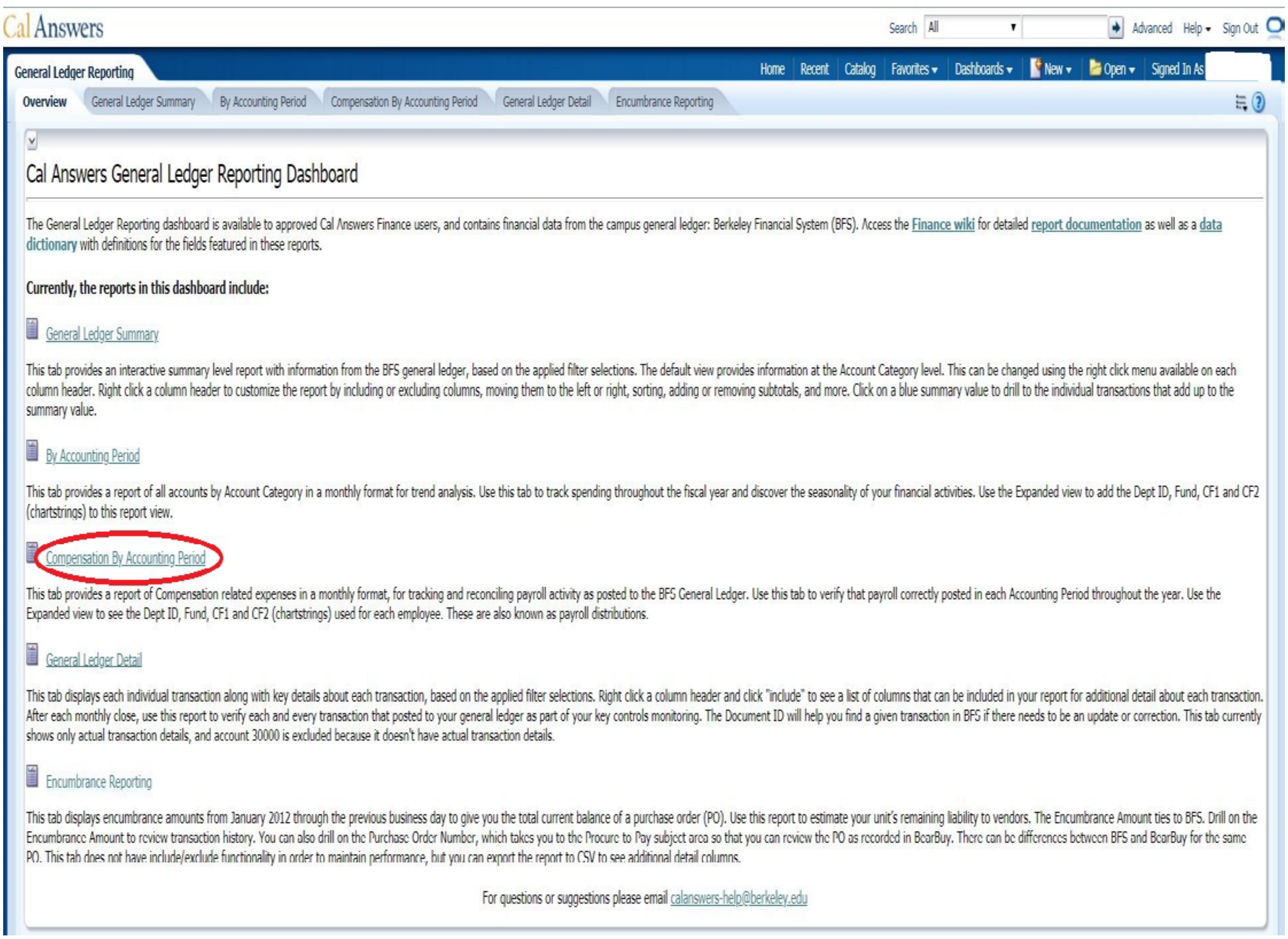
Quarterly Compensation Report Review Procedures

(updated 9/30/2018)

The ***Cal Answers General Ledger Reporting – Compensation By Accounting*** is available for any financial review purposes by selecting the desired parameters and the report period. To comply with the Quarterly Financial Reporting Review Procedures, please perform the following steps:

1. Login to **Cal Answers** and under the **Financial Dashboards** click **Finance** and **General Ledger Reporting** to open the **Cal Answer General Ledger Reporting Dashboard**. Click on the **Compensation By Accounting Period** to open the report.



