

The **Cal Answers Financial Management Reporting (FMR)** dashboard enables you to review your financial reporting from a divisional summary level all the way to individual transaction level by chart string. The table below provides descriptions and recommendations on how to get started using the Cal Answers Financial Management Reporting (FMR) dashboard. Click on the report tab name for more information on the FMR Wiki pages.

FMR Report Tab	Description	How to Use	Roles
Overview	This opening tab for Financial Management Reporting describes the dashboard, each of the report tabs, and includes links to each report, the Wiki for report documentation and an email address to contact for support.	<ul style="list-style-type: none"> To access the Financial Management Reporting Wiki for report documentation and a data dictionary of FMR terms For descriptions of each of the FMR report tabs 	
SRECNA	The SRECNA or Statement of Revenue, Expense and Changes to Net Assets is a standard report format used across campus in CalPlanning to represent the financial position of an organization or unit on campus. Similar to the CR103 report in CalPlanning.	<ul style="list-style-type: none"> Run at a summary level and drill down to transaction level as needed to explore the detailed actuals. Does not include the CalPlanning budget. 	<ul style="list-style-type: none"> Deans & Administrators Divisional Finance Leaders (DFL) Financial Analysts CalPlanning Planners &/or roles responsible for Funds in a unit and their balances.
Summary by Chartfields	This tab summarizes transactions for each unique chartstring combination, making it possible to view the available balances for a unit. Displays summary information and balances across the chartfields: Fund, Department, Account, CF1, CF2 and Program.	<ul style="list-style-type: none"> Use in place of the 008 GL Sum by Chartfields Mod C&G and GL Monthly Expense report in BAIRS Prompt options allow for specific Chartfield activity queries rather than loading larger queries and then filtering as with BAIRS 	<ul style="list-style-type: none"> Financial Analysts
By Month	This reports provides two views in a monthly format, for tracking financial trends and seasonality. The data includes activity in Accounts related to: Revenue & Operating Transfers, Compensation Expenses and Non-Compensation Expenses.	<ul style="list-style-type: none"> Track how your financial activity is progressing this fiscal year, compared with the total activity for the prior fiscal year. Use in place of the GL Monthly Expense report in BAIRS 	<ul style="list-style-type: none"> Divisional Finance Leaders (DFL) & Financial Analysts Deans & Chairs Department Managers CalPlanning Planners &/or roles that track the seasonality of financial activity.
<ul style="list-style-type: none"> Revenue & Transfers Compensation Expenses Non-Compensation Expenses 	These three reports provided a simplified version of the Transactions report and are limited to each of the account types at the transaction detail level for management each month.	<ul style="list-style-type: none"> Use in place of the 008 GL Customer Rpt Fund 9col All Curr Funds ModC&G report in BAIRS Reconcile transactions after the close of each month. Expanded filtering options allow you to search for specific transactions. Includes activity only for the filtered accounting period. 	<ul style="list-style-type: none"> Divisional Finance Leaders (DFL) Chairs & Department Managers Any role who needs to see transaction details but doesn't want/need to analyze them.
Transactions	This report includes all transaction types at the lowest level of transaction detail, including key identifiers for tracing activities back to the source system, such as Journal ID, Document ID, Journal Posted Date, Purchase Order ID, etc.	<ul style="list-style-type: none"> Use in place of the 008 GL Customer Rpt Fund 9col All Curr Funds ModC&G report in BAIRS Reconcile transactions after the close of each month. Expanded filtering options allow you to search for specific transactions. Includes activity only for the filtered accounting period. 	<ul style="list-style-type: none"> Financial Analysts

Accessing the Cal Answers Financial Management Reporting 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** 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, click on **Finance** and then select **Financial Management Reporting**.

Financial Management Reporting Dashboard Reports

1. Overview Tab

The Overview tab is the starting point for the dashboard. It includes links to the reporting tabs, as well as descriptions of each tab. It also includes links to the **Finance Wiki** which provides Cal Answers Financials report documentation and a data dictionary for the filters and columns in the dashboard.

