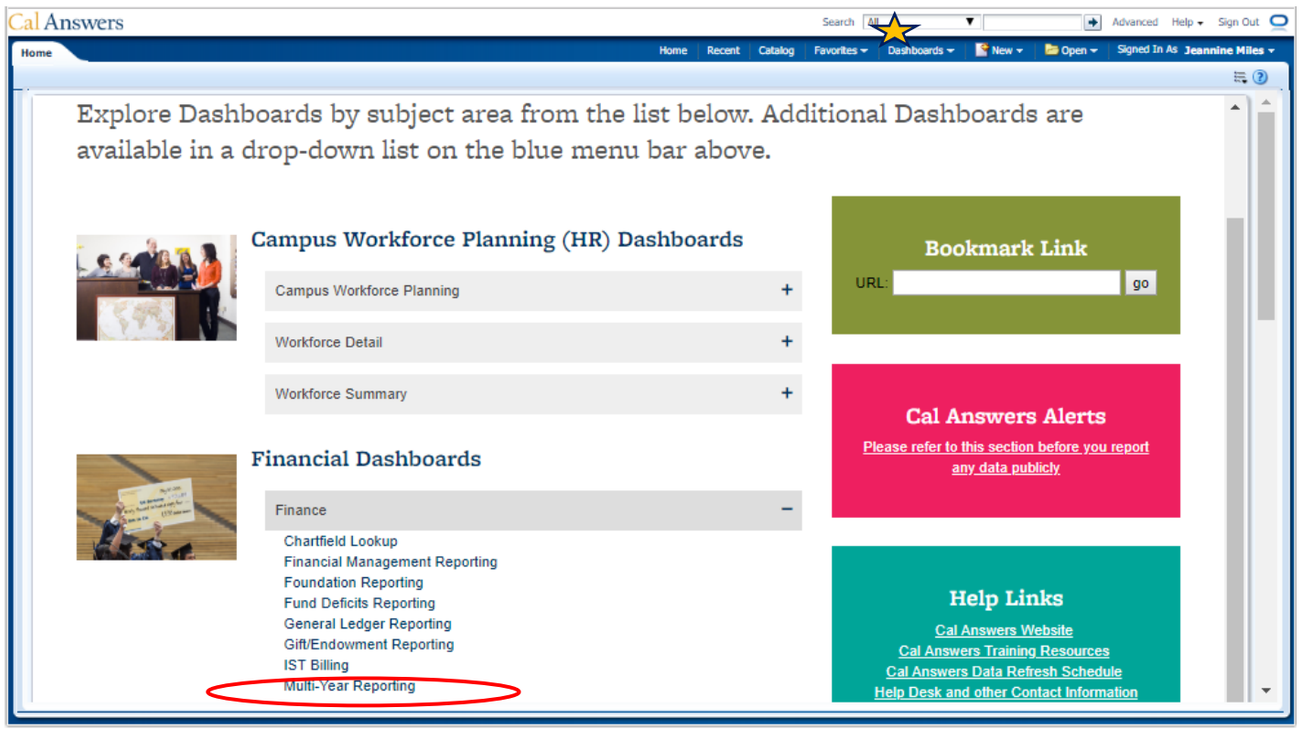
Cal Answers

Getting Started with **Multi-Year Reporting**

The **Cal Answers Multi-Year Reporting** dashboard enables approved Cal Answers Finance users to view the same data that is available in the General Ledger Reporting by and across multiple fiscal years at the summary or transaction detail level. Each report tab has a two-page set of dashboard prompts. You must pick at least one prompt on the first page, and the second page is optional if you want to further narrow your search. The report data is displayed in accounting (credit/debit) signage similar to the BAIRS Financials Reports. Review the Multi-Year Reporting Wiki pages for more details on each of the three reports and a data dictionary of terms.

Accessing the Cal Answers Multi-Year 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 takes you to the Home page of the Cal Answers application.
3. From the **Financial Dashboards** section, click on **Finance** and then select **Multi-Year Reporting**.

