

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

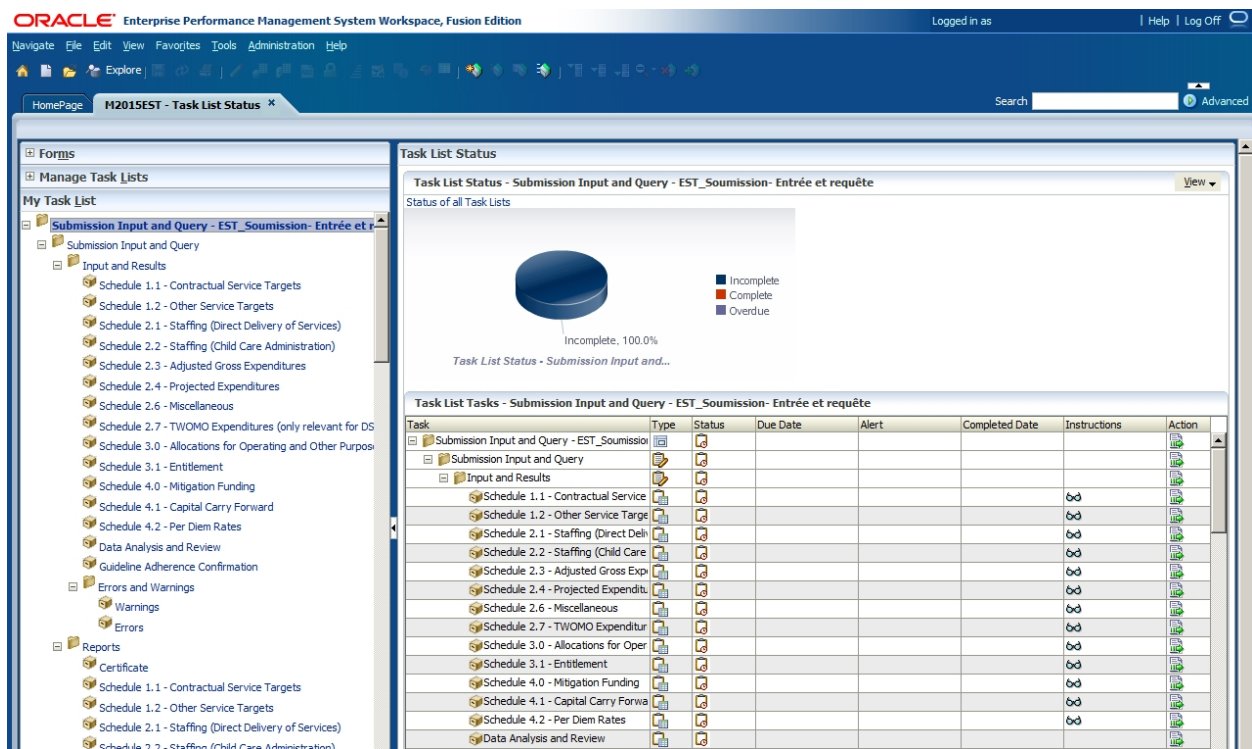
Log into Planning Workspace by entering the **Workspace URL** in the browser (Firefox or IE) and entering your credentials when prompted by the Go Secure screen.

Opening the application

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

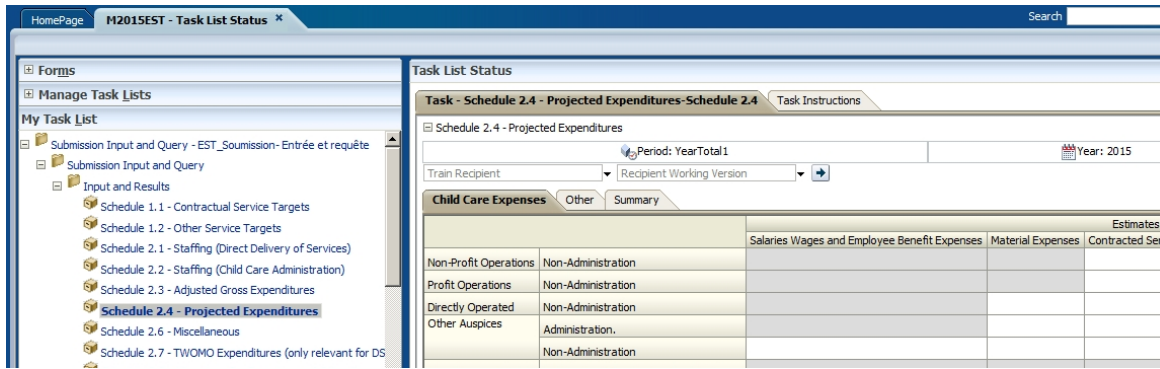
My Tasks List

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.

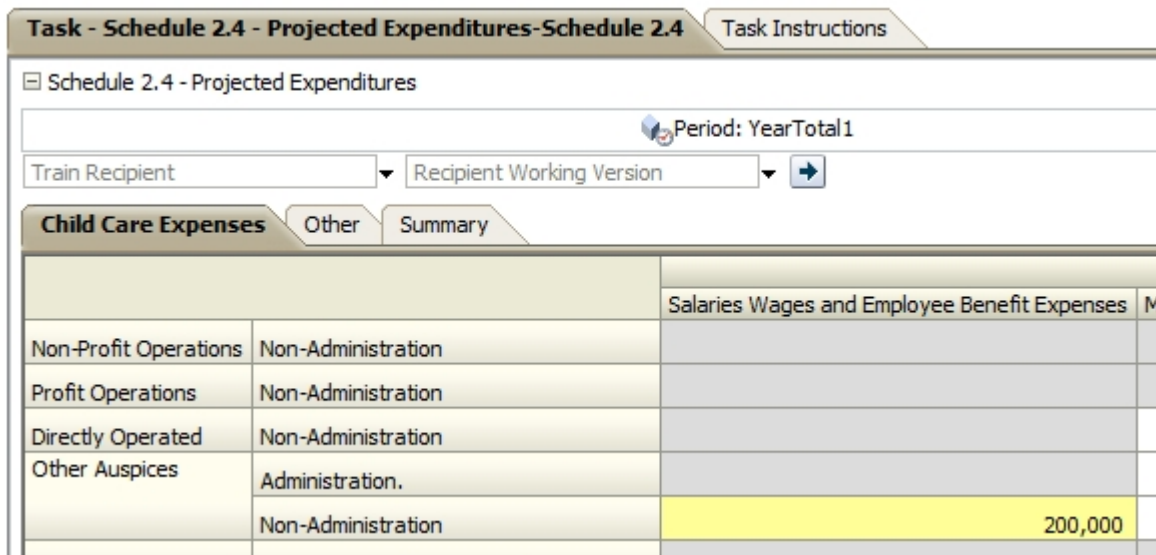


In the drop-down menu, select the *Version* you will be working with (*Recipient Working Version*). Make sure to click the *Refresh Arrow* (see screenshot below).



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



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.

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.

Task List Status

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				
		Salaries Wages and	Material Expens	Contracted Serv	Rents and Fin	<input type="checkbox"/> Projected Expen
Non-Profit Operations	Non-Administration					
Profit Operations	Non-Administration					
Directly Operated	Non-Administration					
Other Auspices	Administration.					
	Non-Administration	200,000				200,000
Auspice Consolidated	Total Sectors for Projected Expenditures	200,000				200,000

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

Task List Status

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
	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.

My Task List

- [-] Submission Input and Query - EST_Soumission-Entrée et requête
 - [-] Submission Input and Query
 - [+] Input and Results
 - [-] Reports
 - Certificate
 - Schedule 1.1 - Contractual Service Targets
 - Schedule 1.2 - Other Service Targets
 - Schedule 2.1 - Staffing (Direct Delivery of Services)
 - Schedule 2.2 - Staffing (Child Care Administration)
 - [+] Schedule 2.3 - Adjusted Gross Expenditures
 - Schedule 2.4 - Projected Expenditures**
 - Schedule 2.6 - Miscellaneous

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



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

Schedule 2.4 - Projected Expenditures

Child Care Expenses		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1.1	Non-Profit Operations	-	-	-	-	-
1.2	Profit Operations	-	-	-	-	-
1.3	Directly Operated	-	-	-	-	-
1.4	Administration	-	-	-	-	-
1.5	Other Auspices	200,000	-	-	-	200,000
1.6	Total Sectors for Projected Expenditures	200,000	-	-	-	200,000

Other Amounts		Description	Other Amounts
2.1	Other Source 1	Municipal Contributions - Directly Operated	10,000
2.2	Other Source 2	Municipal Contributions - Admin	25,000
2.3	Other Source 3	Municipal Contributions - Other	30,000
2.4	Total Sectors for Projected Expenditures	1,903,233	65,000

Summary		Total Sectors for Projected Expenditures
1	Projected Expenditures	200,000
2	Other Amounts	65,000
3	Other Revenues (negative only):	
3.1	Required Parent Contribution	-
3.2	Parental Full Fee	-
3.3	Other Offsetting Revenues	-
4	Adjusted Projected Expenditures	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:

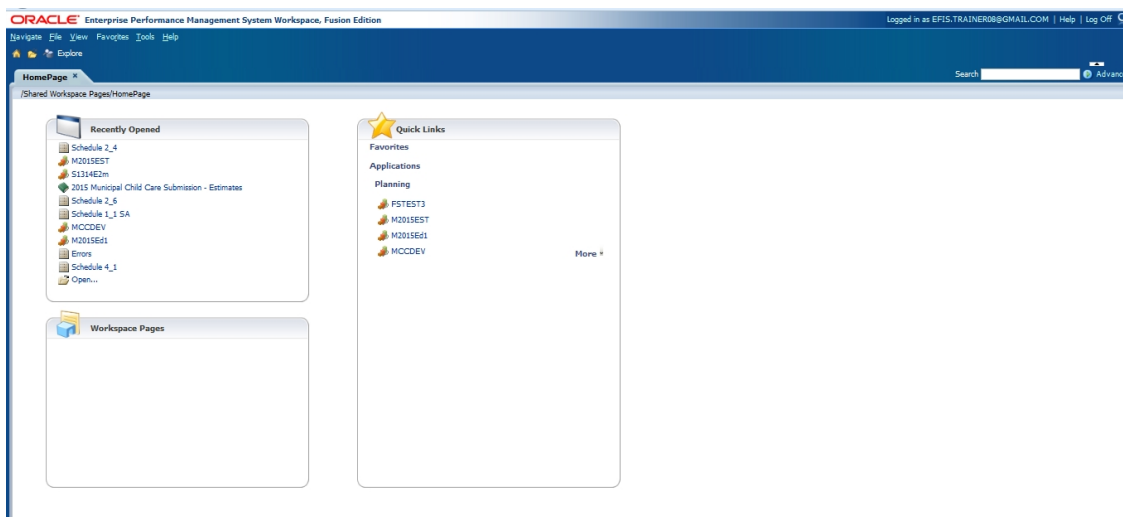
- Login / Open Application
- Input and Results
- Reports