Dashboard → **Financial Management Reporting**

Report Tabs → **Overview**

Name of each reporting tab with hyperlinks and definition.

- SRECNA**: This tab displays the Statement of Revenue, Expense and Changes to Net Assets for the selected organization. This is a standard report used across campus to represent the financial position of an organization or unit on campus. It shows information by Fund Groups and Account Groups at varying levels. The user can run this report for different entities by using the prompts at the top.
- Summary by Chartfields**: This tab displays information across the chartfields: Fund, Dept, CF1, CF2 and Program for the selected Organization. Data is summarized into columns for Budget, Revenue, Operating Transfers, Expenses, Net Operations, Beginning Balance, Changes in Fund Balance, Ending Balance, Encumbrances and Remaining Balance (less encumbrances). The user can customize this report by removing columns, changing subtotals, and using the prompts at the top.
- By Month**

SRECNA Report

The SRECNA tab displays the Statement of Revenue, Expense and Changes to Net Assets for the selected organization. It is modeled after the CR103 report in CalPlanning. Displays total expenses or net operating surplus or deficit for the unit selected. The report cannot be customized by adding fields or rearranging the data table.

Fiscal Yr and Accounting Period as of

provide cumulative data from July 1 to the selected accounting period
* = required prompt

Available Org Level prompt options are limited by selections at higher levels.

SRECNA Prompts filter on account options and are specific to this report.

Select view offers three data table view options:

- **Default** shows Account Groupings all the way through Account Category.
- **Summarized** includes Account Groupings through Account SubGroup.
- **Expanded** goes down to the Account Code.

Dashboard Prompts filter Timeframe, Fund, Org, Chartfields & Program Codes. Selected filters will persist across all of the FMR tabs.

Click the **Apply** button to update the data table with your filter options.

Statement of Revenue, Expense and Changes to Net Assets

For column definitions, formulas and other notes please access the [Finance wiki](#).

Data includes activity through Accounting Period 2 in Fiscal Year 2017-18. If you have selected the current fiscal year, payroll reflects the last closed period, which is November, 2017. All other values reflect activity through the previous day.

Account Type	Account Group	Account SubGroup	Account Category	Select View: Default			
				Unrestricted	Restricted	Restricted Gift Funds	Restricted Endowments and FFEs
Total Revenue & Transfers	Total Revenue	Private Gifts for Current Use	Other Contracts and Grants	\$7,000			\$7,000
		Contracts & Grants	Activity	\$0			\$0
	Total Revenue Total			\$7,000			\$7,000
Total Revenue & Transfers	Operating Transfers	Campus Support	General Allocation	\$1,248,014	\$1,248,014		
		Operating Transfers Total			\$1,248,014	\$1,248,014	
	Total Revenue & Transfers			\$1,255,014	\$1,248,014		\$7,000
Total Expenses	Total Compensation	Salaries & Wages	Academic Salaries & Wages	\$55,297	\$55,297		
			Staff Salaries & Wages	\$142,131	\$142,131		
			Fringe Benefits	\$67,111	\$67,111		
			Other Employee Compensation	(\$7,034)	(\$7,034)		
			Total Compensation Total			\$257,505	\$257,505

Includes dynamic note on timeframe used for data displayed in table.

Blue numbers allow you to click and drill to more activity details.

Blue arrows allow you to scroll up or down the rows of the data table or click the double sided arrow to display all rows of available data.

2. Summary by Chartfields Report

This report displays information across the chartfields: Fund, Department, CF1, CF2 and Program for the selected Organization. Data is summarized into columns for Budget, Revenue, Operating Transfers, Expenses, Net Operations, Beginning Balance, Changes in Fund Balance, Ending Balance, Encumbrances and Remaining Balance (less encumbrances). The report can be customized by removing columns, changing subtotals, and using the prompts at the top.

Business Unit defaults to 1_UC Berkeley. Option to choose J- UC Office of the President.
* = required prompt

Summary by Chartfields Prompts allow you to filter on specific accounts.

