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.

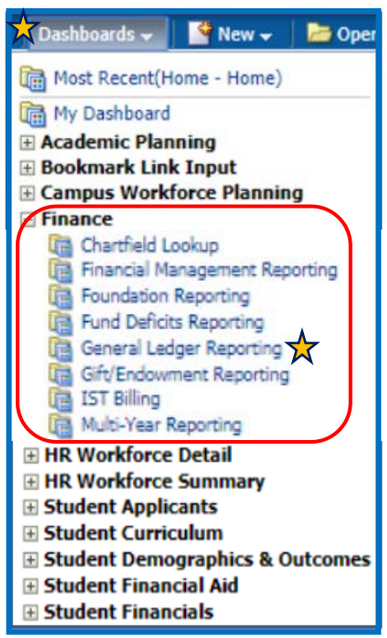
Considerations for working with General Ledger Reports

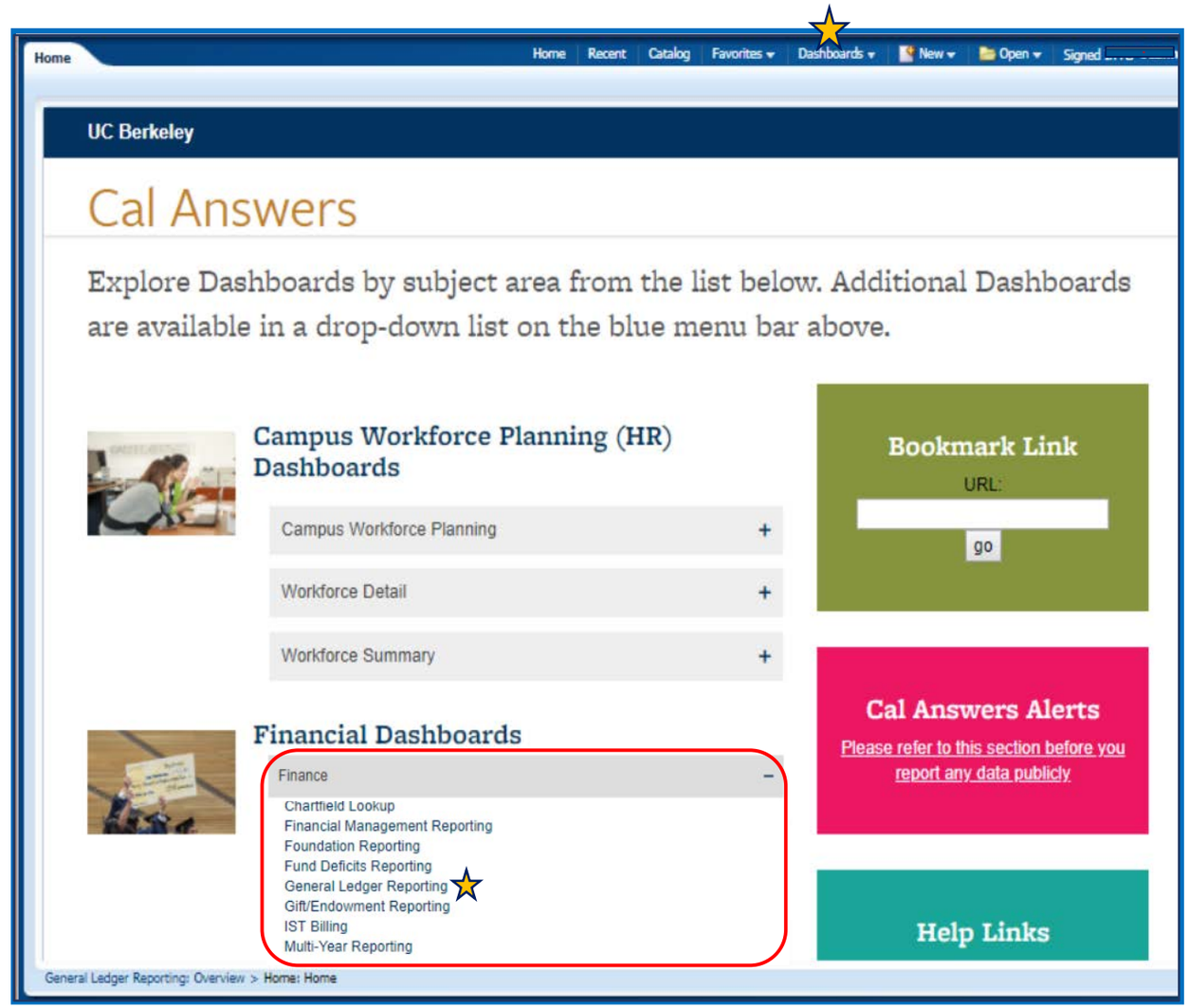
- **Fiscal Year** and **Accounting Period** dashboard prompts default to the current time periods.
- All five dashboard reports require an additional filter selection from the Dashboard Prompt default to return data.
- If your filtered query is too large it will automatically be cancelled after 10 minutes. 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.