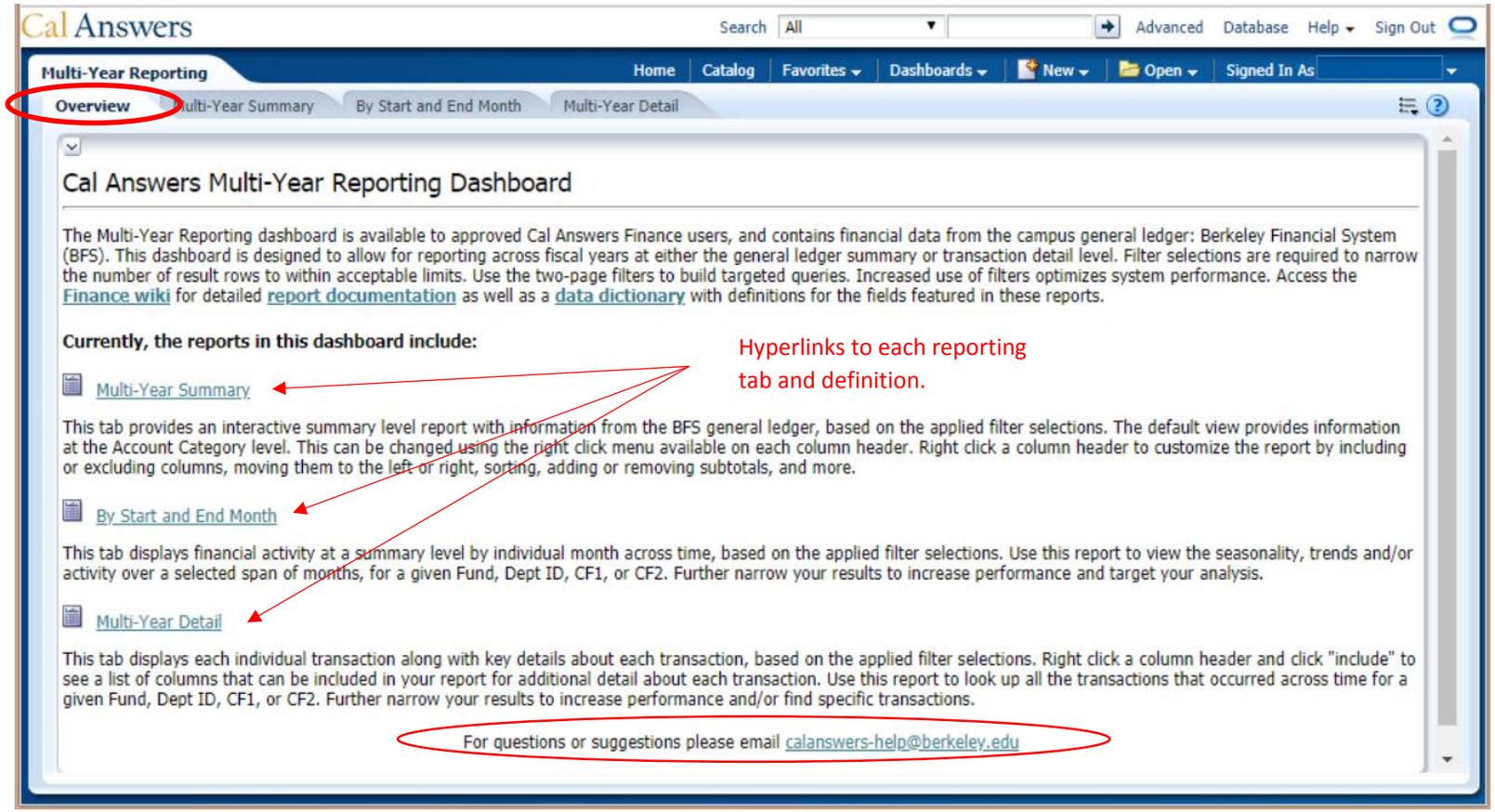


*Note: The **Multi-Year Reporting** dashboard is also accessible from the Cal Answers **Dashboards** dropdown in the blue toolbar.*