Exclude C & G Revenue defaults to Y. Refer to the Wiki for more details.

Exclude Inactive Funds option filters results to show only active funds, particularly useful for C&G Funds.

Summary by Chartfields

Data includes activity through Accounting Period 06 - Dec in Fiscal Year 2017-18. If you have selected the current fiscal year, payroll reflects the last closed period, which is November, 2017. All other values reflect activity through the previous day.

Fund Type	Dept ID - Desc	Fund Code	Chartfield 1	Chartfield 2	Beginning Funding Balance	Changes in Funding Balance	Authorized to Spend	Revenue	Operating Transfers	Expenses	Ending Funding Balance	Encumbrances	Remaining Balance
Restricted	10160-KGACS Acad Senate	23505	-	-	\$0.00	\$0.00	\$1,144.15	\$0.00	\$0.00	\$0.00	\$1,144.15	\$0.00	\$0.00
	Ops	42385	-	-	\$0.00	\$3,746.07	\$0.00	\$0.00	\$0.00	\$1,144.15	\$3,746.07	\$0.00	\$0.00
		52510	-	-	\$0.00	\$0.00	\$0.00	\$4,823.77	\$0.00	\$0.00	\$4,823.77	\$0.00	\$0.00
		56996	-	-	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.50	\$0.00	\$0.00
Unrestricted	10163-KGACS COR Research	21610	3R0000 - FY99-00 CARRYFORWARD	-	\$0.00	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	\$0.00
		46229	-	-	\$11,734.56	\$0.00	\$0.00	\$2,175.76	\$0.00	\$0.00	\$13,910.32	\$0.00	\$0.00
	10160-KGACS Acad Senate	19900	-	-	\$0.00	\$0.00	\$0.00	\$1,056,441.00	\$432,729.37	\$432,729.37	\$623,711.63	\$0.00	\$0.00
	Ops	39601	-	-	\$59,557.22	\$0.00	\$0.00	\$0.00	\$0.00	\$31,975.79	\$27,581.43	\$3,746.07	\$0.00
		65900	-	-	\$43,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,000.00	\$0.00	\$0.00
		68310	-	-	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00	\$0.00	\$0.00
		68600	-	-	\$128,886.56	\$0.00	\$0.00	\$0.00	\$14,491.00	\$0.00	\$143,377.56	\$0.00	\$0.00
		68750	-	-	\$155.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155.47	\$0.00	\$0.00
		69741	-	-	\$233.00	\$0.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,933.00	\$0.00	\$0.00
		69750	-	-	\$27,384.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,384.61	\$0.00	\$0.00
		69798	-	-	\$877.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$877.04	\$0.00	\$0.00
		69799	-	-	\$35,380.84	\$0.00	\$0.00	\$0.00	\$0.00	\$19,879.54	\$15,501.30	\$3,746.07	\$0.00
	10163-KGACS COR Research	68600	KGEM18 - COR Emeriti Grants FY18	-	\$0.00	\$0.00	\$0.00	(\$49,280.00)	\$0.00	(\$49,280.00)	\$12.50	\$0.00	\$0.00
	10164-KGACS Acad Sen Compensation	19900	-	-	\$80,411.30	\$0.00	\$0.00	\$698.00	\$64,329.98	\$16,779.32	\$0.00	\$0.00	
	10166-KGACS Salary Provisions	68600	-	-	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	
		19900	-	-	\$0.00	\$0.00	\$0.00	\$6,384.00	\$0.00	\$6,384.00	\$0.00	\$0.00	
Grand Total					\$391,869.17	\$0.00	\$1,153.15	\$6,999.53	\$1,041,434.00	\$550,067.83	\$891,388.00	\$59,557.22	\$43,000.00

Right click in data table -> **Include columns** to display a list of **includable fields** to customize report. Complete lists of includable fields available in Wiki.