Accessing the Cal Answers General Ledger 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 and click the blue link to navigate to **General Ledger Reporting**.

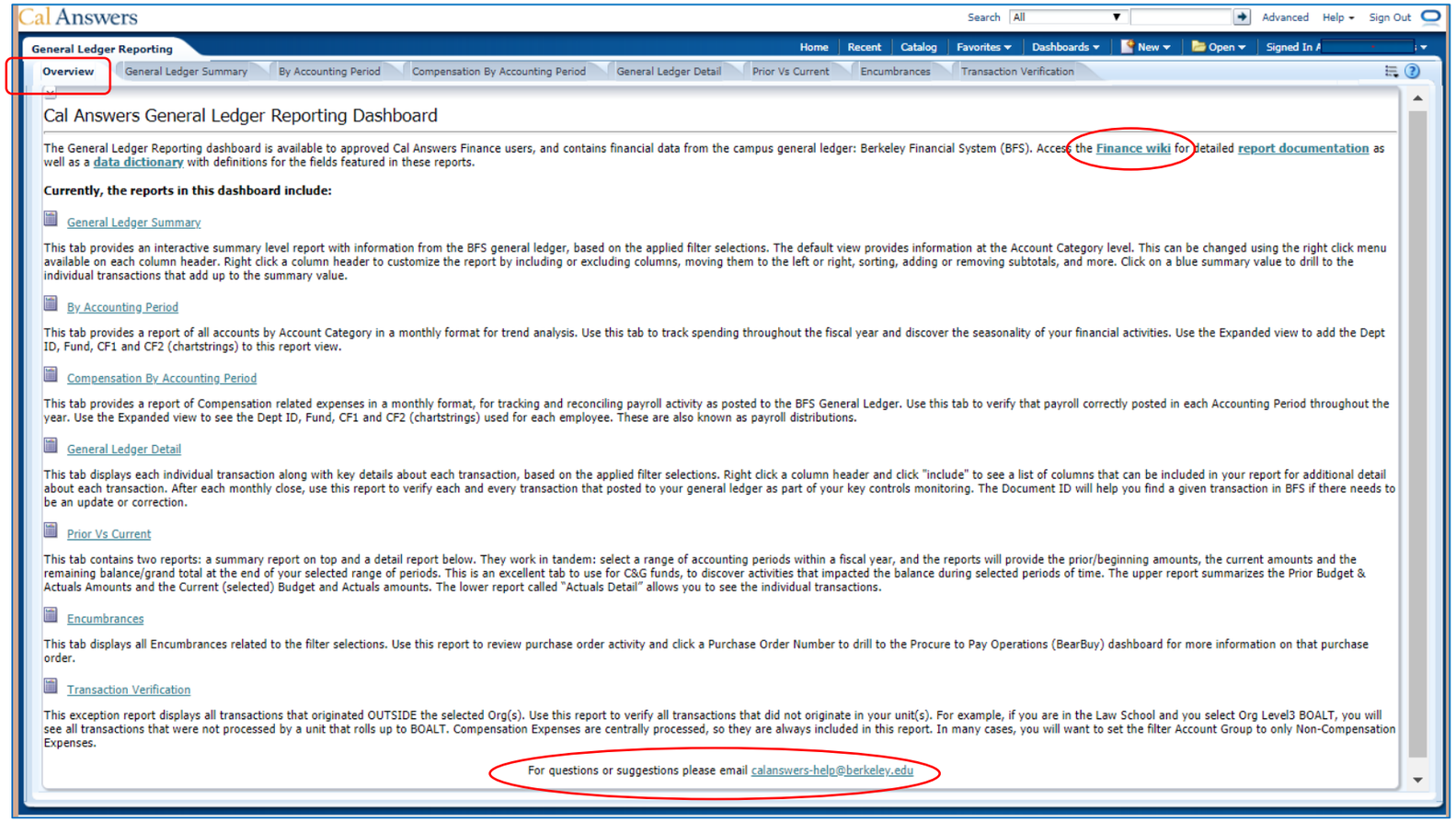
*Note: the **General Ledger Reporting Dashboards** are also available from the Cal Answers **Dashboards** dropdown blue toolbar.*





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** for additional support.