Multi-Year Reporting Dashboard Reports

1. Overview Tab

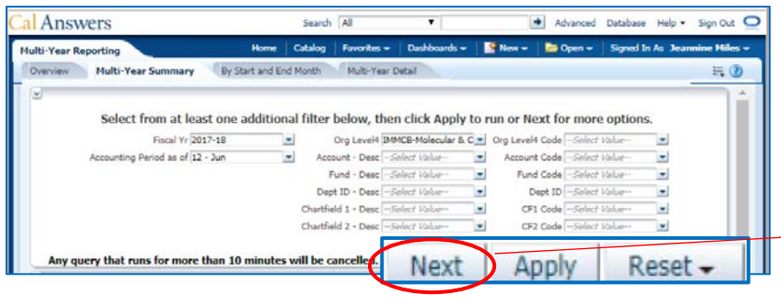
   The Overview tab is the starting point for the dashboard. It includes links to the individual reporting tabs, as well as descriptions of each tab. It also includes links to the **Finance Wiki** which provides Cal Answers Financials Multi-Year Reporting documentation and a data dictionary for the filters and columns in the dashboard.



2. Multi-Year Summary Report

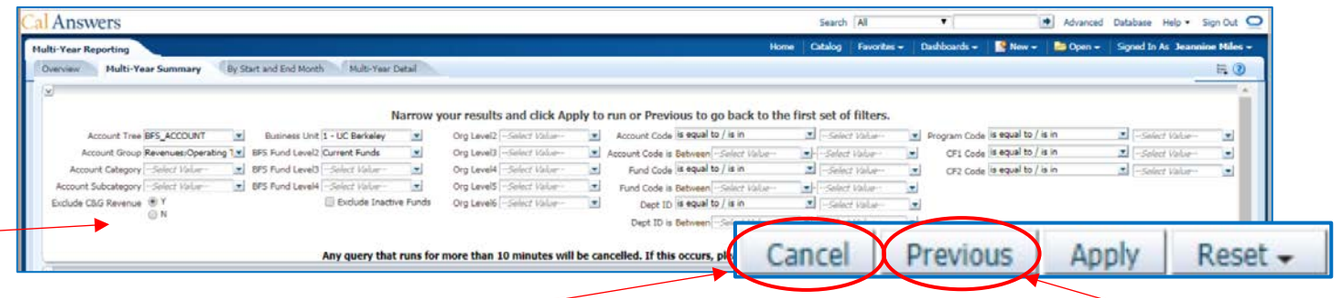
The **Multi-Year Summary** report displays summary information and balances across the chartfields via a two-page set of dashboard prompts. The dashboard prompts will carry any selected values across the tabs of the Multi-Year Reporting dashboard, with the exception of the "Accounting Period as of" prompt. This report data is summarized into columns for Actuals Amount, Encumbrance Amount, and Remaining Balance (less encumbrances). Three additional metrics can be added to the table with a right click--Authorized Budget Amount, Ending Funding Balance and Temporary Budget Amount. In order to support views to multiple years of data, the Multi-Year reports uses two pages of dashboard prompts per report navigable via the additional **Next** and **Previous** buttons in the Prompt section.

1st Page of Multi-Year Summary Dashboard Prompts



Select at least one additional filter from the dashboard prompts then click **Apply** to return your results or **Next** to navigate to the second page of the dashboard prompts where you can select additional filters.

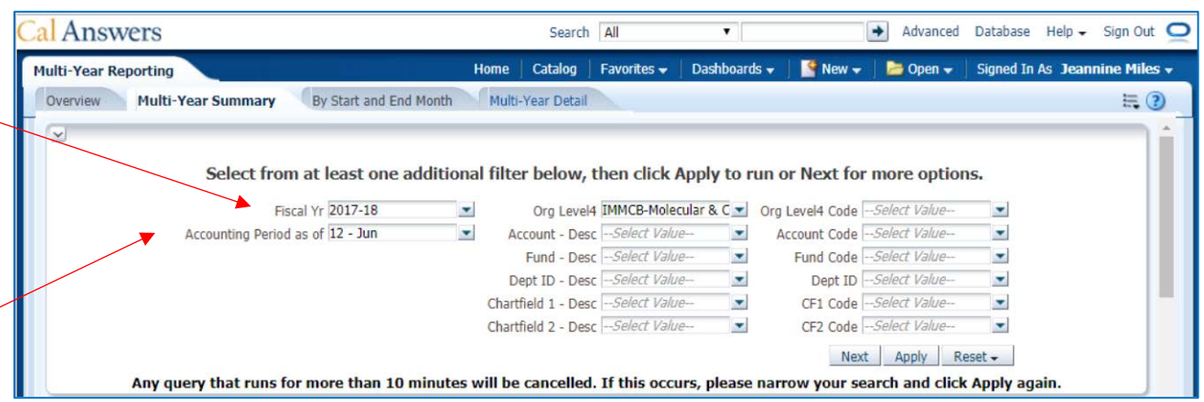
2nd Page of Multi-Year Summary Dashboard Prompts



From the second page of dashboard prompts you can narrow your results by selecting additional filters and clicking the **Apply** button. Use the **Cancel** button to remove all filter selections from both pages.

