Cal Answers

Cal Answers Financials

Basic Navigation Training

Berkeley Office of the Vice Chancellor of Finance

Agenda

Cal Answers

- 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
  - Log in and access the dashboards
  - Apply filters to pull unit-specific financial data
  - Manage the layout of the data by sorting and drilling and data tables by moving and hiding columns
  - Save customized views of your data for future reference
  - Create hyperlinks to save and share filtered and formatted reporting views
  - Print and export data tables and charts
- Where to find Cal Answers Help!

Subject Areas & Dashboards

Cal Answers

Cal Answers Subject Areas

Cal Answers

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 querires
  - ★ **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.

Dashboard & Tab Overview

Cal Answers

Subject Areas

Dashboards & Reports

Finance

Chartfield Lookup
- Overview
- Account
- Fund
- Organization
- Program
- Chartfield 1 & 2
- Speedtypes
- PC Mapping

Foundation Reporting
- Overview
- Combined Report
- Trial Balance

Gift & Endowment Reporting
- Overview
- Gift & Endowment Terms and Balances
- Current-Use Reconciliation
- Foundation Funds
- Gifts in Suspense Accounting

Fund Deficit
- Overview
- Deficits to be Cleared
- Waivers and Tolerances

Financial Management
- Overview
- SRECNA
- Summary by Chartfields
- By Month
- Revenue & Transfers
- Comp Expenses
- Non-Comp Expenses
- Transactions

General Ledger
- Overview
- General Ledger Summary
- By Accounting Period
- Compensation By Accounting Period
- General Ledger Detail

IST Billing
- Overview
- By Month
- Transactions
- Summary

Multi-Year Reporting
- Overview
- Multi-Year Summary
- By Start and End Month
- Multi-Year Detail

Targeted Users
- Department Managers
- Development
- Financial Analysts
- Research Administrators

Common Filters

Account Code	Accounting Period	Chartfield 1 & 2	DeptID	
Fiscal Year	Fund Code	Fund Type	Org Level	Program

Research

PI Portfolio
- Overview
- Portfolio
- Fund Summary
- Transactions
- By Month
- Personnel
- Projections
- Burn Rate
- HR Lookup
- Chartstrings

Targeted Users
- Principal Investigators & Faculty
- Research Administrators
- Chief Administrative Officers
- Department Chairs & Deans

