Planning and Budgeting Cloud Services (PBCS):

Middlebury’s Planning

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*Note: Middlebury’s identity domain is: usmiddleburyc70219.*
Introduction to Planning
In October 2014, the Budget Office began a project to implement a new budgeting and forecasting system. Middlebury engaged consultants from Huron Consulting Group to assist and collaborate in this implementation.

The key goals of this project and implementation are to enhance the transparency, accuracy, user interface and efficiency of the budget and reporting process. To reach these goals, Middlebury will utilize Planning, a budgeting and forecasting software application. By aligning our process and technology we expect improved analytics and improved strategic decision making for Middlebury.

Some of the specific enhancements include:

- Consistent user interface for Middlebury units: Central Administration, College, Institute, and Schools
- Upload of month-end actuals at close of month allows for regular, uniform reporting
- Ability to report at various levels: Middlebury, Unit, VP, Budget Administrator, and Org
- Improved and more formalized forecasting system and methodology
- Automatic consolidation process of the departmental budgets

The Budget Office is very excited about this project and the opportunity to improve the budgeting, forecasting, and reporting processes for Middlebury.

This Document
This document provides an overview of the budget process use of Planning and Budgeting Cloud Services (PBCS). The system at Middlebury is known as Planning. This guide will provide the instructions for items such as how to log-in, navigate, and use task lists, data entry forms, and financial reports within Planning. Planning will assist with navigating the budget process, and the following items will be the focus of this document:

- Log-in to Planning
- Open task lists and navigate through the budget process
- Input budget submission in Web Forms (Data Entry)
- Run reports to monitor budget and actuals
User Computer Settings for PC and Mac

Per Middlebury Information Technology Services (ITS) requirements, users who have a work-issued PC (either laptop or desktop) must use Internet Explorer (IE) to access Planning. There are certain settings that are required in IE for Planning to run correctly. These settings are pushed out to all users (both laptop and desktop) by IT Services. In the event that the user is having a problem running Planning via IE, please contact planninghelp@middlebury.edu. The Budget Office can provide assistance, and if appropriate, coordinate follow-up with ITS.

Users who have a work-issued Mac (either laptop or desktop) must access Planning using the Rosefinch remote server, which allows the user to run the application in a PC environment via the server. Once connected to Rosefinch, Mac users can launch IE to access Planning, as PC users do. Some Mac users may first need to install the Microsoft Remote Desktop application, which is available at the Mac store. This app should already be installed for all identified Planning Mac users by ITS. In the event that the user is having a problem accessing Rosefinch or getting Planning to run using IE once in Rosefinch, please contact planninghelp@middlebury.edu. The Budget Office can provide assistance, and if appropriate, coordinate follow-up with ITS.

Security and Org-level Access

Security and Org-level access have been provisioned by Middlebury Planning administrators such that users can only see, enter, adjust, and report on data for Orgs that are relevant to them. If a user does not have access to an Org, then s/he cannot impact the data of that Org. Please be aware that if there is more than one person with access to the same Org, those individuals can overwrite each other’s data. Be sure to be in coordination with any other budget administrators that have the same access.

If a user does not see specific Orgs in Planning that s/he has Banner access to, please contact planninghelp@middlebury.edu. In most cases, a user’s Planning access will be set up with the same access that s/he has in Banner. As a first step, a user should confirm access in Banner. If the user does not have Banner access to an Org, then complete the following Banner Access Request form:

http://www.middlebury.edu/offices/technology/banner/banneraccessrequest.
Middlebury’s Planning: Logging In

Method #1: Middlebury has a unique hyperlink that links users to the custom built Planning application built on Oracle Cloud servers. The hyperlink is below:

https://middhypplan-usmiddleburyc70219.pbcs.us2.oraclecloud.com/workspace/index.jsp

Method #2: Users may access Planning via the Middlebury Go link: go/budgetplanning.

