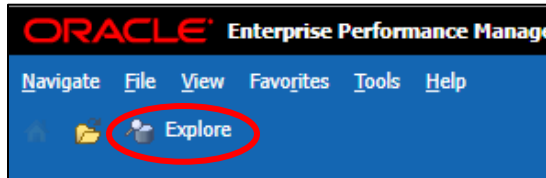


# Quarterly Financial Reporting Review Procedures

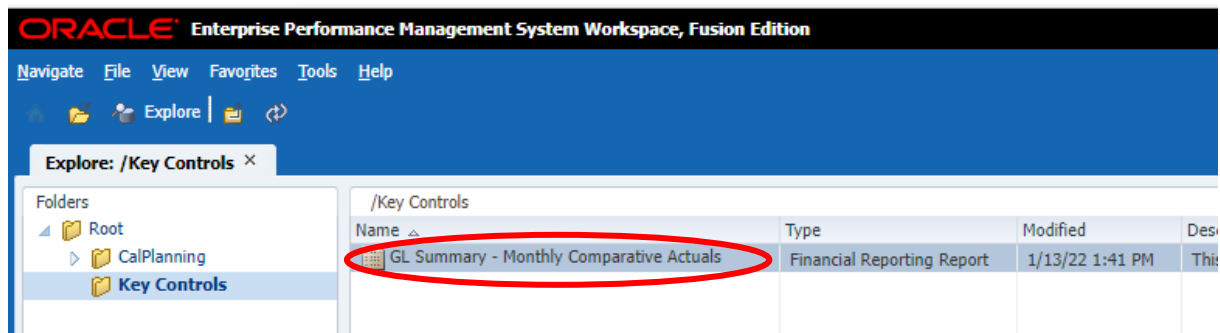
(updated 1/14/2022)

The **GL Summary – Monthly Comparative Actuals** report is in **CalPlanning**. This report is available for any financial review purposes by selecting the desired Point of View option and the reporting period. To comply with the Quarterly Financial Reporting Review Procedures, please perform the following steps:

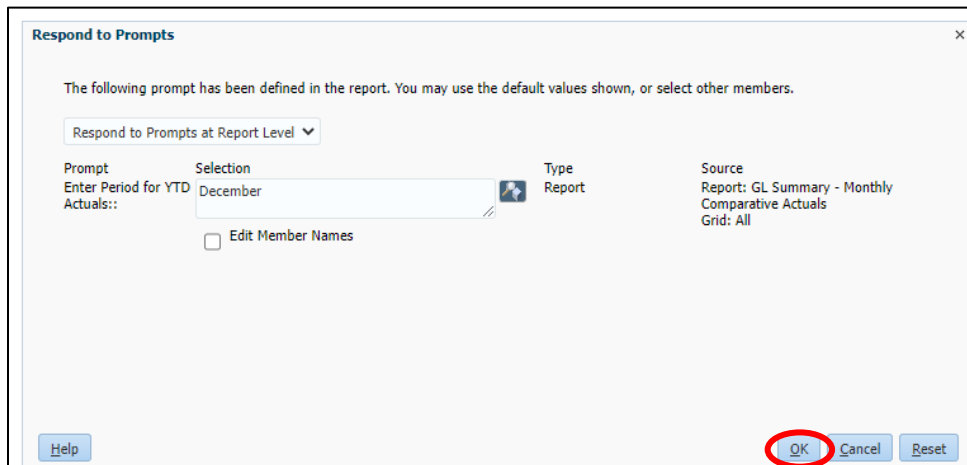
1. Login to **CalPlanning** and click on the **Explore** icon to open the report repository.