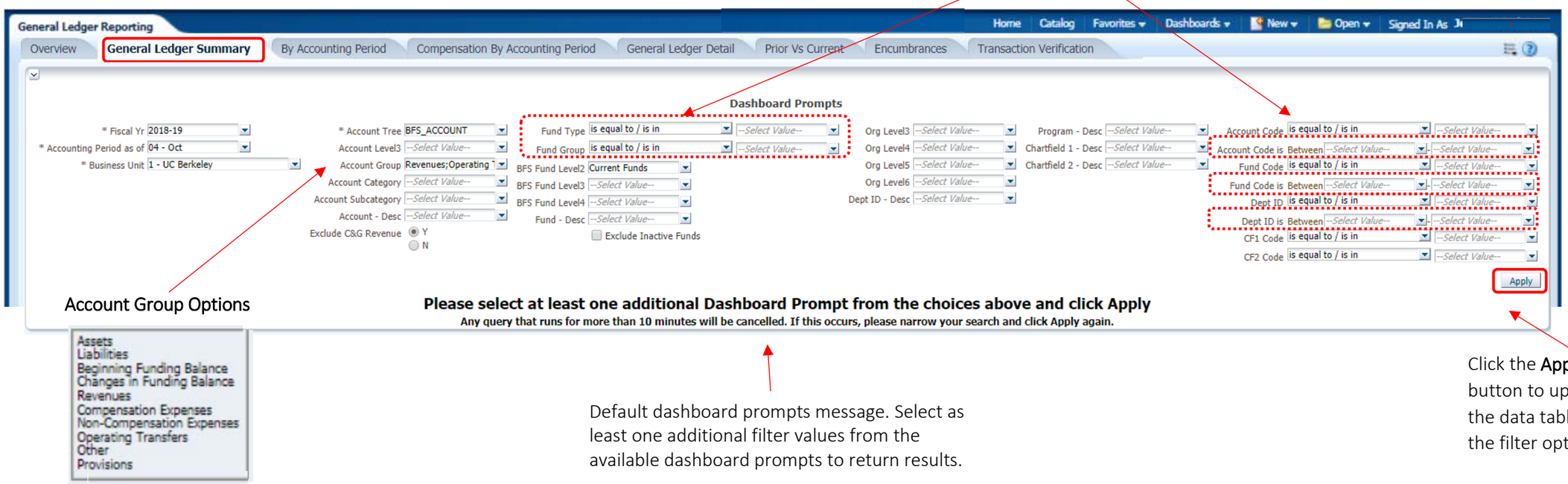
General Ledger Summary

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.

Additional Dashboard Prompts with 10/4/18 release!



