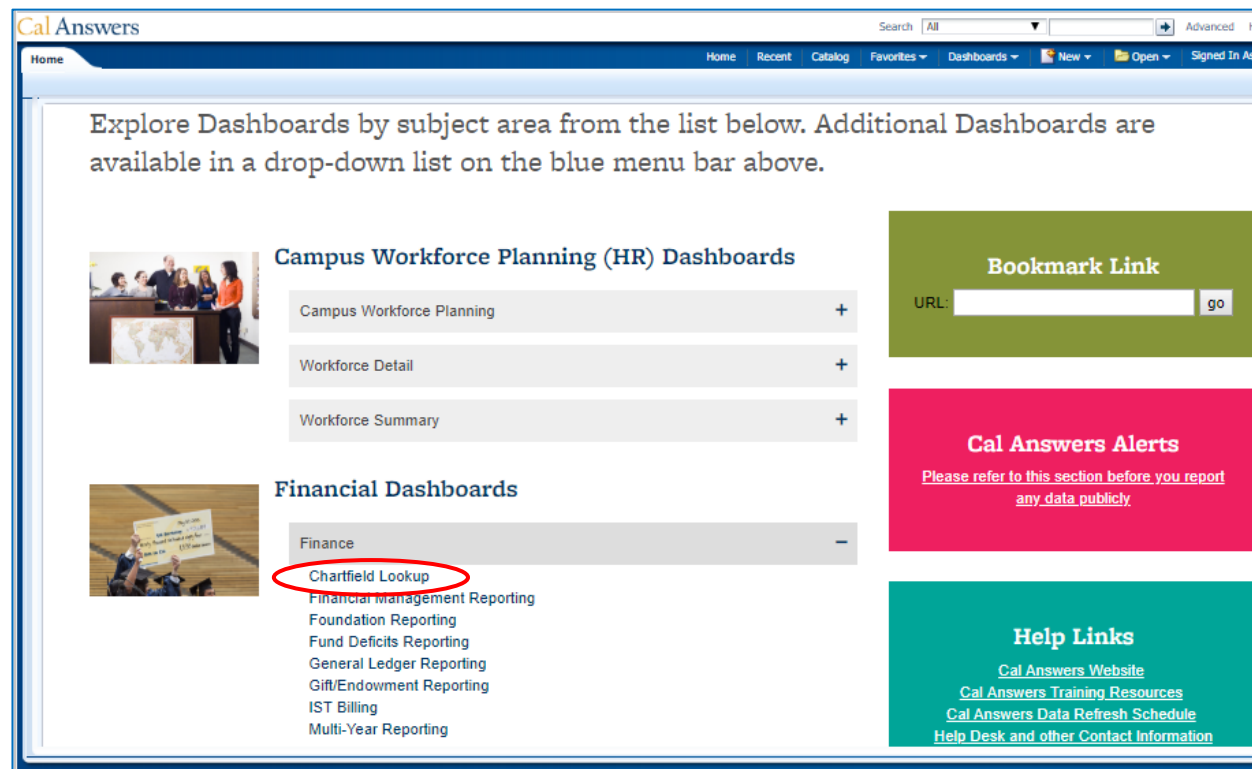


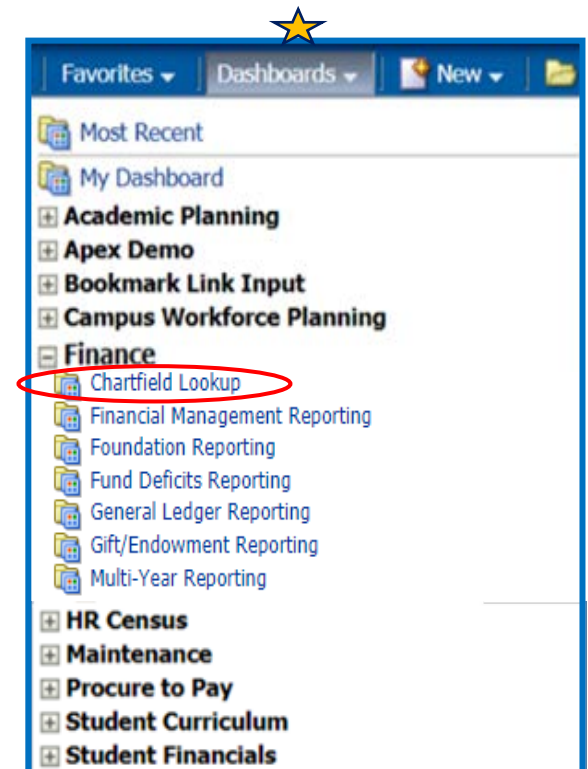
The **Cal Answers Chartfield Lookup** dashboard provides approved Cal Answers Finance users with a comprehensive reference tool to research classifications of Accounts, Funds, Organizations, Program Code, Chartfield1, Chartfield2, Speedtypes and Project Costing (PC) Mapping. Review the [Chartfield Lookup Wiki](#) for [report documentation details](#) on each of the report pages and a [data dictionary](#) of terms.

Accessing the Cal Answers Chartfield Lookup Dashboard

1. Go to calanswers.berkeley.edu to log into the Cal Answers tool. Chrome or Firefox are the recommended browsers.
2. Click on the [Log in to Cal Answers](#) link on the Cal Answers Home page and when prompted enter your CalNet ID and passphrase. This will take you to the Home page of the Cal Answers application.
3. From the **Financial Dashboards** section, expand the **Finance** box by clicking on the + sign and then click the blue **Chartfield Lookup** link to display the dashboard.



Note: the *Chartfield Lookup Dashboard* is also available from the Cal Answers *Dashboards* dropdown in the blue toolbar.



Chartfield Lookup Dashboard Reports

1. Overview Tab

The Overview tab is the starting point for the **Chartfield Lookup** dashboard. It includes links to each of the reporting tabs (one tab for each chartfield), as well as descriptions of each tab. It also includes links to the **Finance Chartfield Lookup Wiki** which provides report documentation and a data dictionary for the filters and columns in the dashboard. The Help Desk email address is also included for easy access to support.

Cal Answers Chartfield Lookup Dashboard

The Chartfield Lookup dashboard is available to approved Cal Answers Finance users, and contains financial data from the campus general ledger: Berkeley Financial System (BFS). Access the [Finance wiki](#) for detailed [report documentation](#) as well as a [data dictionary](#) with definitions for the fields featured in these reports.

Currently, the reports in this dashboard include:

- [Account](#)