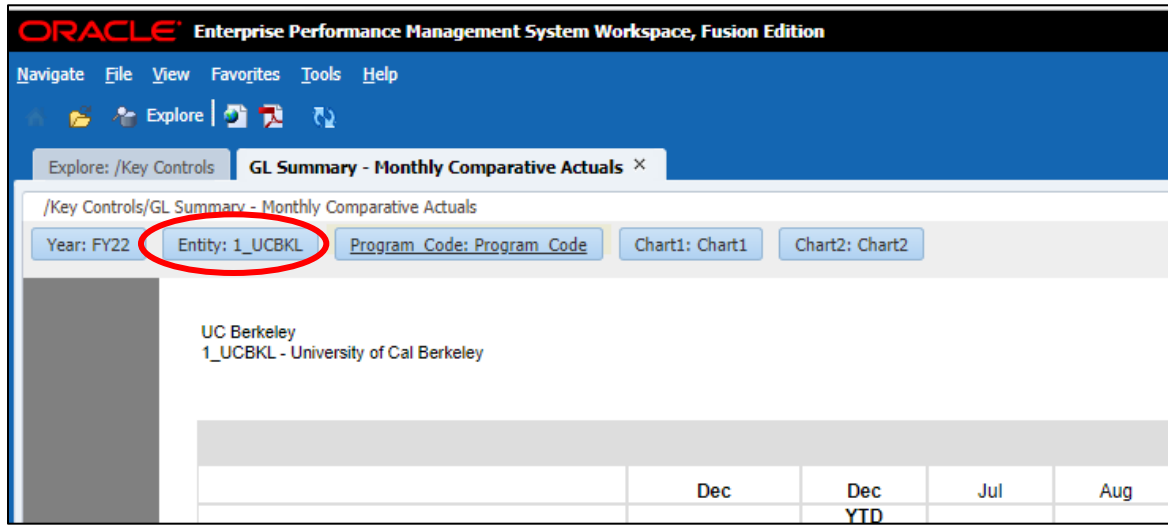
2. Expand the folder **Root > Key Controls** to display the **GL Summary – Monthly Comparative Actuals** report. Double click on **GL Summary – Monthly Comparative Actuals**.



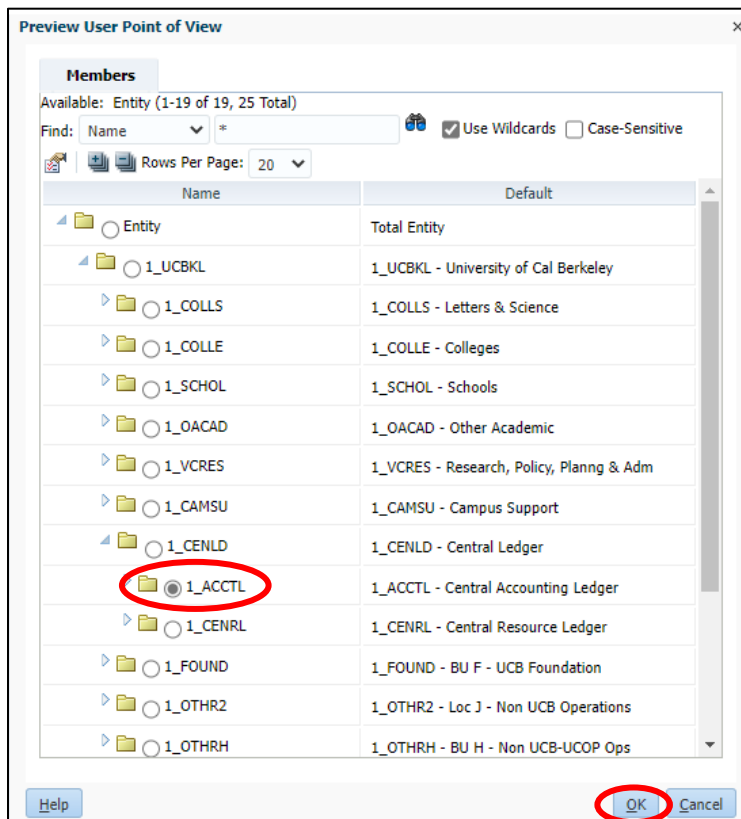
3. The default value of the report is set to all current closed period months. Proceed by clicking **OK**.