Login / Open Application

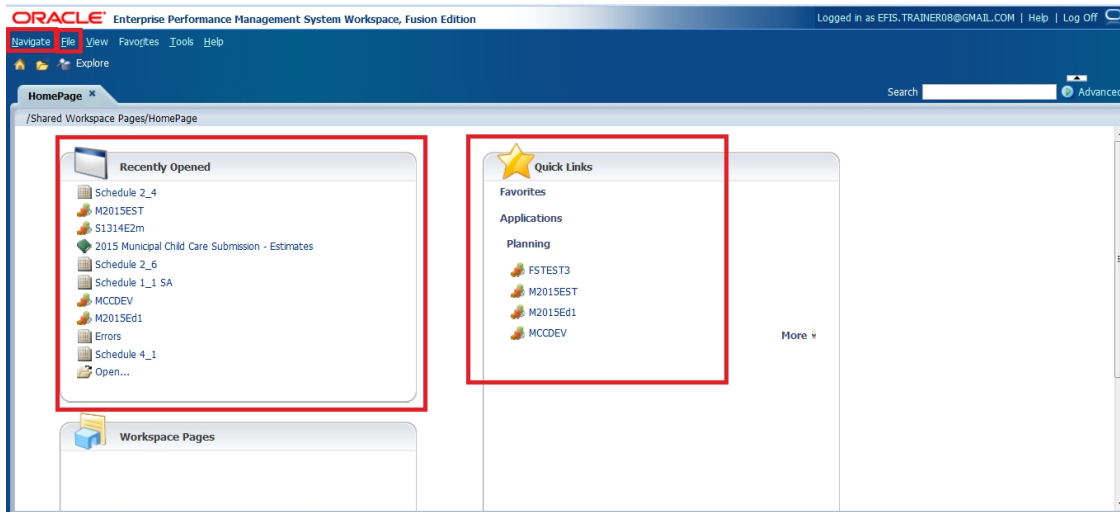
1. Enter the **Workspace URL** in the browser (Firefox or IE)
2. Once prompted, **Enter** your Go Secure ID and Password



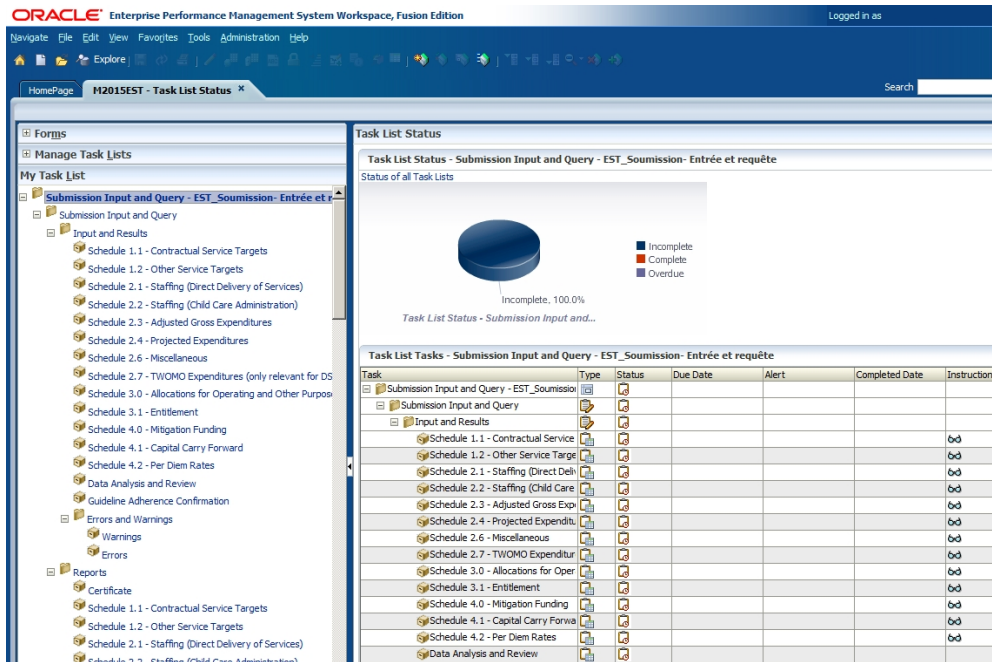
3. You will be redirected to the Planning Workspace Home Page



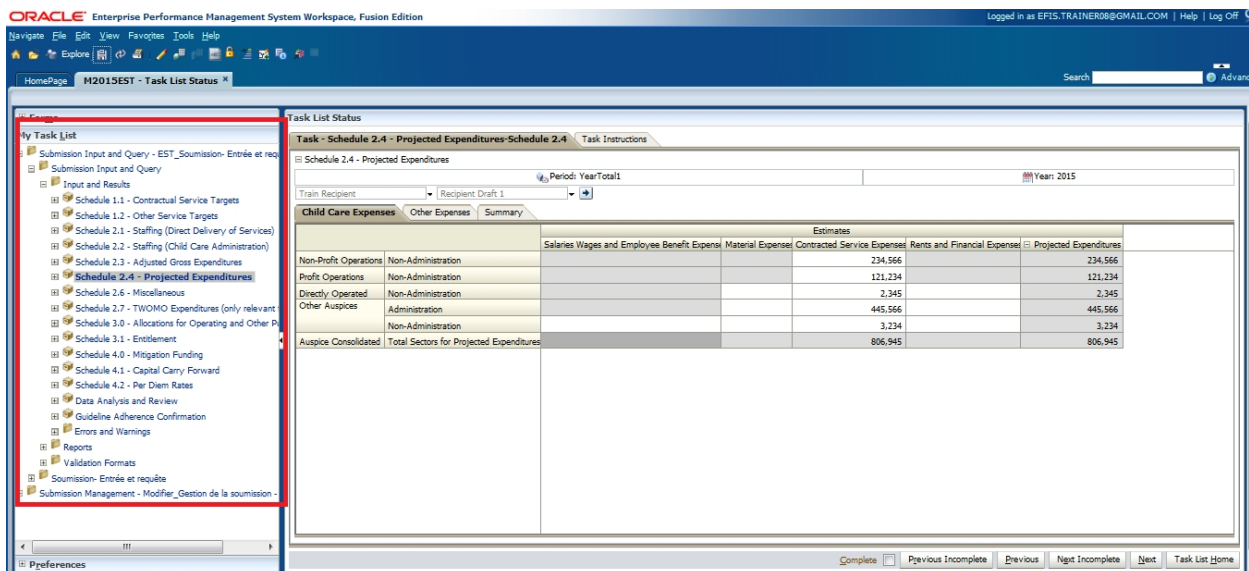
4. To open the appropriate Planning Application there are four options available from the HomePage screen:
 - a. Recently opened
 - b. Quick links
 - c. Navigate -> Application -> Planning -> TRAINMCC
 - d. File -> Open -> Applications -> Planning -> TRAINMCC



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



- 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



Input: Exercise 1 - Input

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

- 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 Working Version | [Refresh Arrow]

Child Care Expenses | Other | Summary

		Salaries Wages and Er
Non-Profit Operations	Non-Administration	

- 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:
 - Tab – move selected cell to next cell in horizontal order
 - 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.

Task List Status

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

Schedule 2.4 - Projected Expenditures

Period: YearTotal1 | Year: 2015

Train Recipient | Recipient Working Version | [Refresh Arrow]

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			123,456		
Profit Operations	Non-Administration			234,567		
Directly Operated	Non-Administration			345,678		
Other Auspices	Administration.			456,789		
	Non-Administration	200,000		567,890		200,000
Auspice Consolidated	Total Sectors for Projected Expenditures	200,000				200,000

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.

- 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 List Status

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

Schedule 2.4 - Projected Expenditures

Period: YearTotal1 Year: 2015

Train Recipient Recipient Working Version

Child Care Expenses Other Summary

Salaries Wages and Employee Benefits

Other Auspices

Other Source 1 20,000

Other Source 2

Other Source 3

Auspice Consolidated Total Sectors for Projected Expenditures 200,000 1,728,380 1,928,380

Information

Messages for this page are listed below.

- The data has been saved.
- Rule was run successfully

OK

		Child Care Expenses	Rents and Financial Expenses	Projected Expenditures
Non-Profit Operations	Non-Administration	123,456		123,456
Profit Operations	Non-Administration	234,567		234,567
Directly Operated	Non-Administration	345,678		345,678
Other Auspices	Administration	456,789		456,789
	Non-Administration	200,000	567,890	767,890
Auspice Consolidated	Total Sectors for Projected Expenditures	200,000	1,728,380	1,928,380

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

Task List Status

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

Description Other Amounts

Other Auspices

Other Source 1 Enter description here 20,000

Other Source 2

Other Source 3

Auspice Consolidated Total Sectors for Projected Expenditures

		Description	Other Amounts
Other Auspices	Other Source 1	Enter description here	20,000
	Other Source 2		
	Other Source 3		
Auspice Consolidated	Total Sectors for Projected Expenditures		

Task List Status

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

Description Other Amounts

Other Auspices

Other Source 1 Enter description here 20,000

Other Source 2

Other Source 3

Auspice Consolidated Total Sectors for Projected Expenditures 20,000

Information

Messages for this page are listed below.

- The data has been saved.
- Rule was run successfully

OK

		Description	Other Amounts
Other Auspices	Other Source 1	Enter description here	20,000
	Other Source 2		
	Other Source 3		
Auspice Consolidated	Total Sectors for Projected Expenditures		20,000

Results: Exercise 1 - Results

- 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.

		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
Non-Profit Operations	Non-Administration			123,456		123,456
Profit Operations	Non-Administration			234,567		234,567
Directly Operated	Non-Administration			345,678		345,678
Other Auspices	Administration			456,789		456,789
	Non-Administration	200,000		567,890		767,890
Auspice Consolidated	Total Sectors for Projected Expenditures	200,000		1,728,380		1,928,380

		Description	Other Amounts
Other Auspices	Other Source 1	Enter description here	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 Instructions
Schedule 2.4 - Projected Expenditures		
		Period: YearTotal1
Train Recipient	Recipient Working Version	➔
Child Care Expenses	Other	Summary
	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

- 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 - Projected Expenditures		
		Period: YearTotal1
		Year: 2015
Train Recipient	Recipient Working Version	➔
Child Care Expenses	Other	Summary
	Salaries Wages	
	Estimates	
	Contracted Service Expenses	Projected Expenditures
Non-Profit Operations	Non-Administration	100,000
Profit Operations	Non-Administration	234,567
Directly Operated	Non-Administration	345,678
Other Auspices	Administration	456,789
	Non-Administration	567,890
Auspice Consolidated	Total Sectors for Projected Expenditures	1,704,924

Information

Messages for this page are listed below.

- The data has been saved.
- Rule was run successfully

OK

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	
	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

- 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 List

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

Preview User Point of View

This report/book will run for the members on the user point of view listed below.

Version
Recipient Working Versio

Recipient
Train Recipient

Edit Member Names

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.



