

The Cal Answers Permanent Budget Reporting dashboard provides campus units and Financial Planning & Analysis with data from the Permbudg ledger which is used to maintain the ongoing annual funding from central campus to campus units and to budget selected sources of revenue as well as recharge units. You can read more about the Permbudg ledger in the [Permanent Budget Reporting Wiki report documentation](#) pages and also find a [dictionary of terms](#) included in the reports. Below is a list of changes between the Legacy dashboard and the new permanent budget dashboard; see the [Legacy Permanent Budget Reporting dashboard job aid](#) for details. All other pages refer only to the new dashboard

<b><i>Permanent Budget Dashboard</i></b>	<b><i>Legacy Permanent Budget Dashboard</i></b>	<b><i>Description</i></b>
<ul style="list-style-type: none"> <li>● Academic Breakdown                             <ul style="list-style-type: none"> <li>○ Academic Breakdown Detail</li> <li>○ Academic Breakdown Summary</li> <li>○ Position Balance</li> </ul> </li> </ul> <p><i>Source: Permanent Budget ledger</i></p>	<ul style="list-style-type: none"> <li>● Academic Breakdown Detail <i>Source: Position Resource Tracking (PRT) module in BIBS/BFS</i></li> <li>● Academic Breakdown Summary <i>Source: PRT</i></li> <li>● Position Balance Report <i>Source: Permanent Budget ledger</i></li> </ul>	<p>Academic Breakdown Detail displays the name of each employee in a given UCPATH Position or Legacy PRT position (depending on which report you're using), with Permanent Budget amount and FTE.</p> <p>Academic Breakdown Summary displays Permbudg information in a format for analysis by Academic level, such as Assistant, Associate or Professors. The Legacy report also indicates if each position is filled, vacant or on hold.</p> <p>Position Balance displays Permbudg positions and their FTE and dollar amount and chartstring combination and name and Employee ID. The Legacy report also displays unfilled positions.</p>
<ul style="list-style-type: none"> <li>● Ledger Summary</li> </ul>	<ul style="list-style-type: none"> <li>● Permbudg Ledger Summary</li> </ul>	<p>Displays the summarized Permbudg ledger values for FTE and Amount by chartstring and job code.</p>
<ul style="list-style-type: none"> <li>● Journal Detail</li> </ul>	<ul style="list-style-type: none"> <li>● Permbudg Ledger Detail</li> </ul>	<p>Displays the detailed Permbudg ledger transactions, including Journal ID, Journal Date, Journal Line Desc and more.</p>
<p><i>No longer exists</i></p>	<ul style="list-style-type: none"> <li>● PRT Error Report</li> </ul>	<p>In the Legacy dashboard, compared positions in PRT with corresponding positions in HCM and produces an exception report to show discrepancies between the two systems. The PRT no longer exists post-UCPATH.</p>