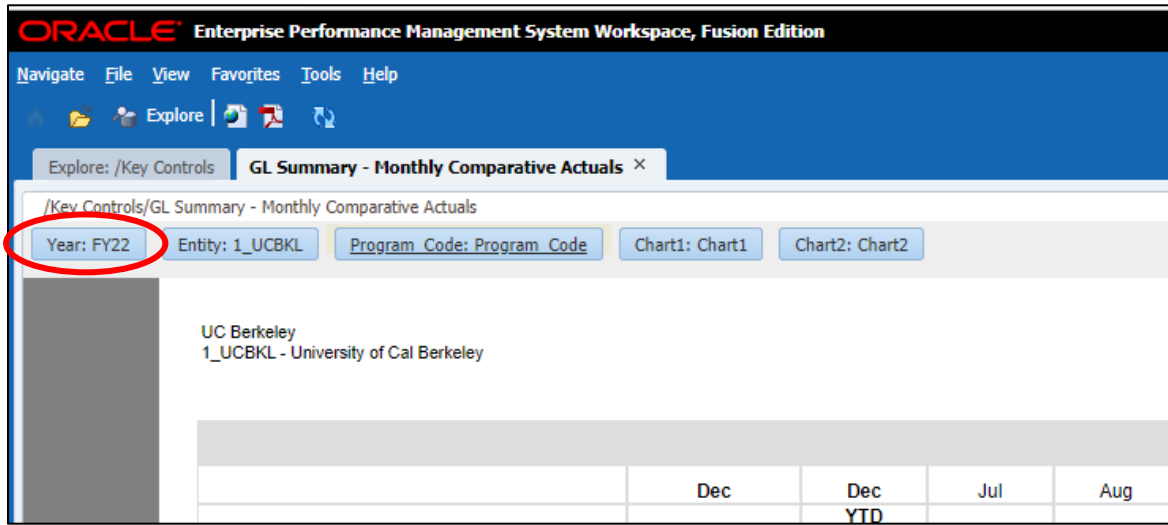
4. Make sure your own division is selected. If you need to change it, click on the **Entity** button.



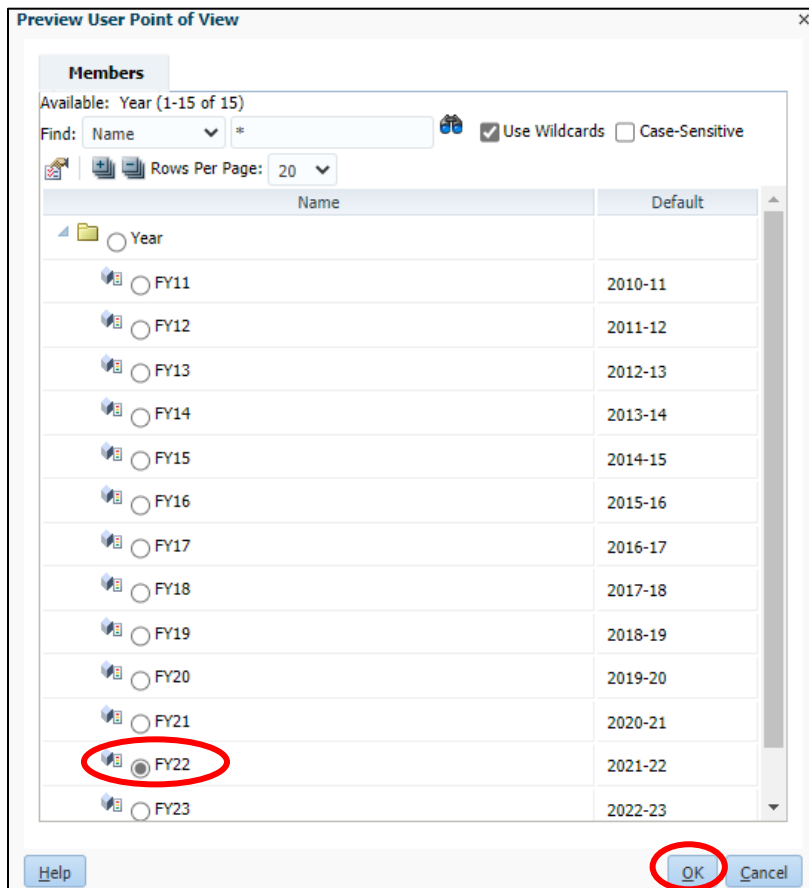
5. **Preview User Point of View** menu will show up on your screen. Select your own **L3 Division** and click **OK**.



6. Also, make sure correct **Fiscal Year** is selected. To confirm or change it, click on the **Year** button.



7. **Preview User Point of View** menu will show up on your screen. Select **Fiscal Year** and click **OK**.



