

Purpose

Introduction

The purpose of this job aid is to assist campus users in accessing, saving and running Cal Answers Financials and Payroll Ad Hoc queries to help populate FEMA collection templates as part of UC Berkeley's request for public assistance from FEMA related to COVID-19. For more information on our request to FEMA visit the [CFO webpage on disaster recovery](#).

For detailed guidelines on how to fill out the FEMA collection templates, please review the UC Berkeley COVID-19 FEMA reporting guidelines available [on the CFO website](#).

FEMA reporting Ad Hoc Queries

- **FEMA COVID19 Expense Rptg**
 - This Ad Hoc query utilizes the Cal Answers Finance – GL Answers Subject Area.
 - This query is designed to pull expenses (accounts that start with “5”) for FY2019-20 for the months of January thru April that have been coded with all COVID-19 CF1s and/or CF2s¹.
 - The columns included are: Fiscal Yr (20xx-xx), Accounting Period – Desc, Business Unit – Desc, CP Account L8 Desc², BFS Account – Desc, CP Fund L5 Desc (Group)³, BFS Fund – Desc, Org Level3 – Desc, Org Level4 – Desc, Dept ID – Desc, Program – Desc, CF1 – Desc, CF2 – Desc, Journal ID, Journal Line Desc, Journal Line Reference, Detailed Description, Purchase Order Number, Vendor Name, Employee Last First Middle Name, BFS - Actuals Amount.
- **FEMA COVID19 Revenue Rptg**
 - This Ad Hoc query utilizes the Cal Answers Finance – GL Answers Subject Area.
 - This query is designed to pull revenue (accounts that start with “4”) for FY2019-20 for the months of January thru April that have been coded with all COVID-19 CF1s and/or CF2s¹.
 - The columns included are: Fiscal Yr (20xx-xx), Accounting Period – Desc, Business Unit – Desc, CP Account L8 Desc², BFS Account – Desc, CP Fund L5 Desc (Group)³, BFS Fund – Desc, Org Level3 – Desc, Org Level4 – Desc, Dept ID – Desc, CF1 – Desc, CF2 – Desc, Journal ID, Journal Line Desc, Journal Line Reference, BFS - Actuals Amount.

How to Access, Save and Run Queries

We are utilizing Ad Hoc because we needed to create customized queries that could be easily shared across campus. You do not need to be familiar with how to design a query in order to run the ones we have created. If you would like to learn more about Cal Answers Financials Ad hoc reporting, please visit the [Cal Answers Ad Hoc](#)

¹ We noticed that there were a number of CF1s and some CF2s specific to COVID-19 outside of those created by Central campus. This report includes all that we could identify.