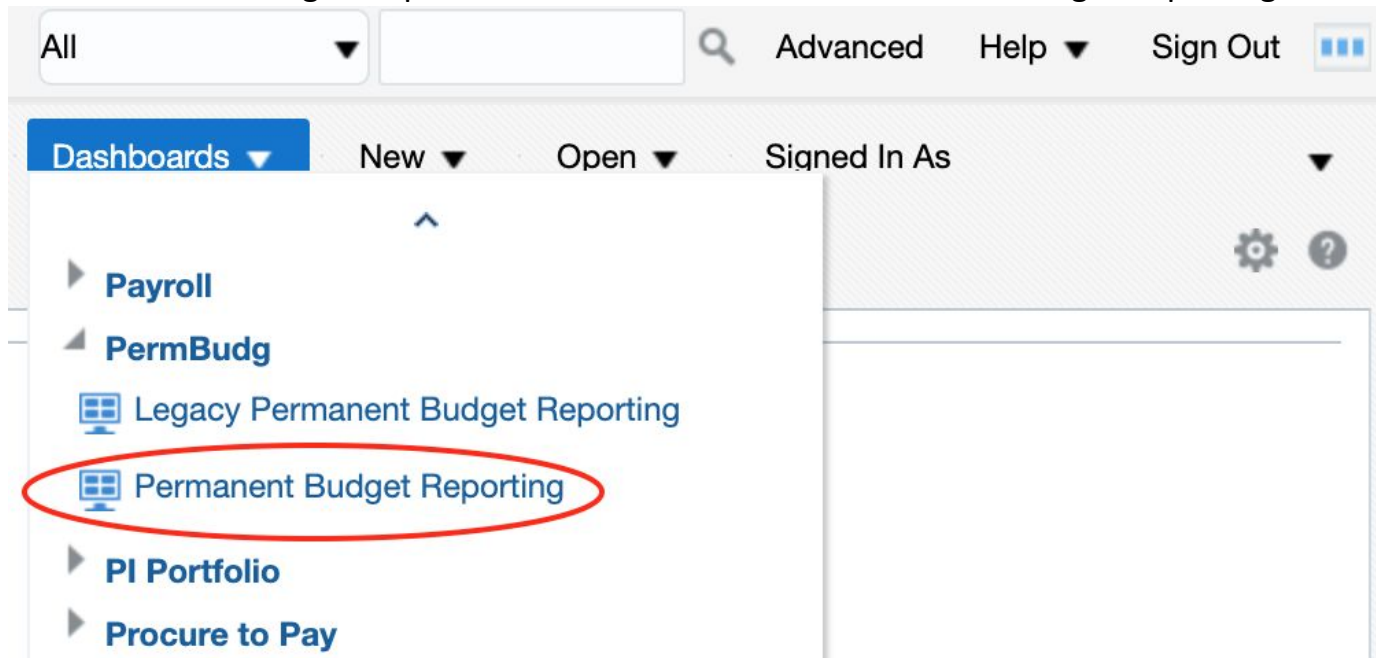
NOTE: Employee Names, Employee IDs, Position Numbers, and DeptID information are intentionally blurred in the screenshots in this document.

### Who has access to Permanent Budget Reporting?

All campus members with access to the Legacy Permanent Budget Reporting dashboard in Cal Answers were automatically granted access to the Permanent Budget Reporting dashboard. New users need to request access through SARA as access is restricted by organization, similar to HR reporting. You can review step-by-step instructions for requesting access on the [Cal Answers Getting Access](#) page.

### Accessing the Cal Answers Permanent Budget Reporting Dashboard

1. Go to [calanswers.berkeley.edu](https://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. Navigate to the Cal Answers Dashboards dropdown in the blue toolbar. Click on the down arrow to access the PermBudg subject area. Click on the + sign to the left of PermBudg to expand the folder and click on Permanent Budget Reporting.



### Overview Tab

The **Overview** tab defines each of the report tabs in the Permanent Budget Reporting Dashboard and provides hyperlinks to access each report. From the Permanent Budget Report Dashboard Wiki you can find a comprehensive review of the reports along with a dictionary of terms found in the reports. If you still have questions follow the link to the Cal Answers Help Desk email for additional support.

Cal Answers

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Permanent Budget Reporting

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Overview Academic Breakdown Ledger Summary Journal Detail

### Permanent Budget Reporting

*This report is for UCPath data for FY20 going forward. See [Legacy Permanent Budget for FY19 and earlier](#).*

The Permanent Budget Reporting dashboard is available to approved Cal Answers Permbud users and is granted by Organization because it contains detailed information about Faculty positions. Access the [Permanent Budget Reporting wiki](#) for detailed [report documentation](#) as well as a [data dictionary](#) with definitions for the fields featured in these reports.

The reporting tabs in this dashboard include:

- [Academic Breakdown](#)  
**Academic Breakdown Detail**  
This report view displays the name of each employee in a given Permanent Budget position, with Permanent Budget amount and FTE.
- [Academic Breakdown Summary](#)  
This report view displays Permbud information in a format for analysis by Academic level, such as Assistant, Associate or Professors. It also indicates if each position is filled, vacant or on hold.
- [Position Balance](#)  
Displays Permbud positions and their FTE and dollar amount and chartstring combination. Filled positions also include details on the incumbent in the position, such as name and Employee ID.
- [Ledger Summary](#)  
This tab displays the summarized Permbud ledger values for FTE and Amount by chartstring and job code.
- [Journal Detail](#)  
This tab displays the detailed Permbud ledger transactions, including Journal ID, Journal Date, Journal Line Desc and more.

