Overview

Purpose
This document provides information on the daily loading of Actuals data to CalRptg, including highlighting reporting and data refresh differences between CalPlan and CalRptg and important instructions for users on the many ways to report in CalRptg: closed month vs. non-closed month data, single month vs YTD.

Introduction
As of 2/2/15, the CalRptg application is updated every morning (Monday to Saturday) with data from the financial systems (BFS) from the prior evening. This schedule mirrors the BAIRS data refresh schedule. Prior to this date, CalRptg was only updated once a month. To best utilize the available reporting flexibility, it is important to understand the data refresh timing differences between CalRptg and CalPlan and report parameter selections (POV). CalRptg allows for selection of reporting on either closed months or any open periods in BFS. Footnotes added to the reports as of 2/2/15 provide a date stamp detailing when the data was last updated.

Access
All CalPlanning users who have access to CalPlan and CalRptg reports can access.

Questions
If you have any questions, please email calplanhelp@berkeley.edu.
Daily CalRptg Actuals Loads

CalRptg vs CalPlan Reports

From the workspace, there are two sets of reports, CalPlan and CalRptg that provide similarly formatted reports but include data that vary in 2 primary ways: Data refresh schedules and data granularity.

i) **CalPlan Reports** (report prefix: R ie: R102)
   1. Includes Forecast or Operating Budget data entry changes updated immediately when planner saves.
   2. Actuals data refreshed monthly.
   3. Actuals displayed primarily in summary fund and CF1 values.

ii) **CalRptg Reports**: (report prefix: CR ie: CR102)
   1. Includes Forecast or Operating Budget data entry changes updated several times per day according to ‘Push’ schedule on the CalPlanning website.
   2. Actuals data refreshed daily, with fund parent refinement refreshes done monthly.
   3. Actuals displayed at detail fund and CF1 level.

What is loaded to CalRptg daily and how it works

Actuals data is loaded daily to CalRptg, including new funds, chart1, and chart2 codes and their corresponding actual data. Financial data always ties to BAIRS. A difference to note is that during the month prior to the CalPlanning monthly release, new fund values are not classified under the correct roll-up parent in the hierarchy. Rather, they appear under ‘temporary parents’ until they are reclassified to their real parents in the hierarchy during the CalPlanning month end release.

The temporary parents are:
- Fund
  - New Contracts & Grants Funds
  - New Current Funds Not C&G
  - New Non-Current Funds
CalRptg Actuals Loads

Updated: 2/2/2015

- Chart1
  - Newly Created Chart1
- Chart2
  - Newly Created Chart2

**Note:** Any changes to entity/org name and hierarchy changes are made to CalRptg every day.

Monthly releases are performed to:
- assign new funds, chart1, and chart2 codes to proper spots in the hierarchy in CalRptg and CalPlan
- add new entities and apply name or hierarchy changes in CalPlan
- load the newly closed month of data to CalPlan
- implement new reports and enhancements

CalRptg POV Settings

**CalRptg POV settings: closed month vs. daily (non-closed) month**
As is true in BAIRS reporting, it is important to be aware of the BFS monthly closing schedule to know if closed month data is final. The close schedule can be found here: [http://www.bai.berkeley.edu/BFS/BudgetGL/monthlyClose.htm](http://www.bai.berkeley.edu/BFS/BudgetGL/monthlyClose.htm)

CalRptg allows the flexibility to report on either a closed month or BFS data as of yesterday. The key POV field to set in your report in conjunction with the current date and status of closed month is Period.

For example, if today’s date is Feb 5th and January is not yet closed, running a report with a period selection of Dec will result in Dec closed data. However, Jan or Feb data is available despite not being closed in BFS. A period selection of Jan or Feb would return non-final data for each of those months. YearTotal would return data through the last daily load, so in this example, Feb data.

**CalRptg POV settings: month reporting vs. YTD**
Flexibility exists to report on a particular month or YTD data through use of Time Series in the POV.
- To report on a particular single month, select ‘Periodic’
- To report on YTD, select ‘YTD’
Examples below:

FY15 Actual Final
Last Closed Month is Dec
Run date is 2/5/2015 (before January close)

<table>
<thead>
<tr>
<th>Period</th>
<th>Time_Series</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal</td>
<td>YTD</td>
<td>As of last daily load date, includes data through 2/4/2015</td>
</tr>
<tr>
<td></td>
<td>Periodic</td>
<td>As of last daily load date, includes data through 2/4/2015</td>
</tr>
<tr>
<td>Dec</td>
<td>YTD</td>
<td>Through month of December</td>
</tr>
<tr>
<td></td>
<td>Periodic</td>
<td>For month of December</td>
</tr>
<tr>
<td>Jan</td>
<td>YTD</td>
<td>Through month of January, as of 2/4/2015, could change since run date is before January is closed</td>
</tr>
<tr>
<td></td>
<td>Periodic</td>
<td>For month of January, as of 2/4/2015, could change since run date is before January is closed</td>
</tr>
<tr>
<td>Feb</td>
<td>YTD</td>
<td>As of last daily load date, includes data as of 2/4/2015</td>
</tr>
<tr>
<td></td>
<td>Periodic</td>
<td>For month of February, includes data as of 2/4/2015</td>
</tr>
</tbody>
</table>
## Appendix A

The following table describes CalRptg data load each day of a typical month.