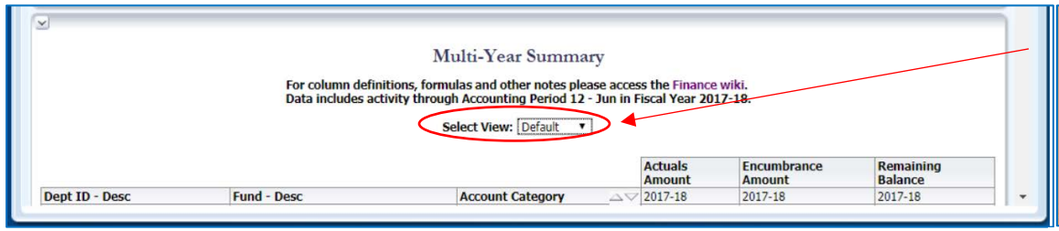
Click **Previous** to return to the first page of dashboard prompts.

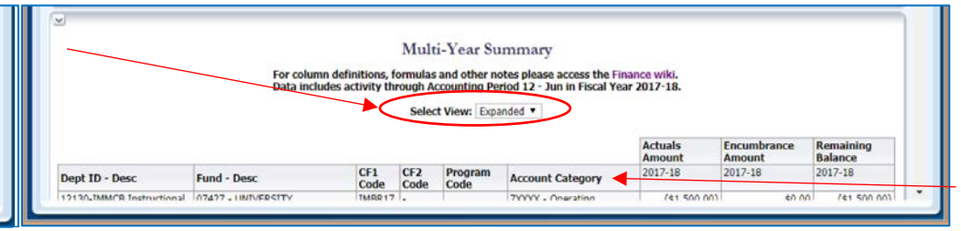
Multiple Fiscal Year options



The **Accounting Period as of** filter applies to all fiscal years selected.