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

Schedule 2.4 - Projected Expenditures

Child Care Expenses						
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1.1	Non-Profit Operations	-	-	100,000	-	100,000
1.2	Profit Operations	-	-	234,567	-	234,567
1.3	Directly Operated	-	-	345,678	-	345,678
1.4	Administration	-	-	456,789	-	456,789
1.5	Other Auspices	200,000	-	567,890	-	767,890
1.6	Total Sectors for Projected Expenditures	200,000	-	1,704,924	-	1,904,924

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

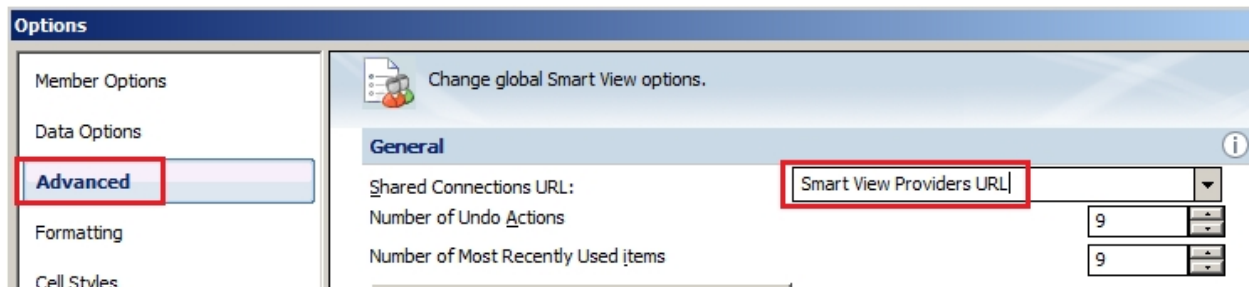
Summary		
		Total Sectors for Projected Expenditures
1	Projected Expenditures	1,904,924
2	Other Amounts	20,000
3	Other Revenues (negative only):	
3.1	Required Parent Contribution	-
3.2	Parental Full Fee	-
3.3	Other Offsetting Revenues	-
4	Adjusted Projected Expenditures	1,924,924

Module 2 Basic Planning Through Smart View

Ex.2 Basic Planning through Smart View Reference Document

Options – Shared Connections URL

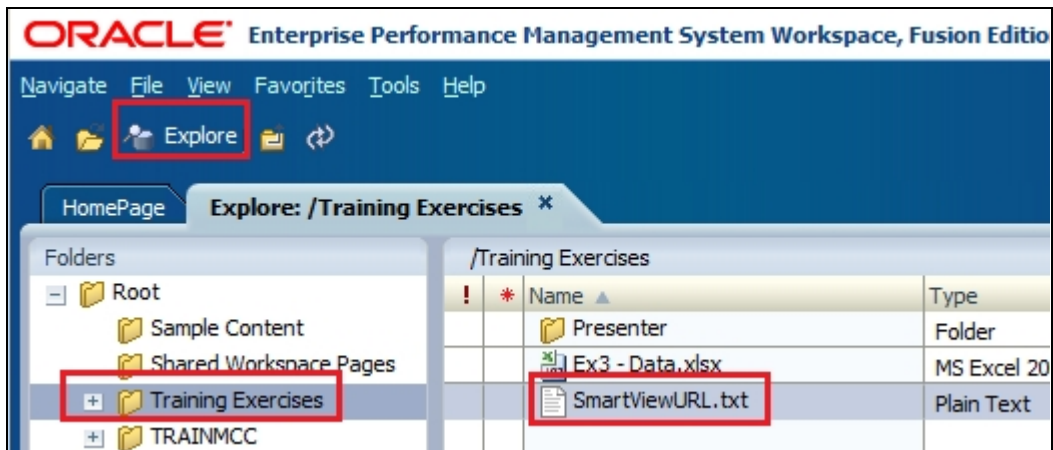
Under the Smart View Ribbon -> Options -> Advanced



Change the Shared Connections URL: Smart View Providers URL

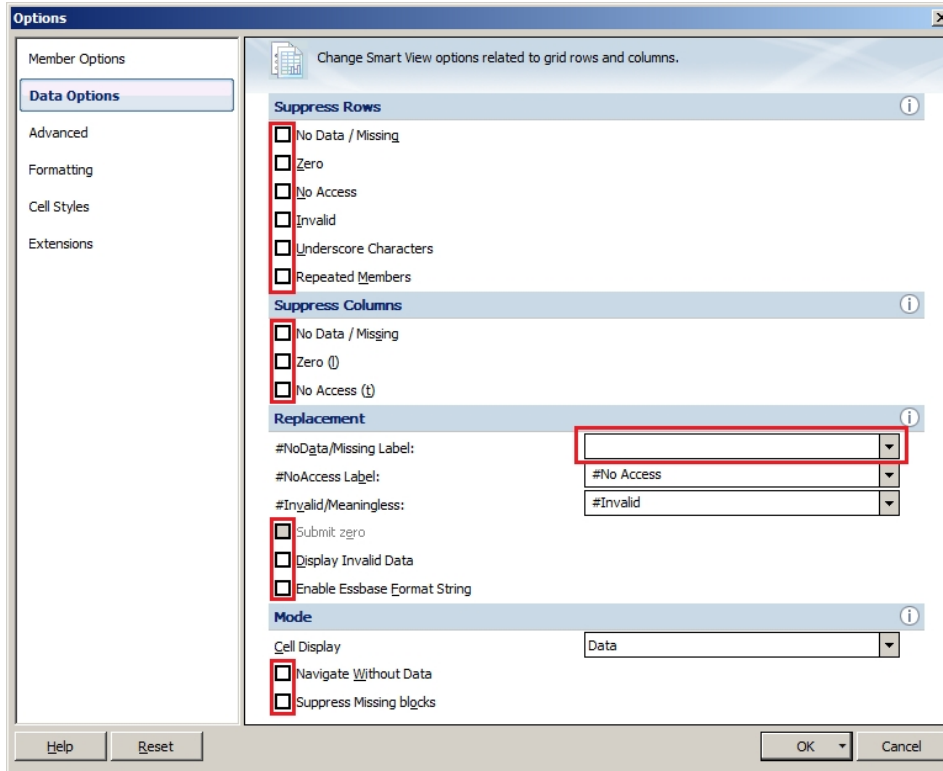
To find the Smart View Providers URL

Navigate to Explore → Training Exercises → Double Click “SmartViewURL.txt”



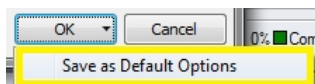
Options – Data Options

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.



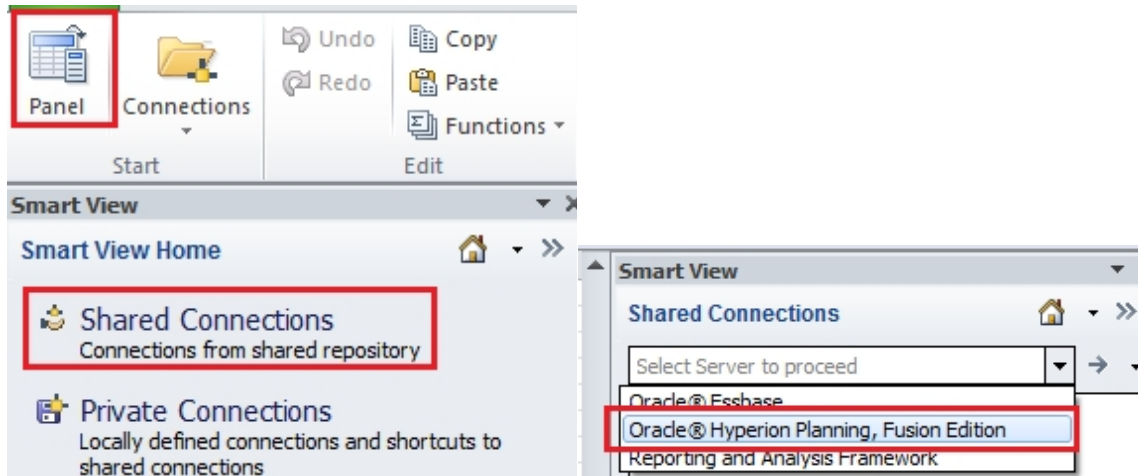
Options – Save as Default Options

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.



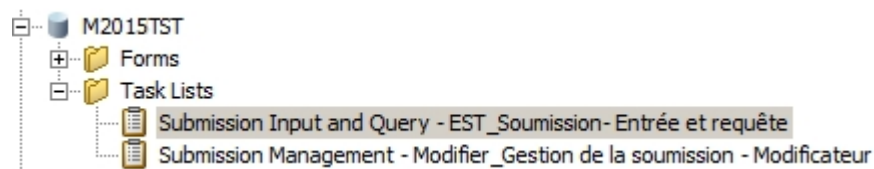
Connecting to Planning Application

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

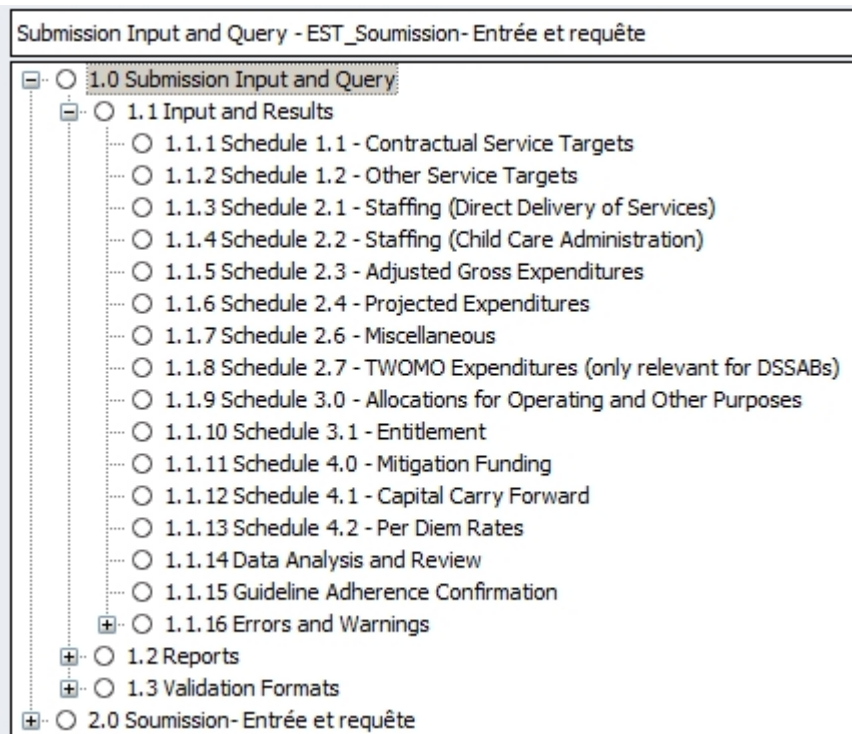


Task Lists

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



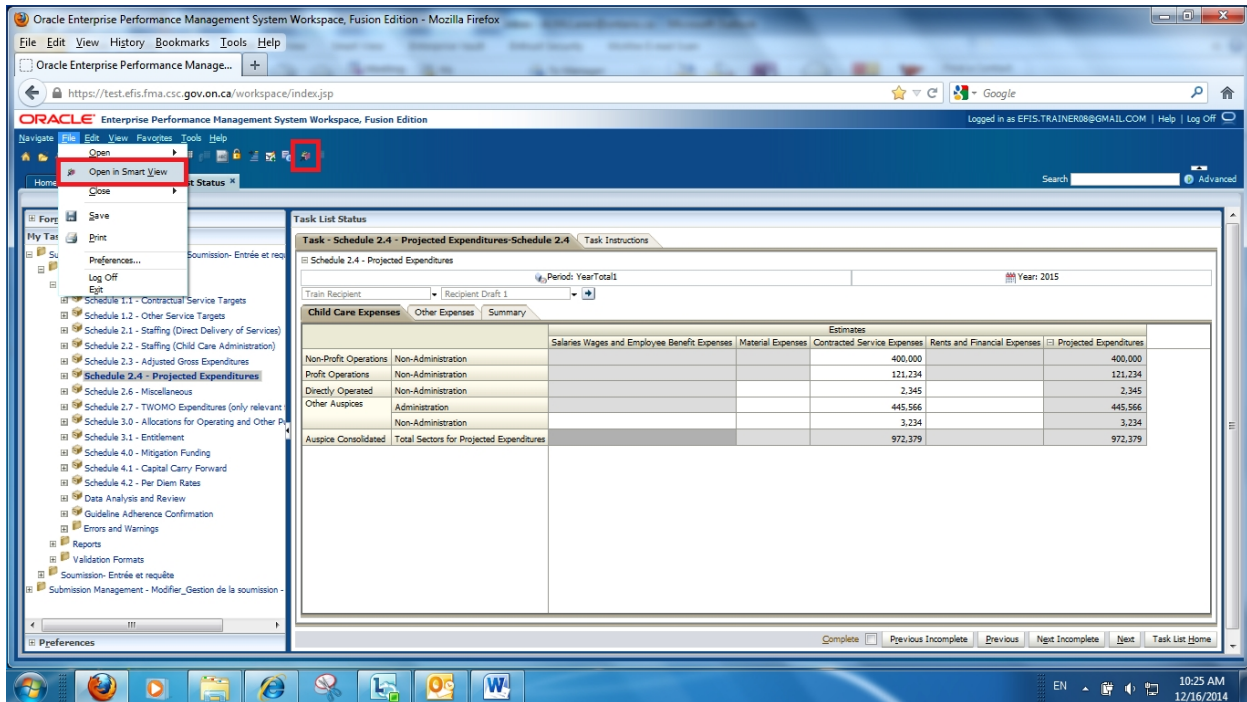
All the tasks are displayed. Double-click to open each input and results form.



