

Purpose

This document provides information on the daily loading of Actuals data to CalRptg and important instructions on the many ways to report in CalRptg:

- Closed month vs. non-closed month data
- Single month vs YTD

Introduction

The CalRptg application is updated every morning (Monday to Saturday) with data from the financial systems (BFS) from the prior evening. CalRptg allows for selection of reporting on either closed months or any open periods in BFS. Report footnotes provide a date stamp detailing when the data was last updated.

Access

All CalPlanning users who have access to CalRptg reports

Questions

If you have any questions, please email calplanhelp@berkeley.edu.

CalRptg Reports Data Refresh Schedule

Scenario	Refresh Schedule
Forecast or Operating Budget data updated	Every 3 hours, 9AM - 9PM
Actuals data updated	Daily

CalRptg POV Settings

Flexibility exists to report on a particular month or cumulative months in the fiscal year through use of Time Series in the POV.

- To report on a particular single month or quarter, select 'Periodic'
- To report on cumulative months, select 'QTD' or 'YTD'

Example

This chart compares the data that will be returned on a report run on February 5, 2020 for a Time Series selection of Periodic vs YTD.

Period	Time Series	
	Periodic	YTD
Year Total	Through Feb 4, 2020	Through Feb 4, 2020
Dec	Month of Dec 2019	Through Dec 2019
Jan	Month of Jan 2020*	Through Jan 2020*
Feb	Month of Feb 2020*	Through Feb 4, 2020*

* Actuals data may change as the run date is prior to the BFS monthly close schedule. The close schedule can be found here: <http://www.bai.berkeley.edu/BFS/BudgetGL/monthlyClose.htm>

CalPlanning Release Notes notify users when final Actuals data has been loaded to CalRptg. Release notes can be found here: <https://calplanning.berkeley.edu/release-notes>

New Members in Fund, Chart1 and Chart2 Dimensions

Although new members may be added to the Fund, Chart1, and Chart2 dimensions throughout the month, the hierarchy tree is only updated once a month in CalPlanning. Until the hierarchy tree is updated, new members roll up to temporary parents:

- Fund
 - New Contracts & Grants Funds
 - New Current Funds Not C&G
 - New Non-Current Funds
- Chart1
 - Newly Created Chart1
- Chart2
 - Newly Created Chart2

[CalPlanning Release Notes](#) notify users of hierarchy tree updates.