Method #3: Users may access Planning via the link on the Budget Office webpage. On the Budget Office webpage, select “Managing Budgets”.

Welcome to the Budget Office
Then, scroll down until you see the following link on the right side of the screen:

All methods will take the user directly to an Oracle Cloud login page:

An individual will need a User Name and Password in order to access Planning. In order to sign up for a Planning account, please email the Budget Office at planninghelp@middlebury.edu.

Note: Middlebury’s identity domain is: usmiddleburyc70219.
Planning Administration
After successfully signing in to the application, users will see the following screen for Planning Administration:

Launch Application
To launch the Planning Application, click on Launch Application.
Planning Application

After launching the application, users will see a second tab for Planning. The Planning tab leads to the Task List and Forms.

Reminder: FOAPAL

A full chart of account codes at Middlebury is known as the FOAPAL. This stands for Fund, Org, Account, Program, Activity, and Location. In Planning, the Org is first and the Fund is second. Since several of the segments have 6 numbers, there is a prefix before each segment that is meant to serve as a helpful reminder: O-Org, F-Fund, A-Account, P-Program, AV-Activity, and LN-Location.
**User Preferences**

When users log in to the application for the first time, it is helpful to set up default user preferences for future activity within Planning.

From within Planning, users can navigate the following path to adjust preferences (select “File” and then “Preferences”):
General and Explore
For General and Explore, it is recommended that the default settings be left in place. Please do not change these settings.
Financial Reporting
It is recommended that users mirror the following preferences in order to avoid run time errors while generating reports:

**Note: Default Preview Mode**
The recommended setting is “PDF Preview”.

**Note: Reporting Studio**
The user does not need to make any adjustments to the Reporting Studio.
Email Options
Email Options allow the user to specify whether or not to receive email messages based on the status of Planning tasks.

Alias Table Setting
It is recommended that users set the **Alias Table** to Default.

**Member Name/Alias Display** determines whether a user will see the member name or alias of a dimension member. It is recommended to set this to **Alias**.

Approvals Options
It is recommended that users set these options to **No**.

Out of Office Assistant
Out of Office Assistant is not currently in use at Middlebury.
Display Options is used to customize the formatting of numbers and pages within Planning.

Reminder: Click on Save after making any changes.
Planning: Printing Options

Printing Options is used to customize printing options within Planning.

Planning: User Variable Options
There are no settings for these options.
Task Lists
Task lists guide users through the budget process by listing tasks, instructions, training events, and important dates. The Budget Office creates and manages task lists.

Task Lists can be accessed from within Planning.

The Budget Administrator Original Budget Task List will guide the user through the annual budget process. Click on the left-side panel to select a specific task and to see its details.

My Task List
The Budget Administrator Original Budget Task List will guide the user through the annual budget process. On the left-side panel, click on “Budget Administrator Original Budget” to expand the task list. Click on any task to see the instructions for that task.

Steps within tasks lists will guide users through the tasks that must be completed within Planning. Each task will automatically navigate users to the necessary forms, financial reports, URLs, and documents.
Task List Status
For each task list, there is a pie chart that measures the progress of the entire task list based on proposed start and end dates. The Task List Status will measure whether or not each individual item within the task list is complete, incomplete, or overdue.

From the Task List Status, users can review the status of all budget tasks.

Task List Tasks
In the bottom section of the screen, the user will see a full summary of the tasks that need to be completed.

If the user clicks on a section of the pie, then only those tasks (incomplete, complete, or overdue) will appear in the Task List Tasks section at the bottom of the screen.

The task list includes the following information: type, status (complete, incomplete, overdue), start date and end date (as defined by the Budget Office), instructions (provided by the Budget Office), and action
icon (where the user can click and navigate to the form, financial report, URL, or document to complete the task).

Example Task: 01-Attend Budget Process Overview

Incomplete Task
To start, all tasks have a status of Incomplete. Note that the check box next to Complete at the bottom is empty. Each task has instructions in the Task Instructions tab.

