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

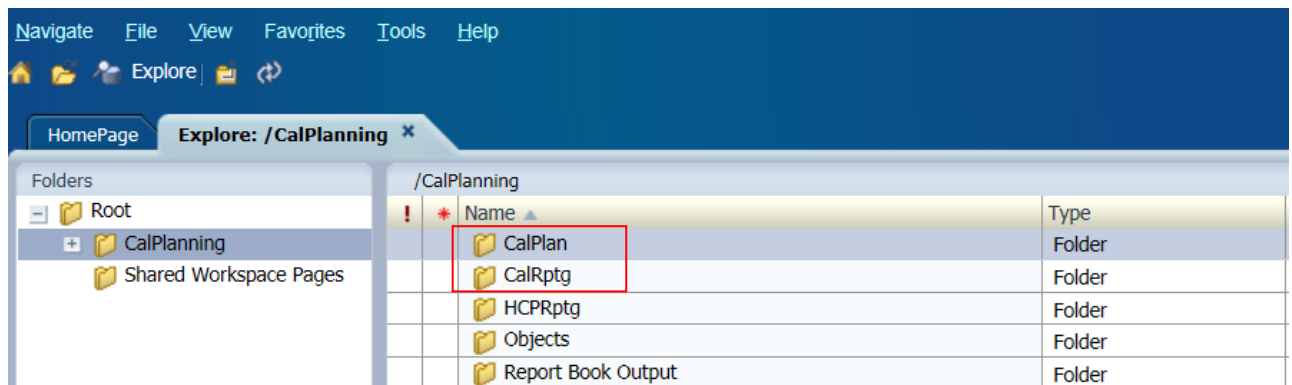All CalPlanning users who have access to CalPlan and CalRptg reports can access.

Questions

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

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: **R**102)
      (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: **CR**102)
      (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

- 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

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'

Daily CalRptg Actuals Loads

Examples below:

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

Period	Time_Series	Data
YearTotal	YTD	As of last daily load date, includes data through 2/4/2015
	Periodic	As of last daily load date, includes data through 2/4/2015
Dec	YTD	Through month of December
	Periodic	For month of December
Jan	YTD	Through month of January, as of 2/4/2015, could change since run date is before January is closed
	Periodic	For month of January, as of 2/4/2015, could change since run date is before January is closed
Feb	YTD	As of last daily load date, includes data as of 2/4/2015
	Periodic	For month of February, includes data as of 2/4/2015

Daily CalRptg Actuals Loads

Appendix A

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

Working Day of the Month	State of Data in CalRptg		Data Loaded Example	Example Dates (February 2015)
1	Prior and current month loaded daily New chartstring codes in temporary places in hierarchy		January and February data loaded daily	Feb 2
2				Feb 3
3				Feb 4
4				Feb 5
5				Feb 6
6				Feb 9
7				Feb 10
8	**Prior month closed data in BAIRS** Prior and current month loaded to CalRptg New chartstring codes in temporary places in hierarchy		January and February data loaded	Feb 11
9	Current month loaded to CalRptg New chartstring codes in temporary places in hierarchy		February data loaded daily	Feb 12
10				Feb 13
11				Feb 17
12	**CalPlanning Monthly Release**			Feb 18
	Prior and current month data loaded to CalRptg		January and February data loaded to CalRptg	
	Prior month data loaded to CalPlan		January month data loaded to CalPlan	
	All chartstring members placed in proper places in hierarchy			
13	Current month loaded to CalRptg New chartstring codes in temporary places in hierarchy		February data loaded daily	Feb 19
14				Feb 20
15				Feb 23
16				Feb 24
17				Feb 25
18				Feb 26
19				Feb 27

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 for the most current schedule.

Appendix B

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.

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