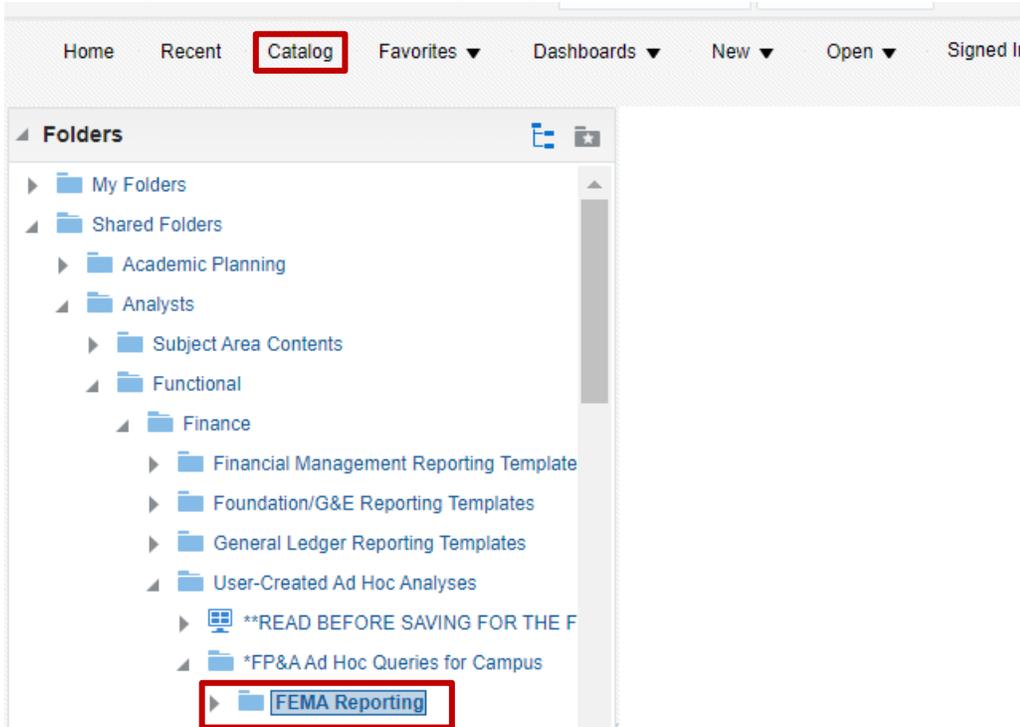
² CP Account L8 Desc represents the CalPlanning account groupings from the SRECNA and includes Net Tuition and Fees, Other Operating Expenses, Private Gifts for Current Use, Salaries & Wages, Sales and Services, Scholarships and Fellowships, and Supplies, Materials and Equipment among other groupings.

³ CP Fund L5 Desc (Group) represents the Cal Planning Fund Groupings and includes Contracts and Grants, Designated, Other, Restricted Endowments and FFEs Funds, Restricted Gift Funds, Unrestricted Funds.

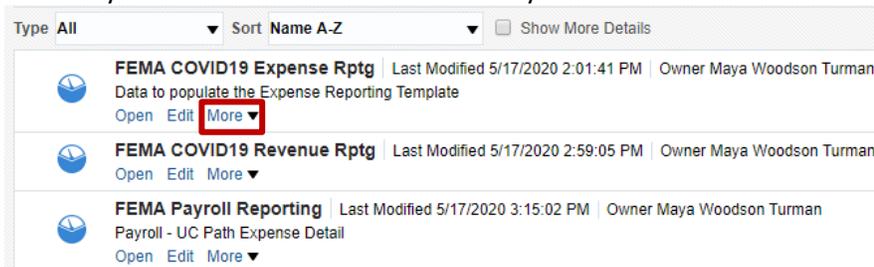
– [Finance webpage](#). It includes Training Materials including links to the [Ad Hoc Wiki page](#).