Please attend EITHER the session on 1/9/15 10:00 AM to 12:00 PM EST or the session on 1/16/15 2:00 PM to 4:30 PM EST.

Location: Dana Auditorium, Sunderland.

Note: The session on 1/16/15 will have technology that allows for remote access in MIIS.
Complete Task
Once a task is complete, click on the box next to Complete. Please note that the Status is now Complete and the task has an image of a clipboard with a check mark.
Example Task: 05-Data Enter Base Budget
The user can access the form to data enter the base budget through Task 05. Or, refer to the data entry section to access forms directly. Click on “05-Data Enter Base Budget”:

Then, the data entry form will appear in the content area (the right-side of the panel):

The user can data enter directly into the form from the task list.
Example Task: 02A, 02B, 02C, 06A, 06B, and 06C - Reports
The user can access three reports through tasks 02A, 02B, 02C, 06A, 06B, and 06C. Or, refer to the Report section for details on how to access reports directly. For example, click on “02A-Preliminary Review of Current Year Budget”:

Then, the user will be re-directed to the report. Refer to the Report section for more details on the individual reports.
Forms
Two primary* web forms (1 and 2) have been designed to complete user budget data entry within Planning. There are two additional web forms (3 and 4) that will be used only by some users. In summary:

- 1 – Base Budget* : enter the base budget for a specific FOAPAL combination
- 2 – New Requests* : enter the budget requests for a specific FOAPAL combination
- 3 – Forecast : enter the quarterly forecast for a specific FOAPAL combination
- 4 – Base Budget (Program) : enter the base budget for a specific FOAPAL combination for areas with heavy use of program code

The View Pane and Content Area
The View Pane (left-side panel) lists the forms that are available for data entry. Users can select a form from this list. After a form is selected, the form is displayed in the Content Area (right-hand panel).
Once the user clicks on the form name, the form will appear in the right-side panel.

![Image of Planning interface]

**Note: Forms are intended for Data Entry not Reporting**

Forms are intended for data entry. The user will easily be able to see the totals for a FOAPAL. If the user wants to see the roll-up of several FOAPALs within an Org, Budget Administrator, VP, or Unit, it is best practice to use Reports.

**Activity and Location Codes**

If the FOAPAL does not use the Activity or Location code, the user must select “AV-XXXXXX-Unassigned” for the Activity code and “LN-XXXXXX-Unassigned” for the Location code. Unlike in Banner, where the Activity and Location codes can be blank, Planning does not allow blank segments.

<table>
<thead>
<tr>
<th>AV-XXXXXX-Unassigned</th>
<th>LN-XXXXXX-Unassigned</th>
</tr>
</thead>
</table>
1- Base Budget Form
This form allows users to select a specific FOAPAL string. A user can input or adjust the base budget and submit the data for consolidation. Forms 3 and 4 have a similar set-up.

<table>
<thead>
<tr>
<th>Select FOAPAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Enter in white cells</td>
</tr>
</tbody>
</table>

The “Go” Arrow
Important Reminder: Remember to click on the “Go” arrow to access data entry for the selected FOAPAL.
Note: The user may need to resize the content window in order to see the “Go” arrow. Click on the arrow in between the View Pane and Content Area. If the user clicks on the arrow pointing to the left, the View Pane will collapse. If the user clicks on the arrow pointing to the right, the View Pane will reappear.
Forms: Background Colors
Background colors in the cell indicate status:

- White: default; data can be entered into these cells
- Yellow: cells whose values have changed but are not yet saved
- Light blue: read-only cells
- Tan: locked cells

2- New Requests Form
This form allows users to select a specific FOAPAL string to use for additional funding requests. Types of additional funding requests are coded by the use of the Location code.