Common Filters

CF1	Dept
End Month	Faculty Name
Fund	Start Month

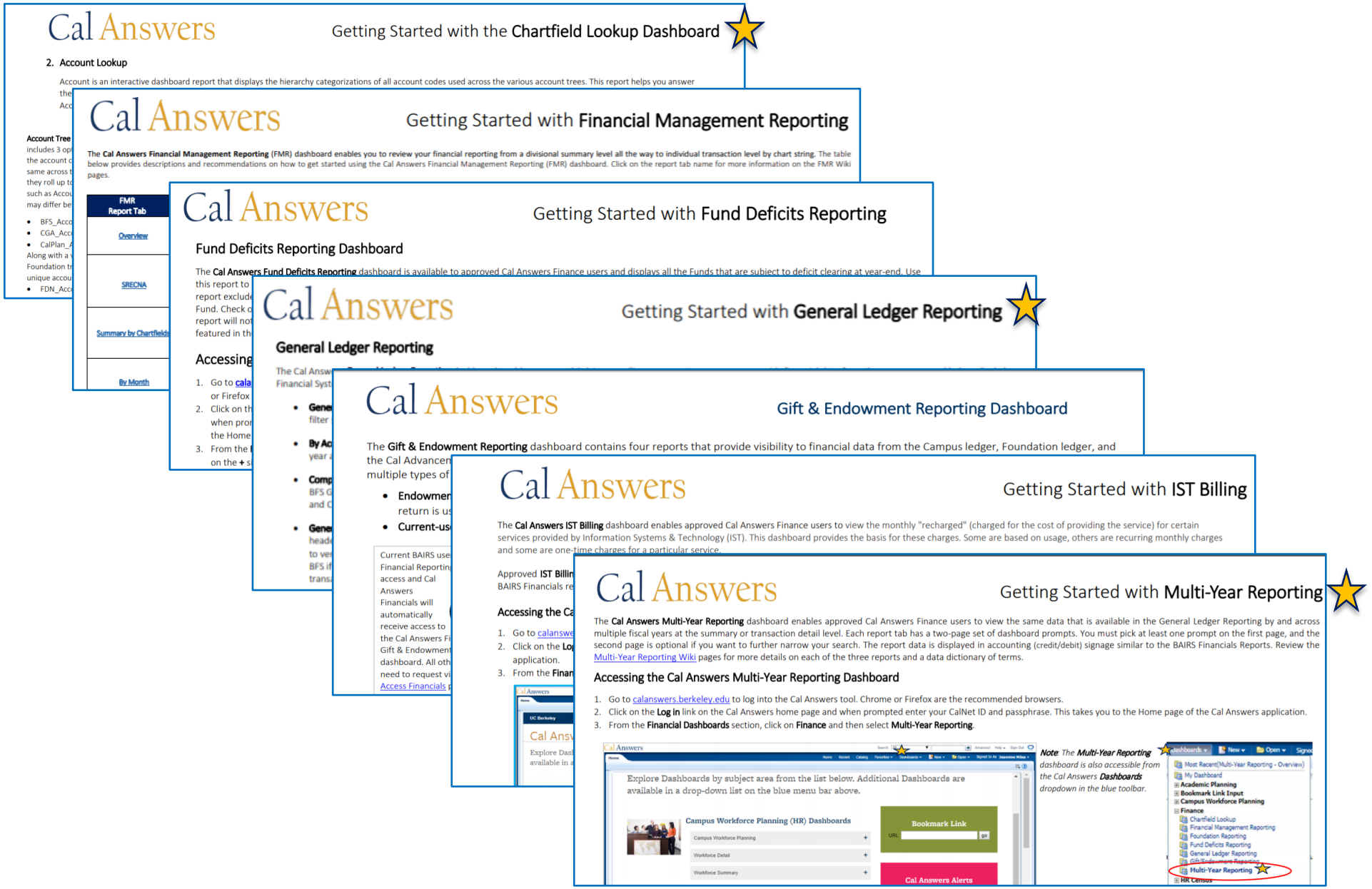
General Ledger, Multi-Year and Financial Management Reporting Comparisons

