

### Fund Deficits Reporting Dashboard

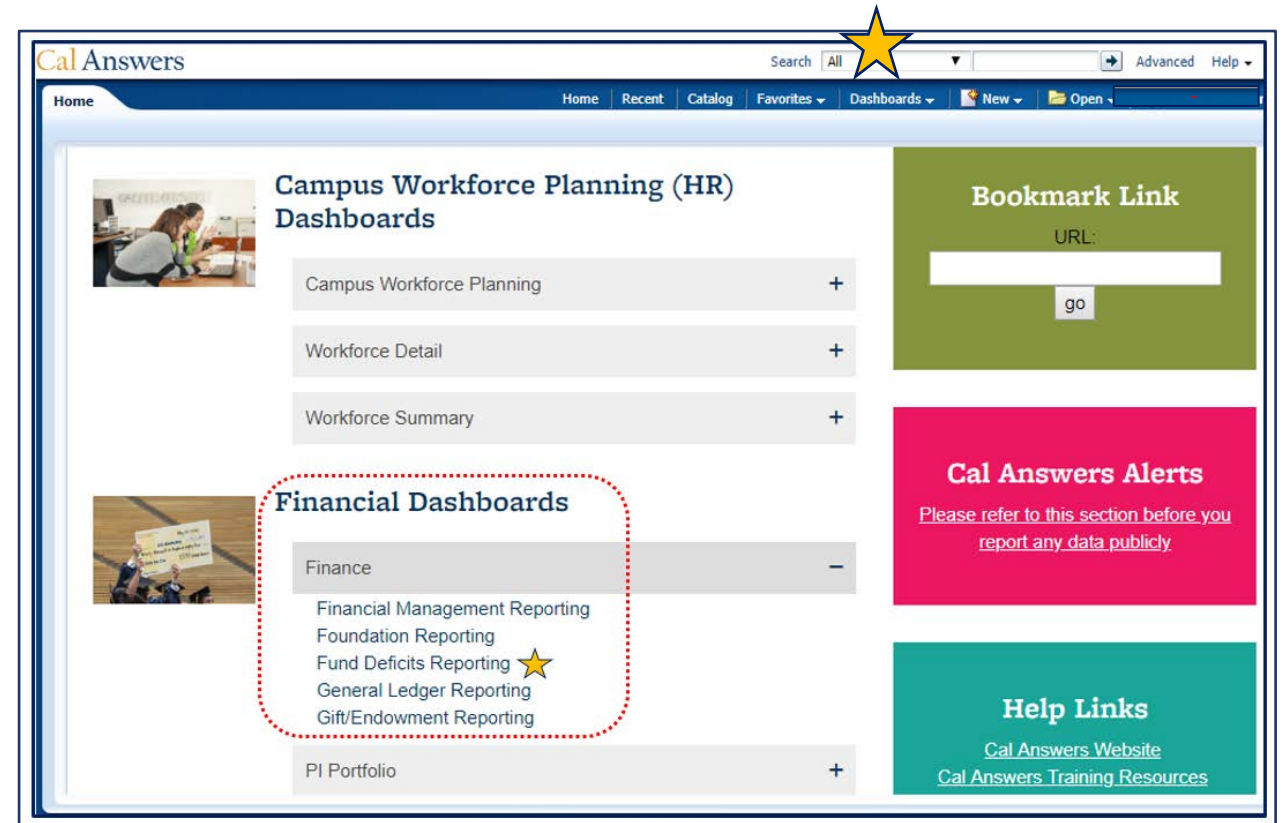
The **Cal Answers Fund Deficits Reporting** dashboard is available to approved Cal Answers Finance users and displays all the Funds that are subject to deficit clearing at year-end. Use this report to identify Funds that will need to be cleaned up prior to year-end fiscal close by an automated process that may result in additional clean-up in next fiscal year. This report excludes funds that are not subject to deficit clearing if they have been approved for a waiver (*rare*) or if the deficit is within the allowable tolerance level for a recharge Fund. Check out the [Deficits/Surplus section](#) of the [Campus Recharge Definitions, Background, & Policy](#) for more information. Fund Deficits are calculated at the Org Level4, so the report will not display information for lower Org Levels. Access the [Finance wiki](#) for detailed [report documentation](#) as well as a [data dictionary](#) with definitions for the fields featured in these reports.