This tab provides a lookup of the account levels for all trees in use for all account codes. Use this tab to confirm the account codes that are included in the Account Group, Account Category, and Account Subcategory columns used in Finance dashboards.
- [Fund](#)
This tab provides a lookup of the fund levels for the major trees in use for all fund codes. Use this tab to confirm the fund codes that are included in the BFS Fund Level2 through BFS Fund Level4 columns used in Finance dashboards. Active fund codes are displayed by default, and the option is also available to display inactive fund codes. This tab excludes Foundation fund codes.
- [Organization](#)
This tab provides a lookup of the organization levels for all department IDs. There is only one tree for organization levels. Use this tab to confirm the department IDs that are included in the Org Level2 through Org Level6 columns used in the Finance dashboards. Active department IDs are displayed by default, and the option is also available to display inactive department IDs.
- [Program](#)
This tab provides a lookup of the descriptions for all program codes. Active program codes are displayed by default, and the option is also available to display inactive program codes.
- [Chartfield 1](#)
This tab provides a lookup of descriptions, effective dates, and managers for all chartfield 1 codes. Use this tab to confirm if a chartfield 1 is still relevant. Active chartfield 1s are displayed by default, and the option is also available to display inactive chartfield 1s.
- [Chartfield 2](#)
This tab provides a lookup of descriptions and effective dates for all chartfield 2 codes. Active chartfield 2s are displayed by default, and the option is also available to display inactive chartfield 2s.
- [Speedtypes](#)
This tab provides a lookup of descriptions and chartstrings for all speedtype keys. Speedtypes are shortcut codes used to make charges against specific chartstrings without needing to remember the chartstring.
- [PC Mapping](#)
This tab provides a lookup of Project Costing (PC) codes and the chartstrings they are associated with. These codes are additional elements of the associated chartstring indicated for Contract and Grant award funds. Right click a column header to include additional descriptions.