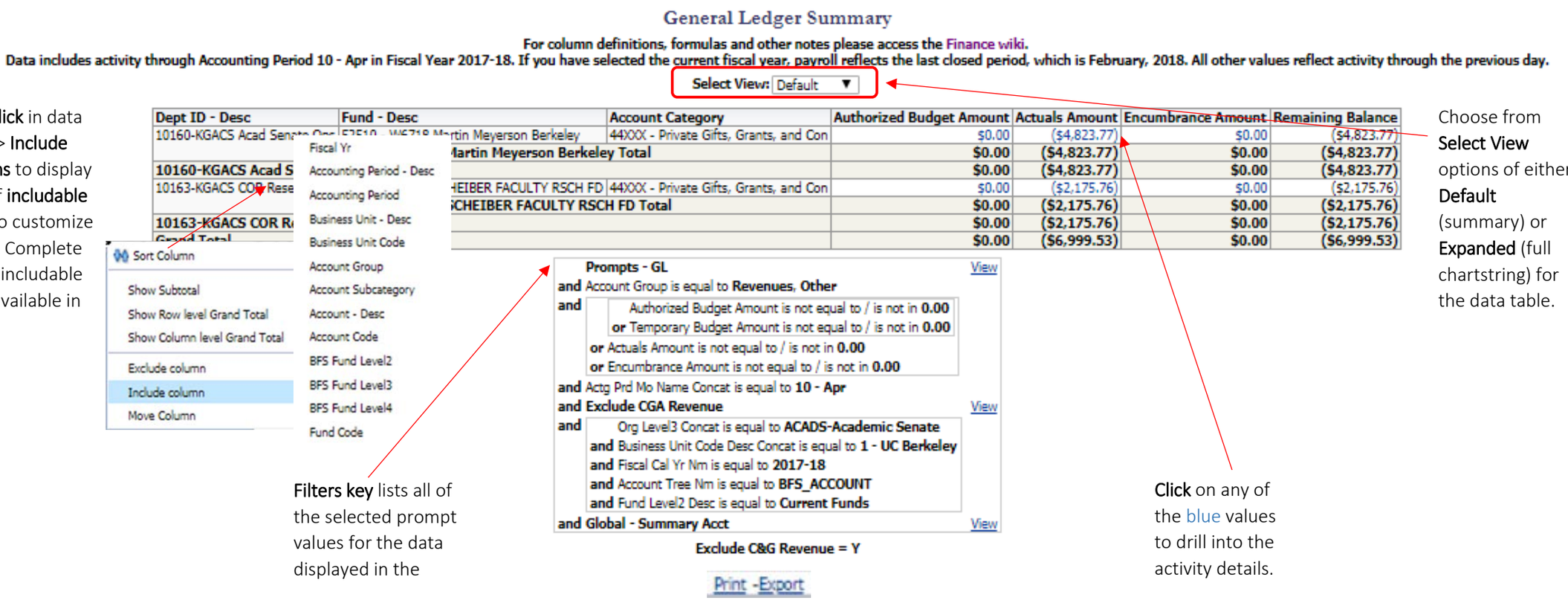
Account Group Options

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

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

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.

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

Filters key lists all of the selected prompt values for the data displayed in the

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

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.

Additional Dashboard Prompts with 10/4/18 release!

Sample ORG

General Ledger Reporting | Home | Recent | Catalog | Favorites | Dashboards | New | Open | Signed In As

Overview | General Ledger Summary | **By Accounting Period** | Compensation By Accounting Period | General Ledger Detail | Prior Vs Current | Encumbrances | Transaction Verification

Dashboard Prompts

* Fiscal Yr 2018-19
* Accounting Period as of 04 - Oct
* Business Unit 1 - UC Berkeley
* Account Tree BFS_ACCOUNT
Account Level3 --Select Value--
Account Group Revenues;Operating
Account Category --Select Value--
Account Subcategory --Select Value--
Account - Desc --Select Value--
Exclude C&G Revenue Y N
Fund Type is equal to / is in --Select Value--
Fund Group is equal to / is in --Select Value--
BFS Fund Level2 Current Funds
BFS Fund Level3 --Select Value--
BFS Fund Level4 --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--
Program - Desc --Select Value--
Chartfield 1 - Desc --Select Value--
Chartfield 2 - Desc --Select Value--
Account Code is equal to / is in --Select Value--
Account Code is Between --Select Value-- - --Select Value--
Fund Code is equal to / is in --Select Value--
Fund Code is Between --Select Value-- - --Select Value--
Dept ID is equal to / is in --Select Value--
Dept ID is Between --Select Value-- - --Select Value--
CF1 Code is equal to / is in --Select Value--
CF2 Code is equal to / is in --Select Value--
Apply

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

Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.

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

Data includes activity through Accounting Period 10 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: Summary (Default)

Account Group	Account Category	Actuals Amount 00 - Beg	01 - Jul	02 - Aug	03 - Sep	04 - Oct	05 - Nov	06 - Dec	07 - Jan	08 - Feb	09 - Mar	10 - Apr	Actuals Amount Total
Revenues	44XXX - Private Gifts, Grants, and Con		($365,966.94)	($2,497,131.25)	($576,242.87)	($803,453.61)	($1,249,962.45)	($886,699.64)	($2,583,857.66)	($714,120.52)	($1,417,255.41)	($18,079.15)	**($11,112,769.50)**
	47XXX - Sales & Services of Auxiliary		($568,205.63)	($531,464.80)	($856,682.02)	($5,479,650.89)	($1,128,484.65)	$2,326,917.38	$77,464.55	($232,008.29)	($21,783.15)	($150.00)	**($6,414,047.50)**
	48XXX - Other Sources		($192,165.98)	($756,077.51)	($103,484.31)	($3,946,952.37)	($2,004,562.47)	$94,359.90	($5,037,779.29)	($1,759,374.02)	($3,057,457.05)	($17,985.00)	**($16,781,478.10)**
	49XXX - Nonoperating Rev & Exp		$3,891.37	$4,405.26	$2,574.71		$1,749.92	$3,939.89	$8,526.31	$10,765.16	$14,686.22		**$50,538.84**
Revenues Total			**($1,122,447.18)**	**($3,780,268.30)**	**($1,533,834.49)**	**($10,230,056.87)**	**($4,381,259.65)**	**$1,538,517.53**	**($7,535,646.09)**	**($2,694,737.67)**	**($4,481,809.39)**	**($36,214.15)**	**($34,257,756.26)**
Grand Total			**($1,122,447.18)**	**($3,780,268.30)**	**($1,533,834.49)**	**($10,230,056.87)**	**($4,381,259.65)**	**$1,538,517.53**	**($7,535,646.09)**	**($2,694,737.67)**	**($4,481,809.39)**	**($36,214.15)**	**($34,257,756.26)**