Open form in Smart View from Workspace

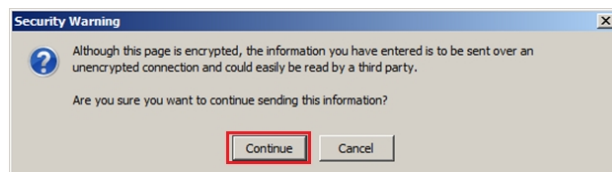
To open a form in Smart View from Workspace, make sure that the form is open and then

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

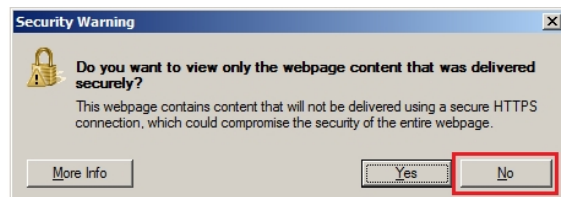


It is likely that you will receive a security warning the first time this is attempted:

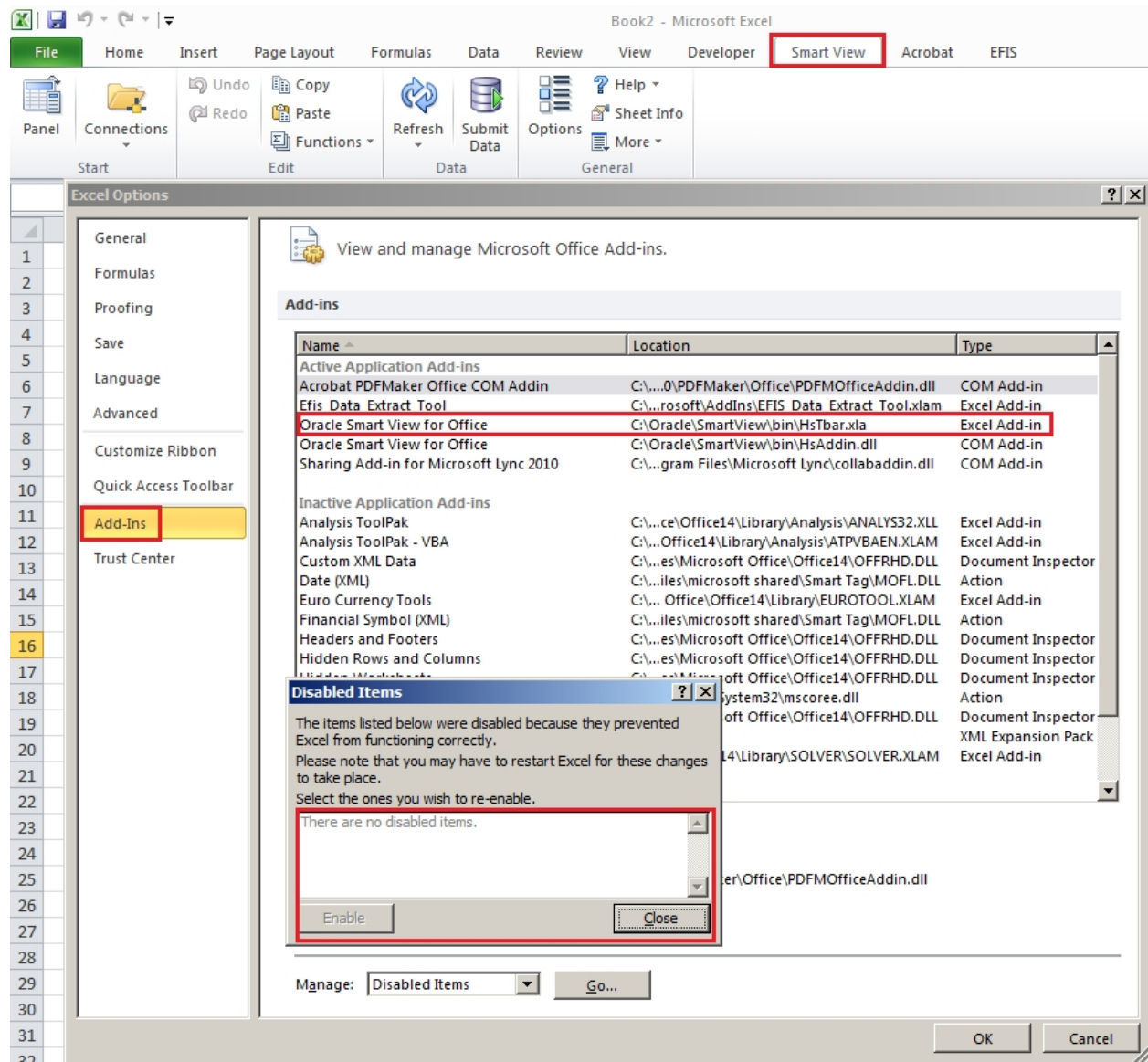
- In Internet Explorer click “Continue”



- In Firefox click “No”



If Smart View is disabled you will not see the Smart View ribbon in Excel. In order to re-enable Smart View, the following steps need to be taken: In Excel, select *File* → *Options* → *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.



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

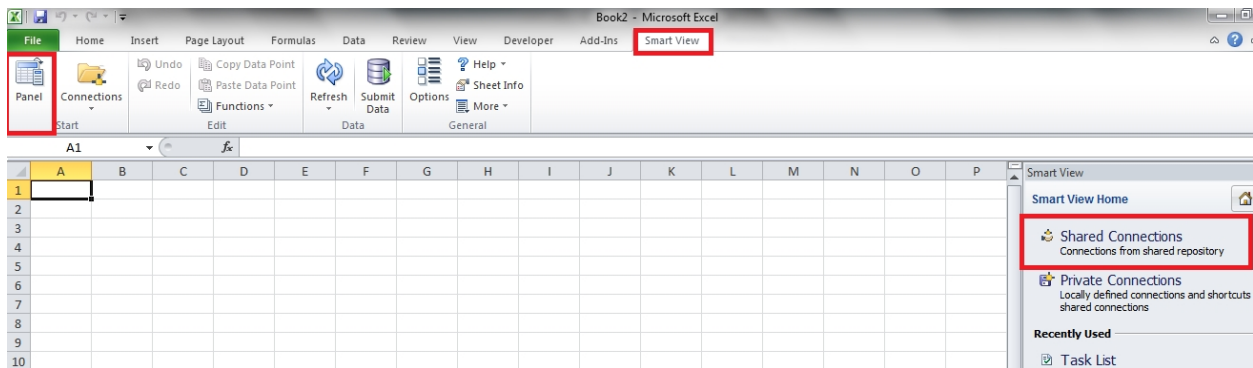
Ex.2 Basic Planning through Smart View Hands-on Exercise Solutions

Topics covered:

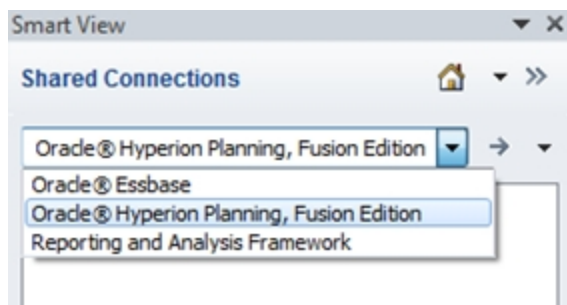
- Connection
- Task Lists
- Input
- Results

Connection

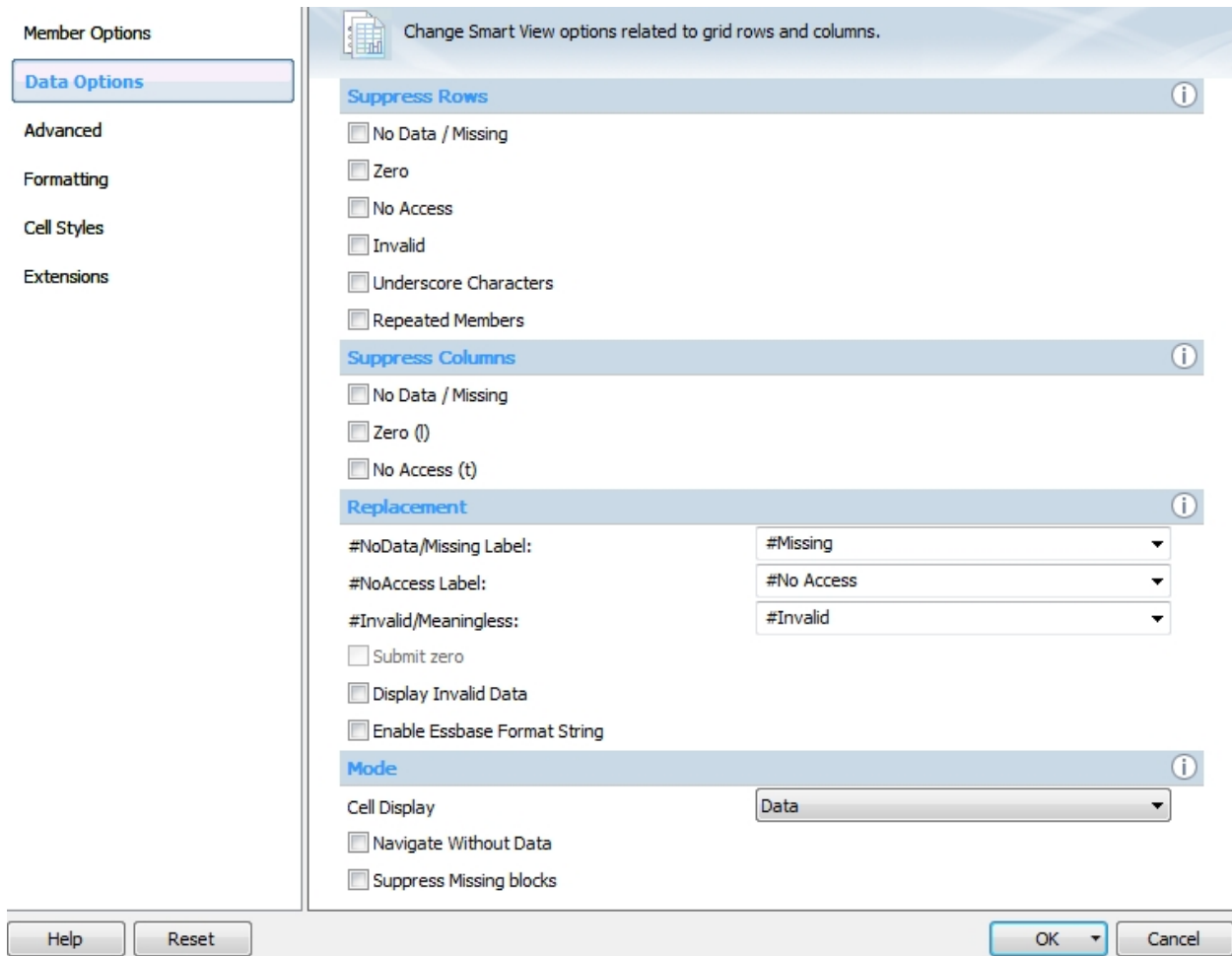
1. Open Microsoft Excel, and make sure that there is an active workbook
2. Under the Smart View ribbon click *Panel* and once the panel appears, click *Shared Connections*