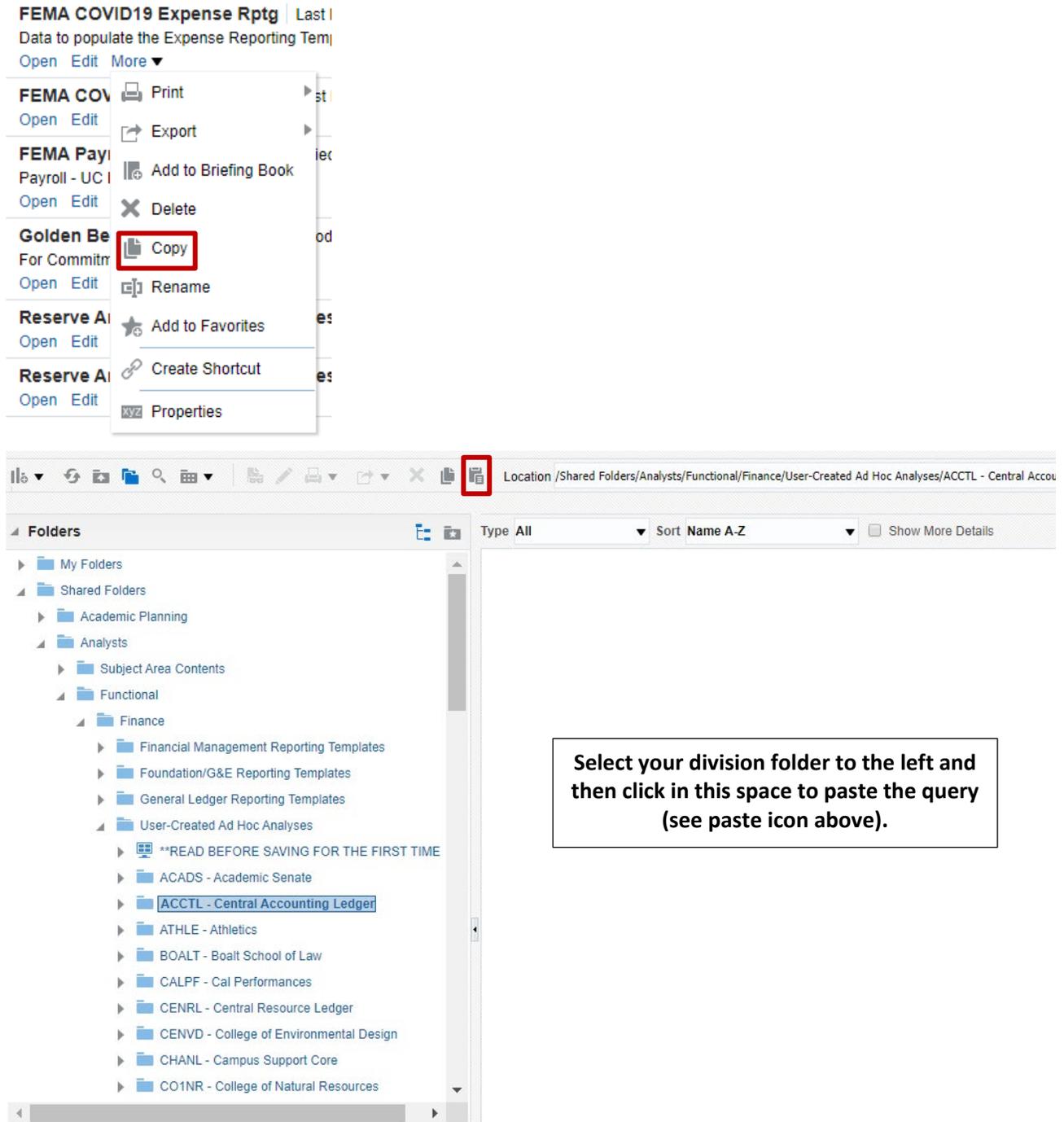
This Job Aid will leverage information from this Wiki page to walk you through how to access the queries, **save them to your division’s shared folder**, run them and export the data for population of the FEMA COVID19 Reporting Template.

- **Accessing the queries.** Open Cal Answers -> select Catalog -> select Shared Folders -> select Analysts -> select Functional -> select Finance -> select User-Created Ad Hoc Analyses -> select *FP&A Ad Hoc Queries for Campus -> Select the FEMA Reporting folder.



- **Save the queries to your own folder.** Select More -> select Copy -> go back to the User-Created Ad Hoc Analyses folder -> select the location of your Division folder -> click into the folder -> select Paste.





- **Running the queries.** In your newly saved query, select Edit to open the template. Then create a filter for your division. Select the gear next to Org Level3 – Desc -> select Filter -> select drop-down next to value -> select your Division -> select OK. Then select results to see the results for your Division.

