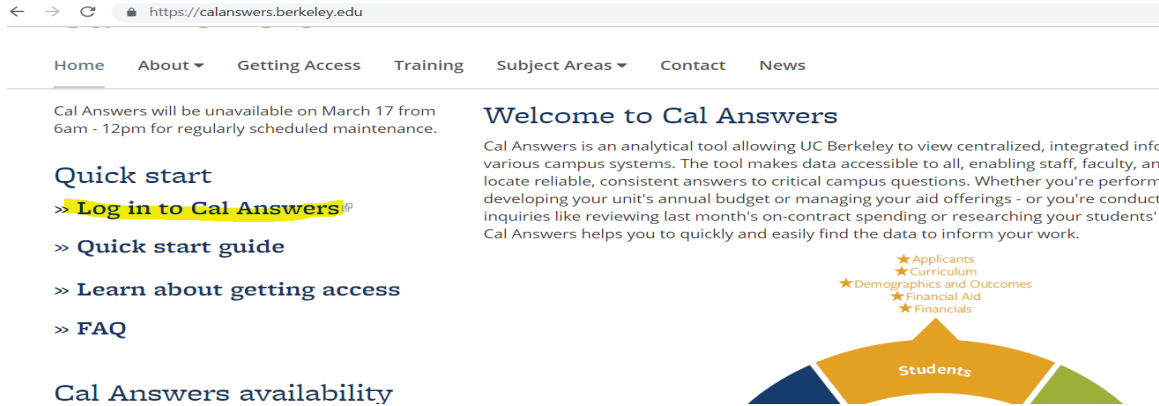


This Job Aid provides step by step guidance for checking Endowed Chairs funds balances of your Division in Cal Answers.

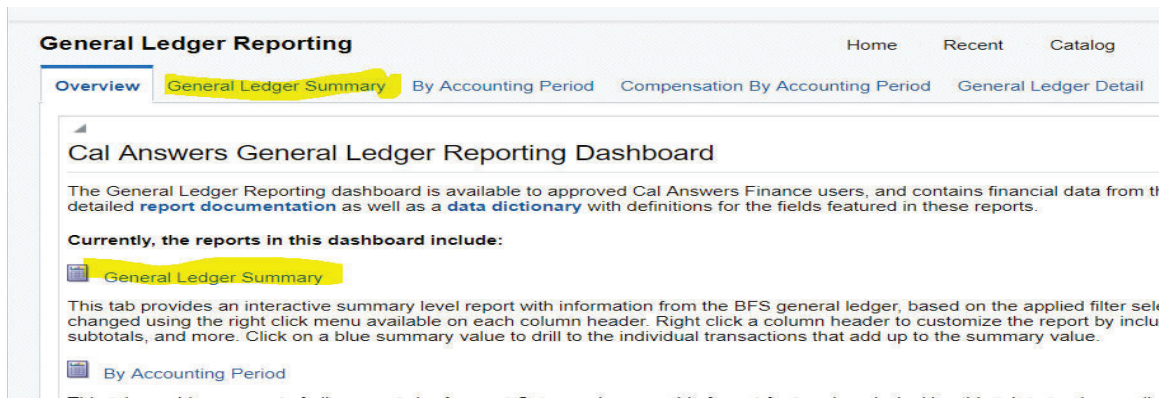
Step 1 Follow the Cal Answers Login link to sign in (Users can also choose to log in to Cal Answers via Citrix)



Step 2 After you logged in to Cal Answers, please select General Ledger Reporting under Financial Dashboards.



Step 3 Go to the General Ledger Summary tab on the General Ledger Reporting dashboard.



Step 4 Select to your desired prompts on this dashboard

Dashboard Prompts

* Fiscal Yr: 2018-19

* Accounting Period as of: 09 - Mar

* Business Unit: 1 - UC Berkeley

* Account Tree: BFS_ACCOUNT

Account Level3: --Select Value--

Account Group: Beginning Funding

Account Category: --Select Value--

Account Subcategory: --Select Value--

Account - Desc: --Select Value--

Exclude C&G Revenue: Y N

Account Code: Is equal to / is in --Select Value--

Account Code is Between: --Select Value-- --Select Value--

Fund Code: Is equal to / is in 37537

Fund Code is Between: --Select Value-- --Select Value--

Dept ID: Is equal to / is in --Select Value--

Dept ID is Between: --Select Value-- --Select Value--

CF1 Code: Is equal to / is in --Select Value--

CF2 Code: Is equal to / is in --Select Value--

Apply

Choose desired Fiscal Year and Accounting Period first (In this Job Aid, March and Fiscal Year 2018-19 are selected as an example) . Make sure to have the Account Group checked for below P&L items:

- Beginning Funding Balance
- Changes in Funding Balance
- Revenues
- Compensation Expenses
- Non-Compensation Expenses
- Provisions
- Operating Transfers
- Other

Leave other prompts as is and change the Fund Code to the desired fund you want to see the balances. (In this Job Aid, we use fund 37537 as an example.)

Step 5 After done above selections, click Apply and you can see the report

Below

General Ledger Summary

For column definitions, formulas and other notes please access the [Finance wiki](#).

Data includes activity through Accounting Period 09 - Mar in Fiscal Year 2018-19. If you have selected the current fiscal year, payroll reflects the last closed period, which is February, 2019. All other values reflect activity through the previous day.

