Quarterly Financial Reporting Review Procedures

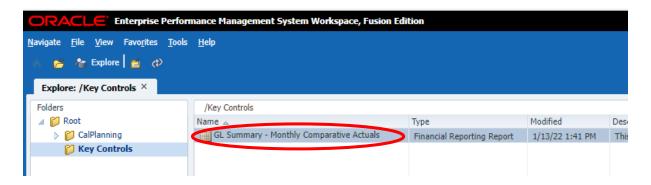
(updated 1/14/2022)

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**.

Enter Period for YTD December Report Report: GL Summary - Monthly				
The following prompt	has been defined in the report.	You may use the defau	lt values shown,	or select other members.
Respond to Prompt	s at Report Level 💙			
			Туре	Source
Enter Period for YTD Actuals::	December		Report	Comparative Actuals
	Edit Member Names			GHG. AII
<u>H</u> elp				OK Cancel Rese

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

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Explore: /Key Controls GL Summary - Monthly Comparative Actuals ×				
/Key Controls/GL Summary - Monthly Comparative Actuals				
Year: FY22 Entity: 1_UCBKL Program Code: Program Code Ch	art1: Chart1	Chart2: Chart2		
UC Berkeley 1_UCBKL - University of Cal Berkeley				
	Dec	Dec	Jul	Aug

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

Preview User Point of View		×
Members		
Available: Entity (1-19 of 19, 25 Total) Find: Name	🎒 🗾 Use Wildcards 🗌 Case-Sensitive	
Name	Default	*
	Total Entity	
	1_UCBKL - University of Cal Berkeley	н
I_COLLS	1_COLLS - Letters & Science	
I_COLLE	1_COLLE - Colleges	
I_SCHOL	1_SCHOL - Schools	
1_0ACAD	1_OACAD - Other Academic	
E C 1_VCRES	1_VCRES - Research, Policy, Planng & Adm	
I_CAMSU	1_CAMSU - Campus Support	
	1_CENLD - Central Ledger	
□ ① 1_ACCTL	1_ACCTL - Central Accounting Ledger	
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E C 1_FOUND	1_FOUND - BU F - UCB Foundation	
1_OTHR2	1_OTHR2 - Loc J - Non UCB Operations	
	1_OTHRH - BU H - Non UCB-UCOP Ops	•
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6. Also, make sure correct **Fiscal Year** is selected. To confirm or change it, click on the **Year** button.

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Explore: /Key Controls GL Summary - Monthly Comparative Actuals >	< Contract of the second se			
/Key Controls/GL Summary - Monthly Comparative Actuals				
Year: FY22 Entity: 1_UCBKL Program Code: Program Code	Chart1: Chart1	Chart2: Chart2		
UC Berkeley 1_UCBKL - University of Cal Berkeley				
	Dec	Dec YTD	Jul	Aug

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

view User Point of View	
Members	
vailable: Year (1-15 of 15)	
ind: Name 🗸 *	🎁 🔽 Use Wildcards 🗌 Case-Sensitive
🚰 💾 🗐 Rows Per Page: 20 🗸	
Name	Default
4 🛅 🔿 Year	
🔎 🔿 FY11	2010-11
🔎 🔿 FY12	2011-12
🞾 🔿 FY13	2012-13
🞾 🔿 FY14	2013-14
🞾 🔿 FY15	2014-15
🞾 🔿 FY16	2015-16
🞾 🔿 FY17	2016-17
🞾 🔿 FY18	2017-18
🞾 🔿 FY19	2018-19
🞾 🔿 FY20	2019-20
🔎 🖂 FY21	2020-21
🖲 FY22	2021-22
🖉 🔿 FY23	2022-23

 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).

Explore: /Key (Controls GL Summ	ary - Monthly Comparative Actua	ls ×								
/Key Controls/G	GL Summary - Monthly (Comparative Actuals									
Year: FY22	Entity: 1_UCBKL	Program_Code: Program_Code	Chart1: Chart1	Chart2: Chart2							
	UC Berkeley 1_UCBKL - Unive	arsity of Cal Berkeley						Page: Curr	ent_Funds_Exclu	L Summary Current	
			Dec	Dec YTD Operating	Jul	Aug	Sep		ent_Funds_Exclu tracts_and_Gran ncy		Dec
			YTD Actual	Budget	Actual	Actual	Actual	Actual	Actual	Actual	TD Actua
			2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22
	Revenues							57,777,289			