3. Multi-Year Summary Report –Apply option to review results by two Selected Views



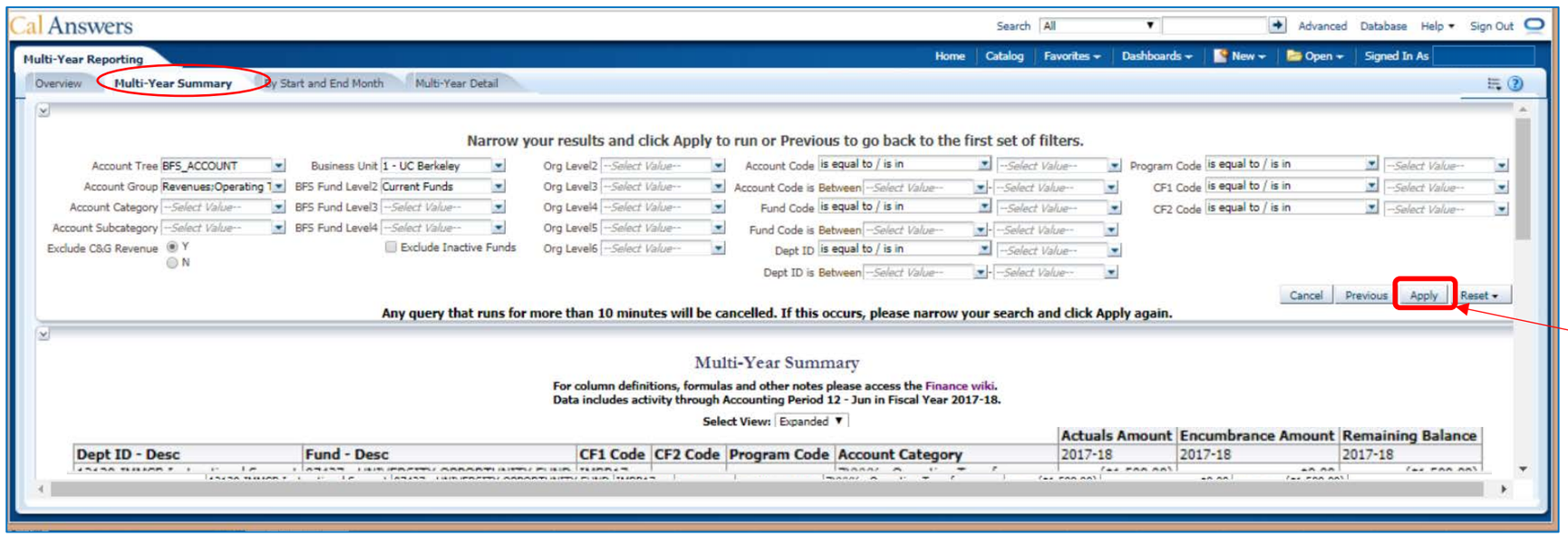


1. **Default Select View** displays the concatenated code and descriptions for Dept ID, Fund and Account Category,

2. **Expanded** Select View adds CF1, CF2 and Program codes to the default view to display the full chartstring. Selected views persist when **NEXT** in the dashboard prompts is clicked.

Right-click in the data table to display list of ***Includable*** columns. Review the wiki for a complete list of Includable columns.

4.Multi-Year Summary Report –Next option to access additional prompts



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

Like your filtered and/or edited table report view?

Create a **Saved Customization** to apply again and again.

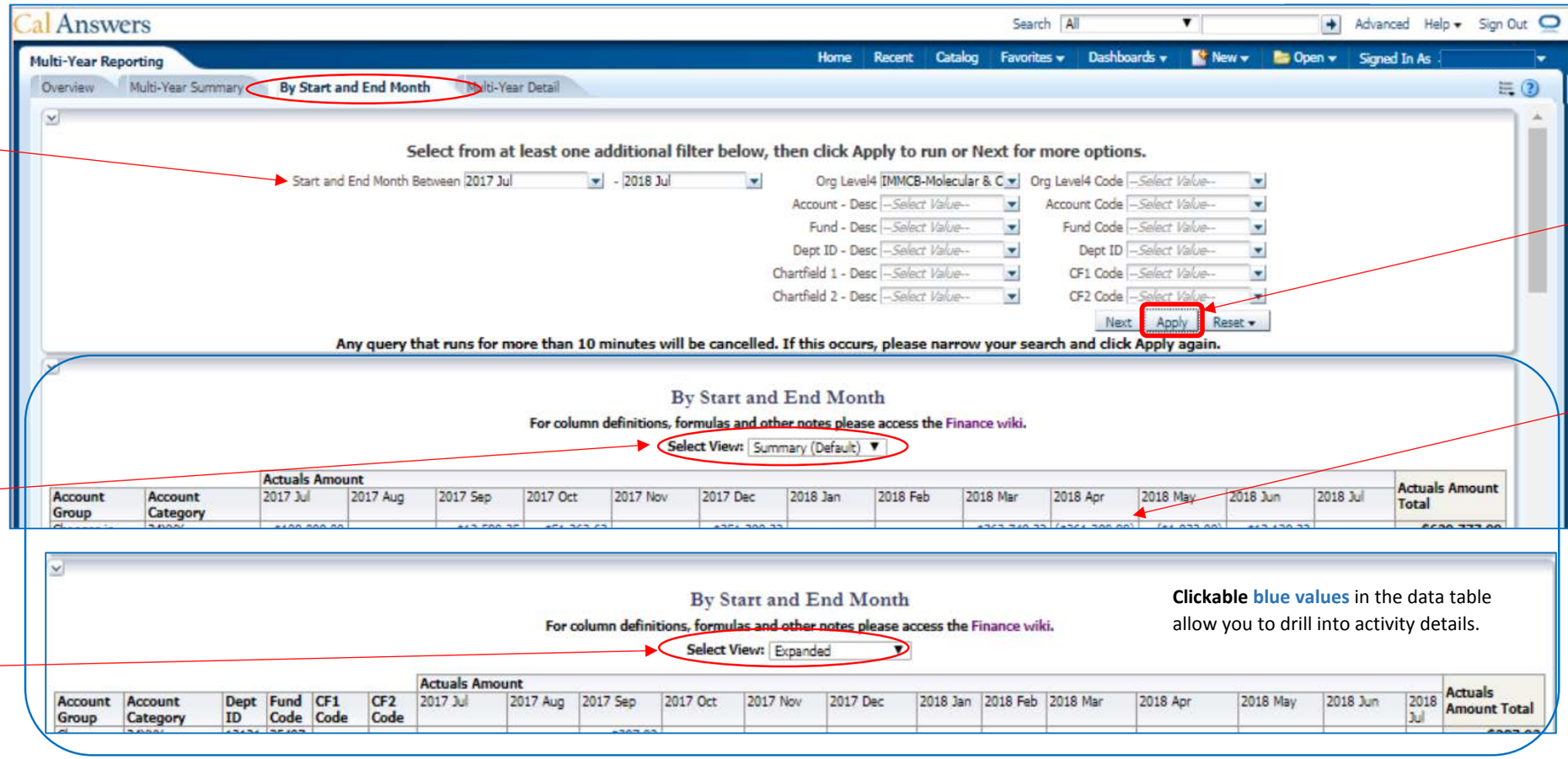
5.By Start and End Month Report– Apply option to review results by two Selected Views