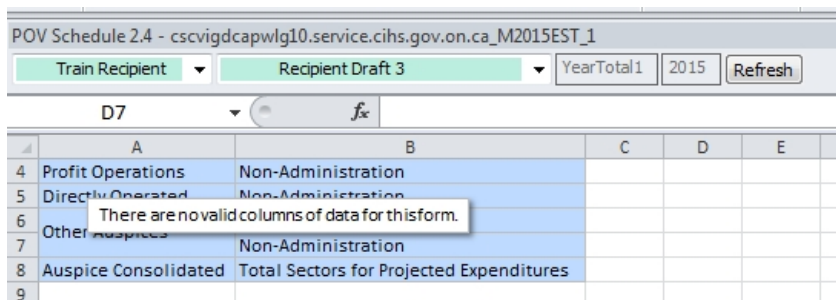
3. After entering your credentials in the GOSecure window, Connect to Oracle Hyperion Planning from the list of connections (if you do not see this list of providers, make sure that all your connection settings have been properly set using the reference sheet)



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

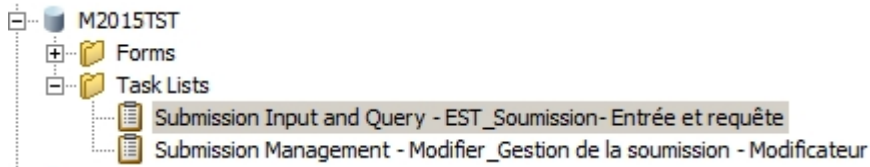


If suppression is on, you will not be able to see any input cells and the following message will display:

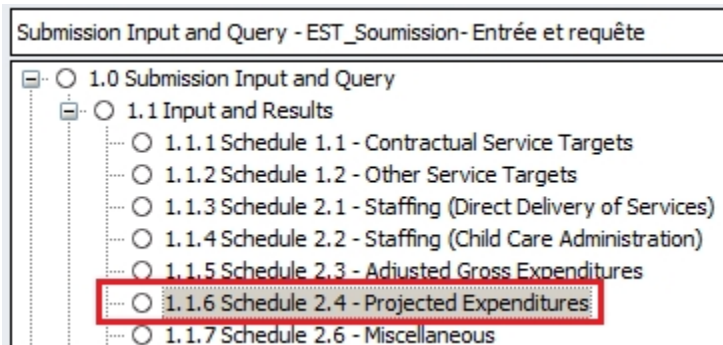


Task Lists

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

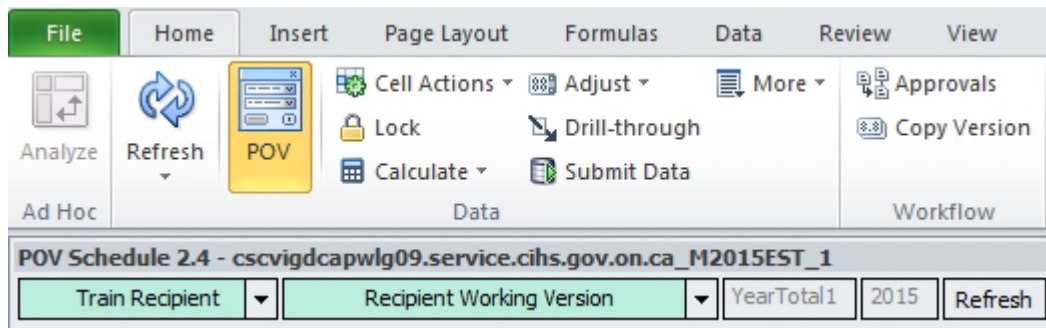


7. All the tasks are displayed. Double-click to open *Schedule 2.4 Projected Expenditures*



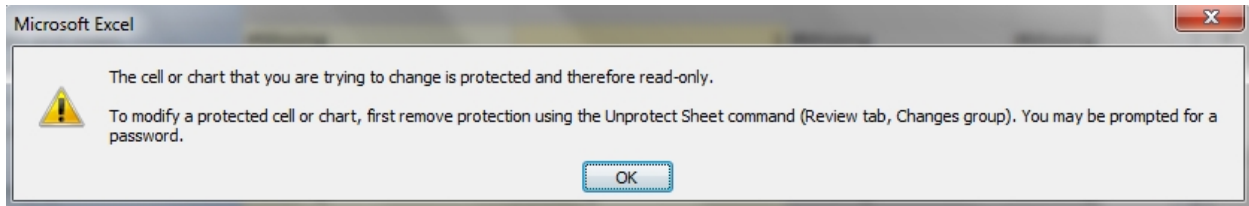
Input

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.



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:

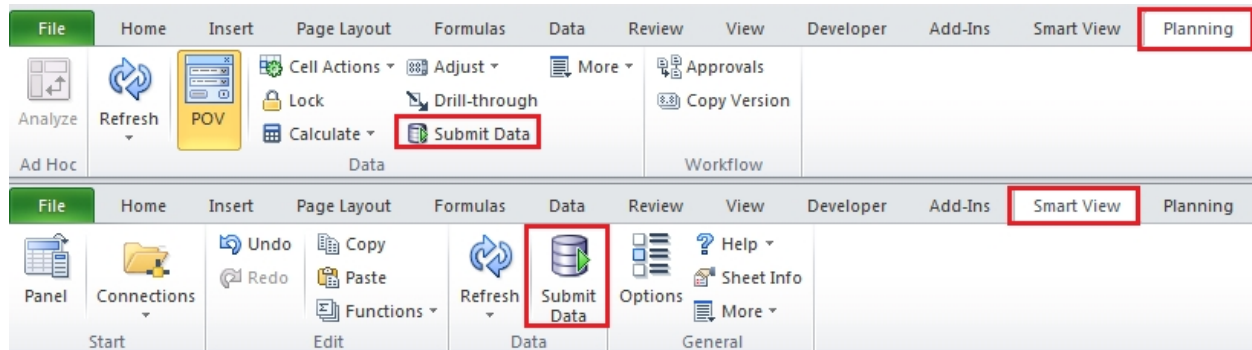


- Due to the nature of the software, some grey cells do allow for input, but as a general rule grey cells are always non-input. If data is input into a grey cell, a validation rule will highlight this cell red upon saving the data. Cell validation will be explained in more detail in later exercises.

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
	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.

	A	B	C	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		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

POV Schedule 2.4 - cscvgidcapwlg09.service.cihs.gov.on.ca_M2015EST_1

Train Recipient Recipient Working Version YearTotal1 2015 Refresh

F22

	A	B	C	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		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 2.4 Task Instructions

Schedule 2.4 - Projected Expenditures

Period: YearTotal1 Year: 2015

Train Recipient Recipient Working Version

Child Care Expenses Other Summary

		Estimates				Projected Expenditures
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	
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 Expenditures	200,000	6,000	1,704,924		1,910,924

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

Schedule 2.4 - Projected Expenditures

Child Care Expenses						
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	Projected Expenditures
		Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
1.1	Non-Profit Operations	-	-	100,000	-	100,000
1.2	Profit Operations	-	-	234,567	-	234,567
1.3	Directly Operated	-	1,000	345,678	-	346,678
1.4	Administration	-	2,000	456,789	-	458,789
1.5	Other Auspices	200,000	3,000	567,890	-	770,890
1.6	Total Sectors for Projected Expenditures	200,000	6,000	1,704,924	-	1,910,924

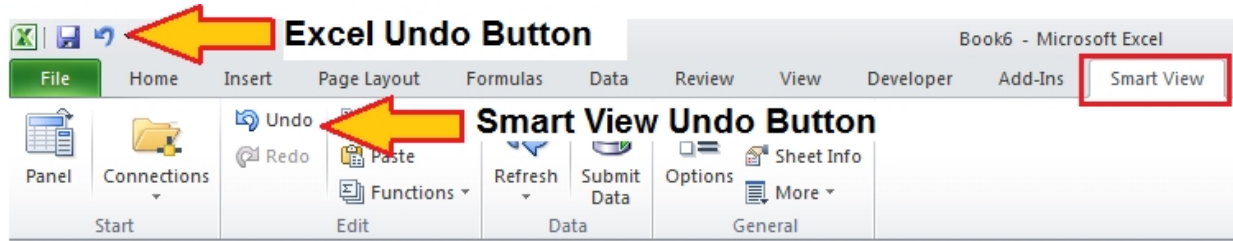
Other Amounts			
		Description	Other Amounts
2.1	Other Source 1	Enter description here	20,000
2.2	Other Source 2		-
2.3	Other Source 3		-
2.4	Total Sectors for Projected Expenditures		20,000

Summary		
		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

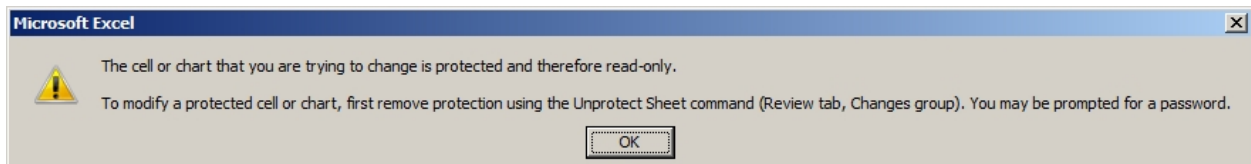
Ex.3 Advanced Smart View Reference Document

Undo Button – Excel vs. Smart View

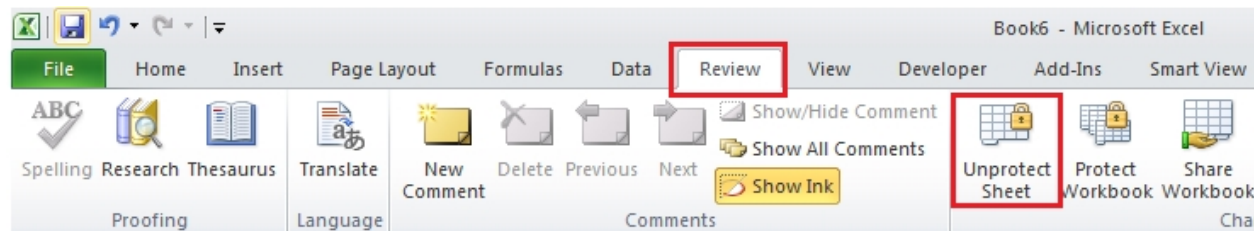


Pasting a Grid of Data

When attempting to paste a data grid without Unprotecting Sheet



To Unprotect Sheet



Copy / Paste into the unprotected sheet

POV Schedule 2.4 - cscvlgdcapwlg09.service.cihs.gov.on.ca_M2015EST_1

	Salaries Wages	Material	Contracted	Rents and	-Projected Expenditures
2 Non-Profit Operations			100000		100000
3 Profit Operations			234567		234567
4 Directly Operated			345678		345678
5 Other Auspices	200000	3000			
6 Auspice Consolidated	200000	6000	170492		

	Col 1	Col 2	Col 3	Col 4
2 Non-Profit Operations			100,000	
3 Profit Operations			234,567	
4 Directly Operated		1,000	345,678	45,788
5 Other Admin		2,000	456,789	15,488
6 Other Non Admin	200,000	3,000	567,890	

Formulas

Use formulas in Planning Form input cells

POV Schedule 2.4 - cscvlgdcapwlg09.service.cihs.gov.on.ca_M2015EST_1

Train Recipient Recipient Working Version YearTotal1 2015 Refresh

D7 $=F7*1.05$ Excel Formula

	Salaries Wages	Material Expenses
3 Non-Profit Operations		
4 Profit Operations		
5 Directly Operated		2100
6 Other Auspices		3150
7 Other Non Administration	200000	4200
8 Auspice Consolidated	200000	6000