### Accessing the Cal Answers Fund Deficits Reporting Dashboard

1. Go to [calanswers.berkeley.edu](http://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 **Fund Deficits Reporting** link to display the dashboard.



*Note: the Fund Deficits Reporting Dashboards is also available from the Cal Answers Dashboards dropdown blue toolbar.*



### Overview Tab

The **Overview tab** defines each of the report tabs in the Fund Deficit Reporting and provides hyperlinks to access each report. From the [Fund Deficit Dashboard Wiki](#) you can find a comprehensive review of the reports along with a dictionary of terms found in the reports. And if you still have questions follow the link to the **Cal Answers Help Desk email** for additional support.

The screenshot shows the 'Fund Deficits Reporting' dashboard in the Cal Answers system. The 'Overview' tab is selected and highlighted with a red box. The dashboard content includes a title 'Fund Deficits Dashboard', a detailed introductory paragraph, and a section titled 'The reporting tabs in this dashboard include:'. This section lists two tabs: 'Deficits To Be Cleared' and 'Waivers and Tolerances', each with a brief description. At the bottom, there is a red oval containing the text 'For questions or suggestions please email [calanswers-help@berkeley.edu](mailto:calanswers-help@berkeley.edu)'. The interface also features a search bar, navigation tabs (Home, Recent, Catalog, Favorites, Dashboards, New, Open), and a 'Signed In As' dropdown menu.

### Deficits To Be Cleared Report

The **Deficits To Be Cleared Report** provides an interactive summary level report with information from the BFS general ledger to review balances as of the accounting period selected in the dashboard prompts. The report displays data for the Fiscal Year and through the Accounting Period selected.

The screenshot shows the 'Fund Deficits Reporting' dashboard. The 'Deficits To Be Cleared' tab is active. The 'Deficits To Be Cleared Prompts' section includes dropdowns for Fiscal Yr (2017-18), Accounting Period (10 - Apr), Fund Code, Fund - Desc, Org Level2 Code, Org Level2 - Desc, Org Level3 Code, Org Level3 - Desc, Org Level4 Code, and Org Level4 - Desc. There are also radio buttons for 'Show only Recharge Funds' (Y/N) and an 'Apply' button. A message below the prompts reads: 'Please select at least one additional Dashboard Prompt from the choices above and click Apply'. Below this is a table titled 'Deficits to be Cleared' with columns: Org Level4, Org Level4 Desc, Fund Code, Fund Desc, Beginning Funding Balance, Change in Net Assests, Ending Balance, Recharge Tolerance, Waiver Amount, and Deficit to be Cleared. The table contains 10 rows of data, including a 'Grand Total' row. Annotations with red arrows point to various elements: 'The \* indicates a required prompt.' points to the asterisk on 'Fiscal Yr' and 'Accounting Period'. 'Default dashboard prompts message.' points to the 'Please select at least one additional Dashboard Prompt...' message. 'This report does not offer any includable columns.' points to the empty 'Org Level4' and 'Org Level4 Desc' columns. 'Select the dashboard prompts and then click the Apply button to update the data table.' points to the 'Apply' button. 'Waiver Amount displays any approved waiver values (rare).' points to the 'Waiver Amount' column. 'Deficit to be Cleared displays values that need to be cleared from the ledger.' points to the 'Deficit to be Cleared' column.

The \* indicates a required prompt.

Default dashboard prompts message.

This report does not offer any includable columns.

Select the dashboard prompts and then click the **Apply** button to update the data table.