3. By Month

This tab displays two reporting views in a monthly format, for tracking financial trends and seasonality. Choose between views at two levels: Account Category or Account Code. The data includes activity in Accounts related to: Revenue & Operating Transfers, Compensation Expenses and Non-Compensation Expenses. Balances and/or Grand Totals are not provided in this report view. In addition to the monthly amounts, these report views provide the Year-to-Date total, the Total Prior Year Actuals and the current % of Total Prior Year Actuals.

Dashboard Prompts

* Fiscal Yr: 2017-18
 * Business Unit: 1 - UC Berkeley
 Fund Type: --Select Value--
 Fund Group: --Select Value--
 Fund - Desc: --Select Value--
 Exclude Inactive Funds

Org Level3: --Select Value--
 Org Level4: --Select Value--
 Org Level5: --Select Value--
 Org Level6: --Select Value--
 Dept ID - Desc: --Select Value--

Chartfield 1: --Select Value--
 Chartfield 2: --Select Value--
 Program: --Select Value--

Fund Code: is equal to / is in --Select Value--
 Dept ID: is equal to / is in --Select Value--
 CF1 Code: is equal to / is in --Select Value--
 CF2 Code: is equal to / is in --Select Value--

Buttons: Apply, Reset

By Month Prompts

* Exclude C&G Revenue: Y N
 * Account Tree: BFS_ACCOUNT
 Account Group: Revenues;Operating 1
 Account - Desc: --Select Value--

Account Category: --Select Value--
 Account Subcategory: --Select Value--
 Account Code: is equal to / is in --Select Value--

Buttons: Apply, Reset

By Month

Select View: By Account (selected), By Account Category, By Account

Account Group	Account - Desc	Year-to-Date Actuals	Total Prior Year Actuals	% of Prior Year Actuals	01 - Jul	02 - Aug	03 - Sep	04 - Oct	05 - Nov	06 - Dec	07 - Jan	08 - Feb	09 - Mar	10 - Apr	11 - May	12 - Jun
Revenues	44010 - Private Gifts-Restricted	\$2,324,992.19	\$7,942,197.41	29%	\$385,234.37	\$162,764.24	\$189,957.75	\$395,252.12	\$719,377.69	\$472,406.02						
	44012 - UCBF Donation - Restricted	\$2,614,840.67	\$10,549,004.94	25%		\$692,772.23	\$416,613.78	\$448,120.18	\$596,372.36	\$460,962.12						
	44013 - UCBF Endow Income - Restricted	\$1,684,371.67	\$1,752,532.34	96%		\$1,684,371.67	\$0.00	\$0.00	\$0.00	\$0.00						

Displays 12 months of the Fiscal Year selected. Future months are blank.

The **Revenues & Transfers**, **Compensation Expenses** and **Non-Compensation Expenses** reports offer a simplified version of the Transactions tab, containing only the columns and filters relevant to those activities. They are designed to provide a quick detailed report of the transactions based on the selected filters for management each month. Use the filters to further narrow down the results to specific transactions as needed. Data in the table includes activity only for the selected Fiscal Year and Accounting Period. More than 1 Accounting Period can be selected at a time.

The screenshot shows the 'Financial Management Reporting' dashboard with the 'Revenue & Transfers' tab selected. The 'Dashboard Prompts' section includes the following filters:

- * Fiscal Yr: 2017-18
- * Accounting Period(s): 06 - Dec
- * Business Unit: 1 - UC Berkeley
- Fund Type: --Select Value--
- Fund Group: --Select Value--
- Fund - Desc: --Select Value--
- Exclude Inactive Funds:
- Org Level3: ABCDE- sample
- Org Level4: --Select Value--
- Org Level5: --Select Value--
- Org Level6: --Select Value--
- Dept ID - Desc: --Select Value--
- Chartfield 1: --Select Value--
- Chartfield 2: --Select Value--
- Program: --Select Value--
- Fund Code: is equal to / is in --Select Value--
- Dept ID: is equal to / is in --Select Value--
- CF1 Code: is equal to / is in --Select Value--
- CF2 Code: is equal to / is in --Select Value--

Buttons: Apply, Reset

If your query does not return results after 10 minutes, it is too large. Please narrow your search.