Select View: Default

| Dept ID - Desc | Fund - Desc | Account Category | Authorized Budget Amount | Actuals Amount | Encumbrance Amount | Remaining Balance |
|---|-------------------------------------|--|--------------------------|----------------------|--------------------|----------------------|
| 00660-ZFGEF Gift & Endowment Acctg | 37537 - PARDEE GEORGE&HELEN CHAIRII | 34XXX - Nonmandatory Transfers | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) |
| | | 7XXXX - Operating Transfers | \$0.00 | \$42,823.68 | \$0.00 | \$42,823.68 |
| | | 37537 - PARDEE GEORGE&HELEN CHAIRII Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 00660-ZFGEF Gift & Endowment Acctg Total | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 10148-ZAPRO EVCP Endowments | 37537 - PARDEE GEORGE&HELEN CHAIRII | 7XXXX - Operating Transfers | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) |
| | | 37537 - PARDEE GEORGE&HELEN CHAIRII Total | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) |
| 10148-ZAPRO EVCP Endowments Total | | | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) |
| 12438-HARTH Research | 37537 - PARDEE GEORGE&HELEN CHAIRII | 30XXX - Beginning Fund Balance | \$0.00 | (\$47,995.31) | \$0.00 | (\$47,995.31) |
| | | 574XX - Pymts Students/Stud Aid | \$0.00 | \$33,994.00 | \$0.00 | \$33,994.00 |
| | | 37537 - PARDEE GEORGE&HELEN CHAIRII Total | \$0.00 | (\$14,001.31) | \$0.00 | (\$14,001.31) |
| 12438-HARTH Research Total | | | \$0.00 | (\$14,001.31) | \$0.00 | (\$14,001.31) |
| Grand Total | | | \$0.00 | (\$56,824.99) | \$0.00 | (\$56,824.99) |

Prompts - GL View

and Account Group is equal to Beginning Funding Balance. Changes in Funding Balance. Revenues. Compensation Expenses. Non-Compensation Expenses. Operating Transfers. Other

and Authorized Budget Amount is not equal to / is not in 0,00 or Temporary Budget Amount is not equal to / is not in 0,00

Step 6 Move the fund to be in the prompt section and add Org. Level 3 and chart field 1 & 2 to the existing report

A lot of endowed chair funds have chart field 1 & 2 s so it is important to modify the report to include these.

Add Org. Level 3 and move it to the beginning to the report to see the balances in central ledgers and your division.

General Ledger Summary
For column definitions, formulas and other notes please access the [Finance wiki](#).
 Data includes activity through Accounting Period 09 - Mar in Fiscal Year 2018-19. If you have selected the current fiscal year, payroll reflects the last closed period, which is February, 2019. All other values reflect activity through the previous day.

Select View: Default ▼

| 37537 - PARDEE GEORGE&HELEN CHAIRII | | | | | | | | | |
|-------------------------------------|------------------------------------|----------|----------|---|--------------------------|----------------------|----------------------|----------------------|--|
| Org LevelID Code | Dept ID - Desc | CF1 Code | CF2 Code | Account Category | Authorized Budget Amount | Actuals Amount | Encumbrance Amount | Remaining Balance | |
| ACCTL | 00660-ZFGEF Gift & Endowment Acctg | - | - | 34XXX - Nonmandatory Transfers | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) | |
| | | | | 7XXXX - Operating Transfers | \$0.00 | \$42,823.68 | \$0.00 | \$42,823.68 | |
| | | | | 00660-ZFGEF Gift & Endowment Acctg Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| ACCTL Total | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| CENRL | 10148-ZAPRO EVCP Endowments | 3DCFAC | - | 7XXXX - Operating Transfers | \$0.00 | (\$25,000.00) | \$0.00 | (\$25,000.00) | |
| | | | | 3DCSTU - Operating Transfers | \$0.00 | (\$17,823.68) | \$0.00 | (\$17,823.68) | |
| | | | | 10148-ZAPRO EVCP Endowments Total | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) | |
| CENRL Total | | | | \$0.00 | (\$42,823.68) | \$0.00 | (\$42,823.68) | | |
| LS1HU | 12438-HARTH Research | 3DCFAC | HAWMD | 30XXX - Beginning Fund Balance | \$0.00 | (\$28,660.07) | \$0.00 | (\$28,660.07) | |
| | | | | 3DCSTU - Beginning Fund Balance | \$0.00 | (\$19,335.24) | \$0.00 | (\$19,335.24) | |
| | | | | 574XX - Pymts Students/Stud Aid | \$0.00 | \$33,994.00 | \$0.00 | \$33,994.00 | |
| | | | | 12438-HARTH Research Total | \$0.00 | (\$14,001.31) | \$0.00 | (\$14,001.31) | |
| LS1HU Total | | | | \$0.00 | (\$14,001.31) | \$0.00 | (\$14,001.31) | | |
| Grand Total | | | | \$0.00 | (\$56,824.99) | \$0.00 | (\$56,824.99) | | |

For your convenience, we have created a bookmark link to the above Sample report. You can change the fund to your desired one and refresh the data to your needs. Be sure to update month and fiscal year.

Bookmark link for this Job Aid report:

https://calanswers-bi.berkeley.edu:9503/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FFinance%2F_portal%2FGeneral%20Ledger%20Reporting&Page=General%20Ledger%20Summary&PageIdentifier=I5nn9bp81u8qg2ng&BookmarkState=hbbmk530no3mk929769t9i8j0u&options=fd