This report displays data in a monthly format for tracking financial trends and seasonality. The data includes activity in all accounts for both current and non-current funds. You are not limited by fiscal year, so this report is helpful for tracking monthly activity across fiscal years.

Start and **End Months** default to current month last year and current month this year.

Select View offers two data table view options:

- **Summary (Default)** view displays the concatenated code and descriptions for Account Group and Account Category
- **Expanded** adds the Dept ID, Fund, CF1 and CF2 codes to display the full



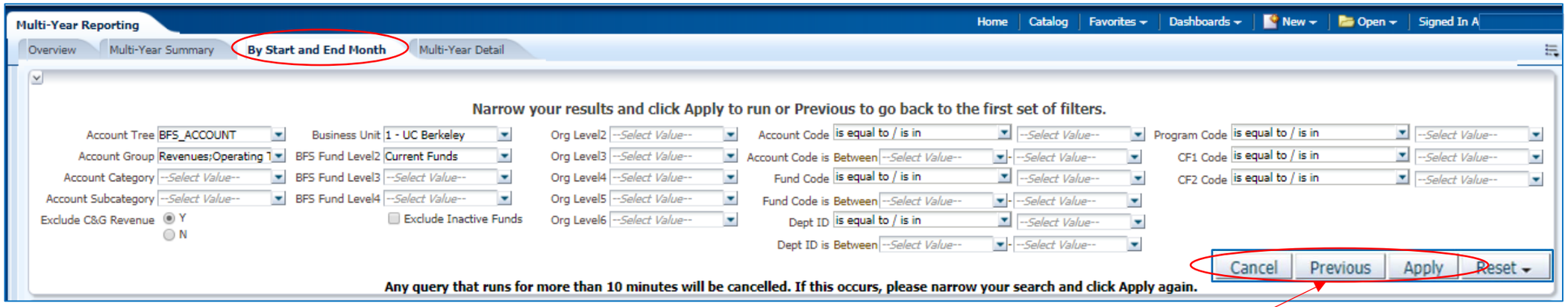
Select the desired dashboard prompts and then click the **Apply** button to update the data table.

Right click in data table -> **Include columns** to display a list of **includable fields** to customize report. Complete lists of includable fields available in the wiki.

Clickable blue values in the data table allow you to drill into activity details.

Blue arrows under the data table allow you to page down the rows or up the rows of the data table. Click the double sided arrow to display all rows of available data.

6. By Start and End Month Report– Next option to access additional prompts



From the second page of the dashboard prompts you can narrow your results by selecting additional filters and clicking the **Apply** button. Use the **Cancel** button to remove all applied filter selections from both pages. **Previous** returns you to the first page of dashboard prompts.

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

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.

Cal Answers applies a 120,000 row limit when exporting data from these dashboards. If your report exceeds 120, 000 rows, utilize the filters to further narrow your results and/or export in batches by time, account, org, fund, etc.