Report tab hyperlinks and definition

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

### Academic Breakdown

Academic Breakdown reports display the Permanent Budget amount and FTE for job codes in the Academic Breakdown job code tree with different levels of detail. Select the prompts and click on Apply. Due to UCPATH and PRT retirement conversion journals being posted in the earlier periods of FY20, we recommend that you run the Academic Breakdown reports for fiscal year 2019-20, accounting period 10 - Apr and later.

The default report view is Academic Breakdown Detail and you can select a different view.



### Academic Breakdown Detail

**Academic Breakdown Detail** includes only Academic job codes based on an Academic Breakdown Job Code Tree and displays detailed information about each position, including the name and Employee ID number (EID) of the incumbent. Only UCPATH job codes, position numbers, and EIDs appear on this report.

Select  ▼

#### Academic Breakdown Detail

Org Level3	Dept ID	Full Name	Employee ID	Position Number	Job Code	Job Code - Desc	Fund	CTO Code	YTD Permbudg FTE	YTD Permbudg Amount
00000	0000	James, Robert J.	10140000	40140000	001180	001180 - PROF-AY-LAW	19900	010	1.00	\$200,000.00
00000	0000	Johnson, Jeffrey J.	10150000	40150000	001182	001182 - ACT PROF-AY-LAW	19900	114	1.00	\$100,000.00
00000	0000	Anderson, Scott J.	10140000	40140000	001180	001180 - PROF-AY-LAW	19900	010	0.25	\$50,000.00
00000	0000	Smith, Kenneth M.	10150000	40150000	001180	001180 - PROF-AY-LAW	19900	010	1.00	\$200,000.00
00000	0000	Miller, James B.	10140000	40140000	001180	001180 - PROF-AY-LAW	19900	010	1.00	\$200,000.00
00000	0000	Thompson, Kenneth J.	10140000	40140000	001180	001180 - PROF-AY-LAW	19900	010	1.00	\$200,000.00
00000	0000	White, Robert W.	10140000	40140000	001180	001180 - PROF-AY-LAW	19900	010	1.00	\$200,000.00

### Academic Breakdown Summary

**Academic Breakdown Summary** includes only Academic job codes based on an Academic Breakdown Job Code Tree and provides a way to analyze the dollars and FTE in the Permbudg Ledger for various groups such as Assistant, Associate and full Professors, Agronomists and other categories. This summary report provides aggregate FTE and Salary Amounts at the level of chartstring and job code that are in the Permbudg.

Select Academic Breakdown Summary ▼

#### Academic Breakdown summary

Org Level2 - Desc	Org Level3 - Desc	Org Level4 - Desc	Level3 Job Census Hierarchy Desc	YTD Permbudg FTE	YTD Permbudg Amount
CENLD-Central Ledger	CENRL-Central Resource Ledger	ZABUD-Ctrl Ops Budget Office	Professors	0.00	\$0.00
COLLE-Colleges	CENVD-Col of Environmental Design	DBARC-Dept of Architecture	Assistant	3.00	\$1,050,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DBARC-Dept of Architecture	Associate	6.00	\$1,980,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DBARC-Dept of Architecture	Professors	15.00	\$4,950,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DCCRP-City & Regional Planning	Assistant	2.00	\$660,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DCCRP-City & Regional Planning	Associate	2.75	\$892,500.00
COLLE-Colleges	CENVD-Col of Environmental Design	DCCRP-City & Regional Planning	Professors	8.00	\$2,560,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DFLAE-Landscape Arch & Envir Plng	Assistant	4.00	\$1,320,000.00
COLLE-Colleges	CENVD-Col of Environmental Design	DFLAE-Landscape Arch & Envir Plng	Associate	2.75	\$892,500.00
COLLE-Colleges	CENVD-Col of Environmental Design	DFLAE-Landscape Arch & Envir Plng	Professors	4.50	\$1,417,500.00

### Position Balance

The **Position Balance** report displays detailed chartstring information about every position that is permanently budgeted, including the name and EID of the incumbent. Only UCPATH job codes, position numbers, and EIDs appear on this report.

