Cal Answers

Getting Started with **Financial Management Reporting**

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.	• 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.	• Run at a summary level and drill down to transaction level as needed to explore the detailed actuals. • Does not include the CalPlanning budget.	• 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.	• 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	• 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.	• 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	• Divisional Finance Leaders (DFL) & Financial Analysts • Deans & Chairs • Department Managers • CalPlanning Planners &/or roles that track the seasonality of financial activity.
• 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.	• 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.	• 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.	• 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.	• Financial Analysts

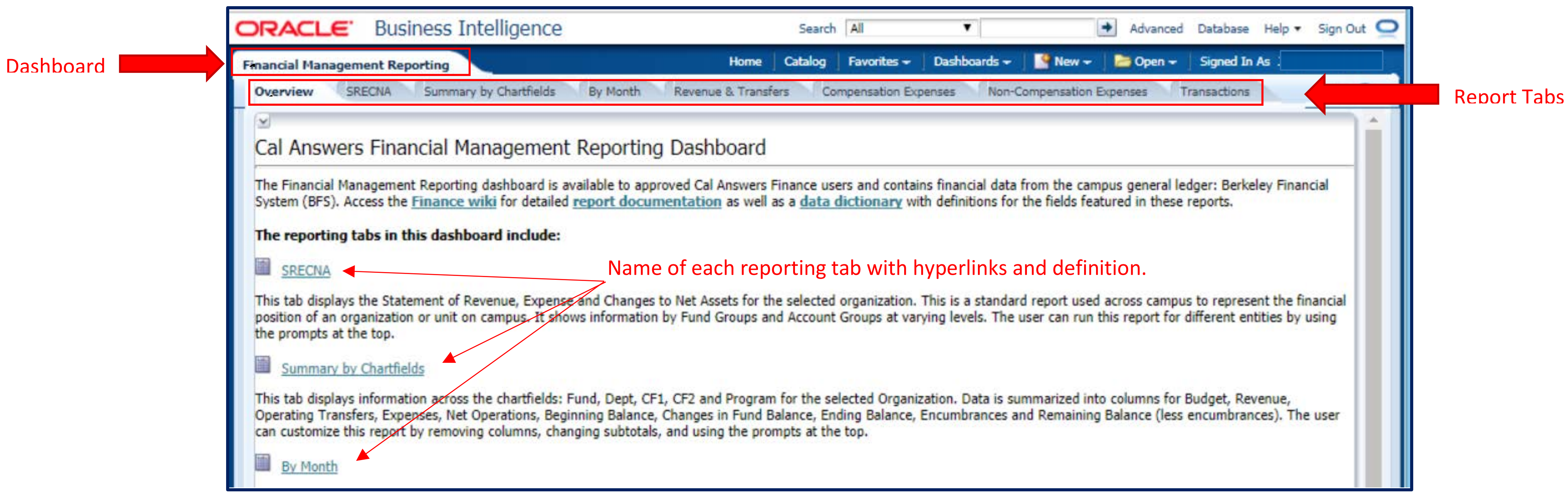
Accessing the Cal Answers Financial Management Reporting Dashboard

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.



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 are rearranging the data table.