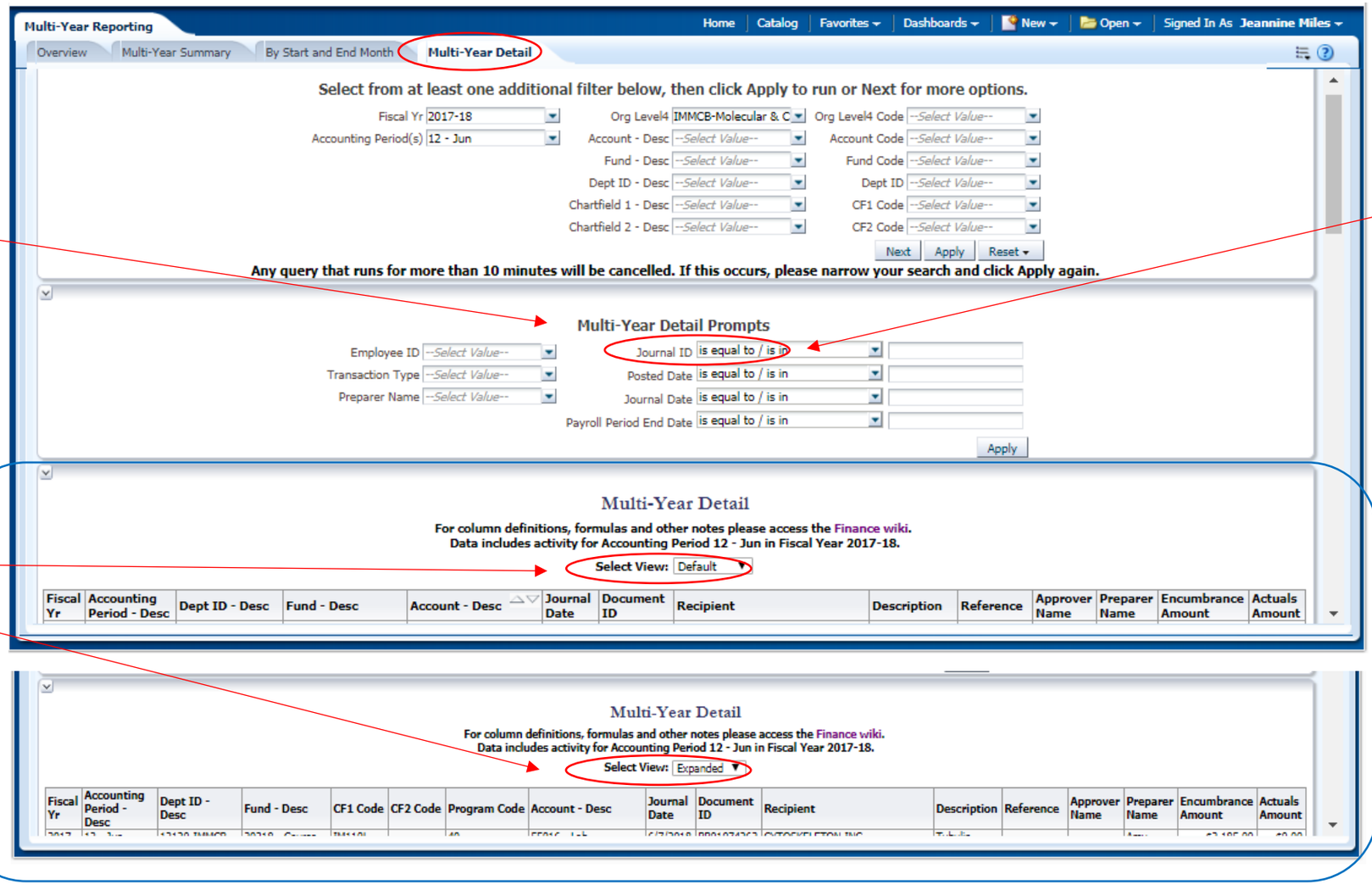
7. Multi-Year Detail Report-Apply option to view results by two Selected Views

The **Multi-Year Detail** report tab provides all transactions 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 this tab to reconcile transactions after the close of each month, or to view selected transactions using the filters at the top.

The **Multi-Year Detail Prompts** are specific to this reporting tab and any selections will not be carried over to other tabs of the Multi-Year Reporting dashboard.