Select FOAPA

The “L” (location code) is selected through the choice of cell for data entry. The left-side is for One-time Requests and the right-side is for On-going Requests.
Location Codes for New Requests
The location code naming convention is as follows, with “XX” to be replaced with the last two digits of the fiscal year. For FY2016, this is “16”. The location code is selected through the choice of cell for data entry. Please note that capital and installation will generally be one-time, while maintenance is often on-going.

One-time Location Codes:
- **FYXX1X**: general one-time additional funding requests that do not fall into another category
- **FYXX1C**: one-time additional funding requests for compensation
- **FYXX1T**: one-time additional funding requests for technology, including software and computers
- **FYXX1E**: one-time additional funding requests for capital
- **FYXX1I**: one-time additional funding requests for installation
- **FYXX1M**: one-time additional funding requests for maintenance

On-Going Location Codes:
- **FYXXON**: general on-going additional funding requests that do not fall into another category
- **FYXXOC**: on-going additional funding requests for compensation
- **FYXXOT**: on-going additional funding requests for technology, including software and computers
- **FYXXOE**: on-going additional funding requests for capital
- **FYXXOI**: on-going additional funding requests for installation
- **FYXXOM**: on-going additional funding requests for maintenance

Basic Data Entry
Users enter data into the cells of a data form at the intersection of rows and columns. White, non-shaded, cells are open for users to enter data into them. If data exists, it is displayed in the cell, and users can type over the existing data to replace it with new data.
Planning has ten Dimensions. These Dimensions define the points of data intersection. The Dimensions fall into two categories: (1) six are the FOAPAL segments, and (2) four are the Planning Dimensions.

- **The Planning Dimensions and the Definitions for the Budget Process:**
  - **Period:** YearTotal
  - **Year:** FYXX (where XX reflects the budget process year; for example, FY16)
  - **Scenario:** Base Budget or New Requests, as appropriate
  - **Version:** Working

- **The FOAPAL:**
  - **Fund**
  - **Org**
  - **Account**
  - **Program**
  - **Activity**
  - **Location**

The Planning Dimensions will already be defined in the forms. The user will not need to adjust these. The user will need to define the FOAPAL through the drop down menu next to each segment. In the member box for each segment, the user can type the number or name or a segment of the number or name. The following example shows the Org. The procedure is the same for each segment of the FOAPAL.
What is My Org and Fund? How to Translate the Index

In Banner INB form FGIBDST, a user can enter their Index to find the translation to Org, Fund, and Program codes.
Budget New Account: Adding an Account Code to a Form

Forms will only show those account codes that have been previously used. If the user would like to budget an account code that has not previously been used, the account code may be added to the form. To add a new account, right click on the account section of the form and select “Budget New Account”:

The user will need to input data into Account and Version. Input the Account that needs to be added. The Account code will need the prefix “A”. For example, if the user would like to add Account 703580, type “A-703580”. The version for the budget process is “Working”. All of the other fields will prepopulate with the chart of account segments that were selected in the Base Budget data entry form.

Once the Account and Version codes are filled in, click on “Launch”.

Note: If more than one new account needs to be added, the user will need to save the data after each account is added.
When the user returns to the 1-Base Budget form, the account code will appear with a zero:

If the user is uncertain of the account number, please refer to the “Commonly Used Accounts” located on the website of the Office of the Controller under Purchasing and Payment.

The link is as follows:

http://www.middlebury.edu/offices/administration/vpfin/controller/payment/banner
Display-Only Cells and Data Entry

In order to data enter, the user must be at the lowest level of all chart of account segments. Cells that are display-only are shaded (are not white or yellow). Users cannot type values in display-only cells. The following conditions can cause cells to be display-only:

- One of the dimension members associated with the cell is a parent. For example, “Program” is a parent and if selected will not allow data entry.
- Users do not have write access to one of the members associated with the cell.
- The Org associated with the cell may be under review and owned by another user. Users cannot modify data for an Org that is under review unless users are the current owner of the Org. For example, at the end of the data entry window during the budget process, the Org will be placed under review by the Budget Office. At that time, the Org will be closed to data entry by the budget administrators. View only access will continue to be available.