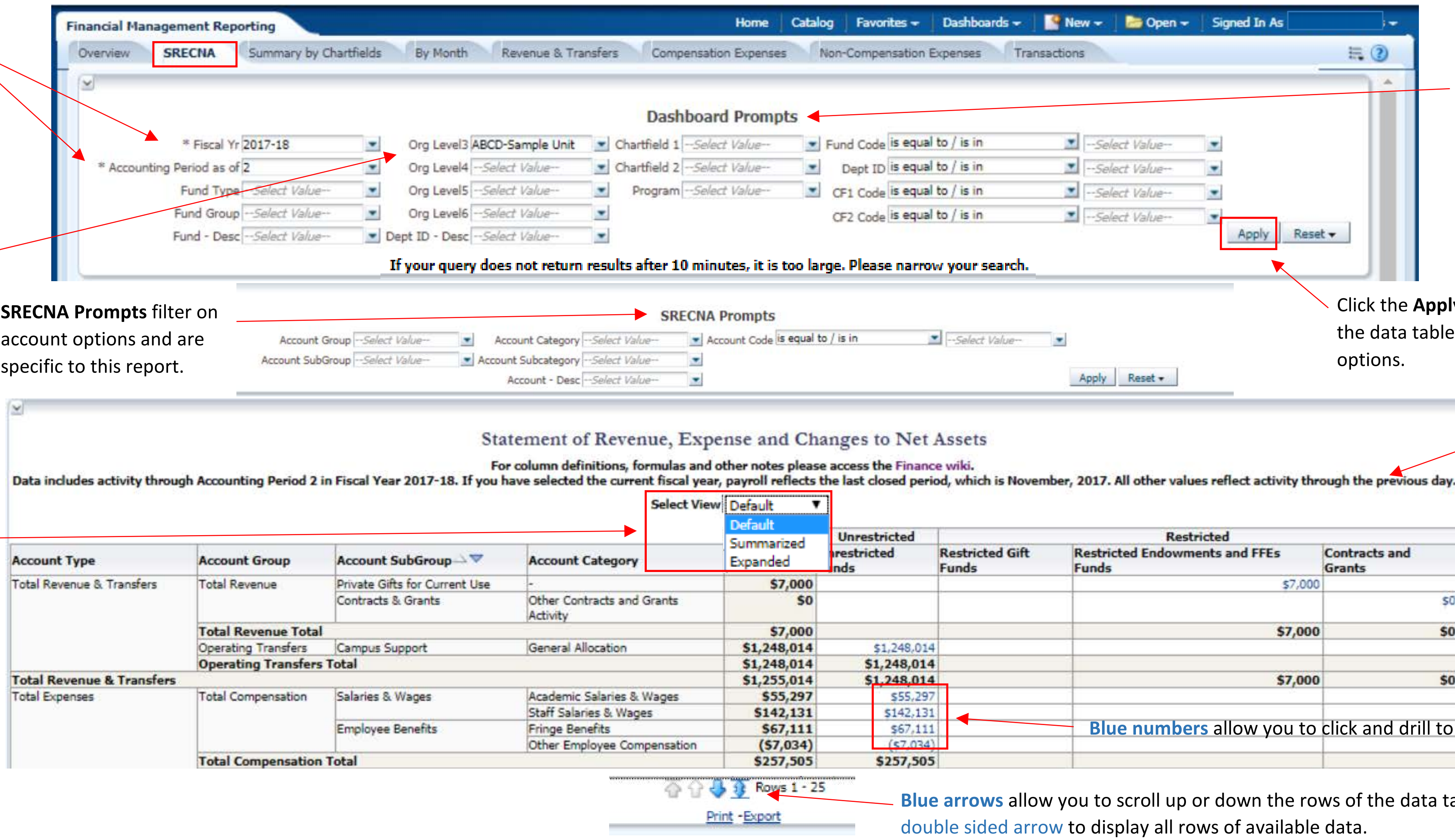
Fiscal Yr and **Accounting Period as of** provide cumulative data from July 1 to the selected accounting period
** = required prompt*

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.

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.