**Waiver Amount** displays any approved waiver values (rare).

**Deficit to be Cleared** displays values that need to be cleared from the ledger.

Org Level4	Org Level4 Desc	Fund Code	Fund Desc	Beginning Funding Balance	Change in Net Assests	Ending Balance	Recharge Tolerance	Waiver Amount	Deficit to be Cleared
		19933	UC General Fd/Federal Overhead	\$40.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00
		20097	UNIV/DIR WSP ON CAMP 17-18	\$0.00	\$252.97	\$252.97	\$0.00	\$0.00	\$252.97
		19900	GENERAL FUNDS	\$0.00	\$471,557.41	\$471,557.41	\$0.00	\$0.00	\$471,557.41
		20097	UNIV/DIR WSP ON CAMP 17-18	\$0.00	\$299.12	\$299.12	\$0.00	\$0.00	\$299.12
		69825	Gen Counsel-Litigation-OP	\$0.00	\$21,857.97	\$21,857.97	\$0.00	\$0.00	\$21,857.97
		19900	GENERAL FUNDS	\$258,424.91	(\$17,308.91)	\$241,116.00	\$0.00	\$0.00	\$241,116.00
		65900	CAMPUS FUND	\$424,851.37	\$380.37	\$425,231.74	\$0.00	\$0.00	\$425,231.74
		20097	UNIV/DIR WSP ON CAMP 17-18	\$0.00	\$8,408.41	\$8,408.41	\$0.00	\$0.00	\$8,408.41
		20550	WSP UNIV/BIO ON 17-18	\$0.00	\$598.86	\$598.86	\$0.00	\$0.00	\$598.86
<b>Grand Total</b>				<b>\$14,156,189.22</b>	<b>\$206,498,008.36</b>	<b>\$220,654,197.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$220,654,197.58</b>

### Waivers and Tolerances Report

Use the **Waivers and Tolerances Report** to see all the Recharge Tolerance amounts and the approved Waiver Amounts for Other Current Funds. This report does not provide any balance information on the funds and it will display all funds with a tolerance or waiver amount even if the fund is in surplus. Fund Recharge Tolerances and Waiver Amounts are calculated at the Org Level4, so you will not see any lower level Orgs in this report or in the available filters. This dashboard does not include Contracts and Grants funds.

Recharge Tolerance equal to one month's operating expenses based on a rolling 12-month average.

Click the [Print](#) link and select **Printable PFD** for printing or **Printable HTML** for viewing and printing from your browser with additional formatting options.

The screenshot shows the 'Fund Deficits Reporting' dashboard with the 'Waivers and Tolerances' tab selected. The dashboard includes a 'Fund Deficits Prompts' section with various filters for Fiscal Year, Accounting Period, Fund Code, and Org Level. Below the filters is a table of fund deficits with columns for Org Level4, Fund Code, Fund Desc, Recharge Tolerance, and Waiver Amount. At the bottom, there is a 'Fund Deficits' summary box with a 'View' link and 'Print' and 'Export' buttons.

Org Level4	Org Level4 Desc	Fund Code	Fund Desc	Recharge Tolerance	Waiver Amount
Sample Org-123	Sample Org-Desc	20000	STUDENT SERVICES FEE	\$0.00	\$800,000.00
		66040	PROP MGMT RENTAL STORAGE	\$18,257.59	\$0.00
		66055	PRTG SERV LIBRARY BINDERY	\$84,048.58	\$0.00
		66061	Moving Services	\$156,213.14	\$0.00
		66070	FLEET SERVICE INCOME	\$99,159.79	\$0.00
		66216	PLANT ACCTG RECHARGE INC	\$19,377.15	\$0.00
		66360	Generic Recharge-Other Sources	\$956.17	\$0.00
<b>Grand Total</b>				<b>\$378,012.41</b>	<b>\$800,000.00</b>

**Fund Deficits** [View](#)  
 and Fiscal Cal Yr Nm is equal to **2016-17**  
 and Actg Prd Mo Name Concat is equal to **11 - May**  
 and Business Unit Code Id is equal to / is in **1**  
 and Org Level2 Cd is equal to %  
 and Org Level2 Concat is equal to %  
 and Org Level3 Cd is equal to %  
 and Org Level3 Concat is equal to %  
 and Org Level4 Cd is equal to Sample Org-123  
 and Org Level4 Concat is equal to %  
 and C And G Award Managed Fund Flg is equal to / is in **N**

[Print](#) - [Export](#)

Select the dashboard prompts and then click the **Apply** button to update the data table.

Click the [Export](#) link to send the data to Excel. Select **Excel** format to download formatted data. Select **Data->CSV** format to download raw data.