Example of Display-Only Cells due to Selection of “Program”

Note in the screen shot below that all cells are shaded, not allowing data entry.
**Copying and Pasting Cells**

Users can copy data values within a data form, from one data form to another, or from another application, such as Microsoft Excel. In one copy and paste operation, users can copy from one cell to another cell, from one cell to many cells, or from many cells to many cells.

1. Right click on the cell to be copied and click on Ctrl + C.

2. Click “Allow access”. This will allow the user to paste.

3. Click on the destination cell and click on Ctrl + V. Note that the cell is yellow until data is saved.
Saving and Refreshing Data

After users complete data entry in a form, users save the information to the Planning application database. This is also called submitting data. Once a user saves the data, totals for the specific FOAPAL recalculate to reflect the updates.

If users need to clear entered values without saving them, use the Refresh button. When users click the Refresh button, the data form is refreshed with the last saved values from the applications’ database; the last saved values replace all values that were entered but not saved.

When the user clicks Save, the yellow cells will turn white. When the user clicks Refresh, a Warning message will appear. To continue with Refresh, click “Ok”.

![Image of the Planning application interface with Save and Refresh buttons highlighted.](image-url)
Data Aggregation

Planning will aggregate on the following schedule:

- 4:00 AM – 4:15 AM PST / 7:00 AM – 7:15 AM EST
- 8:00 AM – 8:15 AM PST / 11:00 AM – 11:15 AM EST
- 12:00 PM – 12:15 PM PST / 3:00 PM – 3:15 PM EST
- 4:00 PM – 4:15 PM PST / 7:00 PM – 7:15 PM EST
- 8:00 PM – 8:15 PM PST / 11:00 PM – 11:15 PM EST

During these times, Planning will be unavailable. Please try to be out of Planning during these times. Data entry will NOT save during these times.

The aggregation will take the recent data entry (that is since the last aggregation) and consolidate it into the database so that the summary data can be viewed in reports and forms that are higher level than the full chart of account (the FOAPAL). Before the next aggregation, users can see the result of their data entry for a specific FOAPAL in the data entry form and reports beginning with “09”, but not at any higher roll up level. Users will need to wait for the aggregation in order to see data entry reflected in reports other than those beginning with “9”.

Example: Viewing the addition of $88,888,888 prior to aggregation.

1-Base Budget

<table>
<thead>
<tr>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Original Budget</td>
<td>Org Version</td>
</tr>
<tr>
<td>A-703580-Other Contracted Services</td>
<td></td>
<td></td>
<td></td>
<td>88,888,888</td>
</tr>
<tr>
<td>A-70-Expenditures</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>A-80000-Transfers</td>
<td>4,500,000</td>
<td>4,500,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>A-80-Transfers</td>
<td>4,500,000</td>
<td>4,500,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>A-Total Expenses</td>
<td>4,500,000</td>
<td>4,500,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>A-Operating Surplus/Deficit</td>
<td>4,500,000</td>
<td>4,500,000</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

1-Data enter $88,888,888. Yellow highlight indicates that the data needs to be saved.
After the aggregation occurs, all reports will reflect the updated subtotals and totals.

2-Once the data is saved, the subtotal on the form updates to reflect the new amount.

3-Reports beginning with “9” will show the updated amounts at the FOAPAL level; however, the grand total will not work until aggregation occurs.
Printing Data

Users can print the data contained in a form including cell text as a PDF file. Acrobat Reader 4.0 or later must be installed on the client computer to enable printing to a PDF file. To print, select “File” and then “Print”.

Next, select “Print Preview” from the following screen. The user can also select other items to be included in the printed version.
Next, depending upon the user’s preference, choose “Open” or “Save”. A pdf document will be available for the user to print or save.

**Calculation within Cells**

Users can add, subtract, multiply, and divide within cells. To do these calculations, click into the cell and then type “+”, “-”, “*”, or “/”. Note that subtraction is “+-”.