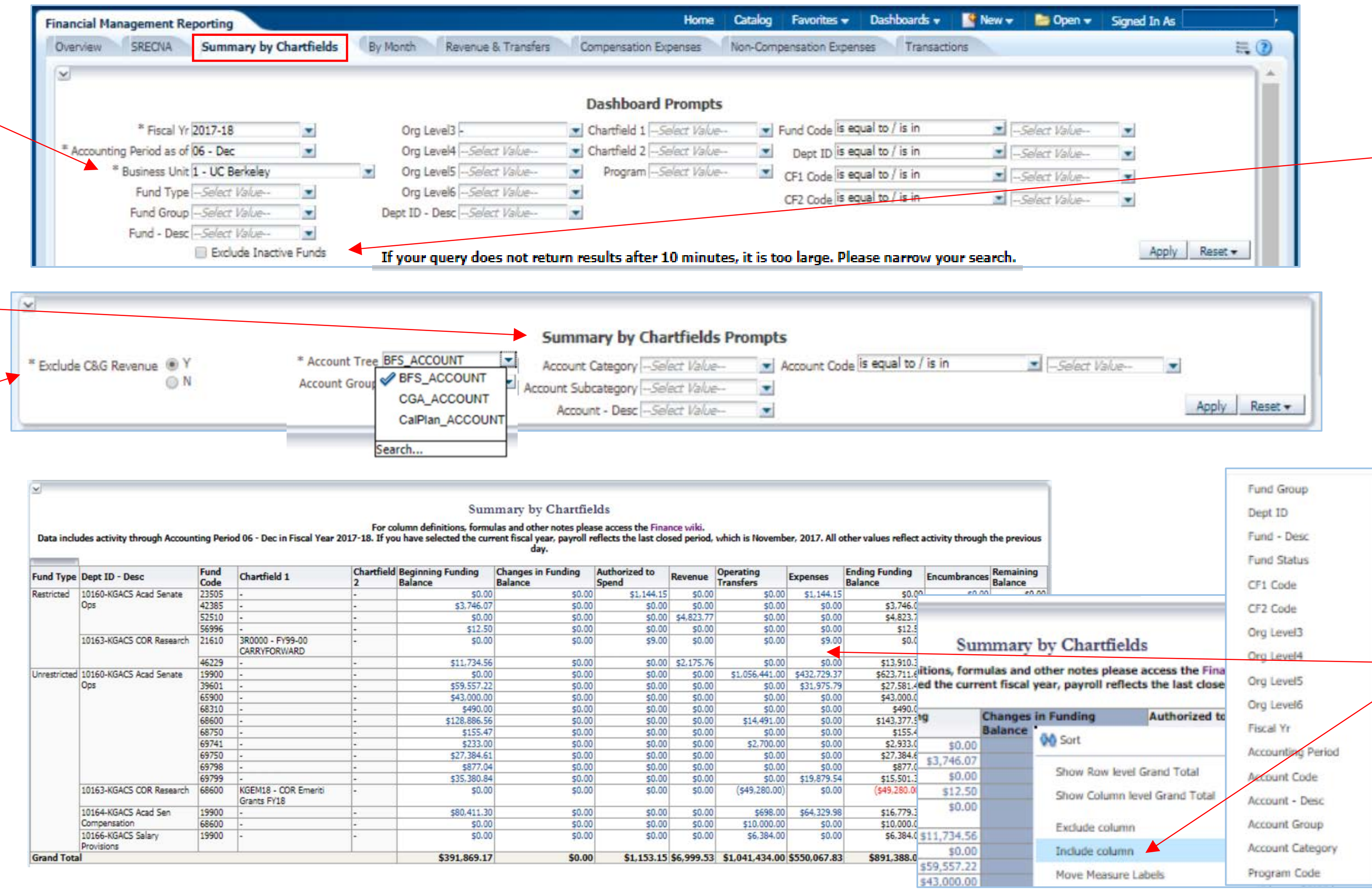
2. Summary by Chartfields Report

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.

