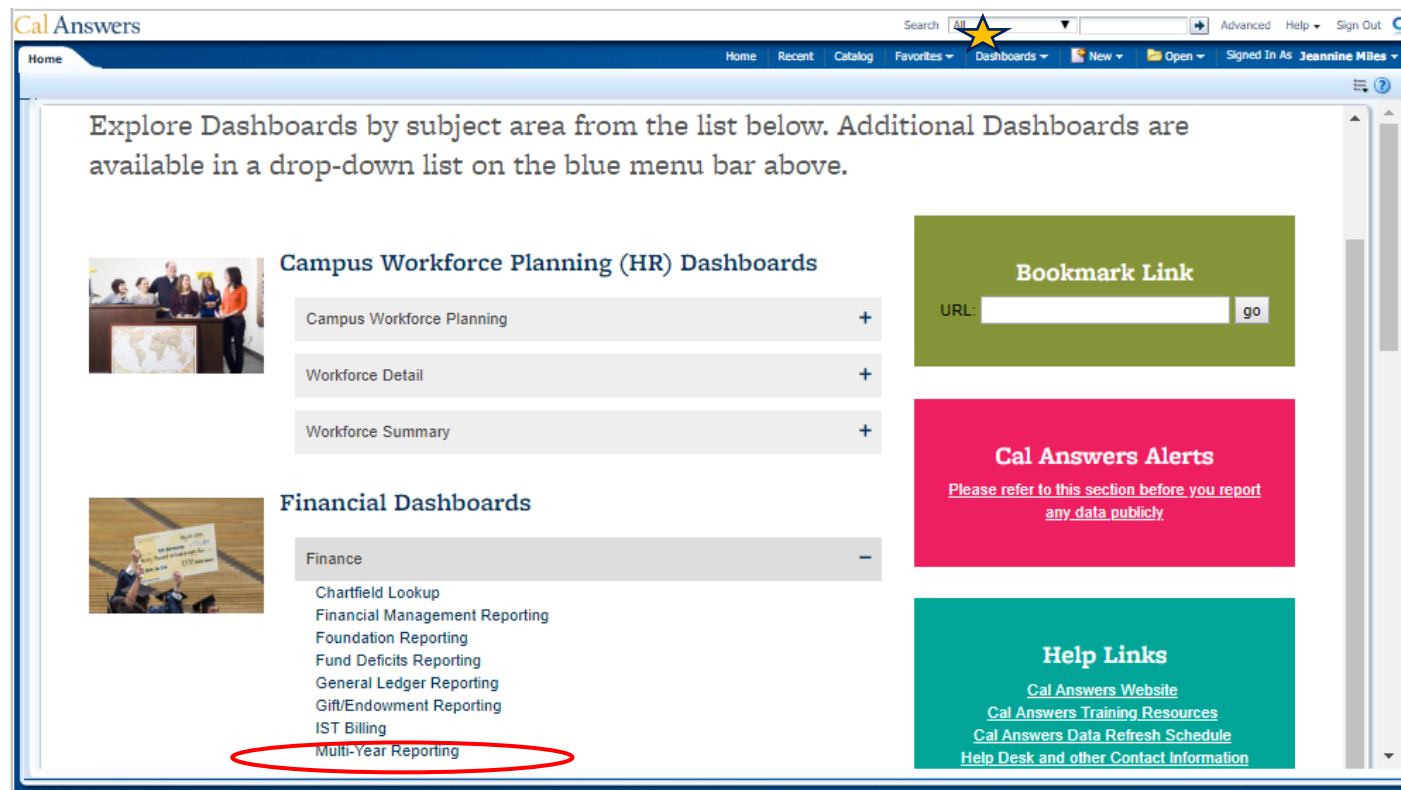


The **Cal Answers Multi-Year Reporting** dashboard enables approved Cal Answers Finance users to view the same data that is available in the General Ledger Reporting by and across multiple fiscal years at the summary or transaction detail level. Each report tab has a two-page set of dashboard prompts. 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](http://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.

CalAnswers

Search All Advanced Database Help Sign Out

Multi-Year Reporting Home Catalog Favorites Dashboards New Open Signed In As

**Overview** Multi-Year Summary By Start and End Month Multi-Year Detail

### Cal Answers Multi-Year Reporting Dashboard

The Multi-Year Reporting dashboard is available to approved Cal Answers Finance users, and contains financial data from the campus general ledger: Berkeley Financial System (BFS). This dashboard is designed to allow for reporting across fiscal years at either the general ledger summary or transaction detail level. Filter selections are required to narrow the number of result rows to within acceptable limits. Use the two-page filters to build targeted queries. Increased use of filters optimizes system performance. Access the [Finance wiki](#) for detailed [report documentation](#) as well as a [data dictionary](#) with definitions for the fields featured in these reports.

