

Purpose

Introduction

The purpose of this job aid is to assist campus users in updating the Department of Finance (DOF) template to include additional columns and dates for reporting beyond January 2021. For more information on DOF reporting visit the [CFO webpage on disaster recovery](#).

For guidance on how to fill out the DOF reporting template, please review the information included on the [on the CFO website related to DOF](#). A new blank version of the DOF template (with the changes outlined below) is included on this site. If you chose to use the new version of the template you will need to copy previously reported data into the template.

Updating the DOF Template

- **Submission Date and Division Name**

- The old template referred to **Campus / Medical Center** which was a holdover from the UCOP template. It should state **Division Name** instead.

Submission Due Date:	July 5, 2020
Campus / Medical Center:	

Submission Due Date:	July 5, 2020
Division Name:	

- **Submission Due Date** dropdowns do not need to be adjusted. They are covered through January 5, 2022.
- **Division Name** dropdowns do not need to be adjusted unless you are one of the Divisions that had a name change. To change the selection, unhide the Drop-Down tab by right clicking on any tab and selecting Unhide. Then adjust the name in the list and hide the Drop-Down tab again.

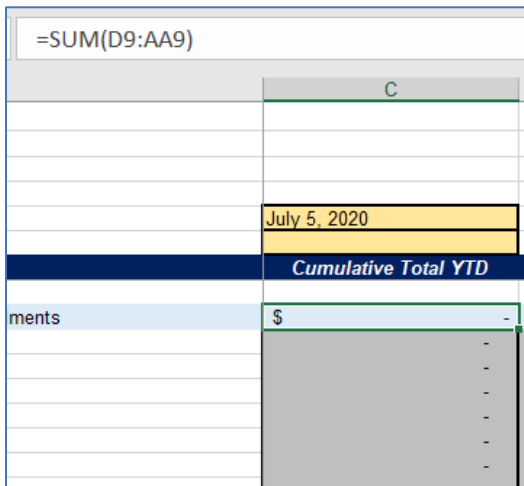
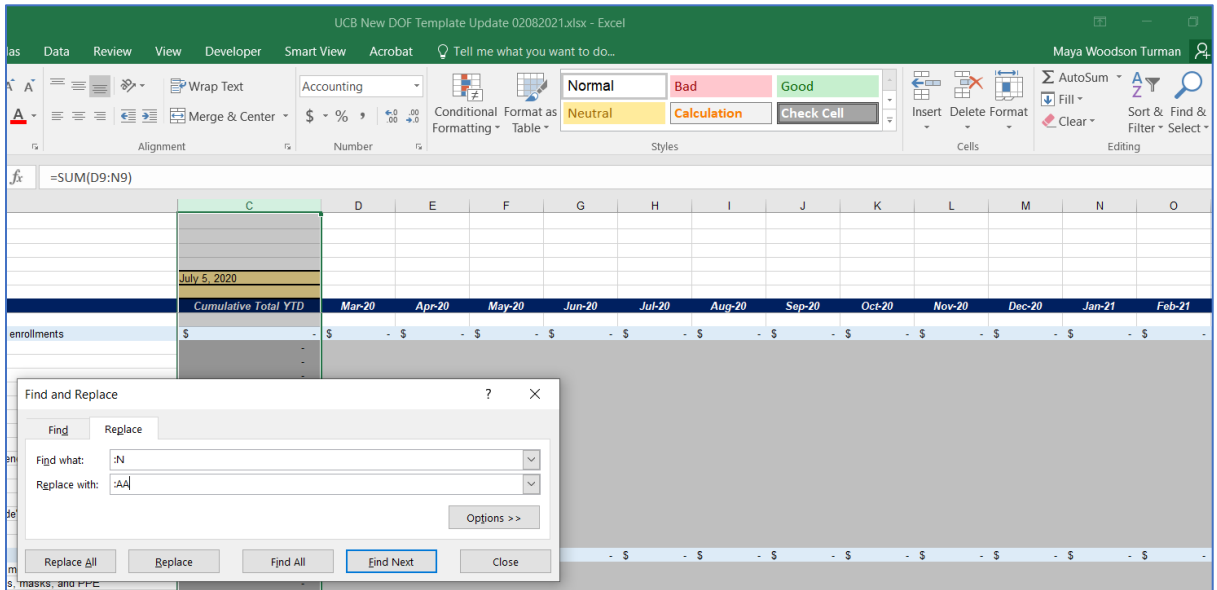
- **Extend the Monthly Reporting Columns and Adjust the formulas in the Cumulative Total YTD Column**

- **Extend the monthly reporting columns.** If you have data in January, you will want to select the entire column for January 2021 (column N) and drag it over one column to create a February 2021 column and then zero-out any data that was copied over from January 2021 into the February 2021 column. Then select the entire column for February 2021 (column O) and drag it until the header changes to February 2022. Note you can drag columns by selecting the entire column, placing the cursor over the top right corner of the top cell in the column until you see a + sign, then left click on your mouse and drag the columns over.

M	N	O
Dec-20	Jan-21	Feb-21
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- **Adjust the formulas in the Cumulative Total YTD Column.** Select the Cumulative Total YTD column (Column C), select Find & Replace, and replace “:N” with “:AA”. Now all formulas in the column should include D through AA.



Questions

If you have any questions regarding this document or any questions related to DOF reporting, please contact your [Divisional Finance Leader \(DFL\)](#). If you are a DFL and you have questions, please send an email to dfl_concierge@berkeley.edu.