Cal Answers Financials
Basic Navigation Training
Agenda

• Introduction to Cal Answers Financials
• Navigate the Cal Answers Financials Chartfield Lookup, General Ledger Reporting and Multi-Year Reporting Dashboards via the Basic Navigation Learning Map
  o Log in and access the dashboards
  o Apply filters to pull unit-specific financial data
  o Manage the layout of the data by sorting and drilling and data tables by moving and hiding columns
  o Save customized views of your data for future reference
  o Create hyperlinks to save and share filtered and formatted reporting views
  o Print and export data tables and charts
• Where to find Cal Answers Help!
Subject Areas & Dashboards

- Applicants
- Curriculum
- Demographics and Outcomes
- Financial Aid
- Financials
- Payroll
- Students
- Alumni
- Gifts
- Campus Workforce Planning
  UCPath
- Human Resources
- Research
- PI Portfolio
- Finance

Cal Answers

Data currently available in system

Berkeley
Office of the
Vice Chancellor of Finance
Cal Answers Subject Areas

Campus Workforce Planning
• **Workforce Detail** includes a job and earnings distribution data from HCM
• **Workforce Summary** displays compensation data across different org structure levels on campus

Finance
• **Financials**
  • **Ad Hoc Finance**—behind the dashboard functionality in Cal Answers to create custom queries
  • **Chartfield Lookup** reference tool used to research classifications of Accounts, Funds, Organizations, Program Code, Chartfield1, Chartfield2, Speedtypes and Project Costing (PC) Mapping.
  • **Financial Management Reporting** represented the first release of the new Cal Answers dashboards designed to transition Finance and Human Resources reporting from BAIRS to Cal Answers.
  • **Foundation Reporting** pulls data from the Foundation ledger and is used to produce the balance sheet for the Foundation ledger, as well as reconcile balances at the fund level.
  • **Fund Deficit Reporting** displays all the Funds that are subject to deficit clearing at year-end.
  • **General Ledger (GL) Reporting** dashboard replaces the GL summary and detail reports in BAIRS with the Cal Answers functionality and global access to campus financial data.
    • **Gift & Endowment Reporting** was designed to help units identify what gift and endowment funds they have available and what are the terms of use.
    • **IST Billing** provides recharge costs and details for services performed by Information Systems & Technology (IST).
  • **Multi-Year (GL) Reporting** dashboard replaces the GL summary and detail reports in BAIRS and allows you to report on selected financial data across multiple fiscal years.
  • **Procurement Card** within the Spend dashboard in the Procure to Pay subject area and tracks transactions that need to be cleared in BFS.

Payroll
• **Payroll Reporting** displays Payroll Expense Detail and Leave Accrual information from the Payroll and Personnel System (PPS)

Permbudg
• **Permanent Budget Reporting** displays data from the Permbudg ledger which is used to maintain the full amount of annual funding from central campus to campus units, to cover ladder faculty payroll.
# General Ledger, Multi-Year and Financial Management Reporting Comparisons

<table>
<thead>
<tr>
<th>Feature</th>
<th>General Ledger (GL) Reporting</th>
<th>Multi-Year Reporting (MYR)</th>
<th>Financial Management Reporting (FMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target Audience</strong></td>
<td>Finance professionals and decision makers who work in finance day-to-day</td>
<td>Finance professionals and decision makers who work in finance day-to-day</td>
<td>Non-finance professionals and decision makers who don’t work in finance day-to-day</td>
</tr>
<tr>
<td><strong>Reporting Signage</strong></td>
<td>Accounting (credit/debit)</td>
<td>Accounting (credit/debit)</td>
<td>Financial Statement</td>
</tr>
<tr>
<td><strong>Fiscal Year View</strong></td>
<td>Single FY</td>
<td>Multiple FYs</td>
<td>Single FY</td>
</tr>
<tr>
<td><strong>Accounts</strong></td>
<td>10000-79999</td>
<td>10000-79999</td>
<td>30000-79999</td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td>Current &amp; Non-Current Funds</td>
<td>Current &amp; Non-Current Funds</td>
<td>Current Funds</td>
</tr>
<tr>
<td><strong>Transaction Detail</strong></td>
<td>Non-zero and zero transactions</td>
<td>Non-zero and zero transactions</td>
<td>Only non-zero transactions</td>
</tr>
<tr>
<td><strong>When to Use</strong></td>
<td>Track and reconcile balances and transactions for one fiscal year</td>
<td>Track and reconcile balances and transactions for multiple fiscal years</td>
<td>Review finances periodically</td>
</tr>
</tbody>
</table>

*Source: Cal Answers*
Cal Answers Basic Navigation Learning Map

This Cal Answers Basic Navigation Learning Map provides you with a comprehensive set of the latest training materials to support you in getting started working with the all of the Cal Answers dashboard reports. Explore these resources in numeric order for a linear learning experience or as needed based on your immediate question. Find this map at https://calanswers.berkeley.edu/sites/default/files/cal_answers_basic_navigation_learning_map.pdf

<table>
<thead>
<tr>
<th>#</th>
<th>Resource</th>
<th>Questions Answered</th>
<th>Cal Answers Training Videos</th>
</tr>
</thead>
</table>
| 1 | Cal Answers Web site | • Where do I log in?  
• Who has access to Cal Answers Dashboards?  
• Where can I find information on training & training materials?  
• What are the frequently asked questions (FAQs)? | Cal Answers Dashboard Overview  
Coming Soon! |
| 2 | Quick Start Guide page 1 | • How do I...  
• Log in & access the dashboards and reports?  
• Navigate to the dashboards?  
• Locate additional resources within the dashboard? | Cal Answers Dashboard Overview  
Coming Soon! |
| 3 | Navigating Cal Answers Home Page | • How do I navigate to the dashboards?  
• What do all the blue menu bar icons do?  
• How do I access My Folder in Cal Answers?  
• Where do I access the Ad Hoc Analysis section?  
• How do I set my default Cal Answers opening page? | Navigating the Cal Answers Home Page (2 min) |
Financials Pivot Tables

Unlike other Cal Answers subject areas, the Financials dashboards tables were designed as pivot tables.

• Sorting functionality not supported
• Allows you to insert Sub and Grand totals to table
• Right-click to Show Row level Grand Total at the top of the table
Opening Multiple Instances

Place your cursor on **Home** and click **Ctrl** to open another instance of Cal Answers on the **Home** page.

Or place your cursor on the **Cal Answers BI Interactive** tab, **right-click** and select **Duplicate** to open another instance of Cal Answers on that same dashboard report tab.
Terminology Trivia

**Actuals Amount**
- What am I?
- How would you use me?

**Authorized Budget Amount**
- What am I?
- How would you use me?

**Encumbrances Amount**
- What am I?
- How would you use me?

**Remaining Balance**
- What am I?
- How would you use me?
Cal Answers Availability

- **Monday - Friday: 8am to 5pm** *(with Help Desk support)*
  - Please run reports after 8 am to ensure you are viewing complete data.

- **Monday - Friday: 5pm to midnight**

- **Saturday - Sunday: 8am to midnight**
  - System maintenance is handled outside the supported hours and a system unavailable message will appear if you try to login during a maintenance window.

**Cal Answers Help Desk**  Monday through Friday from 8am to 5pm, except university holidays.
Next Steps

- Complete Cal Answers Basic Navigation Training Evaluation

- Review the Cal Answers Financials Job Aids and Wikis to learn more about the available data and how to use the reports

- Practice, practice, practice!