**Currently, the reports in this dashboard include:**

- [Multi-Year Summary](#)
- [By Start and End Month](#)
- [Multi-Year Detail](#)

This tab provides an interactive summary level report with information from the BFS general ledger, based on the applied filter selections. The default view provides information at the Account Category level. This can be changed using the right click menu available on each column header. Right click a column header to customize the report by including or excluding columns, moving them to the left or right, sorting, adding or removing subtotals, and more.

This tab displays financial activity at a summary level by individual month across time, based on the applied filter selections. Use this report to view the seasonality, trends and/or activity over a selected span of months, for a given Fund, Dept ID, CF1, or CF2. Further narrow your results to increase performance and target your analysis.

This 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. Use this report to look up all the transactions that occurred across time for a given Fund, Dept ID, CF1, or CF2. Further narrow your results to increase performance and/or find specific transactions.

For questions or suggestions please email [calanswers-help@berkeley.edu](mailto:calanswers-help@berkeley.edu)

### 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.

1<sup>st</sup> 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.

2<sup>nd</sup> 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.

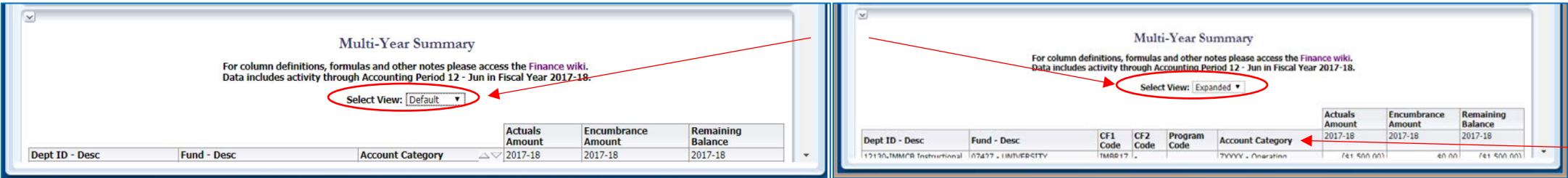
Click **Previous** to return to the first page of dashboard prompts.

Multiple Fiscal Year options

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



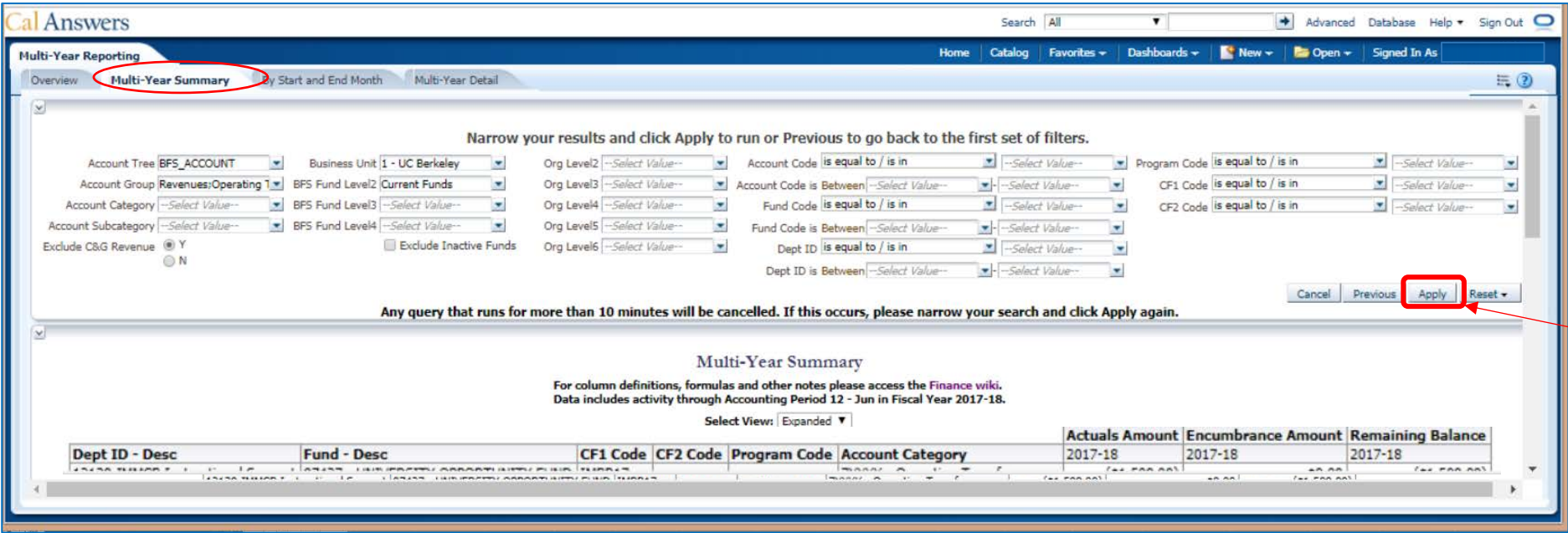
3. Multi-Year Summary Report –Apply option to review results by two Selected Views



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

**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

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

The screenshot shows the 'Multi-Year Reporting' dashboard with the 'By Start and End Month' tab selected. The dashboard contains various filter prompts for Account Tree, Business Unit, Org Levels, Account Code, Fund Code, Program Code, CF1 Code, CF2 Code, and Dept ID. At the bottom right, there are four buttons: 'Cancel', 'Previous', 'Apply', and 'Reset'. A red circle highlights the 'Previous' button, and a red arrow points from it to the explanatory text on the right. Below the filters, a message states: 'Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.'