Actuals Amount SRECNA is not equal to / is not in **0**
and Account Group is equal to **Revenues**
and Exclude CGA Revenue View
and Org Level3 Concat is equal to **ATHLE-Athletics**
and Business Unit Code Desc Concat is equal to **1 - UC Berkeley**
and Fiscal Cal Yr Nm is equal to **2017-18**
and Account Tree Nm is equal to **BFS_ACCOUNT**
and Fund Level2 Desc is equal to **Current Funds**
and Prompts - GL View
and Fiscal Accounting Prd is less than or equal to **10**
and Global - Summary Acct View

Exclude C&G Revenue = Y

Print - Export

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

Choose **Select Views** of either **Summary** or **Expanded** (full chartstring, +DeptID, Fund, CF1&CF2 Codes) for the data table display.

Click the Print link and select **Printable PDF** or **Printable HTML** to change Orientation to Landscape for printing and other formatting changes.

Printable PDF
Printable HTML

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.

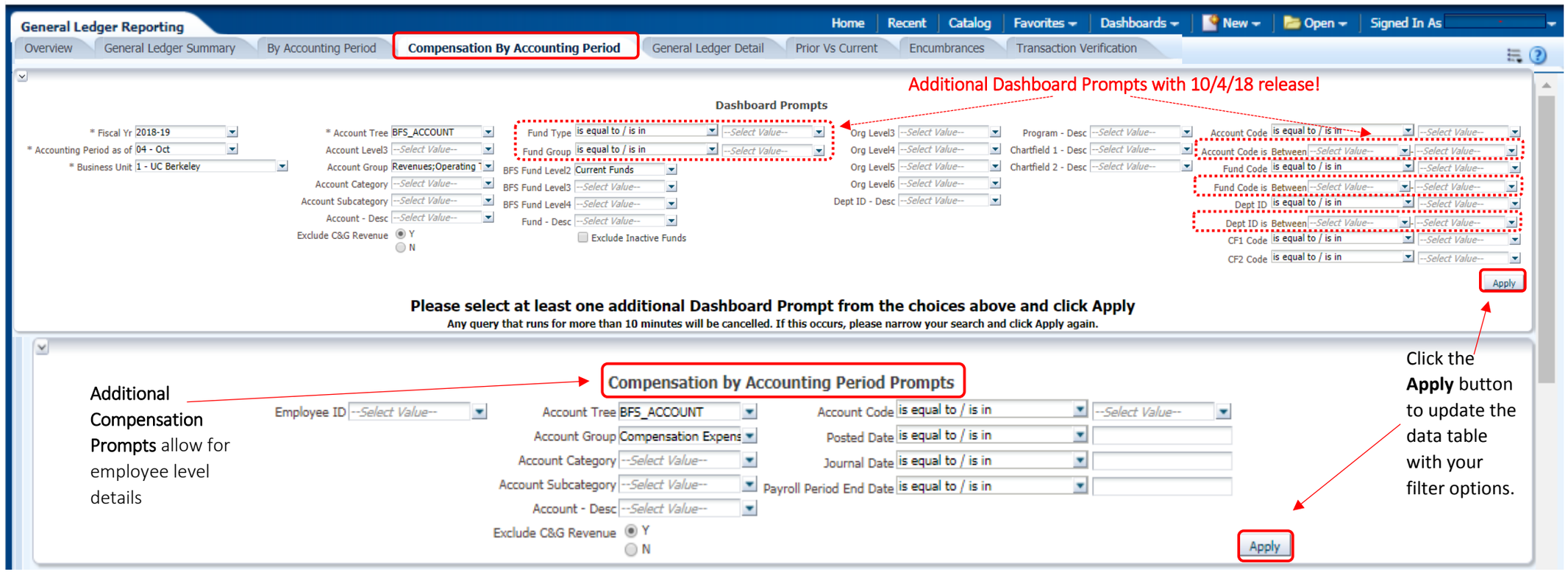
PDF
Excel
Powerpoint
Web Archive (.mht)
Data
CSV Format
Tab delimited Format
XML Format

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.