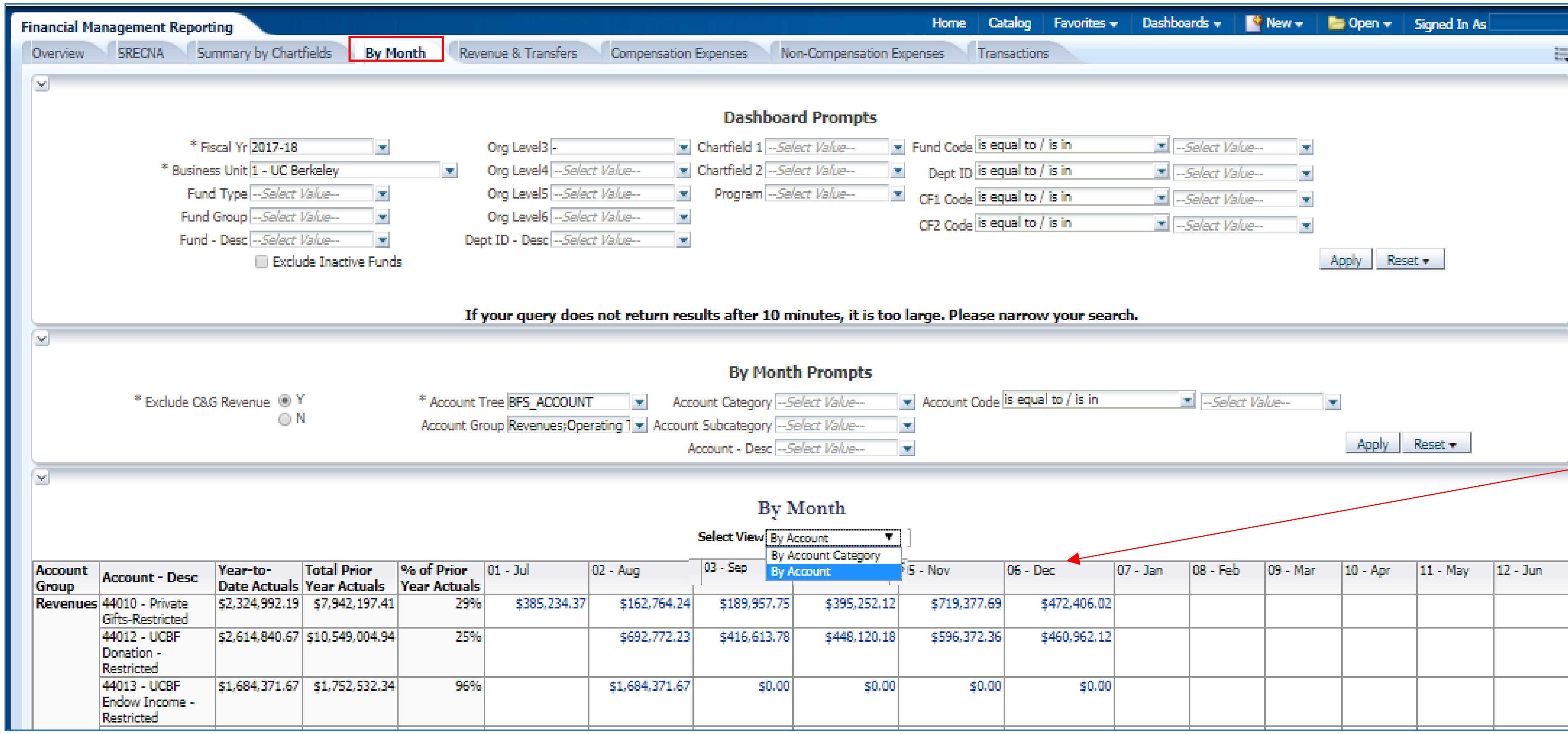


Exclude Inactive Funds option filters results to show only active funds, particularly useful for C&G Funds.

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.

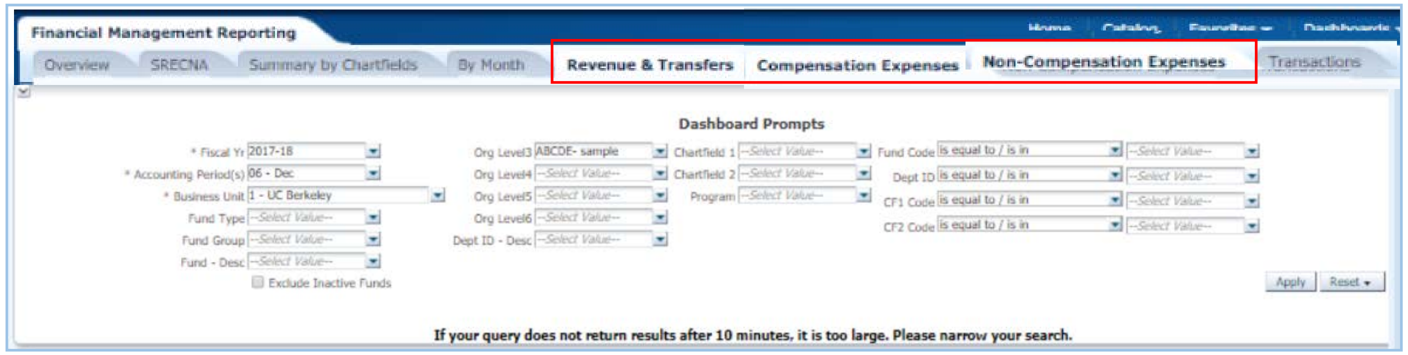
3. By Month

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.