FEMA COVID19 Expense Rptg Last Modified
 Data to populate the Expense Reporting Template
 Open **Edit** More ▾

Organization

Org Level3 - Desc	Org Level4 - Desc

- Sort
- Edit formula
- Column Properties
- Filter**
- Delete
- Save Column As

New Filter

Column: Org Level3 - Desc fx

Operator: is equal to / is in

Value: **BOALT-Boalt School of Law**

Search... | Limited Values | All Values

OK Cancel

Filters

- Fiscal Yr (2000-xx) is equal to / is in 2019-20
- AND Accounting Period - Desc is equal to / is in 07 - Jan; 08 - Feb; 09 - Mar
- AND Business Unit - Desc is equal to / is in 1 - UC Berkeley
- AND BFS Account - Desc begins with 5
- AND CF1 - Desc is equal to / is in CICOVD - For COVID-19 Seed Projects; COVID19 - To Track costs of Coronavirus; CSCOVOD - To track costs of Coronavirus; EACOVOD - GSE COVID19 Expenses; EGCOVOD - Pandemic Response Challenge; EHCOVOD - EECS COVID19 Related Expenses; NCOVDR - EERC Overdraft; CCOVID - Instructional Resilience cost; COV19 - Tracking COVID-19 exp; COVIDI - COVID-19 Impact; FUCVID - UCPD COVID-19; MACV19 - COVID-19 research; RCOVID - track the research covid costs; UCOVID - COVID-19 Tracking; PSCO19 - Supplies for Covid19 close
- OR CF2 - Desc is equal to / is in RCOVID - track the research covid costs; COV19 - to track COVID-19 impact; COVID - COVID-19; UCOV9 - SA COVID-19 Tracking
- AND Org Level3 - Desc is equal to / is in BOALT-Boalt School of Law**

Criteria **Results** Prompts Advanced

- **Changing existing filters.** If you need to remove the CF1/CF2 filters to see expenses that were not coded with these values in the ledger. Go back to the Criteria tab. Move your cursor over the filter and select the icons next to it. Select the pencil to edit the filter or “X” to delete the filter.

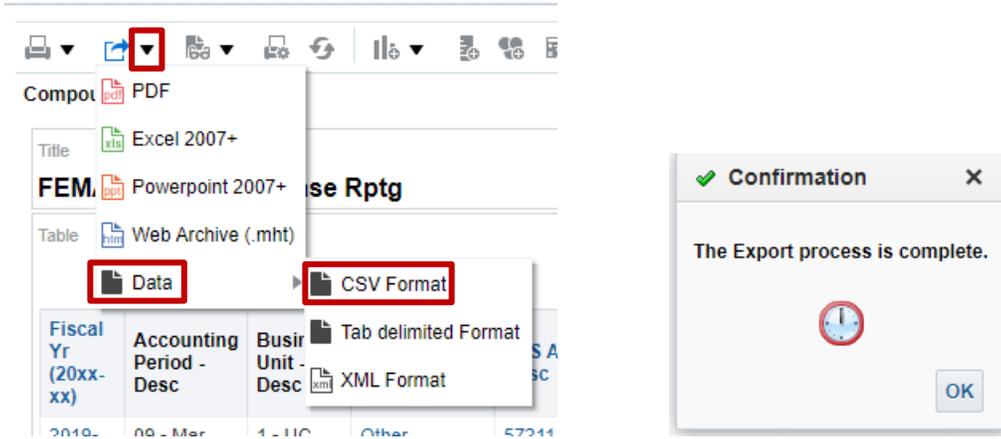
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- OR CF2 - Desc is equal to / is in RCOVID - track the research covid costs; COV19 - to track COVID-19 impact; COVID - COVID-19; UCOV9 - SA COVID-19 Tracking

- **Export the results to a .csv file.** Select the dropdown next to the Export icon -> select Data -> select CSV Format -> select OK. Access the file in your downloads folder.



Cal Answers Access

All users who have access to the Cal Answers Financials Dashboard also has access to Cal Answers Ad Hoc.

If you do not already have access to the Cal Answers Financials Dashboards, you will need to request access. Information for getting access to Cal Answers can be found [on the Cal Answers website](#).

Questions

If you have any questions regarding this document or any questions related to FEMA reporting, please contact your [Divisional Finance Leader \(DFL\)](#). If you are a DFL and you have questions, please send an email to dfc_concierge@berkeley.edu.