Select Position Balance ▼

**Position Balance**

Org Level3	Account	Fund	Dept ID	Program Code	Position Number	Job Code	Job Code - Desc	CTO Code - Desc	Employee ID	Full Name	YTD Permbugd FTE	YTD Permbugd Amount
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1016	JENNIFER HARRIS	1.00	-\$151,700.00
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	1.00	-\$209,200.00
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	1.00	-\$249,800.00
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	0.50	-\$104,550.00
50200	50200	19900	11454	40	40145	001807	001807 - LECT SOE-AY	210 - LECTURER-SECURITY OF EMPLOYMENT	1016	JENNIFER HARRIS	1.00	-\$128,791.00
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	0.50	-\$112,300.00
50200	50200	19900	11454	40	40145	001143	001143 - PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	1.00	-\$174,100.00
50200	50200	19900	11454	40	40145	001343	001343 - ASST PROF-AY-B/E/E	011 - PROFESSORIAL-NON-TENUREPROFESSORIAL-NON-TENURE	1014	JENNIFER HARRIS	1.00	-\$118,400.00
50200	50200	19900	11454	40	40145	001243	001243 - ASSOC PROF-AY-B/E/E	010 - PROFESSORIAL-TENURE	1014	JENNIFER HARRIS	1.00	-\$137,400.00



### Ledger Summary

The **Ledger Summary** tab provides the amount of funding by chartstring for a given fiscal year and accounting period. This report reflects the summarized Permbudg Ledger amount by chartstring, as of the selected Accounting Period and Fiscal Year. Use the filters at the top of the report to view the Permbudg Amount by specific chartfields, Org Levels, Job Code(s) and more. Due to UCPATH and PRT retirement conversion journals being posted in the earlier periods of FY20, we recommend that you run the Ledger Summary reports for fiscal year 2019-20, accounting period 10 - Apr and later.

Permanent Budget Reporting
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Overview Academic Breakdown **Ledger Summary** Journal Detail
⚙️

\* Fiscal Year: 2019-20

\* Accounting Period as of: 10 - Apr

\* Business Unit: 1 - UC Berkeley

Account Group: Beginning Funding

Account L4 - Desc (Category): --Select Value--

Account - Desc: --Select Value--

Account Code: --Select Value--

Fund - Desc: 19900 - GENERAL

Fund Code: --Select Value--

Org Level2: --Select Value--

Org Level3: --Select Value--

Org Level4: --Select Value--

Dept ID - Desc: --Select Value--

Org Level2 Code: --Select Value--

Org Level3 Code: [input type="text"]

Org Level4 Code: --Select Value--

Dept ID: [input type="text"]

Program Code: --Select Value--

Job Code: --Select Value--

Job Code - Desc: --Select Value--

CTO Code: --Select Value--

CTO Code - Desc: --Select Value--

Level3 Job Census Hierarchy: --Select Value--

Academic Breakdown Detail Job Codes Only
   
Apply Reset

#### Ledger Summary Report

Org Level3	Dept ID	Fund	Program Code	Account	Account Desc	YTD Permbudg FTE	YTD Permbudg Amount
[input type="text"]	11000	19900	40	50045	Acad Stipends & Summer Differ	0.00	-\$60,164.00
[input type="text"]	11000	19900	40	50200	Academic Salaries & Wages	1.00	-\$386,300.00
[input type="text"]	11000	19900	40	50215	Acad Nonteach-Regular(Default)	0.00	\$0.00
[input type="text"]	11000	19900	40	53000	BUDSUM Retirement & Benefits	0.00	-\$147,140.00
[input type="text"]	11000	19900	40	58000	BUDSUM Unallocated	0.00	-\$643,144.00
[input type="text"]	<b>11000 Total</b>					<b>1.00</b>	<b>-\$1,236,748.00</b>
<b>Grand Total</b>						<b>1.00</b>	<b>-\$1,236,748.00</b>

BFS Account Group is equal to Beginning Funding Balance. Changes in Funding Balance. Revenues. Compensation Expenses. Non-Compensation Expenses. Operating Transfers  
 and Fiscal Cal Yr Nm is equal to 2019-20  
 and Actg Prd Mo Name Concat is equal to 10 - Apr  
 and Business Unit Code Desc Concat is equal to 1 - UC Berkeley  
 and Fund Code Desc Concat is equal to 19900 - GENERAL FUNDS  
 and Org Level3 Cd is equal to [input type="text"]  
 and Dept ID is equal to [input type="text"]  
 and Academic Breakdown Job Codes is equal to %