Planning Form

Linking data

Link Data from other Excel Workbooks into Planning form input cells

POV Schedule 2.4 - cscvlgdcpwlg09.service.cihs.gov.on.ca_M2015EST_1

Train Recipient | Recipient Working Version | YearTotal1 | 2015 | Refresh

D7 fx ='[Expese Data.xlsx]Sheet1'!\$D\$2

Planning Form

Link to another Excel Workbook

	A	B	C	D
1				
2			Salaries Wages	Material Expenses
3	Non-Profit Operations	Non-Administration		100000
4	Profit Operations	Non-Administration		234567
5	Directly Operated	Non-Administration	2100	345678
6	Other Auspices	Non-Administration	3150	456789
7			200000	567890
8	Auspice Consolidated	Total Sectors for Projected Expenditures	200000	6000

Saving forms and submitting at a later point

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

Schedule 2.4 - Offline Working Version.xlsx - Microsoft Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Add-Ins | Smart View | Planning

Analyze | Refresh | POV | Cell Actions | Adjust | More | Values | Version

Ad Hoc | Data | Calculate | Submit Data | **Saved Workbook**

POV SC2.4_1 - cscvlgdcpwlg09.service.cihs.gov.on.ca_M2015EST_1

Train Recipient | Recipient Working Version | YearTotal1 | 2015 | Refresh

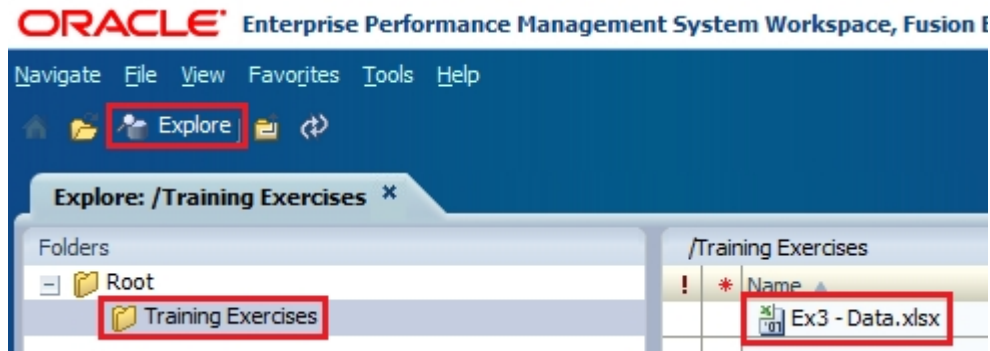
D25 fx

Connection re-established upon re-opening and refreshing

	A	B	C	D
1				
2			Salaries Wages and	Material Expenses
3	Non-Profit Operations			1000
4	Profit Operations			2000
5	Directly Operated			
6	Other Auspices			
7		Non-Administration	200000	3000
8	Auspice Consolidated	Total Sectors for Projected Expenditures	200000	6000
9				
10				
11				

Ex.3 Advanced Smart View

Hands-on Exercise



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.

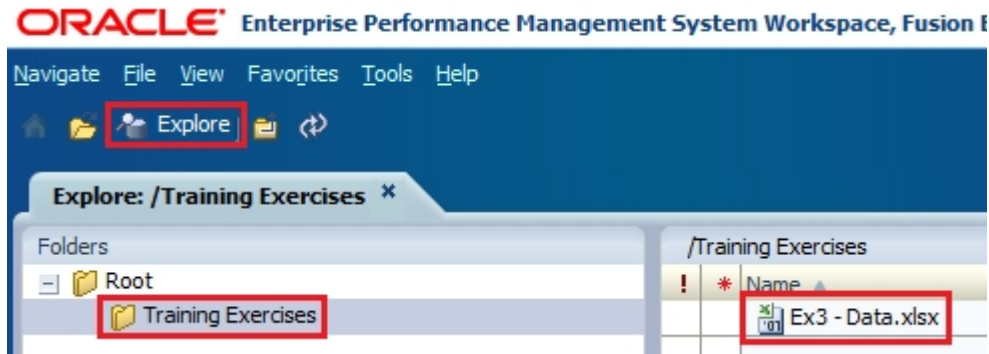
Copy and Paste Data

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.

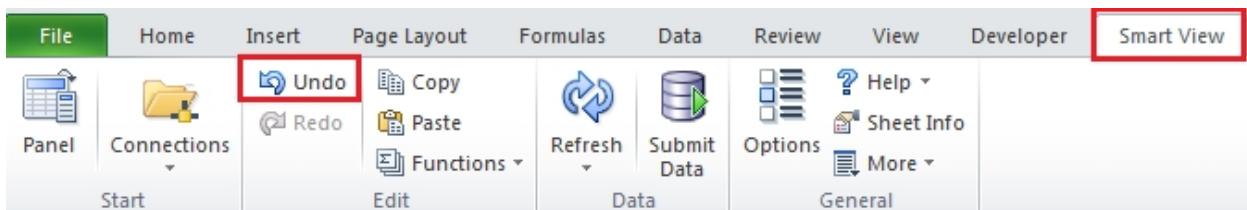
Ex.3 Advanced Smart View

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*



1. Open Excel, Log into Smart View Planning, navigate to the target application and open the *Submission Input and Query* Task List
2. 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.



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 Schedule 2.1 - cscvigdcapwlg10.service.cihs.gov.on.ca_M2015EST_2

Train Recipient | Recipient Working Version | YearTotal1 | 2015 | Refresh

E5 | fx | =D5*60000

	A	B	C	D	E
1	Estimates				
2		Description	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				
7	Program Staff 4				

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**
9. 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 SC2.1_1 - cscvlgdcapwlg10.service.cihs.gov.on.ca_M2015EST_1

Train Recipient Recipient Working Version YearTotal1 2015 Refresh

E12 ='[Ex3 - Data.xlsx]Service Staff!D10

	A	B	C	D	E
1	Estimates				
2		Description	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	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 SC2.1_1 - cscvlgdcapwlg10.service.cihs.gov.on.ca_M2015EST_1						
Train Recipient		Recipient Working Version		YearTotal1	2015	Refresh
E12		fx ='[Ex3 - Data.xlsx]Service Staff'!D10				
	A	B	C	D	E	
1	Estimates					
2		Description	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	

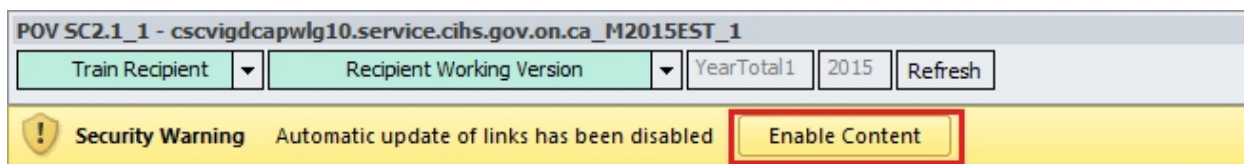
13. Click *Submit Data*. The data will be saved to the database, the cell colour will change back to a lighter shade and the formula will still remain.

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*



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 SC2.1_1 - cscvlgdcapwlg10.service.cihs.gov.on.ca_M2015EST_1						
Train Recipient		Recipient Working Version		YearTotal1	2015	Refresh
E12 fx ='[Ex3 - Data.xlsx]Service Staff'!D10						
	A	B	C	D	E	
1	Estimates					
2		Description	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 SC2.1_1 - cscvlgdcapwlg10.service.cihs.gov.on.ca_M2015EST_1						
Train Recipient		Recipient Working Version		YearTotal1	2015	Refresh
E12 fx ='[Ex3 - Data.xlsx]Service Staff'!D10						
	A	B	C	D	E	
1	Estimates					
2		Description	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.

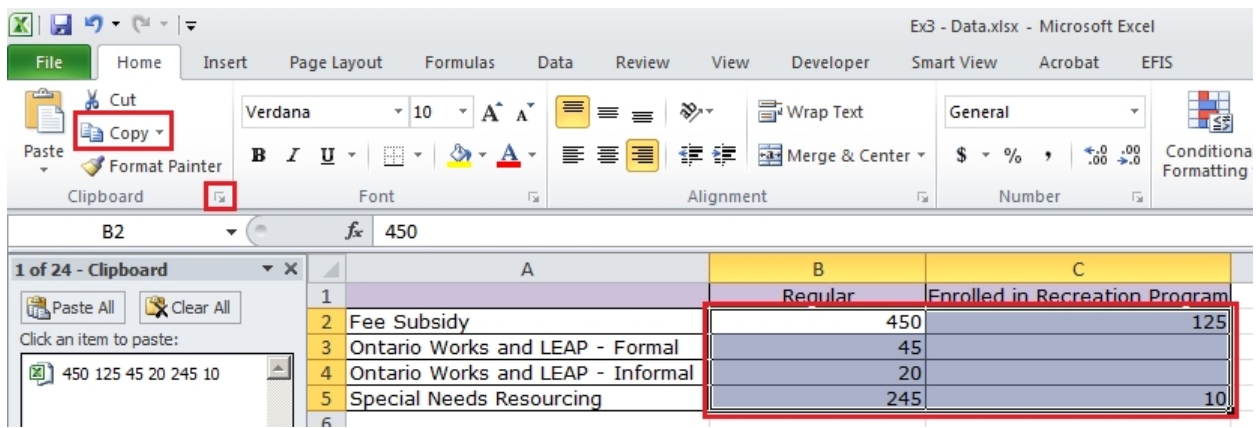
21. Close Ex3 - Offline.xlsx

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



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.

The screenshot shows the Microsoft Excel interface. The 'Review' tab is active, and the 'Unprotect Sheet' button is highlighted with a red box. Below the ribbon, there are controls for 'Train Recipient', 'Recipient Working Version', 'YearTotal1', '2015', and 'Refresh'. The active cell is B7. A clipboard window is open on the left, showing the text '450 125 45 20 245 10' with a red box around it. The main grid shows columns A, B, and C, and rows 1 through 11. The data in the grid is as follows:

	A	B	C
1			Estimates
2			Number of Children Served
3			Regular Enrolled in Recreation Program
4	INCLUDE ALL CHILDREN SERVED REGARDLESS OF FUNDING TYPE		
5	INCLURE LES DONNÉES DES ENFANTS DESSERVIS QUEL QUE SOIT LE TYPE DE FINANCEMENT		
6			.
7	Fee Subsidy		
8	Ontario Works and LEAP - Formal	1000	
9	Ontario Works and LEAP - Informal		
10	Special Needs Resourcing		
11			

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

		Estimates	
		Number of Children Served	
		Regular	Enrolled in Recreation Program
Fee Subsidy	Input Cell →		(100)
Ontario Works and LEAP - Formal		1,000	
Ontario Works and LEAP - Inf	Non-Input Cell →		
Special Needs Resourcing			Invalid Cell ↑

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:

The screenshot shows the 'My Task List' on the left with 'Validation Formats' > 'Schedule 1.2' selected. The main window displays the 'Task - Schedule 1.2-Schedule 1.2 Format' with a 'Total Grid1' table. A yellow arrow points to the 'Enrolled in Recreation Program' column header in the table, labeled 'Cell Definition'.