Compensation By Accounting Period

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: By Account Category

Account Category	Employee Name	Actuals Amount 01 - Jul	02 - Aug	03 - Sep	04 - Oct	05 - Nov	06 - Dec	07 - Jan	08 - Feb	09 - Mar	10 - Apr	Actuals Amount Total
51XXX - Staff Wages	Aar	$241.50	$115.50	$168.00	$364.00	$196.00	$112.00	$126.00		$28.00		**$1,351.00**
	Al	$5,083.25	$5,083.25	$5,083.25	$6,181.25	$5,357.75	$5,357.75	$6,382.11	$6,666.67	$6,666.67		**$51,861.95**
	A		$5,133.68	$4,175.00	$4,175.00	$4,175.00	$4,175.00	$4,175.00	$4,175.00	$4,175.00		**$34,358.68**
	A	$3,759.24										**$3,759.24**
	A	$592.04	$178.55	$557.59	$398.53	$371.25	$134.06		$330.00	$154.69		**$2,716.71**
	A			$14.00	$462.00		$350.00	$224.00				**$1,050.00**
	A	$294.46										**$294.46**
	A			$517.50		$567.50						**$1,085.00**
	A	$5,133.33	$5,133.33	$5,133.33	$5,544.01	$5,236.00	$5,236.00	$5,236.00	$5,236.00	$5,236.00		**$47,124.00**
	A							$3,194.42	$4,591.67	$4,591.67		**$12,377.76**
	A	$5,748.00	$3,832.00	$3,832.00	$4,523.20	$3,985.60	$6,405.32	$5,000.00	$5,500.00	$5,000.00		**$43,826.12**
	A		$119.04	$607.70	$501.88	$419.38	$556.88	$230.31	$708.06	$472.94		**$3,616.19**
	A								$147.81	$546.57		**$694.38**
	A							$55.00	$292.19	$281.88		**$629.07**
	A		$112.77	$260.00	$6.88			$89.38	$123.75	$17.19		**$609.97**
	A			$225.00		$225.00						**$450.00**
	A				$178.75	$477.81	$178.76	$233.75	$890.31	$584.38		**$2,543.76**
	A	$169.16		$119.04	$303.45	$680.96	$20.63	$175.31	$213.13	$529.38		**$2,211.06**
	A	$4,801.25	$4,801.25	$4,496.78	$4,458.50	$4,386.93	$4,375.00	$4,375.00	$4,875.00	$4,375.00		**$40,944.71**
	A					$300.00	$300.00	$300.00	$375.00			**$1,275.00**
	A	$720.48	$228.68	$353.97	$361.71	$281.88	$202.81	$151.25	$261.26	$360.94		**$2,922.98**
	A	$9,723.18	$6,659.95	$7,200.59	$6,684.51	$6,745.22	$12,169.93	$7,393.30	$10,410.26	$7,387.56		**$74,374.50**
	A									$1,211.25		**$1,211.25**
	A	$2,148.96	$1,022.62	$3,809.64	$4,014.17	$4,063.02	$5,909.74	$3,968.32	$4,004.99	$4,050.77		**$32,992.23**
	Alys	$375.90	$701.68	$513.74	$393.65	$295.63	$326.56	$281.87	$453.75	$440.00		**$3,782.78**

Rows 1 - 25

Prompts - GL View

and Actuals Amount is not equal to / is not in **0**

and CASE WHEN 1 = 1 THEN Account Group END is equal to **Compensation Expenses**

and Exclude CGA Revenue View

and CASE WHEN 1 = 1 THEN Actg Prd Mo Name Concat END is not null

and Fiscal Accounting Prd is less than or equal to **10**

and Org Level3 Concat is equal to **ATHLE-Athletics**

and Business Unit Code Desc Concat is equal to **1 - UC Berkeley**

and Fiscal Cal Yr Nm is equal to **2017-18**

and CASE WHEN 1 = 1 THEN Account Tree Nm END is equal to **BFS_ACCOUNT**

and Fund Level2 Desc is equal to **Current Funds**

Print - Export

Select View: By Account Category

- By Account Category
- By Account Category Expanded
- By Employee
- By Employee Expanded