For questions or suggestions please email calanswers-help@berkeley.edu

Hyperlinks to each reporting tab and definition.

2. Account Lookup

Account is an interactive dashboard report that displays the hierarchy categorizations of all account codes used across the various account trees. This report helps you answer the questions "What account codes belong in Account Group/Category/Subcategory x?" and "To what Account Group/Category/Subcategory does account code x belong?". The Account Group, Account Category, and Account Subcategory values correspond to the values used in the Finance dashboard reports.

Account Tree prompt includes 3 options where the account codes are the same across trees, but how they roll up to higher levels, such as Account Category, may differ between trees:

- BFS_Account
- CGA_Account
- CalPlan_Account

Along with a view to the Foundation tree with unique account codes:

- FDN_Account

Make sure to match the Account Tree applied in the Cal Answers Finance dashboard to the Lookup Account Tree selection.

The screenshot shows the 'Chartfield Lookup' dashboard with the 'Account' tab active. The 'Account Prompts' section contains several dropdown menus: 'Account Tree' (set to 'BFS_ACCOUNT'), 'Account Group', 'Account Category', 'Account Subcategory', 'Account Code', and 'Account - Desc'. There are also 'Apply' and 'Reset' buttons. Below the prompts is a table with the following data:

Account Group	Account Category	Account Category Desc	Account Subcategory	Account Subcategory Desc	Account Code	Account Desc
Assets	10XXX	Cash	100XX	Cash - Bank Accounts	10000	Cash-Receipts-BofA-Credit Card
Assets	10XXX	Cash	100XX	Cash - Bank Accounts	10001	Cash-Receipts-BofA-Cash, Check
Assets	10XXX	Cash	100XX	Cash - Bank Accounts	10002	Cash-Receipts-BofA II
Assets	10XXX	Cash	100XX	Cash - Bank Accounts	10003	Cash-Receipts-Mellon-ACH

Select **Account** tab prompts and then click **Apply** to lookup. Account Prompts will not persist to other lookup tabs.

3. Fund Lookup

The Fund tab provides a lookup of the fund levels for the major trees in use for all fund codes. Filter options include Fund Code, Description and Status (Active or Inactive). The fund level values in the BFS view correspond to the BFS Fund Level2/3/4 values used in the Finance dashboard reports. The fund level 4 and 5 values in the CalPlan view correspond to the Fund Type and Fund Group values used in the dashboards. This tab does not include Foundation fund codes.

Select View to search for funds from the three fund trees BFS, G&G and CalPlan. The BFS Tree is the default view.

Fund Prompts

Fund Code: --Select Value--
 Fund - Desc: --Select Value--
 Fund Status: A

Apply Reset

Fund

Select View: BFS
 BFS
 C&G
 CalPlan

Fund Level2 Cd	Fund Level2 Desc	Fund Level3 Cd	Fund Level3 Desc	Fund Level4 Cd	Fund Level4 Desc	Fund Code	Fund Desc	Fund Status	Fund End Date
AGENCY	Agency Funds	AGENCY FUNDS GROUP	Agency Funds Group			00100	Generic fund for Agencies	Active	
AGENCY	Agency Funds	AGENCY FUNDS GROUP	Agency Funds Group			00112	CAL GRANT 16-17	Active	
AGENCY	Agency Funds	AGENCY FUNDS GROUP	Agency Funds Group			00113	CAL GRANT 17-18	Active	

Active (A) Fund Status codes are displayed by default. Inactive is also available.