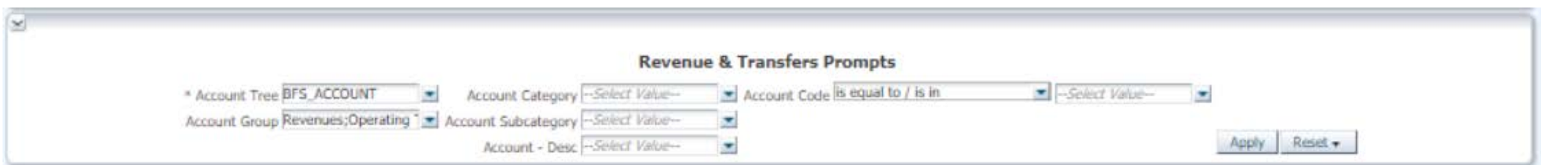


Displays 12 months of the Fiscal Year selected. Future months are blank.

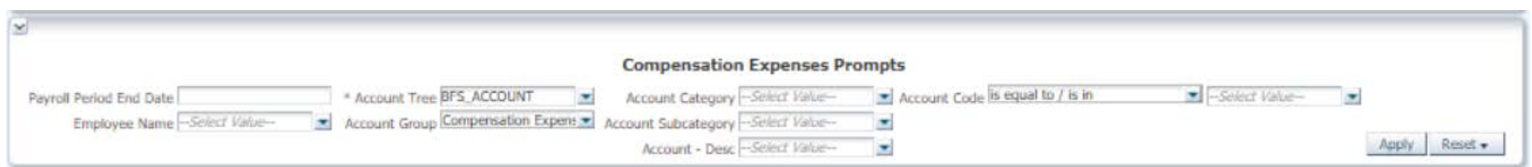
The Revenues & Transfers, Compensation Expenses and **Non-Compensation Expenses** reports offer a simplified version of the Transactions tab, containing only the columns and filters relevant to those activities. They are designed to provide a quick detailed report of the transactions based on the selected 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.



