

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.

Cal Answers

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General Ledger Reporting

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Cal Answers General Ledger Reporting Dashboard

The General Ledger 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:

- General Ledger Summary**
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. Click on a blue summary value to drill to the individual transactions that add up to the summary value.
- By Accounting Period**
This tab provides a report of all accounts by Account Category in a monthly format for trend analysis. Use this tab to track spending throughout the fiscal year and discover the seasonality of your financial activities. Use the Expanded view to add the Dept ID, Fund, CF1 and CF2 (chartstrings) to this report view.
- Compensation By Accounting Period**
This tab provides a report of Compensation related expenses in a monthly format, for tracking and reconciling payroll activity as posted to the BFS General Ledger. Use this tab to verify that payroll correctly posted in each Accounting Period throughout the year. Use the Expanded view to see the Dept ID, Fund, CF1 and CF2 (chartstrings) used for each employee. These are also known as payroll distributions.
- General Ledger Detail**
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. After each monthly close, use this report to verify each and every transaction that posted to your general ledger as part of your key controls monitoring. The Document ID will help you find a given transaction in BFS if there needs to be an update or correction. This tab currently shows only actual transaction details, and account 30000 is excluded because it doesn't have actual transaction details.
- Encumbrance Reporting**
This tab displays encumbrance amounts from January 2012 through the previous business day to give you the total current balance of a purchase order (PO). Use this report to estimate your unit's remaining liability to vendors. The Encumbrance Amount ties to BFS. Drill on the Encumbrance Amount to review transaction history. You can also drill on the Purchase Order Number, which takes you to the Procure to Pay subject area so that you can review the PO as recorded in BearBuy. There can be differences between BFS and BearBuy for the same PO. This tab does not have include/exclude functionality in order to maintain performance, but you can export the report to CSV to see additional detail columns.

For questions or suggestions please email calanswers-help@berkeley.edu

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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

The screenshot displays the 'General Ledger Reporting' interface in CalAnswers. The 'Dashboard Prompts' section includes the following fields:

- Fiscal Yr: 2018-19
- Accounting Period: 3
- Business Unit: UC Berkeley
- BFS Fund Level2: Agency Funds;Current
- BFS Fund Level3: (empty)
- BFS Fund Level4: (empty)
- Fund - Desc: (empty)
- Exclude Inactive Funds:
- Org Level3: ACADS-Academic Sen
- Org Level4: (empty)
- Org Levels: (empty)
- Org Levels: (empty)
- Dept ID - Desc: (empty)
- Program - Desc: (empty)
- Chartfield 1 - Desc: (empty)
- Chartfield 2 - Desc: (empty)
- Fund Code: is equal to / is in (empty)
- Dept ID: is equal to / is in (empty)
- CF1 Code: is equal to / is in (empty)
- CF2 Code: is equal to / is in (empty)

An 'Apply' button is circled in red. Below the prompts, a message states: 'Please select at least one additional Dashboard Prompt from the choices above and click Apply. Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.'

The 'Compensation by Accounting Period Prompts' section includes:

- Employee ID: (empty)
- Account Tree: CalPlan_ACCOUNT
- Account Code: is equal to / is in (empty)
- Account Group: Compensation Expens
- Posted Date: is equal to / is in (empty)
- Account Category: (empty)
- Journal Date: is equal to / is in (empty)
- Account Subcategory: (empty)
- Payroll Period End Date: is equal to / is in (empty)
- Account - Desc: (empty)
- Exclude CMG Revenue: Y N

An 'Apply' button is circled in red. Below this section, the 'Compensation by Accounting Period' section provides instructions: 'For column definitions, formulas and other notes please access the Finance wiki. Data includes activity through Accounting Period 3 in Fiscal Year 2018-19. If you have selected the current fiscal year, payroll reflects the last closed period, which is August, 2018. All other values reflect activity through the previous day.' It also includes a 'Select View' dropdown set to 'By Account Category' and a note: 'The layout of this view combined with the data, selections, drills, or prompt values chosen resulted in no data.'

At the bottom, a 'Prompts - GL' section contains the following text: 'and Actuals Amount is not equal to / is not in 0 and CASE WHEN 1 = 1 THEN Account Group END is equal to Compensation Expenses'. A 'View' link is provided.

The footer shows the navigation path: Home > General Ledger Reporting: Compensation By Accounting Period

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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.

The screenshot shows the 'General Ledger Reporting' interface for 'Compensation By Accounting Period'. It includes a search bar, navigation tabs, and a main content area with two sections:

- Compensation by Accounting Period Prompts:** A form with various filters such as Employee ID, Account Tree (set to CalPlan_ACCOUNT), Account Code, Account Group (set to Compensation Expens), Account Category, Account Subcategory, Account - Desc, Exclude C&G Revenue (radio buttons for Y and N), Posted Date, Journal Date, and Payroll Period End Date. An 'Apply' button is at the bottom right.
- Compensation by Accounting Period:** A section with a warning message: 'Please select at least one additional Dashboard Prompt from the choices above and click Apply'. Below this, it states: 'Data includes activity through Accounting Period 3 in Fiscal Year 2018-19. If you have selected the current fiscal year, payroll reflects the last closed period, which is August, 2018. All other values reflect activity through the previous day.' A dropdown menu for 'Select View:' is set to 'By Account Category'. Below this, a text box contains a complex SQL query for 'Prompts - GL' with several conditions. At the bottom, there is a checkbox for 'Exclude C&G Revenue = Y' and 'Print - Export' links.

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