Cal Answers

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

Cal Answers Financials Job Aids

Cal Answers



Berkeley Office of the Vice Chancellor of Finance

Cal Answers Basic Navigation Learning Map

Cal Answers Basic Navigation Learning Map

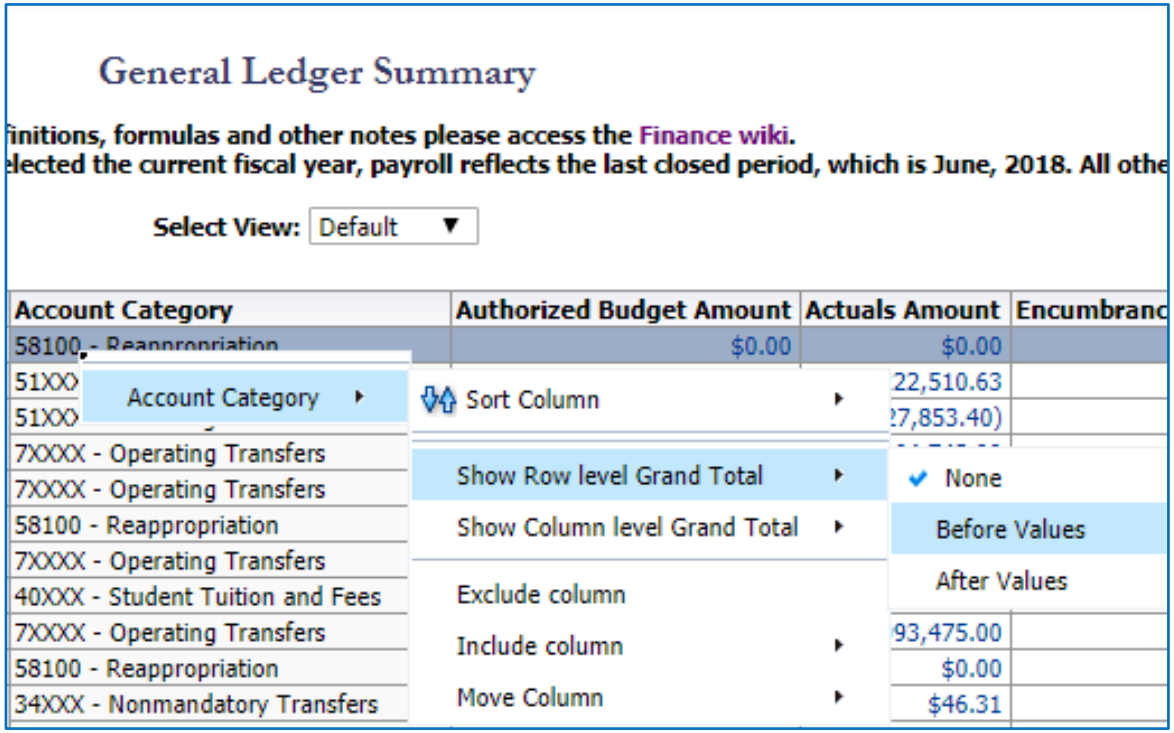
This Cal Answers Basic Navigation Learning Map provides you with a comprehensive set of the latest training materials to support you in getting started working with the all of the Cal Answers dashboard reports. Explore these resources in numeric order for a linear learning experience or as needed based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

#	Resource	Questions Answered	Cal Answers Training Videos
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

Cal Answers

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



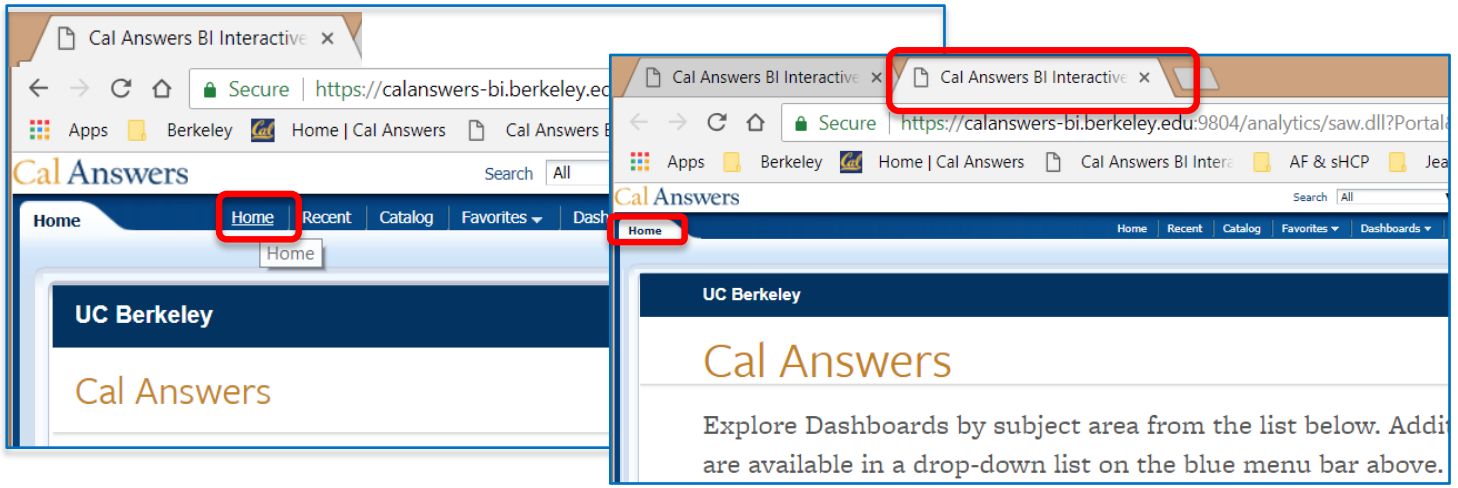
- Sorting functionality not supported
- Allows you to insert Sub and Grand totals to table
- Right-click to **Show Row level Grand Total** at the top of the table

