

Data Warehouse – Department Reports

Tips:

- Department Reports are used to monitor Department level budgets (revenue and expenditures only).
- Department reports are used for State business units only (MB000 never for MB075).
- Filter for a single (or multiple) Department ID (report displays only one at a time).
- Data from the Data Warehouse is refreshed nightly from the CFS production database.
- Selection criteria for column layouts are not saved until saved in the **Page Options** area for that report layout).

Navigation:

1. MyCSUMB Dashboard > Shortcuts > **Data Warehouse (Finance)**
2. **Finance Reporting Dashboard** – select the **Manage My Budget as of Period** dashboard.
3. **Home Tab** – use the Home Tab to set, Apply and Save your **Customizations** as the default for the Manage My Budget Dashboard.

Home Page

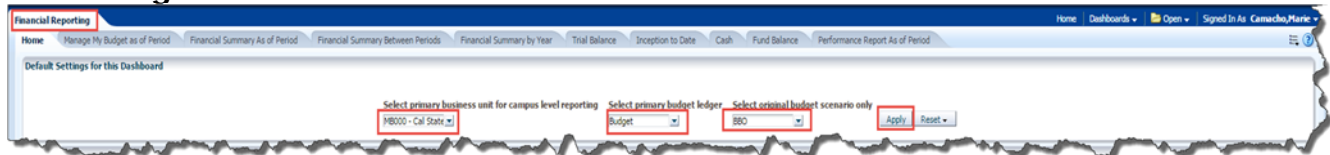

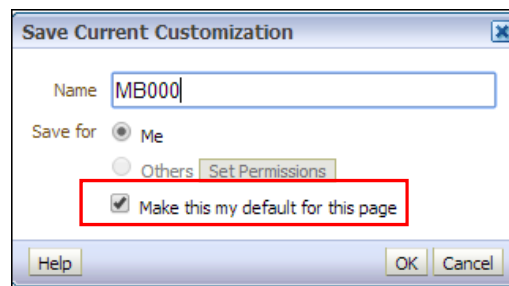
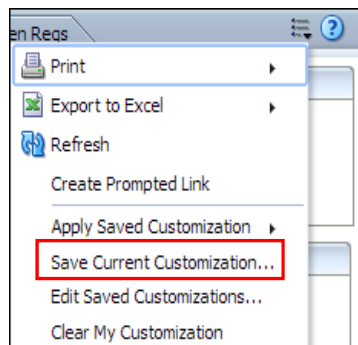


Figure 1: Default settings for the Financial Reporting Dashboard.

1. Ensure your default settings are correct (Figure 1):
 - **Business Unit** – select MB000 (do not use this report for MB075 reporting).
 - **Budget Ledger** – select Budget.
 - **Budget Scenario** – leave blank for Revised Budget column only; **OR** select BBO if you want to use a Report View that shows both the Original Budget and Revised Budget columns.
2. Click **Apply**.
3. Set these as your dashboard **default Page Option** :
4. Save Current Customization > For Me > check “Make this my default for this page”.



Manage My Budget as of Period Report Page

Set Basic Filters

Figure 2: Financial Reporting Report Filters

- 1) Go to the **Manage My Budget** as of Period page and set the report filters.
- 2) **Business Unit**, if desired, you can choose a different business unit than the one set on the Home Page. You can also select multiple business units.. You don't have to go back to the dashboard home page to report on a different business unit.
- 3) **Fiscal Year** – use drop down to select fiscal year (7/1 /XX).
- 4) **Period (1-12)** – reports are either a YTD report and allow the selection of the ending period; or a beginning and ending period can be specified. Example:Period 1=July
- 5) **Fund** – Some report filters contain an invalid value (such as “x” in the Fund field). This prevents a very big query from automatically starting when you first select a particular report. Just remove the invalid value and select a valid fund(s).
- 6) **Department** - select one or more departments.
- 7) **Other Criteria** – each report has a different set of fields from which to filter.
- 8) **Apply Filters** – click Apply to launch request.