Select Fund Prompts and then click Apply to lookup. Prompts will not persist to other lookup tabs.

4. Organization Lookup

Use the Organization tab to answer “What DeptIDs roll up into Org Level X?” or “What Org Level does DeptID X roll up under?” The Org Level values correspond to the Org Level 2/3/4/5/6 values used in the Finance dashboard reports.

Select **Organization Prompts** and then click **Apply** to lookup. Prompts will not persist to other tabs.

The screenshot shows the 'Chartfield Lookup' dashboard with the 'Organization' tab selected. The 'Organization Prompts' section contains several dropdown menus for Org Level 2 through 6, Dept ID, Dept ID is Between, Dept ID - Desc, and Dept ID Status. The 'Dept ID Status' dropdown is currently set to 'A'. Below the prompts are 'Apply' and 'Reset' buttons. The 'Organization' data table below shows columns for Org Level 2 through 6, Dept ID, Dept ID Desc, and Dept ID Status Code. A context menu is open over the table, showing options for 'Sort Column', 'Exclude column', and 'Move Column'.

Org Level2 Code	Org Level2 Desc	Org Level3 Code	Org Level3 Desc	Org Level4 Code	Org Level4 Desc	Org Level5 Code	Org Level5 Desc	Org Level6 Code	Org Level6 Desc	Dept ID	Dept ID Desc	Dept ID Status Code
CAMSU	Campus Support	ATHLE	Athletics	FNATH	Intercollegiate Athletics	FNADM	Athletics Non-Program Specific	FNADN			ATH ADM Administration SPO	A

Dept ID Status defaults to **A, Active**. Can also filter on **I, Inactive** Dept IDs.

Right-click in data table to **Exclude column**. No includable columns in the background but once you exclude a column, the **Include column** option is enabled.

5. Program Lookup

The Program Lookup interactive dashboard report provides program codes, descriptions and status for prompted values.

Select **Program Prompts** and then click **Apply** to lookup. Prompts will not persist to other tabs.

Program Code	Program Desc	Program Status Code
40	Instruction & Dept Research	A
41	Summer Sessions	A
43	Academic Support	A
44	Organized & Sponsored Research	A
60	Libraries	A
61	University Extension	A

Program Status defaults to **A, Active**. Can also filter on **I, Inactive** Program Codes.

6. Chartfield 1 Lookup

Use the Chartfield 1 Lookup to find the descriptive attributes of all active and inactive Chartfield 1s. The CF1 Code, Description, Status and or Manager prompts help you answer the questions "What is this Chartfield 1 used for?" and "Who owns or manages this Chartfield 1?"

Use the **More/Search** option from the Prompt dropdown to find needed filter values.

Fields also support free form typing with multiple values separated by a semi-colon.

CF1 Code	CF1 Desc	Effective Date	CF1 Status	Start Date	End Date	CF1 Manager	CF1 Long Desc
037323	Quail NIH	9/28/2015	A	8/15/2014	6/30/2018	Quail,Peter	Quail NIH 2R01GM047475-21A1
0WASTE	Zero Waste at Haas	4/10/2017	A	4/10/2017	12/31/2100		
10096A	UNRELEASED STATE FUNDS	3/1/2006	A	8/5/1996	6/30/2099		
10096B	Unreleased Proj Funds-Variou	3/1/2006	A	1/1/1900	6/30/2099	Li,J	For unreleased non-state project funds
10500A	Campus Loans	6/1/2012	A	8/10/1990	6/30/2099	Wezelman,B	Non-Capital Bank backstopping/loans from Central Campus

Select **Chartfield 1** tab specific prompts and then click **Apply** to lookup. Prompts will not persist to other tabs.

