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 Level 4, 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 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 Dashboard 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.
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.

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

The * indicates a required prompt.

Default dashboard prompts message.

This report does not offer any includable columns.

Waiver Amount displays any approved waiver values (rare).

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

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

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

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.