4. Revenues & Transfers

Revenue & Transfers Prompts

- * Account Tree: BFS_ACCOUNT
- Account Category: --Select Value--
- Account Code: is equal to / is in --Select Value--
- Account Group: Revenues;Operating
- Account Subcategory: --Select Value--
- Account - Desc: --Select Value--

Buttons: Apply, Reset

5. Compensation Expenses

Compensation Expenses Prompts

- Payroll Period End Date:
- * Account Tree: BFS_ACCOUNT
- Account Category: --Select Value--
- Account Code: is equal to / is in --Select Value--
- Employee Name: --Select Value--
- Account Group: Compensation Exps
- Account Subcategory: --Select Value--
- Account - Desc: --Select Value--

Buttons: Apply, Reset

6. Non-Compensation Expenses

Non-Compensation Expenses Prompts

- * Account Tree: BFS_ACCOUNT
- Account Category: --Select Value--
- Account Code: is equal to / is in --Select Value--
- Account Group: Non-Compensation Ex
- Account Subcategory: --Select Value--
- Account - Desc: --Select Value--

Buttons: Apply, Reset

7. Transactions

This tab provides all types of transactions at the lowest level of transaction detail, including key identifiers for tracing activities back to the source system, such as Journal ID, Document ID, Journal Posted Date, Purchase Order ID, etc. Use this tab to reconcile transactions after the close of each month, or to view selected transactions using the filters at the top. This tab contains many filters and includable columns, designed for maximum flexibility to accommodate the transaction reporting needs of analysts across campus.

Payroll filtering options available with Transactions Prompts.

Transactions

For column definitions, formulas and other notes please access the [Finance wiki](#). Data includes activity through Accounting Period 06 - Dec in Fiscal Year 2017-18.

Fund Code	Account Group	Account Code	Accounting Date	Document ID	Description	Reference	Changes in Funding Balance	Authorized to Spend	Revenue	Operating Transfers	Expenses	Encumbrances		
40224	Revenues	44010	12/12/2017	CADS849448		IA17120024	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00		
			12/14/2017	CADS849558		IA17110210	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00		
						IA17110229	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00		
			12/15/2017	CADS849612		IA17120075	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00		
						IAT1700113	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00		
			12/19/2017	CADS849763		IA17120088	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00		
		44012		44015	12/27/2017	CADS856122		IA17120185	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
								IA17120200	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
								IA17120214	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
					12/6/2017	TRF120617A		TRF120617A	\$0.00	\$0.00	\$487.50	\$0.00	\$0.00	\$0.00
					12/13/2017	TRF121317A		TRF121317A	\$0.00	\$0.00	\$4,108.55	\$0.00	\$0.00	\$0.00
					12/20/2017	TRF122017A		TRF122017A	\$0.00	\$0.00	\$3,217.50	\$0.00	\$0.00	\$0.00
44015		44015	12/6/2017	TRF120617A		TRF120617A	\$0.00	\$0.00	(\$24.38)	\$0.00	\$0.00	\$0.00		
			12/12/2017	CADS849448		IA17120024	\$0.00	\$0.00	(\$0.50)	\$0.00	\$0.00	\$0.00		
			12/13/2017	TRF121317A		TRF121317A	\$0.00	\$0.00	(\$205.43)	\$0.00	\$0.00	\$0.00		
			12/14/2017	CADS849558		IA17110210	\$0.00	\$0.00	(\$10.00)	\$0.00	\$0.00	\$0.00		
						IA17110229	\$0.00	\$0.00	(\$250.00)	\$0.00	\$0.00	\$0.00		
			12/15/2017	CADS849612		IA17120075	\$0.00	\$0.00	(\$60.00)	\$0.00	\$0.00	\$0.00		

All values are black font as data is at the transactional level.

Right click in data table -> Include columns to display a list of includable fields to customize report. Complete lists of includable fields available in Wiki.