1. Click into the cell and be sure that the existing number is highlighted blue.
2. Then, type the calculation: "+", "+-", "*", or "/".

3. Planning calculates the result and the cell turns yellow.
Reminder: Please remember to click “Save” before moving on to another process or FOAPAL string.
Financial Reports
Several reports have been created specifically for Middlebury’s budget administrators. These reports have fixed formatting and can be accessed by end users on-demand. The reports all utilize the FOAPAL string, and in particular focus on the Org and Fund.

In addition to accessing reports directly from the task list (refer to the Task List section), reports are stored in a repository called “Explore”. As with task lists and forms, all content within this repository is controlled based on security provisioning.

To navigate to the Explore folder, open the Planning application, and click on the Explore folder:
Navigate within the Explore Folder to view and generate reports. This folder contains custom built, specific reports that users can run on an on-demand basis, based on their security levels.

The Budget Administrator reports are located within a subfolder: “Budget Administrator Reports”.

Double-click on the subfolder to see the available reports:

To view a report, double-click on the name. Based on the preferences in this guide, the report will open in pdf.

Most reports have prior year actuals, the current year budget and actuals, and the next year budget.
**Recommended Reports**
The following reports will answer most budget questions:

- Report 03A shows the data based on roll-up accounts such as Food or Utilities.
- Report 04 shows the lowest level account code detail.
- Report 09B shows the full FOAPAL detail for the next year’s budget, both base and new requests. This report should only be used for ONE org and ONE fund.

Once a report has opened, the user can select the Org and Fund. The report will default to the last Org and Fund that were selected. Reports 03A and 04 show full detail for Org, Fund, and Account. Program, Activity, and Location are rolled-up to the summary report. Report 09B shows all FOAPAL detail.

**Report: 03A – Account Category-level for Org and Fund**
This report allows users to see account category-level for one Org and one Fund or for a parent group of Orgs and / or Funds. The categories reflect the summary of groups of account codes. Some examples are Contracted Services and Supplies. Both of these categories are summaries of several account codes.
Report: 04 – Account Code-level for Selected Org and Fund
This report allows users to see account code-level for one Org and one Fund or for a parent group of Orgs and / or Funds. Report 04 is the same format as Report 03A, but with greater detail at the account code level.

Report: 09B – All Chart of Account Code Detail for one Selected Org and Fund – Proposed Budget – Base and New Requests
This report allows users to view all chart of account detail (the FOAPAL) for ONE Org and ONE Fund. This report is particularly useful if the user needs detail for Program, Activity, and Location.
PDF Preview
As shown in the screen shot below, based on the preferences in this document, the default setting is “PDF”. *The Budget Office does not recommend the use of the HTML Preview.*
Selecting the Org and Fund

With some exception, a selected report will default to the last Org and Fund selected. With the exception of the reports that are intended to show full chart of account detail (the full FOAPAL), such as report 09B, the user can choose an Org (such as 206240 Card Access) or an Org parent (such as 01-Dean of College) or a Unit (such as U01-UG-Undergraduate). Keep in mind that the user will only see the summary of those Orgs within the parent and unit to which s/he has access.

The Org hierarchy is built to flow from Org to Budget Administrator to President / Vice President to Unit to Middlebury. This hierarchy is used for access and security. Orgs are under Budget Administrator positions.

To change an Org or Fund, click on the appropriate blue button:
**Org Selection**

If the user knows the Org number, the number can be entered in the white block underneath “Org”. Then, click “OK”.

*Note: There are three Org hierarchies. Budget Administrators should use “0-Consolidated Middlebury”. “01” and “02” are alternate hierarchies used for Budget Office reports. For Org, the user can drill down through the selections. In general, users should select the “0-Consolidated Middlebury” hierarchy.*
Or, the user can search for the Org by clicking the “Select” button. The following screen will appear:

Enter Org number next to the “*” and click on the binoculars.