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

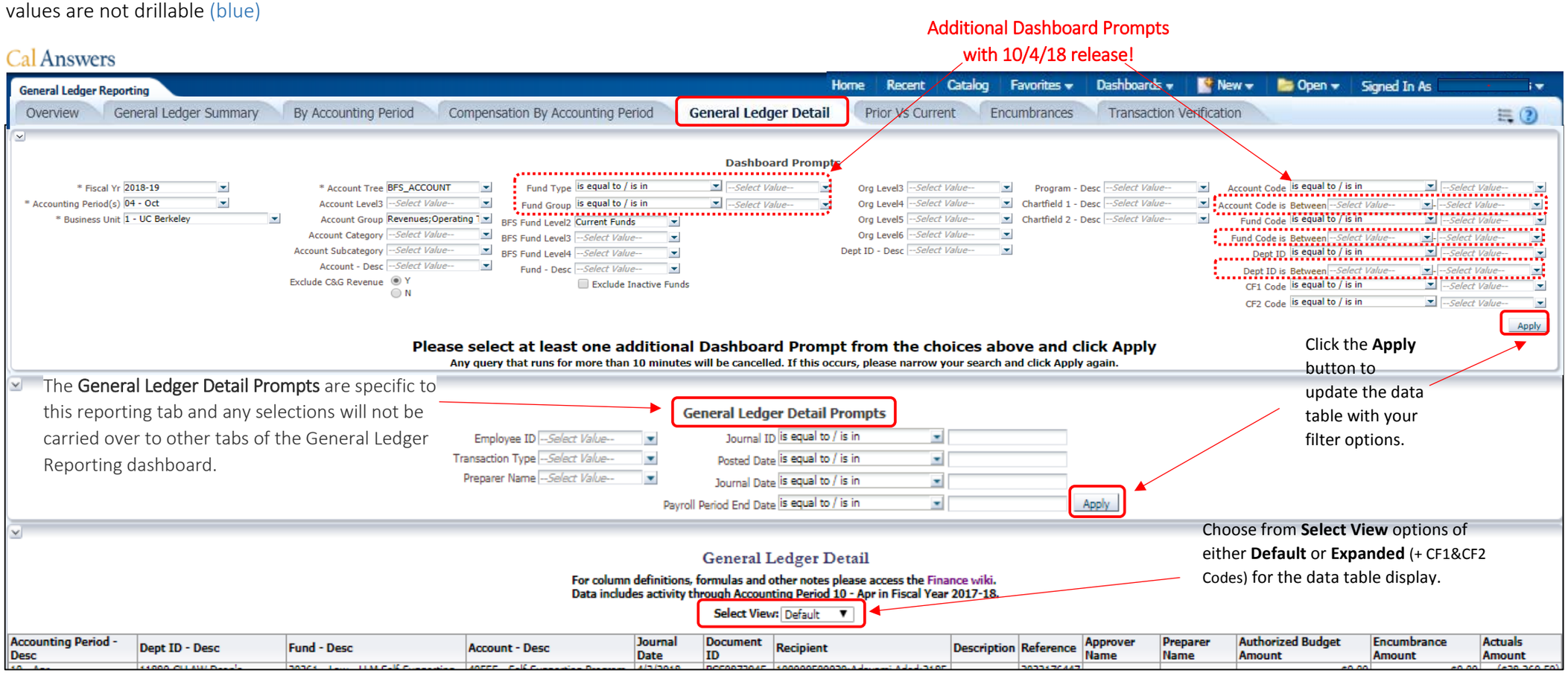
Select View offers the option to view **By Account Category** *(displays account category in first column)* or **By Employee** *(displays employee name in first column)* as well the option to view the payroll expense at a summarize or **Expanded** views that include the full payroll chartstring details.

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.

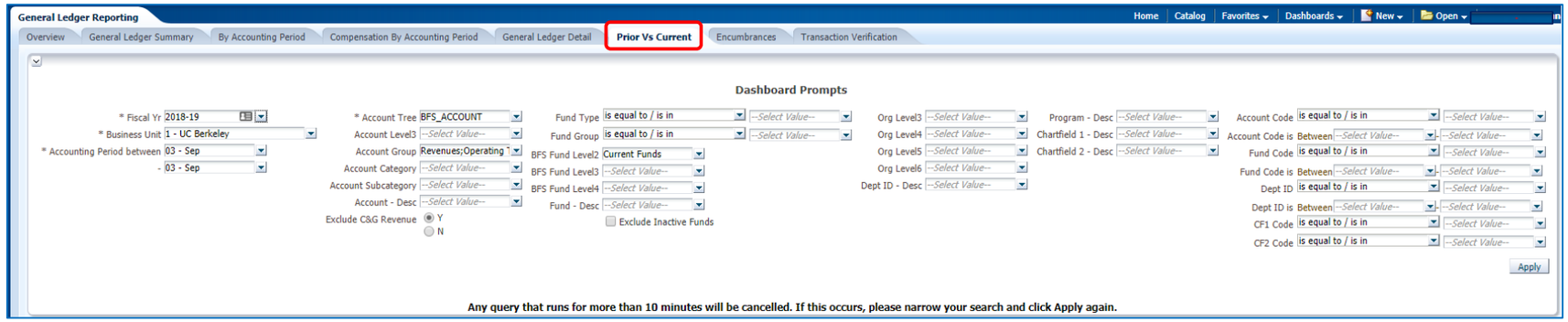
General Ledger Detail

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)