Dept ID - Desc	Account Category	Authorized Budget Amount	Actuals Amount	Encumbrance Amount	Remaining Balance
Grand Total		**($51,657.72)**	**($9,109,736.36)**	**$867,405.98**	**($8,280,288.47)**
	58100 - Reappropriation	$0.00	$0.00	$0.00	$40,000.00
	51XXX - Staff Wages	$0.00	$222,510.63	$0.00	$222,510.63

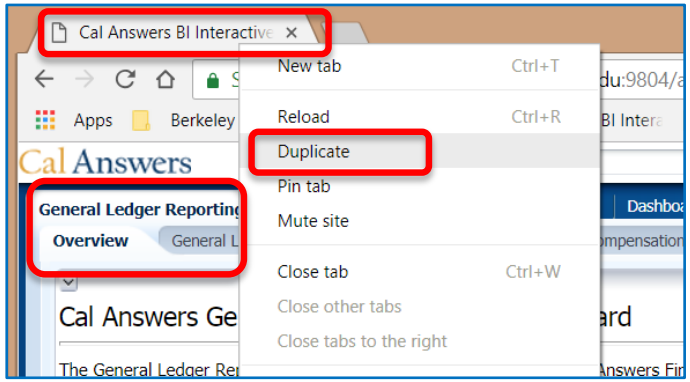
Opening Multiple Instances

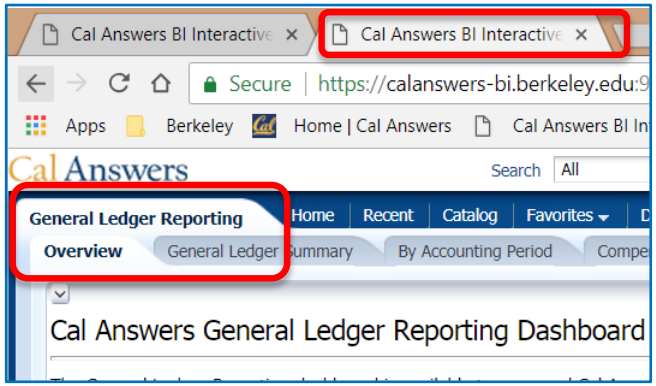
Cal Answers

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?

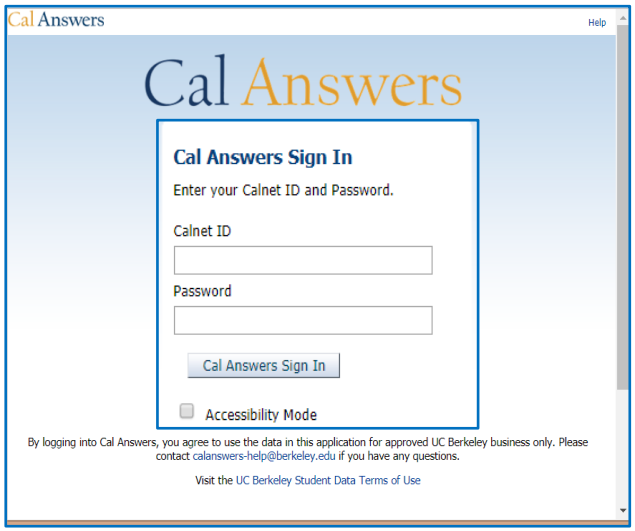
Encumbrances Amount

- 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

Cal Answers

- 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!**