7. Chartfield 2 Lookup

The Chartfield 2 interactive dashboard pulls a short and long description, Code, Status and Effective Date of all chartfield 2s filtered by CF2 Code, Description and/or Status (Active – A or Inactive -I). Use this report to answer the question "For what purpose is this Chartfield 2 used?"

From the **Prompt** dropdown, select the **More/Search** option to find needed filter values.

Fields also support free form typing with multiple values separated by a semi-colon.

The screenshot shows the 'Chartfield 2 Prompts' section with the following fields:

- CF2 Code: --Select Value--
- CF2 Desc: --Select Value--
- CF2 Status: A

The 'Apply' button is highlighted with a red box. Below the prompts is a table of results:

CF2 Code	CF2 Desc	CF2 Long Desc	CF2 Status	CF2 Effective Date
03204	3/2012 C3 loan draw-4th draw	3/2012 fourth C3 loan draw from OP for OE projects	A	3/1/2012
06101	06/11 first C3 loan draw	6/2011 - First C3 loan draw from OP for OE projects	A	6/1/2011
06205	6/12 C3 Loan Draw - fifth draw	6/12 C3 Loan Draw - fifth draw	A	6/14/2012
09102	9/2011 C3 loan draw-2nd draw	for 9/2011 C3 loan draw - 2nd C3 loan draw	A	9/1/2011

Select **Chartfield 2** tab specific prompts and then click **Apply** to lookup. Prompts will not persist to other tabs.

8. Speedtypes Lookup

The Speedtypes Lookup tab displays the descriptions and chartstrings for Speedtype Keys or the shorthand codes created by units for frequently charged items. This lookup can be used to help you answer the questions "What is the chartstring for this speedtype key?" and "Which charges should I use this speedtype key?" Speedtype Keys are sourced from BFS.

Speedtype Key	Speedtype Desc	Account Code	Fund Code	Dept ID	Program Code	CF1 Code	CF2 Code
!M160GG1	General Funds	00000	19900	12160	40	-	IMGG1
07427IQJAK	07427-31150-44-3TIQJK-IQJAK	00000	07427	31150	44	3TIQJK	IQJAK
12136EU1P1	Unal's Start Up - Dean/Donor	00000	68191	12136	40	3S00MC	IMEU1
12136EU1S1	Unal's Start Up - EVCP	00000	69799	12136	40	3S00MC	IMEU1
12136EU1S2	Unal's Start Up - Dean/Stock	00000	52690	12136	40	3S00MC	IMEU1
12136GB3P1	Brar's Start Up - Bowes	00000	51464	12136	40	3S00MC	IMGB3

Select **Speedtypes Prompts** and then click **Apply** to lookup. Prompts will not persist to other tabs.

9. PC Mapping Lookup

The PC Mapping interactive dashboard reports on the chartstrings and descriptions associated with project costing (PC) chartfields. Use this report to help you answer the questions "What chartstring is used for this project?" and "What is the description of this project?" The descriptions and chartstrings are sourced from BFS. C&G Managers and Research Administrators will find this lookup most useful.

The screenshot shows the 'PC Mapping' tab in the Chartfield Lookup dashboard. The 'PC Mapping Prompts' section contains several dropdown menus for selection, including Business Unit, Fund, Dept ID, Program, CF1, CF2, PC Bus Unit, Project, and Project Status. The 'Apply' button is highlighted with a red box. Below the prompts is the 'PC Mapping' table, which has a context menu open over it with 'Include column' selected.

Business Unit Code	Fund Code	Dept ID	Program Code	CF1 Code	CF1 Desc	CF2 Code	CF2 Desc	Activity
10000		23800	44			EHM1A	Arcak, Murat	Self- 01
10000		23805	44					01
10000	00511	15240		12597A	BLUE OAK RANCH RESERVE IMPROVE			597A 01

Select **PC Mapping Prompts** and then click **Apply** to lookup. Prompts will not persist to other tabs.

PC Mapping is the only tab in the Chartfield Lookup with **Includable** columns.

Right-click in the table -> **Include column**.