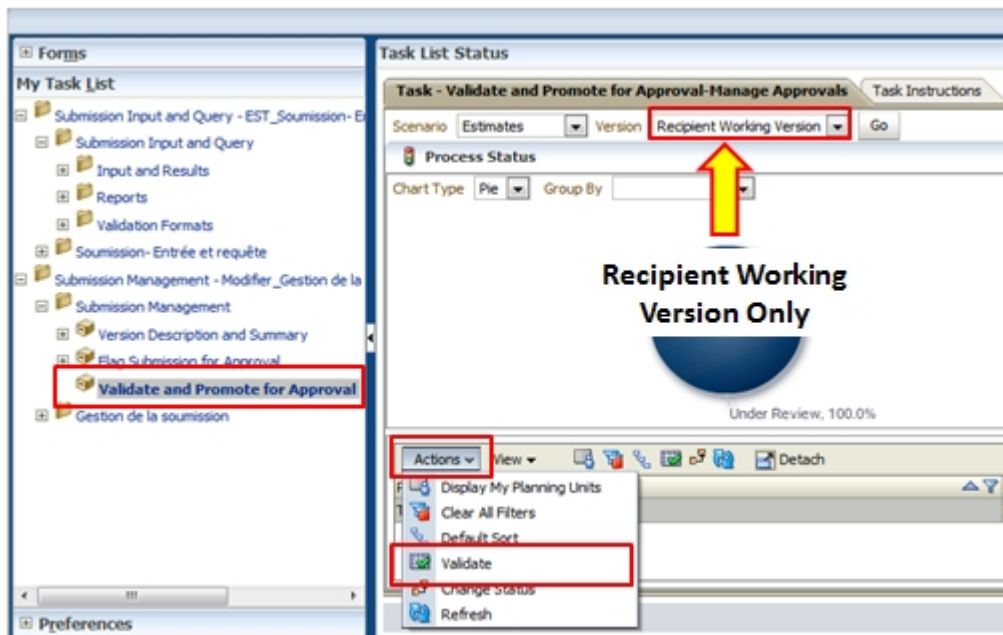
		Number of Children Served	
		Regular	Enrolled in Recreation Program
Fee Subsidy	+ 0		+ n
Ontario Works and LEAP - Formal	+ 0		
Ontario Works and LEAP - Informal	+ 0		

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

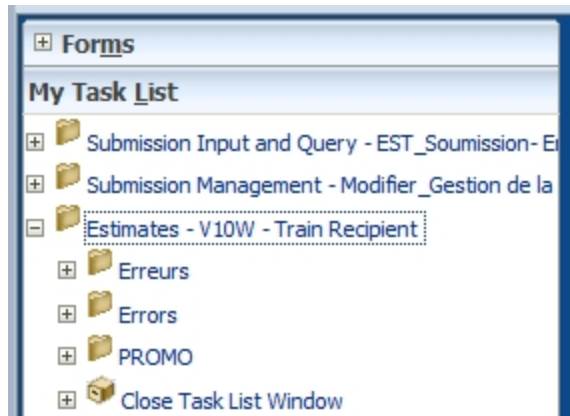
- Open Validate And Promote for Approval, Select Recipient, click Actions - > Validate



- 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



Ex.4 Data Validation Hands-on Exercise

Open Form

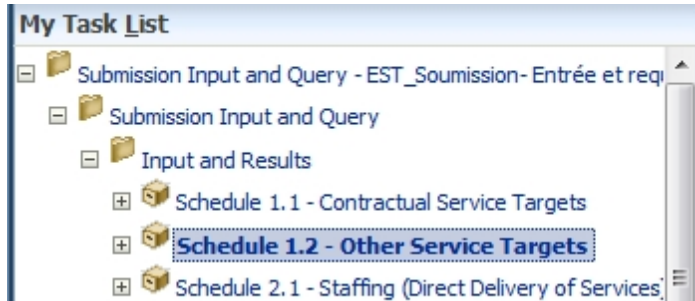
1. Open the input form Schedule 1.2 – Other Service Targets for your Recipient and Recipient Working Version.

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*



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: YearTotal1

Train Recipient [v] Recipient Working Version [v] [→]

Total Grid1 Total Grid2 Total Grid3

	Estimates	
	Number 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

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

Period: YearTotal1

Train Recipient Recipient Working Version

Total Grid1 Total Grid2 Total Grid3

	Estimates	
	Number of Children Served	
	Regular	Enrolled in Recreation Program
INCLUDE ALL CHILDREN SERVED REGARDLESS		
INCLURE LES DONNÉES DES ENFANTS DESSER		
Fee Subsidy	45	(200)
Ontario Works and LEAP - Formal	45	
Ontario Works and LEAP - Informal	20	
Special Needs Resourcing	245	10

Data Validation Messages

Invalid input type. Please check highlighted cell(s). / Type d'entrée non valide. Vérifier cellule (s) surlignée (s). [1]

Data Validation Messages

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.

Forms

My Task List

- Schedule 4.1 - Capital Carry Forward
- Schedule 4.2 - Per Diem Rates
- Data Analysis and Review
- Guideline Adherence Confirmation
- Errors and Warnings
- Reports
- Validation Formats
 - Schedule 1.2**
 - Schedule 2.1
 - Schedule 2.2
 - Schedule 2.3

Task List Status

Task - Schedule 1.2 - Schedule 1.2 Format Task Instructions

Schedule 1.2 - Other Service Targets

Period: YearTotal1

Expected Input Data Format Train Recipient

Total Grid1 Total Grid2 Total Grid3

	Number of Children Served	
	Regular	Enrolled in Recreation Program
Fee Subsidy	+ 0	+ 0
Ontario Works and LEAP - Formal	+ 0	
Ontario Works and LEAP - Informal	+ 0	
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	
	Number 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

- 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.

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

☐ Schedule 1.2 - Other Service Targets

Period: YearTotal1 Year: 2015

Train Recipient Recipient Working Version

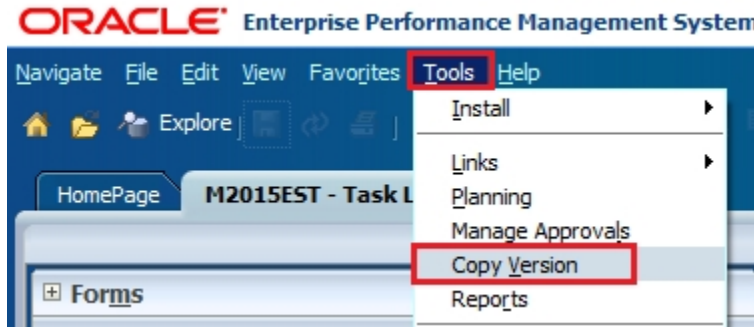
Total Grid1 Total Grid2 Total Grid3

	Estimates	
	Number 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 → Copy Version



Select Scenario

The selected scenario should match the current submission cycle



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

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: <Select Version> * Copy To: <Select Version>

Available Entities

- <Select Version>
- V10:Recipient Active 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
- V10ERO:Recipient Error Override 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
- V10I06:Recipient Inactive Version 6
- V10I07:Recipient Inactive Version 7
- V10I08:Recipient Inactive Version 8
- V10I09:Recipient Inactive Version 9

Copy Account Annotations

Copy Comments

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 destination version. Then click Go to retrieve the list of entities.

* Scenario: Estimates * Copy From: V10W:Recipient Working Version * Copy To: V10D01:Recipient Draft 1

Available Entities

Selected Entities

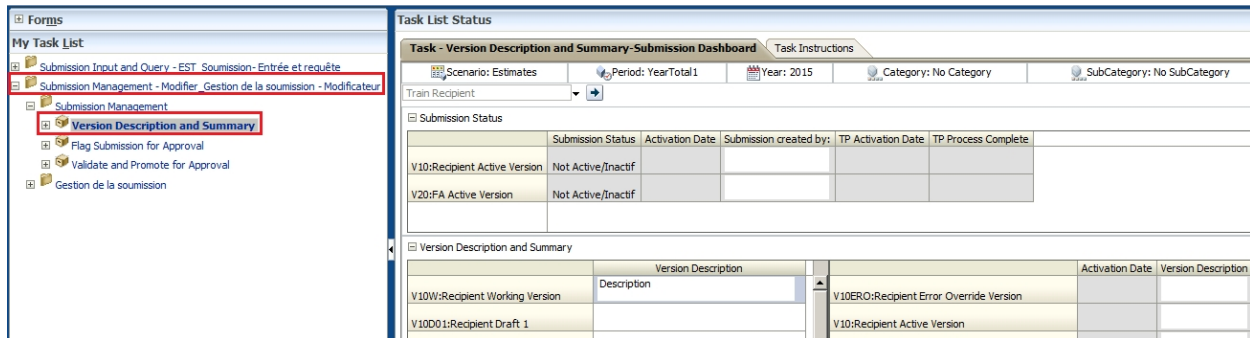
- Train Recipient

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.



Versions that Modifier has WRITE and READ access to

Recipient Versions			
V10W	Recipient Working Version ***	<p>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.</p> <p>*** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to</p>	Versions Recipient User can WRITE to
V10D01	Recipient Draft 1	<p>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.</p>	
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	<p>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.</p>	Versions Recipient User can READ FROM
V10D07	Blank Template For Reset	<p>Used as a blank draft that can be used to clear or reset data in a version.</p>	
V10ERO	Recipient Error Override Version	<p>Used at the point where Approver submits data that has errors but is tagged as "Error Override".</p>	

Recipient Versions			
V10W	Recipient Working Version ***	<p>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.</p> <p>*** <i>Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to</i></p>	Versions Recipient User can WRITE to
V10D01	Recipient Draft 1	<p>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.</p>	
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	<p>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.</p>	
V10	Recipient Active Version	<p>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.</p>	
V10I01	Recipient Inactive Version 1	<p>Versions used as a historical / audit record of previously active versions.</p>	
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3		
V10I04	Recipient Inactive Version 4		
V10I05	Recipient Inactive Version 5		

Recipient Versions			
V10W	Recipient Working Version ***	<p>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.</p> <p>*** <i>Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to</i></p>	Versions Recipient User can WRITE to
V10D01	Recipient Draft 1	<p>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.</p>	
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	<p>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.</p>	
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.	

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

The screenshot shows a web application interface with a blue header and a sidebar. The main content area is titled 'Task List Status' and contains a 'Task - Version Description and Summary-Submission Dashboard'. The dashboard has a dropdown menu set to 'Train Recipient' and a 'Period: YearTotal1' filter. Below the dashboard is a table for 'Submission Status' and a 'Version Description and Summary' section.

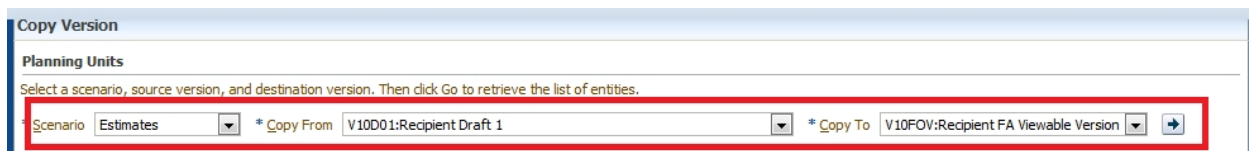
Submission Status	Activation Date	Submission created
V10:Recipient Active Version	Not Active/Inactif	
V20:FA Active Version	Not Active/Inactif	

Version Description and Summary	
	Version Description
V10W:Recipient Working Version	Working Version completed by Modifier, ready for review by FA
V10D01:Recipient Draft 1	
V10D02:Recipient Draft 2	
V10D03:Recipient Draft 3	