- The **GL Summary – Monthly Comparative Actuals** report now has three pages: **Current Funds Excluding C&G, Contracts & Grants Funds, and Agency Funds**. You can choose which page to display on your screen from the drop-down list on the **Page:** section. (Note: when the report is downloaded into Excel, it automatically creates three tabs and each page is displayed in separate tab).

The screenshot shows the report interface for UC Berkeley. The 'Page:' dropdown menu is open, showing three options: 'Current\_Funds\_Excluding\_C&G', 'Contracts\_and\_Grants\_Funds', and 'Agency'. The first option is selected. The table below shows financial data for Dec 2020-21 and Dec 2021-22, with columns for YTD Actual, YTD Operating Budget, and Actual for Jul, Aug, and Sep.

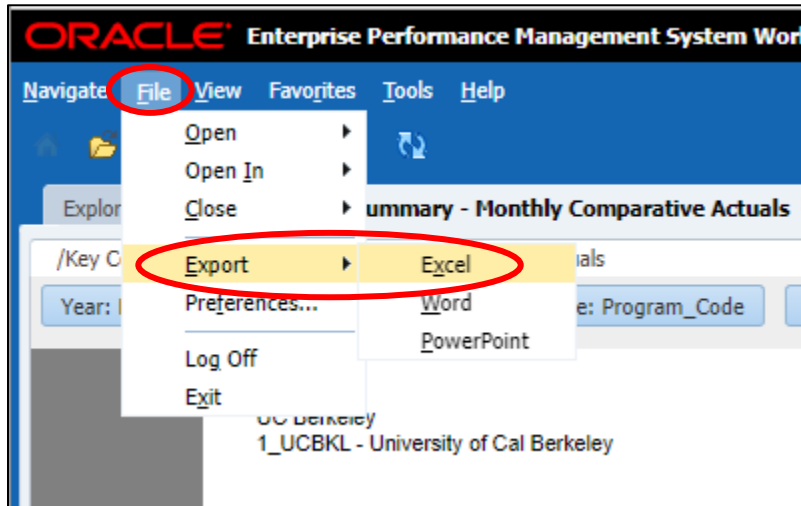
	Dec	Dec	Jul	Aug	Sep	Oct	Actual	Actual	Actual	YTD Actual
	YTD Actual	YTD Operating Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2021-22
	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22
<b>Revenues</b>										
State Support	172,928,303	207,069,730	(19,910)	177,407	59,833,034	57,777,289	3,632,970	56,225,349	177,626,319	
State Educational Appropriations	171,314,380	204,594,724	(17,166)	(14,604)	59,611,383	57,204,504	2,406,879	56,797,625	175,621,129	

- By clicking on the gray triangles, you may drill down into the Account numbers for each of the displayed rows.

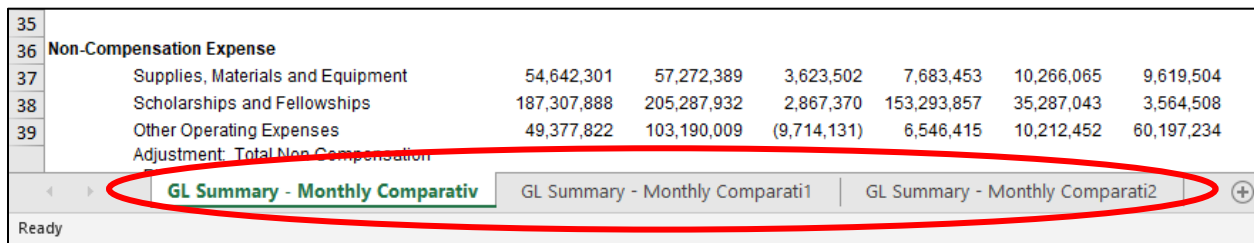
The screenshot shows the same report interface, but with the 'State Support' row expanded. A red circle highlights the gray triangle next to 'State Support', indicating the drill-down action. The expanded view shows detailed account numbers and their corresponding financial data.

