ■ ● Regist Submission	Image: Securic Editionals Period: YearTotal1 Marrow YearTotal1 Category: No Category Train Recipient Image: Securities Status Activation Data Image: Securities Status Securities Status VolorRecipient Active Version Active(Act# 2014/12/15 Image: Securities Status Securities Status V20FR Active Version Active(Act# 2014/12/15 Image: Securities Status Securities Status V20FR Active Version Active(Inset# Image: Securities Status Securities Status Image: Securities Status Recipient Morking Version Image: Securities Status Image: Securities Status Recipient Working Version Image: Securities Status Image: Securities Status Recipient Working Version Image: Securities Status Image: Securities Status Recipient Working Version Image: Securities Status Image: Securities Status Securities Status Image: Securities Status	SubCategory: No SubCategory			
Preferences	Complete Depression Incom	plete Previous Ngxt Incomplete Next Task List Home			

Appendix A – Connection Details

Workspace URL

https://efis.fma.csc.gov.on.ca/workspace/index.jsp

Smart View Providers URL

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