Columns

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
MB500 - CSU operating Fund	1156 - Administrative Systems Mgt	604 - Communications	604001 - Telephone		29.14	0.00	(29.14)	
		606 - Travel	606001 - Travel-In S		820.67	0.00	(820.67)	
			606002 - Travel-Out		2,748.00	0.00	2,748.00	
		613 - Contractual Services	606806 - Trvl Veh M		149.04	0.00	(149.04)	
			613001 - Contractual		0.00	0.00	0.00	

Figure 3: Column Defaults

This is a basic version of the main report that contains six columns. Columns indicated with yellow format are associated with a column selector . The 3 default column selectors for Manage my Budget as of Period are:

- o Fund Fdescr
- o Dept Fdescr
- o Account Fdescr

There are 3 additional columns which default to hide option but are available for additional selection.

Sample results of the Manage My Budget as of Period Report

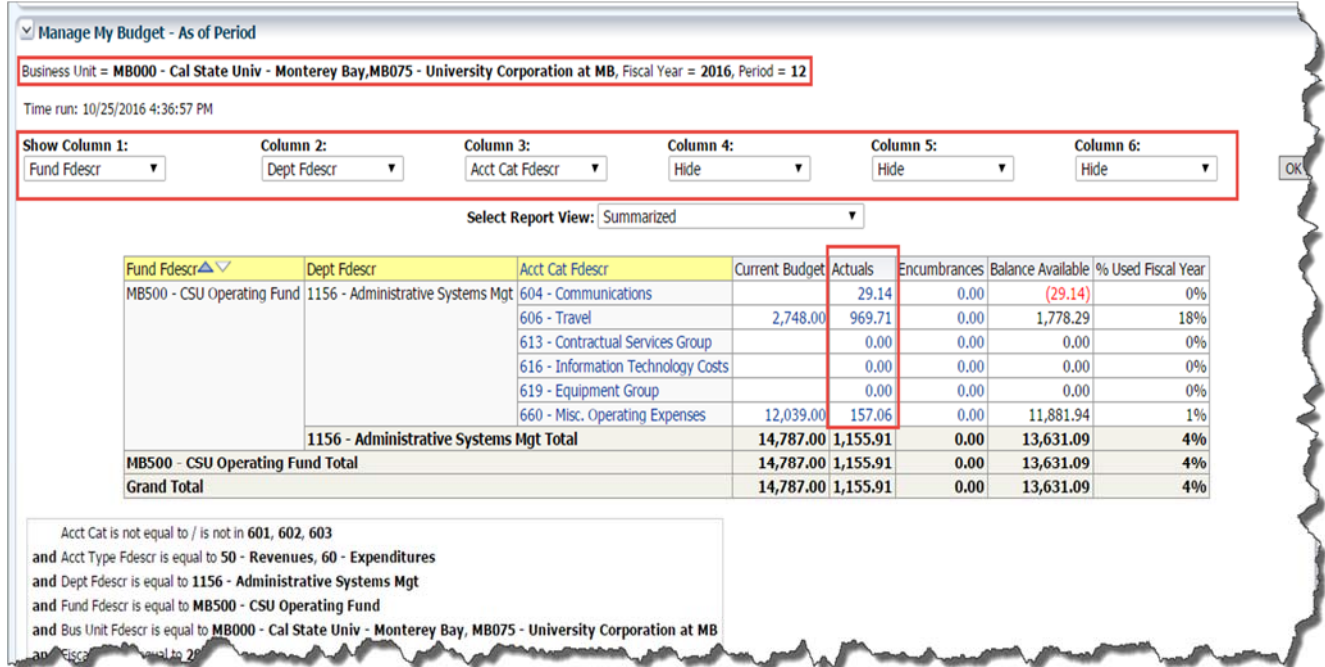


Figure 4:: Manage My Budget as of Period Sample Report.

Column Descriptions:

NOTE: Results displayed will depend on the Report View selected.

% Used Fiscal Year – Percent Used Fiscal Year. Percent of the budget that has been used for the fiscal year.
 Budget – Actuals – Encumbrances

Acct Cat Fdescr - Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.

Actuals – Amount of actuals recorded this reflects total transactions through the period specified (credit and debits) for that accounting line. Drilling on this value will result in details for all transactions.

Current Budget – Total Budget Amount.

Balance Available (BBA) – reflects remaining amount left of Revised budget after subtracting actual expenses and any encumbrances.

Dept Fdescr - