Overview

The Cal Answers Financial Management Reporting dashboard creates the ability to report on financial data using Cal Answers rather than BAIRS. This dashboard includes information from CalPlanning and BAIRS and allows users to view their financial reporting data from a divisional summary to an individual transaction level by chartstring. Using the Financial Management Reporting dashboard enables users to run a report at the summary level and drill down into the transaction details, rather than running multiple reports to get the details. The filter prompts at the top of the reports enable users to customize their reports as needed and save their customizations, rather than downloading static content. Users can move columns around and include or exclude columns, similar to an Excel pivot table, using the right-click button. Totals recalculate and numbers condense or expand automatically to accommodate a customized view.

If you do have a favorite go-to report view, replicate it once in Cal Answers and then save it as a customization so that you can reuse it. You can also set it as your default view. Instructions on how to customize Cal Answers reports and how to save your customizations and set default views are available on the Cal Answers training page at calanswers.berkeley.edu/training.

The Financial Management Reporting Dashboard includes three reporting tabs, in addition to the Overview tab: SRECNA, Summary by Chartfields, and Transactions.

SRECNA
This tab displays the Statement of Revenue, Expense and Changes to Net Assets for the selected organization. It is modeled after the CR103 report in CalPlanning.

Summary by Chartfields
This tab summarizes transactions for each unique chartstring combination. It is modeled after the 008 GL Sum by Chartfields Mod C&G report in BAIRS.

Transactions
This tab provides the lowest level of transaction detail for reconciliation after the close of each month. It is modeled after the 008 GL Customer Rpt Fund 9col All Curr Funds ModC&G report in BAIRS.

To review a complete list of definitions used in Cal Answers, including definitions of table columns and prompts, access the Cal Answers Finance wiki page from the training page at calanswers.berkeley.edu/financials/training.

Access

Access to this dashboard is granted to those who have access to the BAIRS Financial Reports module and is subject to approval by the unit Divisional Finance Lead. Access to this dashboard is “global financial access,” which includes the ability to access compensation and non-compensation data to the transaction level for all of campus. Learn more at calanswers.berkeley.edu/financials/access.

Support

Project Team Email: calanswersfinancials@berkeley.edu
Help Desk: calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2)
Accessing the Financial Management Reporting Dashboard

Log in to Cal Answers
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 log in when prompted with your CalNet ID and passphrase. This will take you to the home page of the Cal Answers application.

Select Financial Management Reporting Dashboard
3. From the dashboard list in the center of the page, select Financial Management Reporting.
Reporting in the Financial Management Reporting dashboard

1. Overview Tab
The Overview tab is the starting point for the dashboard. It includes links to the reporting tabs, as well as descriptions of each tab. It also includes links to the Financials “wiki” page which provides definitions relevant to the Cal Answers dashboard, such as descriptions of each column name and definitions of the prompts in the prompt section.

The name of each reporting tab in blue links to that tab. For example “SRECNA” links to the SRECNA tab. Under the name of the tab is a description of what it includes.

Name of the dashboard

Name of the tab

These links take you to the Financials wiki, which provides helpful information, such as:
- Definition of each column name
- Definition of each prompt
- Corresponding column or prompt in BAIRS or CalPlanning

Link to Help Desk email

Financial Management Reporting

Cal Answers Financials Dashboard
The Financial Management Reporting dashboard is available to approved Cal Answers Finance users, and contains financial data from the campus general ledger: Berkeley Financial System (BFS). 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:
- SRECNA
  - This tab displays the Statement of Revenues, Expenses and Changes to Net Assets for the selected organization. This is a standard report used across campus to represent the financial position of an organization or unit on campus. It shows information by Fund Groups and Account Groups at varying levels. The user can run this report for different entities by using the prompts at the top.
- Summary by Quartiles
  - This tab displays information across the chartfields: Fund, Dept, CFO, C12 and Program for the selected Organization. Data is summarized in columns for Budget, Revenue, Operating Transfers, Expenses, Net Operations, Beginning Balance, Changes in Fund Balance, Ending Balance, Expenditures and Remaining Balance (less encumbrances). The user can customize this report by removing columns, changing subtotals, and using the prompts at the top.
- Transactions
  - This tab provides the lowest level of transaction detail, including key identifiers for tracing activities back to the source system, such as Journal 30, Document 30, Journal Posted Date, Purchase Order 30, etc. Use this tab to reconcile transactions after the close of each month, or to view selected transactions using the filters at the top.

For questions or suggestions please email calanswers.help@berkeley.edu
The SRECNA tab displays the Statement of Revenue, Expense and Changes to Net Assets for the selected organization. It is modeled after the CR103 report in CalPlanning. This is where you can look up total expenses or net operating surplus or deficit for your unit. When setting your org node, you can check to see what your L3 is at bai.berkeley.edu/BFS/BudgetGL/treeReports/UCBDTREE.HTM.

These are prompts for filtering on data.

The org level prompts are limited by the level above it. For example, if you select an Org Level4, the Org Level5 prompt shows options within the Org Level4. You need to select the Org Level3 even if you are looking for data at one of the lower levels.

The “breadcrumbs” at the bottom of the page allow you to click back to previous pages.

There are three views to choose from:

- The Default view shows account groupings all the way through Account Category.
- The Summarized view shows account groupings through Account SubGroup.
- The Expanded view goes down to the account code level.

Blue numbers mean you can click on them to see more detail.

These arrows allow you to scroll down through the data or expand the table to show all the rows. They only show up if there is more data that you might want to scroll through.

This links out to the Financials wiki page, where you will find a complete list of definitions for each column.

"Fiscal Yr" and "Accounting Period as of" default to searching for cumulative data as of the most current open accounting period.

There are three views to choose from:
3. Summary by Chartfields Tab

This tab summarizes transactions for each unique chartstring combination. It allows you to check balances for your unit, including Beginning Funding Balance, Ending Funding Balance or Remaining Balance. You can include or exclude chartstring elements to get to the level you want to look at. For example, you can look at your data by chartstring by including all the columns that make up a chartstring. You can look at it by just dept/fund/chartfield by excluding all columns except for the one you want to look at. When setting your org node, you can check to see what your L3 is at bai.berkeley.edu/BFS/BudgetGL/treeReports/UCBDTREE.HTM.

The org level prompts are limited by the level above it. For example, if you select an Org Level4, the Org Level5 prompt shows options within the Org Level4. You need to select the Org Level3 even if you are looking for data at one of the lower levels.
4. Transactions Tab

This tab provides the lowest level of transaction detail for a unit. It can be used for reconciliation after the close of each month. For example, you could verify that your unit received the revenue or transfer you were expecting, or confirm that remission for your student employees got processed.

By selecting your fiscal year, accounting period, unit, account tree, and org level, you will be able to see a list of transactions for your selected period. Once you have set your initial filters, you can apply more filters in order to search for more specific detail, such as posted date or transaction type.

The org level prompts are limited by the level above it. For example, if you select an Org Level4, the Org Level5 prompt shows options within the Org Level4. You need to select the Org Level3 even if you are looking for data at one of the lower levels.

“Accounting Period” defaults to searching for one accounting period at a time in order to enable reports to run more quickly. It is possible to select multiple periods but this will impact the time it takes to run your report.

These are prompts for filtering on data.

These prompts allow you to search in more detail for specific transactions. Set these after you have set your initial filters in the Dashboard Prompts section and clicked Apply.

This links out to the Financials wiki page, where you will find a complete list of definitions for each column.

This section below the data table shows which filters are applied to the data.

The “breadcrumbs” at the bottom of the page allow you to click back to previous pages.