2. Select the following **Dashboard Prompts and Report Prompts** to comply with the Quarterly Financial Reporting Review Procedures. Click the **Apply** button to run the report:

   For example, prompts to enter for: Q1 FY2018-19 review for Academic Senate division:

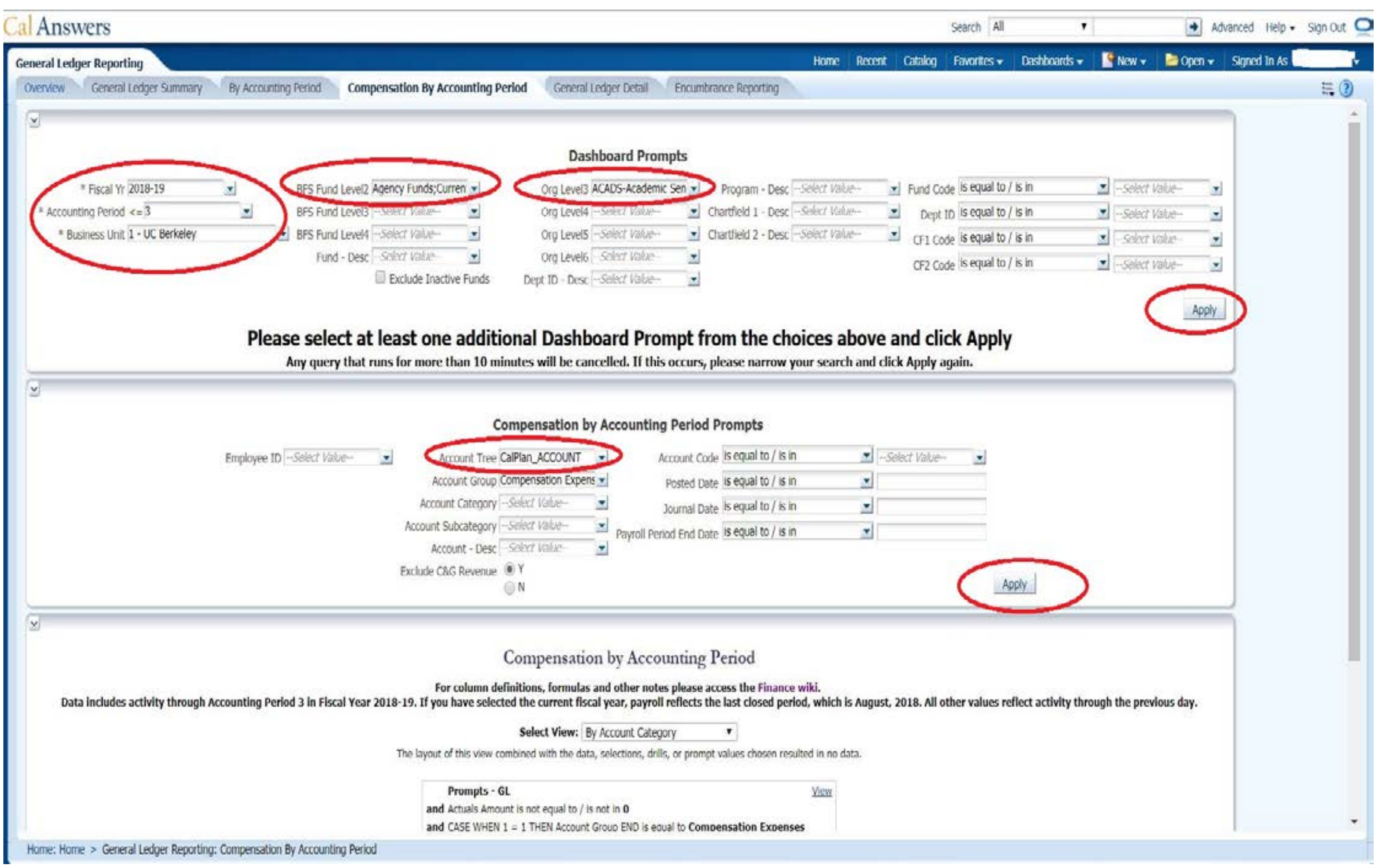
   Fiscal Yr: 2018-19

   Accounting Period: 3

   BFS Fund Level 2: Select both Agency Funds and Current Funds

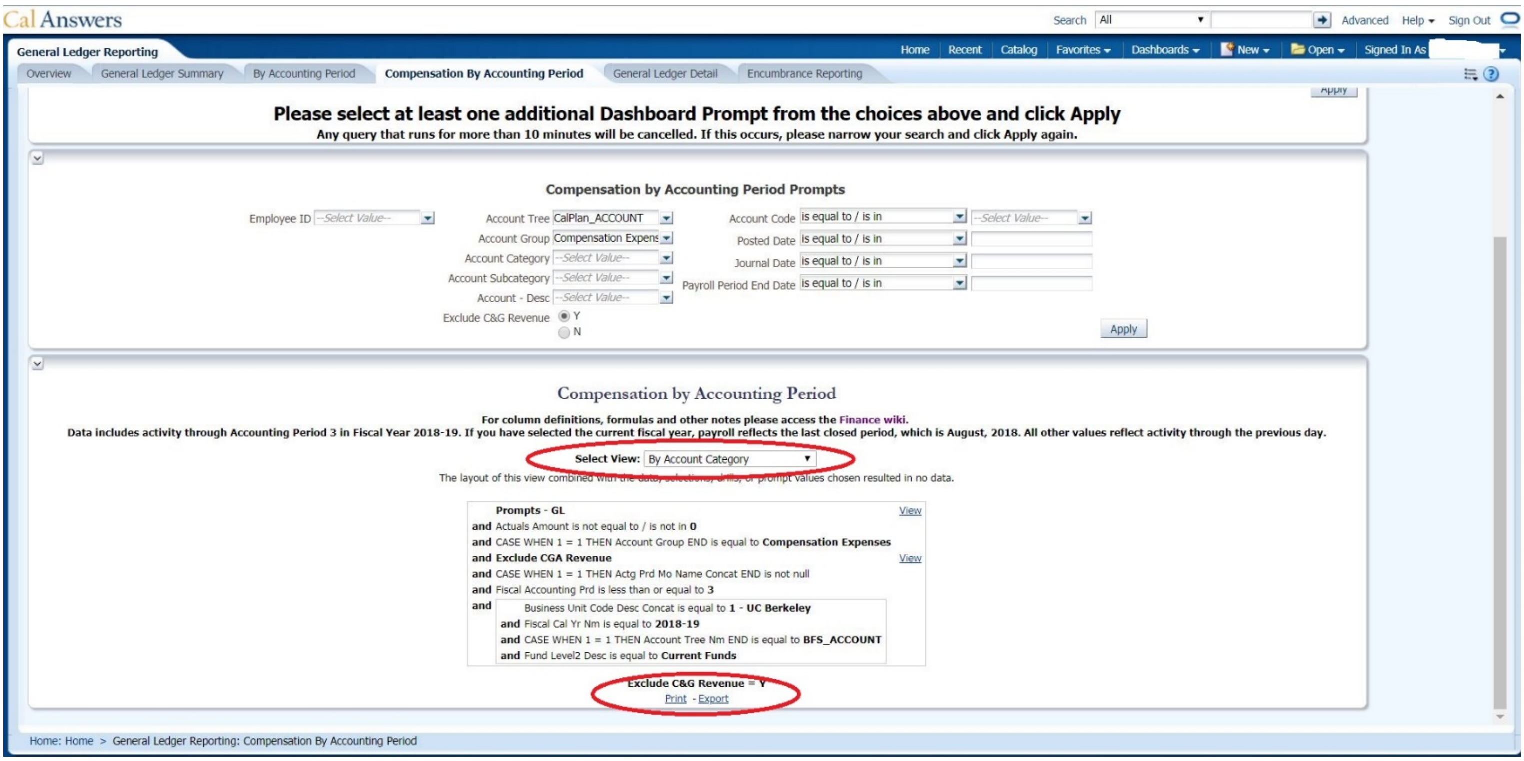
   Org Level 3: Select your Division Org (i.e. ACADS-Academic Senate)

   Account Tree: CalPlan_ACCOUNT



3. Choose **Select Views** from one of the four options of either **Summary** or **Expanded** (full chartstring, Dept ID, Fund, CF1 & CF2 codes) for the data table display.

4. Click the **Export** link to send the data to Excel. Insert Comment as needed to the report.



5. Upon your completion of the review, **save** and upload into **BOX**.