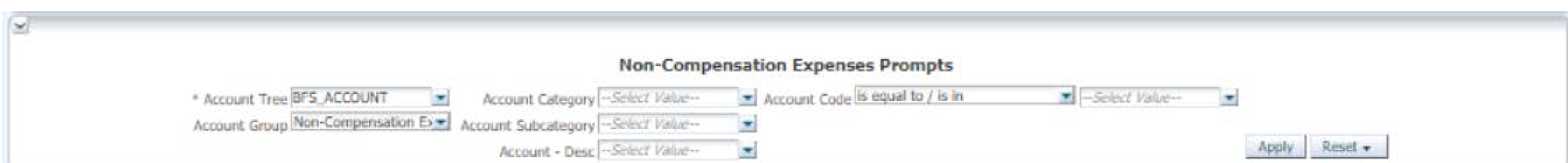
4. Revenues & Transfers



5. Compensation Expenses



6. Non-Compensation Expenses



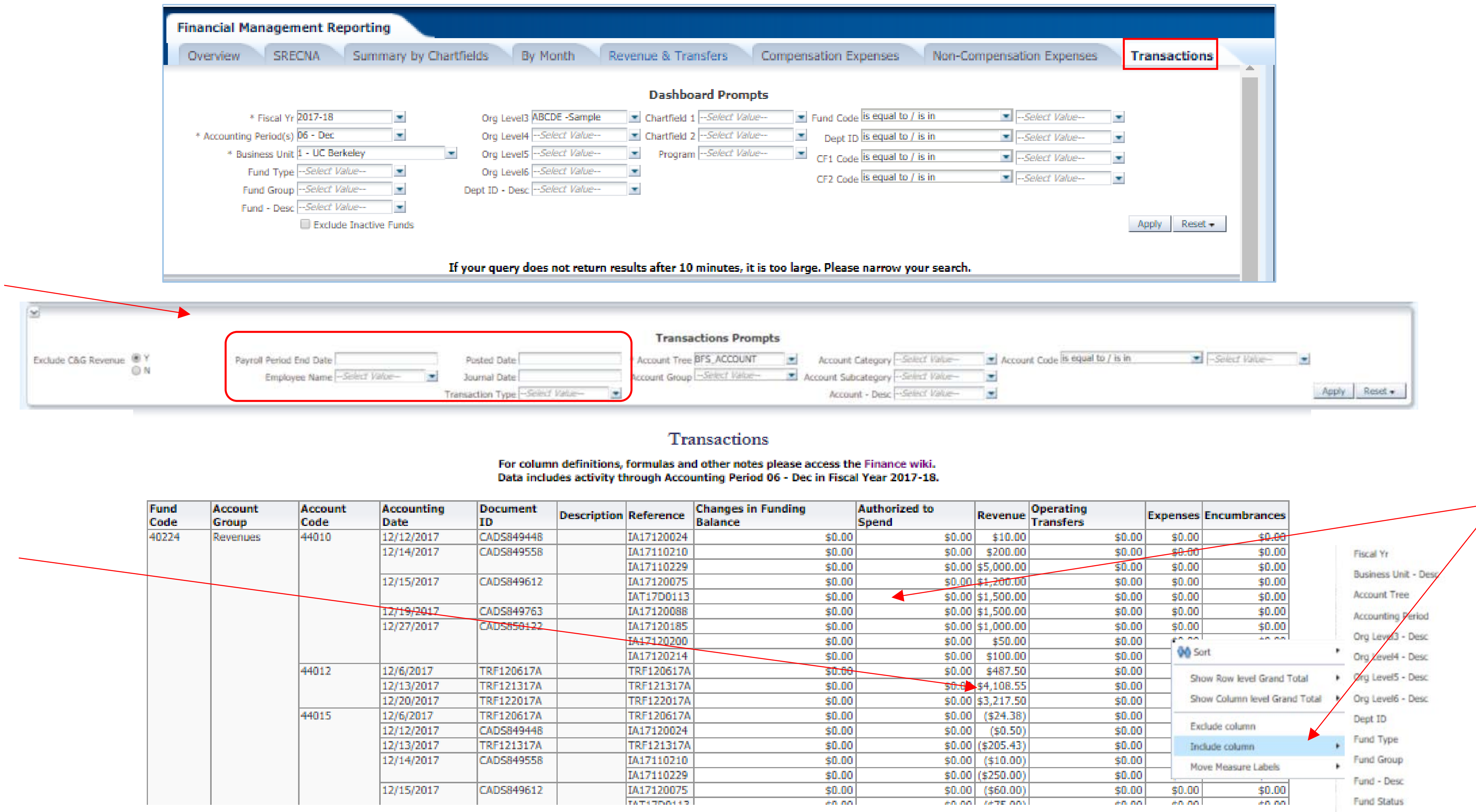
7. Transactions

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.

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.



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
						IAT17D0113	$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
			12/27/2017	CADS850122		IA17120185	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00
						IA17120200	$0.00	$0.00	$50.00	$0.00		
						IA17120214	$0.00	$0.00	$100.00	$0.00		
		44012	12/6/2017	TRF120617A		TRF120617A	$0.00	$0.00	$487.50	$0.00		
			12/13/2017	TRF121317A		TRF121317A	$0.00	$0.00	$4,108.55	$0.00		
			12/20/2017	TRF122017A		TRF122017A	$0.00	$0.00	$3,217.50	$0.00		
		44015	12/6/2017	TRF120617A		TRF120617A	$0.00	$0.00	($24.38)	$0.00		
			12/12/2017	CADS849448		IA17120024	$0.00	$0.00	($0.50)	$0.00		
			12/13/2017	TRF121317A		TRF121317A	$0.00	$0.00	($205.43)	$0.00		
			12/14/2017	CADS849558		IA17110210	$0.00	$0.00	($10.00)	$0.00		
						IA17110229	$0.00	$0.00	($250.00)	$0.00		
			12/15/2017	CADS849612		IA17120075	$0.00	$0.00	($60.00)	$0.00	$0.00	$0.00