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

Explore: /Key (Controls GL Summary - Monthly Comparative Actuals	×					
/Key Controls/G	L Summary - Monthly Comparative Actuals						
Year: FY22	Entity: 1_UCBKL Program_Code: Program_Code	Chart1: Chart1	Chart2: Chart2				
	UC Berkeley						
	1_UCBKL - University of Cal Berkeley						
		Dec	Dec	Jul	Aug	Sep	
			YTD				
		YTD Actual	Operating Budget	Actual	Actual	Actual	
		2020-21	2021-22	2021-22	2021-22	2021-22	
	Revenues	172 000 000				50.000.00.0	
	→State Support	172,928,303		(19,910)	177,407	59,833,034	
	 State Educational Appropriations 	171,314,380		(17,166)	(14,604)	59,611,383	
	41010 - State General Support	171,314,380		(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	4
	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		(57,533,071)	48,078,089	89,522	_
	Total Revenue	1,568,707,170	1,764,409,969	636,574,439	129,039,726	96,268,338	1

- Enterprise Performance Management System Work Navigate File View Favorites Tools <u>Help</u> Open ۲ ¢2 Open In Explor Close ummary - Monthly Comparative Actuals als /Key C Export Þ E<u>x</u>cel Preferences... <u>W</u>ord Year: e: Program_Code PowerPoint Log Off Exit UC DEINEIEY 1 UCBKL - University of Cal Berkeley
- 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.

35 36	Non-Compensation Expense						
37	Supplies, Materials and Equipment Scholarships and Fellowships	54,642,301 187,307,888	57,272,389 205.287.932	3,623,502 2,867,370	7,683,453 153,293,857	10,266,065 35,287,043	9,619,504 3,564,508
38 39	Other Operating Expenses	49,377,822	103,190,009	(9,714,131)	6,546,415	10,212,452	60,197,234
	Adjustment: Total Non Compensation	GL Summary	- Monthly Com	parati1 0	GL Summary - N	Monthly Compa	arati2 🔿 (+)
Rea		,	, ,			2 1	0

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

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	1. UCEKL - University of Cal Berkeley																
	,				GL Summar	v - Monthly	Comparative	Actuals									
						nt Funds E											
4					Curren	it Funds E	xcluaing										
2	Current_Funds_Exoluding_C&G												Page 1 of 3				
6	Caller (_1 ands_chickaling_calls																
7		Dec	Dec	Jul	Aug	Sep	Oct	Nov	Dec	Dec							_
			YTD Operating										Actuals vs. OP Budget variance	YTD Actuals	vs Prior Year	Actuals vs. Actuals variance	1
8		YTD Actual	Budget	Actual	Actual	Actual	Actual	Actual	Actual	YTD Actuals	YTD Actuals vs	s op Budget	Comments	Act	uals	Comments	L
		2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	Variance (\$)	(ariance (%)		Variance (\$)	Variance (%)		н
9	Revenues	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	variance (a)	variance (74)		Variance (3)	Variance (34)		╋
	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%		
11 12 13 14								510.881.187			(29,443,590) 73,672,497	(14%) 6%		4,697,836			н
12	Net Tuition and Fees	1,100,004,076	1,138,751,440 28.500	636,379,008	12,245,317	5,448,299	1,837,559	510,881,187	45,632,567	1,212,423,937				112,419,861	10%		н
.3	Contracts & Grants			-		-					(28,500)	(100%)					н
14	Private Gifts for Current Use	130,682,511	127,748,771	(21,949,509)	45,453,548	15,267,857	40,032,194	16,231,590	18,958,770	113,994,449	(13,754,321)	(11%)		(16,688,061)			
15 16	Investment Income	53,746,204		(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)			н
16	Sales and Services	107,626,583		79,701,177	21,904,716	13,359,907	14,217,617	16,741,857	87,756,193	233,681,467	(5,067,076)	(2%)		126,054,884			L
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	(5,312,008)	(30,030,813)	(121%)		(9,031,501)	(243%)		
18	Total Revenue	1,568,707,170	1,764,409,969	636,574,439	129,039,726	96,268,338	118,610,853	548,787,488	211,175,136	1,740,455,980	(23,953,989)	(1%)		171,748,810	11%		н
19	Operating Transfers															E	•

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