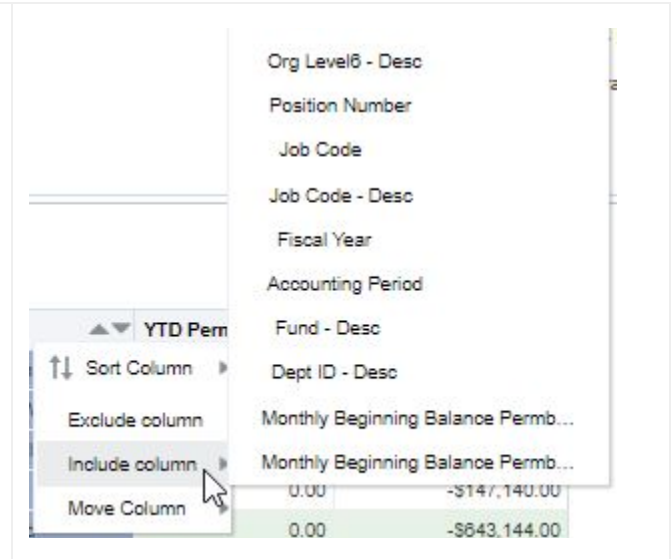


### Ledger Summary - Additional Fields including Monthly Beginning Balance

If you right-click on the header row and go to Include column, you will see the list of available columns that you can add to your view.

Two fields that are useful in Ledger Summary are Monthly Beginning Balance Permbudg FTE and Monthly Beginning Balance Permbudg Amount that let users see the balances before the journals for the accounting period are taken into account.

The only way to see fiscal year beginning balance (also known as period 0) is in Ledger Summary by selecting the July Accounting period and looking at Monthly Beginning Balance Permbudg FTE and Monthly Beginning Balance Permbudg Amount. As you can see in the screenshot below, in FY20 the bulk of beginning balances were in legacy account 50215 which were transferred to post-UCPath account 50200 during the month of July.



Org Level3	Dept ID	Fund	Program Code	Account	Account Desc	Monthly Beginning Balance Permbudg FTE	Monthly Beginning Balance Permbudg Amount	YTD Permbudg FTE	YTD Permbudg Amount
	11	19900	40	50045	Acad Stipends & Summer Differ	0.00	-\$80,164.00	0.00	-\$80,164.00
	11	19900	40	50200	Academic Salaries & Wages	0.00	\$0.00	1.00	-\$375,000.00
	11	19900	40	50215	Acad Nonteach-Regular(Default)	1.00	-\$376,775.00	0.00	-\$1,775.00
	11	19900	40	53000	BUDSUM Retirement & Benefits	0.00	-\$147,140.00	0.00	-\$147,140.00
	11	19900	40	58000	BUDSUM Unallocated	0.00	-\$643,144.00	0.00	-\$643,144.00
	11	Total				1.00	-\$1,227,223.00	1.00	-\$1,227,223.00
Grand Total						1.00	-\$1,227,223.00	1.00	-\$1,227,223.00

BFS Account Group is equal to Beginning Funding Balance, Changes in Funding Balance, Revenues, Compensation Expenses, Non-Compensation Expenses, Operating Transfers  
 and Fiscal Cal Yr Nm is equal to 2019-20  
 and Actg Prd Mo Name Concat is equal to 01 - Jul  
 and Business Unit Code Desc Concat is equal to 1 - UC Berkeley  
 and Fund Code Desc Concat is equal to 19900 - GENERAL FUNDS  
 and Org Level3 Cd is equal to %  
 and Dept ID is equal to 11  
 and Academic Breakdown Job Codes is equal to %

### Journal Detail

The **Journal Detail** report is used to research the detailed journals that were created in the Permbudg ledger. This report provides detailed information at the Journal Line level, to reflect Permbudg ledger activity based on the selections made in the filters at the top of the page. Report details include Journal ID, Journal Date, Job Code, Trans Code and Journal Line Desc.

