Getting Started with General Ledger Reporting

General Ledger Reporting

The Cal Answers General Ledger Reporting (GLR) dashboard enables approved Cal Answers Finance users to access campus-wide financial data from the campus general ledger: Berkeley Financial System (BFS). All GLR data is displayed in accounting (debit/credit) signage. In addition to an Overview tab there are seven report tabs included in the General Ledger Reporting dashboard:

- **General Ledger Summary** provides an interactive summary report as of the accounting period selected with information from the BFS general ledger, based on the applied filter selections. The default view provides information at the Account Category level.

- **By Accounting Period** tab provides a report of all accounts by Account Category in a monthly format for trend analysis. Use this tab to track spending throughout the fiscal year and discover the seasonality of your financial activities. Use the Expanded view to include the full chartstring details of DeptID, Fund, CF1 and CF2 to the report.

- **Compensation By Accounting Period** displays a report of Compensation related expenses in a monthly format, for tracking and reconciling payroll activity as posted to the BFS General Ledger. Use this tab to verify that payroll correctly posted in each Accounting Period throughout the year. Use the Expanded view to see the DeptID, Fund, CF1 and CF2 (chartstrings) used for each employee.

- **General Ledger Detail** tab displays each individual transaction along with key details about each transaction, based on the applied filter selections. Right click a column header and click "include" to see a list of columns that can be included in your report for additional detail about each transaction. After each monthly close, use this report to verify each and every transaction that posted to your general ledger as part of your key controls monitoring.

- **Prior Vs Current** contains two reports: Prior vs Current Summary on top and Actuals Detail below. It is based on a range of Accounting Periods selected using filters at the top and displays activity and balances across the chartfields through the end of the selected time range.

- **Encumbrances** includes Purchase Order Number and Journal ID, for tracing purchasing activities back to the BearBuy and BFS source systems. This report is useful for financial services, business services, and procurement professionals who use BearBuy and/or BFS to close out purchase orders.

- **Transaction Verification** exception report displays data from transactions initiated outside the selected Org Nodes, to allow you to investigate.

Considerations for working with General Ledger Reports

- **Fiscal Year** and **Accounting Period** dashboard prompts default to the current time periods.
- All five dashboard reports require an additional filter selection from the Dashboard Prompt default to return data.
- If your filtered query is too large it will automatically be cancelled after 10 minutes. Narrow the search by selecting additional filters from the dashboard prompts and clicking on Apply.
- All Finance dashboard reports are pivot tables that allow for subtotals. Sorting functionality options display but will not return expected results. Move columns to achieve desired sort order. First column on left side of data table determines sort order.
- Reference the General Ledger Report Dashboard Wiki for a comprehensive review of the reports along with a dictionary of terms.
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Accessing the Cal Answers General Ledger 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 and click the blue link to navigate to General Ledger Reporting.

Note: the General Ledger Reporting Dashboards are also available from the Cal Answers Dashboards dropdown blue toolbar.

Updated: 10.04.18
Overview Tab

The **Overview tab** defines each of the report tabs in the General Ledger Reporting Dashboard and provides hyperlinks to access each report. From the [General Ledger Report 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](mailto:) for additional support.
General Ledger Summary

The General Ledger Summary 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.

Dashboard Prompts

Each of the General Ledger reports include a Dashboard Prompts section at the top of the page. Users need to select at least one if not more additional dashboard prompts in the Filter selection and then click the Apply button to update the data table with the results. The * indicates a required prompt and the data returned will be through the Accounting Period and Fiscal Year values selected. The filter values prompted on the General Ledger Summary report will persist across the three other reports tabs with the exception of Accounting Period.

Default dashboard prompts message. Select as least one additional filter values from the available dashboard prompts to return results.
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General Ledger Summary Report

The data table will update based on the prompt values applied. The report offers two view options Summary and Expanded to display the data. The blue values in the cells are drillable to view activity detail. The Filters Key under the table confirms which prompted values were used to generate the data displayed in the table.