<table>
<thead>
<tr>
<th>Working Day of the Month</th>
<th>State of Data in CalRptg</th>
<th>Data Loaded Example</th>
<th>Example Dates (February 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prior and current month loaded daily</td>
<td>January and February data loaded daily</td>
<td>Feb 2</td>
</tr>
<tr>
<td>2</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td></td>
<td>Feb 3</td>
</tr>
<tr>
<td>3</td>
<td>Prior month closed data in BAIRS</td>
<td>Prior and current month loaded to CalRptg</td>
<td>Feb 4</td>
</tr>
<tr>
<td></td>
<td>Prior and current month loaded to CalRptg</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td>Feb 5</td>
</tr>
<tr>
<td>4</td>
<td>Current month loaded to CalRptg</td>
<td>February data loaded daily</td>
<td>Feb 6</td>
</tr>
<tr>
<td>5</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td></td>
<td>Feb 7</td>
</tr>
<tr>
<td>6</td>
<td>Prior month closed data in BAIRS</td>
<td>Prior month closed data in BAIRS</td>
<td>Feb 8</td>
</tr>
<tr>
<td>7</td>
<td>Prior month closed data in BAIRS</td>
<td>Prior month closed data in BAIRS</td>
<td>Feb 9</td>
</tr>
<tr>
<td>8</td>
<td>Prior month closed data in BAIRS</td>
<td>Prior month closed data in BAIRS</td>
<td>Feb 10</td>
</tr>
<tr>
<td>9</td>
<td>Current month loaded to CalRptg</td>
<td>January and February data loaded</td>
<td>Feb 11</td>
</tr>
<tr>
<td>10</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td></td>
<td>Feb 12</td>
</tr>
<tr>
<td>11</td>
<td>Prior and current month data loaded to CalRptg</td>
<td>Prior and current month data loaded to CalRptg</td>
<td>Feb 13</td>
</tr>
<tr>
<td>12</td>
<td><strong>CalPlanning Monthly Release</strong></td>
<td>January and February data loaded to CalRptg</td>
<td>Feb 14</td>
</tr>
<tr>
<td></td>
<td>Prior and current month data loaded to CalRptg</td>
<td>Prior month data loaded to CalPlan</td>
<td>Feb 15</td>
</tr>
<tr>
<td></td>
<td>Prior and current month data loaded to CalRptg</td>
<td>All chartstring members placed in proper places in hierarchy</td>
<td>Feb 16</td>
</tr>
<tr>
<td>13</td>
<td>Current month loaded to CalRptg</td>
<td>January month data loaded to CalPlan</td>
<td>Feb 17</td>
</tr>
<tr>
<td>14</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td>All chartstring members placed in proper places in hierarchy</td>
<td>Feb 18</td>
</tr>
<tr>
<td>15</td>
<td>Current month loaded to CalRptg</td>
<td>February data loaded daily</td>
<td>Feb 19</td>
</tr>
<tr>
<td>16</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td></td>
<td>Feb 20</td>
</tr>
<tr>
<td>17</td>
<td>Current month loaded to CalRptg</td>
<td></td>
<td>Feb 21</td>
</tr>
<tr>
<td>18</td>
<td>New chartstring codes in temporary places in hierarchy</td>
<td></td>
<td>Feb 22</td>
</tr>
<tr>
<td>19</td>
<td>Current month loaded to CalRptg</td>
<td></td>
<td>Feb 23</td>
</tr>
</tbody>
</table>

Note: On a daily basis, new new funds, chart1, and chart2 codes are added to CalRptg in temporary parents. Any changes to entity/org name and hierarchy changes are made to CalRptg every day.

See the BFS monthly close schedule [http://www.bai.berkeley.edu/BFS/BudgetGL/monthlyClose.htm](http://www.bai.berkeley.edu/BFS/BudgetGL/monthlyClose.htm) for the most current schedule.
The following are some reporting examples with different POVs.

**Assumptions**
- **Current Date:** February 15, 2015
- **Last Upload of Final Close data in CalPlan:** December 2014; January close data will not be in CalPlan until February 16, 2015
- **Reporting Tool:** CalRptg (CalPlan is unaffected by this change)

**Situation #1:**
Want to pull January, 2015 month-only data:
- Period = Jan
- Time_Series = Periodic

*Note: On this date, January will have been closed in BAIRS and CalRptg, but not yet loaded into CalPlan. If this data were pulled prior to January month-end close in BAIRS, like on 02/03/15, you would be able to see a full month of January (01/01/15 – 01/31/15) data, but January data would not include monthly-close adjustments.*

**Situation #2:**
Want to pull January, 2015 year-to-date data:
- Period = Jan
- Time_Series = YTD

*Note: On this date, January will have been closed in BAIRS and CalRptg, but not yet loaded into CalPlan. If this data were pulled prior to January month-end close in BAIRS, like on 02/03/15, you would be able to see year-to-date actuals thru January (07/01/14 – 01/31/15) data, but the month of January would not include January monthly-close adjustments.*

**Situation #3:**
Want to pull year-to-date data through the last available day of actuals loaded into BAIRS, in this case 02/14/15:
- Period = YearTotal or Feb
- Time_Series = YTD

*Note: February data will not include monthly-close adjustments. If this data were pulled prior to January month-end close in BAIRS, like on 02/03/15, you would be able to see year-to-date actuals thru February 3, 2015 (07/01/14 – 02/03/14) data, but the month of January and partial month of February would not include monthly-close adjustments.*

**Situation #4:**
Want to pull February month-only available data through the last available day of actuals loaded into BAIRS, in this case 02/01/15 - 02/14/15:
- Period = Feb
- Time_Series = Periodic

*Note: February data will not include monthly-close adjustments.*