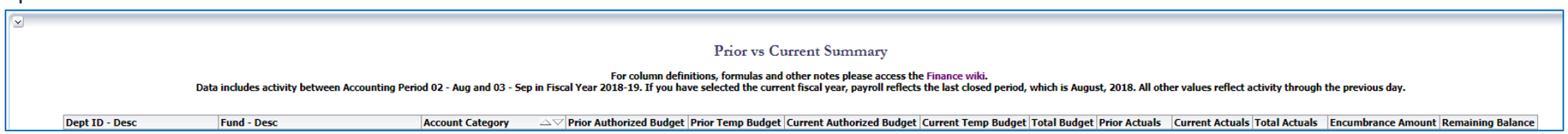


Prior Vs Current

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.

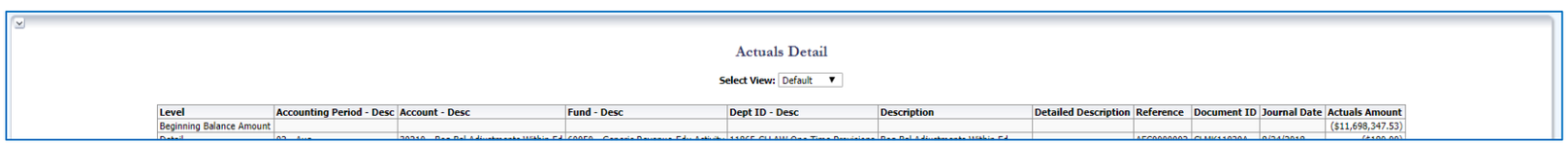


Summary Report



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

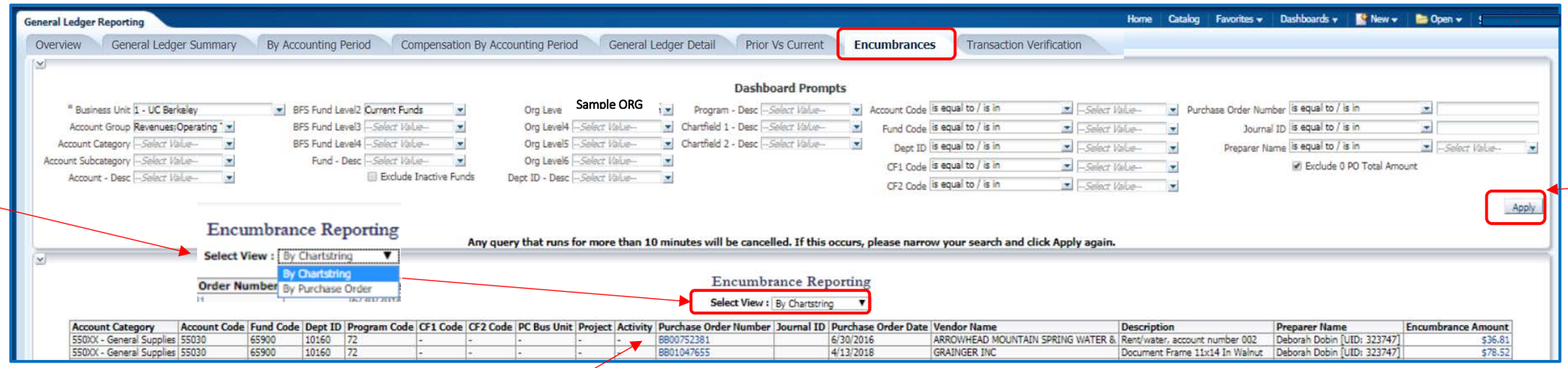


The detail section shows the beginning balance and individual transactions for the time frame selected in the Accounting Period Between dashboard prompt. The grand total is the balance at the end of the time frame selected. The transactions are the same transactions for which you see the aggregated values 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 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*).

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.

Transaction Verification

The **Transaction Verification** interactive dashboard exception report displays transaction data for transactions 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 Level4. 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 **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.