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.

Click on any of the blue values to drill into the activity details.

Choose from Select View options of either Default (summary) or Expanded (full chartstring) for the data table.
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By Accounting Period Report

This report provides visibility to accounts by Account Category in a monthly format for trend analysis. Use this tab to track spending throughout the fiscal year and discover the seasonality of your financial activities. Use the Expanded view to add the Dept ID, Fund, CF1, and CF2 (chartstrings) to this report view.

Please select at least one additional Dashboard Prompt from the choices above and click Apply.

For column definitions, formulas and other notes please access the Finance unit.

Data includes activity through Accounting Period 20 in Fiscal Year 2017-18. If you have selected the current Fiscal year, period reflects the last closed period, which is February, 2018. All other values reflect activity through the previous day.

Click the Export link to send the data to Excel.
Select Excel format to download only visible columns.
Select Data-> CSV Format to download displayed as well as all includable columns, without formatting.

Updated: 10.04.18

Additional Dashboard Prompts with 10/4/18 release!
**Compensation By Accounting Period**

This report shows Compensation related expenses in a monthly format, for tracking and reconciling payroll activity as posted to the BFS General Ledger. Use this tab to verify that payroll correctly posted in each Accounting Period throughout the year.

**Dashboard Prompts**

In addition to the General Ledger Dashboard Prompts, this report offers *Compensation by Accounting Period Prompts*. Any filtered and applied values from these prompts will only impact this report.
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Compensation By Accounting Period

For column definitions, formulas and other notes please access the Finance wiki.

Data includes activity through Accounting Period 6 in Fiscal Year 2017-18. If you have selected the current fiscal year, payroll reflects the last closed period, which is February, 2018. All other values reflect activity through the previous day.

Select View offers the option to view By Account Category (displays account category in first column) or By Employee (displays employee name in first column) as well the option to view the payroll expense at a summarize or Expanded views that include the full payroll chartstring details.

Click on any of the blue values to drill into the activity details.

If more than 25 rows of data are returned in the table, use the blue down arrow to page through the additional rows of data and the up/down arrow to display all available rows.

The Filter key lists all of the selected prompt values for the data displayed in the dashboard. It is included in print outputs from the Page Options and the Print hyperlink.

Updated: 10.04.18
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**General Ledger Detail**

The **General Ledger Detail** report displays each individual transaction along with key details about each transaction, based on the applied filter selections. Right click a column header and click "include" to see a list of columns that can be included in your report for additional detail about each transaction. After each monthly close, use this report to verify each and every transaction that posted to your general ledger. The Document ID will help you find a given transaction in BFS if there needs to be an update or correction. This tab currently shows only actual transaction details, and account 30000 is excluded because it doesn't have actual transaction details. The data displayed is at the transaction level so the values are not drillable (blue).

**Sample ORG**

Choose from Select View options of either Default or Expanded (+ CF1&CF2 Codes) for the data table display.

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### General Ledger Report Overview

**General Ledger Detail**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID - Desc</td>
<td>Department ID and Description</td>
</tr>
<tr>
<td>Fund - Desc</td>
<td>Fund ID and Description</td>
</tr>
<tr>
<td>Account - Desc</td>
<td>Account ID and Description</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Date of the transaction</td>
</tr>
<tr>
<td>Document ID</td>
<td>ID of the document</td>
</tr>
<tr>
<td>Recipient</td>
<td>Recipient of the transaction</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the transaction</td>
</tr>
<tr>
<td>Reference</td>
<td>Reference number for the transaction</td>
</tr>
<tr>
<td>Approver Name</td>
<td>Name of the approver</td>
</tr>
<tr>
<td>Preparer Name</td>
<td>Name of the preparer</td>
</tr>
<tr>
<td>Authorized Budget Amount</td>
<td>Authorized budget amount</td>
</tr>
<tr>
<td>Encumbrance Amount</td>
<td>Encumbrance amount</td>
</tr>
<tr>
<td>Actuals Amount</td>
<td>Actuals amount</td>
</tr>
</tbody>
</table>