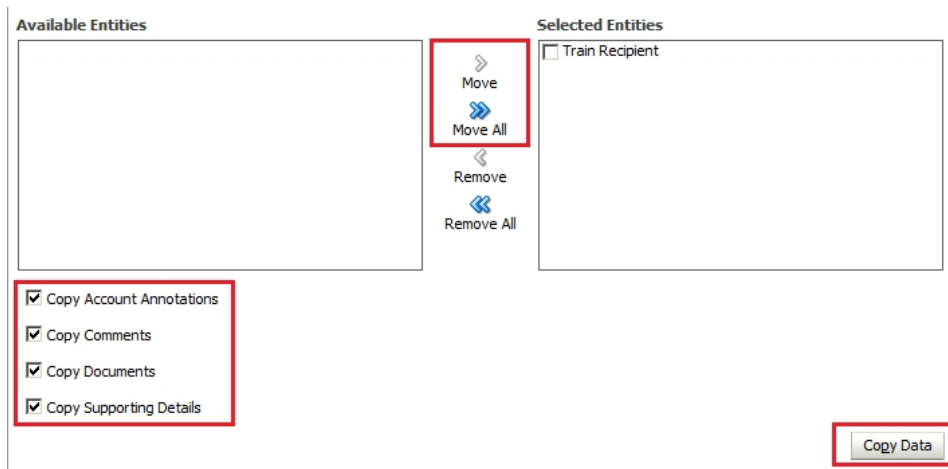
Copy Version

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

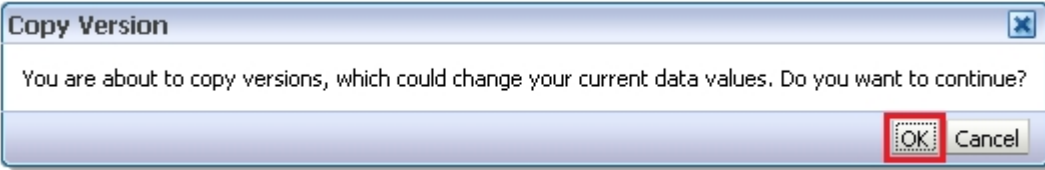
1. Select Tools -> Copy Version from the menu
2. Select *V10W: Recipient Working Version* in the Copy From dropdown menu
3. Select *V10FOV: Recipient FO Viewable Version* in the Copy To dropdown menu
4. Refresh the list of entities (Recipients) using the arrow button



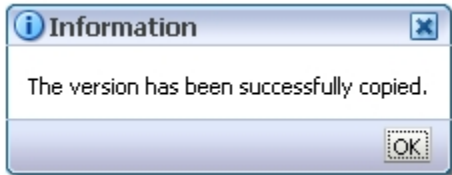
5. Under Available Entities select Your Recipient
6. Click the **Move** or **Move All** button to move the Entity into the **Selected Entities** box.
7. Check off all of the options for copying additional artefacts.
8. Click the “**Copy Data**” button to run the copy process



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.



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 and Summary	
	Version Description
V10W:Recipient Working Version	Working Version completed by Modifier, ready for review by FA
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	Working Version completed by Modifier, 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

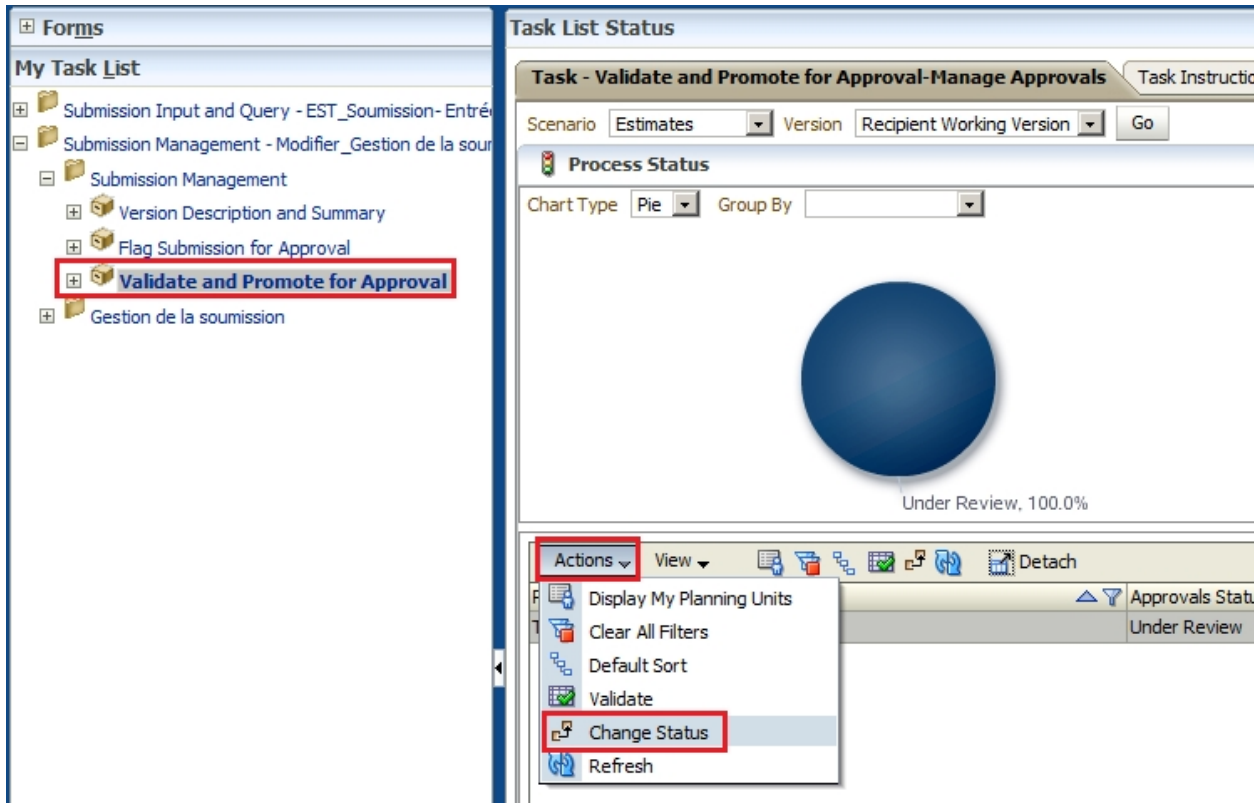
Promotion Confirmation

- **Required** prior to promotion – flag is reset every time the submission is re-calculated

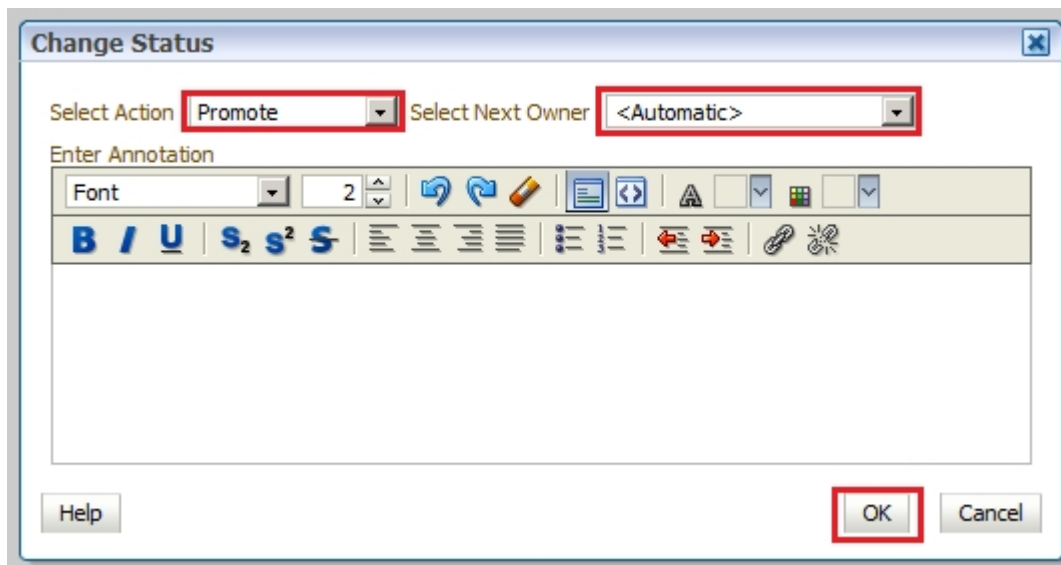
The screenshot displays a software interface with two main panels. On the left, a 'Forms' sidebar shows a 'My Task List' with several items. The item 'Flag Submission for Approval' is highlighted with a red box. On the right, the 'Task List Status' panel shows a task titled 'Task - Flag Submission for Approval-PROMO'. Below the title, there are filters for 'Period: YearTotal1', 'Year: 2015', and 'Scenario: Estimates'. A 'Train Recipient' dropdown menu is visible. Below this, a confirmation dialog asks 'Are you sure you want to promote the current Submission for approval?' with a 'Yes / Oui' dropdown menu highlighted by a red box.

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



- 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 Out of Office Assistant

Process Status View

Chart Type Pie Group By



Status
■ Under Review

Under Review, 100.0%

Actions View Detach

Planning Unit	Approvals Status	Sub-Status	Current Owner	Location	Path	Details
Train Recipient	Under Review		MCC_M90024W	Train Recipient		

- 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

Planning Unit: Train Recipient

Actions View Detach

Approvals Status	Owner	Last Action	Status Changed
Under Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/16 10:15 AM
Under Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:35 PM
Under Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/15 1:33 PM
Under Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:32 PM
Under Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/15 1:31 PM
Under Review	EFIS.TRAINER08@GMAIL.COM	Promote	2014/12/15 1:26 PM
Under Review	EFIS.TRAINER@GMAIL.COM	Originate	2014/12/15 1:16 PM

Existing Annotations

No annotations are available for this planning unit.

Done

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

Schedule 2.4 - Projected Expenditures

Train Recipient: Recipient Working Version:

		Estimates				Projected Expenditures
		Salaries Wages and Employee Benefit Expenses	Material Expenses	Contracted Service Expenses	Rents and Financial Expenses	
Non-Profit Operations	Non-Administration			222,349,405		222,349,405
Profit Operations	Non-Administration			84,454,251		84,454,251
Directly Operated	Non-Administration		9,418,079	10,660,568	1,328,366	21,407,013
Other Auspices	Administration		2,625,433	1,514,696	683,450	4,823,579
	Non-Administration	0	0	2,600	0	2,600
Auspice Consolidated	Total Sectors for Projected Expenditures	0	12,043,512	318,981,520	2,011,816	333,036,848

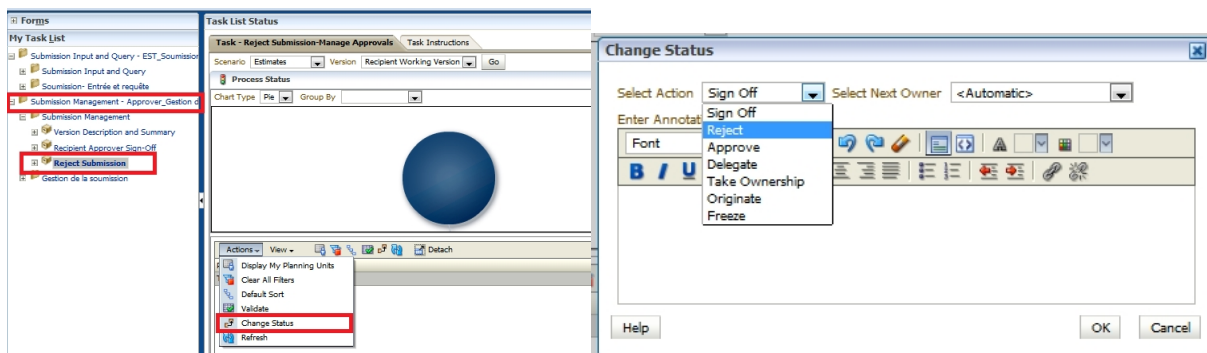
Ex.6 Sign-off and Approvals – Approver Reference Document

Approver Process to Make Active

1. 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

3. 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



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 Management System Workspace, Fusion Edition

Task - Recipient Approver Sign-Off-Sign Off

Submission Status	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				

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

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 Management System Workspace, Fusion Edition

Task - Recipient Approver Sign-Off-Sign Off

Submission Status	Submission Status	Activation Date	Submission created by:	TP Activation Date	TP Process Complete
V10:Recipient Active Version	Active/Actf	2014/12/15			
V20:FA Active Version	Not Active/Inactf				

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

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>