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.



**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.

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.

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.

The screenshot displays the 'Multi-Year Reporting' dashboard with the 'Multi-Year Detail' tab selected. At the top, there are navigation tabs: 'Overview', 'Multi-Year Summary', 'By Start and End Month', and 'Multi-Year Detail' (which is circled in red). Below these are various filter prompts including 'Fiscal Yr' (2017-18), 'Accounting Period(s)' (12 - Jun), 'Org Level4' (IMMCB-Molecular & C), and several 'Account - Desc' and 'Fund - Desc' prompts. A warning message states: 'Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.' Below this is the 'Multi-Year Detail Prompts' section, which includes 'Employee ID', 'Transaction Type', 'Preparer Name', and 'Journal ID' (circled in red). The 'Journal ID' prompt has a dropdown menu with 'is equal to / is in' selected. Below the prompts is the 'Multi-Year Detail' section, which has a 'Select View' dropdown menu with 'Default' selected. The data table below shows columns for 'Fiscal Yr', 'Accounting Period - Desc', 'Dept ID - Desc', 'Fund - Desc', 'Account - Desc', 'Journal Date', 'Document ID', 'Recipient', 'Description', 'Reference', 'Approver Name', 'Preparer Name', 'Encumbrance Amount', and 'Actuals Amount'. A second view is shown below, with 'Select View' set to 'Expanded', which includes additional columns for 'CF1 Code', 'CF2 Code', and 'Program Code'.



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

Multi-Year Reporting

OverviewMulti-Year SummaryBy Start and End MonthMulti-Year Detail

Account TreeBFS\_ACCOUNT

Account GroupRevenues:Operating

Account Category--Select Value--

Account Subcategory--Select Value--

Exclude C&G RevenueY

Business Unit1 - UC Berkeley

BFS Fund Level2Current Funds

BFS Fund Level3--Select Value--

BFS Fund Level4--Select Value--

Exclude Inactive Funds

Org Level2--Select Value--

Org Level3--Select Value--

Org Level4--Select Value--

Org Level5--Select Value--

Org Level6--Select Value--

Account Codeis equal to / is in--Select Value--

Account Code is Between--Select Value--

Fund Codeis equal to / is in--Select Value--

Fund Code is Between--Select Value--

Dept IDis equal to / is in--Select Value--

Dept ID is Between--Select Value--

Program Codeis equal to / is in--Select Value--

CF1 Codeis equal to / is in--Select Value--

CF2 Codeis equal to / is in--Select Value--

CancelPreviousApplyReset

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

Multi-Year Detail Prompts

Employee ID--Select Value--

Transaction Type--Select Value--

Preparer Name--Select Value--

Journal IDis equal to / is in

Posted Dateis equal to / is in

Journal Dateis equal to / is in

Payroll Period End Dateis equal to / is in

Apply

Multi-Year Detail

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

Data includes activity for Accounting Period 12 - Jun in Fiscal Year 2017-18.

Select View: Default

| Fiscal Yr | Accounting Period - Desc | Dept ID - Desc | Fund - Desc | Account - Desc | Journal Date | Docum ID | Recipient | Description | Reference | Approver Name | Preparer Name | Encumbrance Amount | Actuals Amount |
|-----------|--------------------------|----------------|-------------|----------------|--------------|----------|-----------|-------------|-----------|---------------|---------------|--------------------|----------------|
|-----------|--------------------------|----------------|-------------|----------------|--------------|----------|-----------|-------------|-----------|---------------|---------------|--------------------|----------------|

Multi-Year Detail

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

Data includes activity for Accounting Period 12 - Jun in Fiscal Year 2017-18.

Select View: Expanded

| Fiscal Yr | Accounting Period - Desc | Dept ID - Desc | Fund - Desc | CF1 Code | CF2 Code | Program Code | Account - Desc | Journal Date | Document ID | Recipient | Description | Reference | Approver Name | Preparer Name | Encumbrance Amount | Actuals Amount |
|-----------|--------------------------|----------------|-------------|----------|----------|--------------|----------------|--------------|-------------|-----------|-------------|-----------|---------------|---------------|--------------------|----------------|
|-----------|--------------------------|----------------|-------------|----------|----------|--------------|----------------|--------------|-------------|-----------|-------------|-----------|---------------|---------------|--------------------|----------------|

Select View offers two data table view options:

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

Sort

Show Row level Grand Total

Show Column level Grand Total

Exclude column

Include column

Move Measure Labels

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

Berkeley Office of the Vice Chancellor of Finance

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