Once the Org is located and selected, click on “OK”.
Or, the user can drill down through the Org hierarchy to locate the Org.

Once the Org is located and selected, click on “OK”.

Most frequently used Org hierarchy, drill down until the Org is located.
Fund Selection

For Fund, the user can drill down through the selections. In general, users will drill into “F-OPBUD” which stands for “Operating Budget”. “F-OPBUD” is the summary of Unrestricted, Spendable Endowment, Term Gifts, Non Endowment Investment, and Grant funds.

Most frequently used Fund groups are located within F-OPBUD.

Similar to Org selection, the Fund number can be located either by drilling down through the hierarchy or, if the user knows the Fund number, the number can be entered next to the “*” and then click on the binoculars.
Users will generally select funds under Unrestricted. Within Unrestricted, the most commonly used funds are 100010, 111111, the Summer fund, Dining funds, and Auxiliary funds.

Note: There are cases when a Budget Administrator has access to a Fund outside of the Operating Budget. The user can search for the fund by entering the fund number next to the “*” and clicking on the binoculars.

Once the Fund is located and selected, click on “OK”.

Note: There are cases when a Budget Administrator has access to a Fund outside of the Operating Budget. The user can search for the fund by entering the fund number next to the “*” and clicking on the binoculars.
Printing Reports
Users can print the reports directly from Planning as a PDF file. Acrobat Reader 4.0 or later must be installed on the client computer to enable printing to a PDF file. If the user positions the mouse at the bottom of the report, a menu of options will appear. Select the Print icon.

Saving Reports
Users can save the reports directly from Planning as a PDF file. If the user positions the mouse at the bottom of the report, a menu of options will appear. Select the Save icon.
Exporting a Report to Excel

A user can export a report to Excel.

The user will have the options to Open, Save, or Save As. It is recommended to choose Open.
The file will open in Excel with formatting similar to that in the report. Be aware that there are no active formulas in the Excel version. The user will need to Save the file in order to keep a copy.
Change Password

To change the password, click on “Can’t access your account”, and follow the Oracle instructions. The Tenant Name is “usmiddleburyc70219” (the same as Identity Domain). The User Name / User Login is the username@middlebury.edu.
Common Errors and Error Messages

Error: Unable to load the data entry form as the number of data entry cells exceeded the threshold.

When running reports that begin with “09”, the user must select only one Org and one Fund. This error message usually indicates that an Org or Fund parent has been selected. The user may need to go into the “03” or “04” report and select the intended Org and Fund, in order for “09” to open properly.

Problem: View continues as “Org” instead of the intended Org number.

If the user sees the Org parent when intending a specific Org number, this is usually caused by clicking on “OK” rather than the binoculars. Clicking on the Enter key will work similar to the binoculars.

To reach specific Org, enter Org number and click on the binoculars or the Enter button. Do not click on “OK”.
Log-In Error (incorrect log-in or forgot password)
The following error message almost always means that the user typed the password incorrectly.

If the user has actually forgotten the password, click on “Can’t access your account”, and follow the Oracle instructions. The Tenant Name is “usmiddleburyc70219”.
Time-Out Error Message
Occasionally, Planning will time-out, ask the user to re-enter username and password, and the following error message will appear:

![Error Message]

When this message appears, the user should close the browser, re-open the Planning link, and re-log in.

Where is My Data?
If after completing data entry and running reports, the user is unable to find data in the expected FOAPAL location, check the following possibilities:

- The user might have forgotten to “Save” the data. Remember that if there are cells highlighted in yellow, then the user must click on “Save” in order for the changes to become active.
- The user might have forgotten to click “Go” when attempting to switch to a new FOAPAL string. In this case, if data entry occurs and the user clicks on “Save”, then the data will be saved to the active FOAPAL string and not the intended FOAPAL string.
- The user can run reports beginning with “09” to check the details of the full chart of accounts to try locate the data entry error or missing data.