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Overview Academic Breakdown Ledger Summary **Journal Detail**

\* Fiscal Year: 2019-20

\* Accounting Period(s): 01 - Jul

\* Business Unit: 1 - UC Berkeley

Account L3 - Desc: --Select Value--

Account - Desc: --Select Value--

Account Code: --Select Value--

Fund - Desc: 19900 - GENERAL

Fund Code: --Select Value--

Org Level2: --Select Value--

Org Level3: --Select Value--

Org Level4: --Select Value--

Dept ID - Desc: --Select Value--

Trans Code - Desc: --Select Value--

Org Level2 Code: --Select Value--

Org Level3 Code: --Select Value--

Org Level4 Code: --Select Value--

Dept ID: --Select Value--

Trans Code: --Select Value--

Program Code: --Select Value--

Job Code: --Select Value--

Job Code - Desc: --Select Value--

CTO Code: --Select Value--

CTO Code - Desc: --Select Value--

Level3 Job Census Hierarchy: --Select Value--

Academic Breakdown Detail Job Codes Only

**Apply** **Reset**

### Journal Detail

Org Level3	Dept ID	Fund	Program Code	Position Number	Employee ID	Full Name	Journal ID	Journal Date	Account - Desc	Job Code	Job Code - Desc	Journal Line Desc	Trans Code	Trans Code Description	Permbudg FTE	Permbudg Amount
19900	40	40143	10144	ZAERACCT1	7/1/2019	50200 - Academic Salaries & Wages	001100	001100 - PROF-AY	10144	11	Budget/Control Unit/Dean Alloc	1.00	-\$154,10			
19900	40	40143	10144	ZAERACCT1	7/1/2019	50215 - Acad Nonteach-Regular(Default)	001100	001100 - PROF-AY	10144	11	Budget/Control Unit/Dean Alloc	-1.00	\$154,10			
19900	40	40143	10144	ZAPER1	7/1/2019	50215 - Acad Nonteach-Regular(Default)	001100	001100 - PROF-AY	10144	11	Budget/Control Unit/Dean Alloc	1.00	-\$154,10			
19900	40	40143	10144	ZAHHEE19_1	7/9/2019	50200 - Academic Salaries & Wages	001100	001100 - PROF-AY	10144	20	Academic merits	0.00	-\$13,10			
19900	40	40143	Batch	ZAPER1	7/1/2019	50215 - Acad Nonteach-Regular(Default)	001100	001100 - PROF-AY	Period 0 Adjustment	11	Budget/Control Unit/Dean Alloc	-1.00	\$154,10			

### Journal Detail - Employee ID and Full Name

BFS Permanent Budget Ledger is not configured to store employee ID in a field, so the Cal Answers Permanent Budget report was programmed to look for employee ID at the beginning of the journal line description. It looks for eight or nine numerical characters followed by underscore like "10145678\_"

In the example on the right, the journal line description matches starts with an employee ID, so the Employee ID and Full Name columns are populated.

Employee ID	Full Name	Journal Line Desc	Permbudg FTE	Permbudg Amount
10145678	XXXXXXXXXX	10145678_UCP_XXXXXXXXXX	1.00	-\$154,100.00
10145678	XXXXXXXXXX	10145678_UCP_XXXXXXXXXX	-1.00	\$154,100.00

In the examples on the right, marked in red, the journal line descriptions do not begin with an employee ID, so the Employee ID column is populated with "Batch" and the Full Name column is blank. This is also true in cases where the employee ID appears in the middle or end of the journal line description.

Employee ID	Full Name	Journal Line Desc	Permbudg FTE	Permbudg Amount
10145678	XXXXXXXXXX	10145678_UCP_XXXXXXXXXX	1.00	-\$135,900.00
Batch		Period 0 Adjustment	-1.00	\$135,900.00
10145678	XXXXXXXXXX	10145678_RET_XXXXXXXXXX	-1.00	\$135,900.00
Batch		RET_XXXXXXXXXX	1.00	-\$135,900.00

On the right are more examples where the journal line descriptions do not begin with an employee ID. Thus, the Employee ID column is populated with "Batch" and the Full Name column is blank.

Employee ID	Full Name	Journal Line Desc	Permbudg FTE	Permbudg Amount
Batch		Fac Bens - FY19 Separations	0.00	\$51,642.00
Batch		Fac CBR - FY19 HIR MER PRM RET	0.00	-\$9,956.00
Batch		Fac UCRP - FY19 HIR MER PRM RE	0.00	-\$170.00