**Additional Dashboard Prompts**

- with 10/4/18 release

**The General Ledger Detail Prompts** are specific to this reporting tab and any selections will not be carried over to other tabs of the General Ledger Reporting dashboard.
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Prior Vs Current

The Prior Vs Current interactive dashboard contains two reports: Prior vs Current Summary on top and Actuals Detail below. It is based on a range of Accounting Periods selected using filters at the top and displays activity and balances across the chartfields through the end of the selected time range.

Summary Report

Dept ID, Fund, and Account Category are the default chartfield columns for the summary section, but you can choose to include the other chartfield columns. The general structure of the summary section has the chartfield values on the left-hand side of the table, followed by Prior Authorized Budget, Prior Temp Budget, Current Authorized Budget, Current Temp Budget, Total Budget, Prior Actuals, Current Actuals, Encumbrance Amount, and Remaining Balance. Use the prompts at the top to filter this report by different chartfields, and more.

Detail Report

The detail section shows the beginning balance and individual transactions for the time frame selected in the Accounting Period Between dashboard prompt. The grand total is the balance at the end of the time frame selected. The transactions are the same transactions for which you see the aggregated values in the Current columns of the summary section. Account, Fund, and Dept ID are the default chartfield columns for the detail section, but you can choose to include the other chartfield columns by choosing the Select View: Expanded.
Encumbrances

The Encumbrances report displays encumbrance details, including Purchase Order Number and Journal ID, for tracing purchasing activities back to the BearBuy and BFS source systems. This report is useful for financial services, business services, and procurement professionals who use BearBuy and/or BFS to close out purchase orders. The Encumbrance Amount drilldown shows all transactions that have posted for the PO as sourced from BFS. Keep in mind it is for the specific combination of columns that was drilled on. For example, if a PO was split across multiple chartstrings, and you clicked on the Encumbrance Amount for one particular chartstring, the transaction history you see is for that chartstring and not the whole PO. There is no include/exclude functionality available for this report.

Select View defaults to display balances by chartstring. To see balances by PO, select the By Purchase Order view or move the Purchase Order Number column to the first column.

Click on the blue Purchase Order Number to drill across to the Cal Answers Procure to Pay subject area Operations dashboard → Purchase Order Summary report tab. Here you can see the data as sourced from BearBuy. You can cross reference this with Encumbrance Reporting, where the data is sourced from BFS. From the Operations dashboard, remove the values in the Purchase Order Date prompt and click Apply. Click on the Purchase Order Number and go to "Link to PO Balance Details", which shows the details from BearBuy.

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

Unlike the other GLR reports, the Encumbrances report shows all open POs since BearBuy was implemented (January 2010).
Transaction Verification

The Transaction Verification interactive dashboard exception report displays transaction data for transactions \textit{initiated outside the selected Org Nodes}, so that you can investigate whether these transactions were posted to your unit by mistake. There is no summarization; the data returned is all at the transaction level.

Dashboard Prompts

Included in the Dashboard Prompts is a required (*) Org Level for Exceptions prompt and corresponding Org Level 3 thru Org Level 6 options. Any filtered and applied values from this set of prompts will only impact this report. This prompt tells the report at which org level you want to search for transactions initiated outside your org node. The Org Level for Exceptions prompt defaults to Org Level 4. Make sure that you set the Org Level for Exceptions prompt to the org level by which you want to search, then enter the org node for which you want to search, keeping in mind that what the report will return is all activity that posted to this org node but was \textit{not} initiated by it, according to the Processing Unit field. Please note that unless you uncheck the Compensation Expenses account group, all payroll activity posted to your unit will show in this report.