	Dec	Dec	Jul	Aug	Sep	YTD Actual
	YTD Actual	YTD Operating Budget	Actual	Actual	Actual	2021-22
	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22
<b>Revenues</b>						
State Support	172,928,303	207,069,730	(19,910)	177,407	59,833,034	
State Educational Appropriations	171,314,380	204,594,724	(17,166)	(14,604)	59,611,383	
41010 - State General Support	171,314,380	204,594,724	(17,166)	(14,604)	59,611,383	
Other State Appropriations	1,613,923	2,475,006	(2,744)	192,011	221,650	
41100 - Deferred Maintenance	-	-	-	-	-	
41101 - Student Financial Aid	-	-	-	-	-	
41102 - Lease Purchases	-	-	-	-	-	
41109 - Other State Specific Support	-	-	-	-	-	
41110 - Lottery Funds	-	-	-	-	-	
41119 - Other State Special Funds	1,613,923	-	(2,744)	192,011	221,650	
411XX - Other State Appropriations - Plan	-	2,475,006	-	-	-	
Net Tuition and Fees	1,100,004,076	1,138,751,440	636,379,008	12,245,317	5,448,299	
Contracts & Grants	-	28,500	-	-	-	
Private Gifts for Current Use	130,682,511	127,748,771	(21,949,509)	45,453,548	15,267,857	
Investment Income	53,746,204	27,344,179	(3,256)	1,180,647	2,269,719	
Sales and Services	107,626,583	238,748,544	79,701,177	21,904,716	13,359,907	
Nonoperating Revenue	3,719,493	24,718,806	(57,533,071)	48,078,089	89,522	
<b>Total Revenue</b>	<b>1,568,707,170</b>	<b>1,764,409,969</b>	<b>636,574,439</b>	<b>129,039,726</b>	<b>96,268,338</b>	

10. To download the report into Excel, click **File** menu and select **Export > Excel**.



11. Open the Excel file and confirm that there are **three tabs**.



12. Type in explanations for variances and corrective actions, if applicable, under the **Comments** columns on each tab.

	Dec	Dec	Jul	Aug	Sep	Oct	Nov	Dec	Dec						
	YTD Actual	YTD Operating Budget	Actual	Actual	Actual	Actual	Actual	Actual	YTD Actuals	YTD Actuals vs Op Budget	Actuals vs. OP Budget variance	YTD Actuals vs Prior Year Actuals	Actuals vs. Actuals variance		
	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	Variance (\$)	Variance (%)	Comments	Variance (\$)	Variance (%)	Comments
10	<b>Revenues</b>														
11	State Support	172,928,303	207,069,730	(19,910)	177,407	59,833,034	57,777,289	3,632,970	56,225,349	177,626,140	(29,443,590)	(14%)	4,697,836	3%	
12	Net Tuition and Fees	1,100,004,076	1,138,751,440	636,379,008	12,245,317	5,448,299	1,837,559	510,881,187	45,832,567	1,212,423,937	73,672,497	6%	112,419,861	10%	
13	Contracts & Grants	-	28,500	-	-	-	-	-	-	-	(28,500)	(100%)	-	-	
14	Private Gifts for Current Use	130,682,511	127,748,771	(21,949,599)	45,453,548	15,287,857	40,032,194	16,231,590	18,959,770	112,994,449	(12,754,323)	(11%)	(16,688,061)	(13%)	
15	Investment Income	53,746,204	27,344,179	(3,256)	1,180,647	2,269,719	1,924,537	1,257,821	1,412,527	8,041,994	(19,302,185)	(71%)	(45,704,210)	(85%)	
16	Sales and Services	107,626,583	238,748,544	79,701,177	21,904,716	13,359,907	14,217,617	16,741,857	87,756,193	233,881,467	(5,067,076)	(2%)	126,054,884	117%	
17	Nonoperating Revenue	3,719,493	24,718,806	(57,533,071)	48,078,089	89,522	2,821,657	42,064	1,189,731	(5,312,005)	(30,030,813)	(121%)	(9,031,501)	(243%)	
18	<b>Total Revenue</b>	<b>1,568,707,170</b>	<b>1,764,409,969</b>	<b>636,674,439</b>	<b>129,039,726</b>	<b>96,268,338</b>	<b>118,610,853</b>	<b>548,797,488</b>	<b>211,175,136</b>	<b>1,740,455,980</b>	<b>(23,953,989)</b>	<b>(1%)</b>	<b>171,748,810</b>	<b>11%</b>	
19	<b>Operating Transfers</b>														

13. Upon your completion of the review, **save** the file and upload into your division's **BOX** folder for key controls.