Select View offers two data table view options:

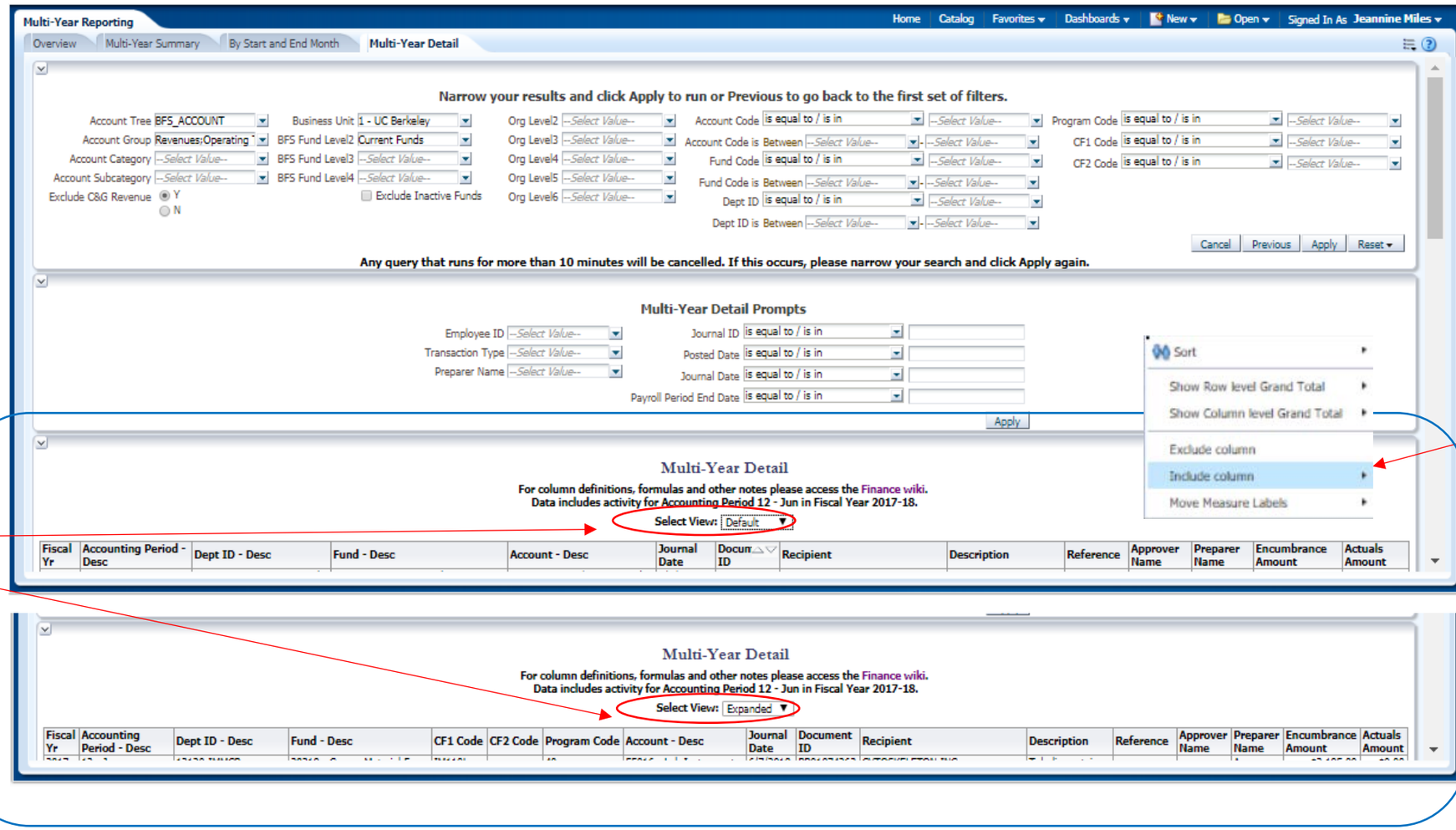
- **Default** view
- **Expanded** adds the CF1, CF2 and Program codes to include the full chartstring



The **Journal ID** prompt is case-sensitive.

Data table values are not drillable, as data is at the lowest, transactional level.

8. Multi-Year Detail Report-Next option to access additional prompts



Select View offers two data table view options:

- **Default** view
- **Expanded** view adds CF1, CF2 and Program codes

Right click in data table -> **Include columns** to display a list of **includable fields** to customize report. Review the wiki for a complete list of includable columns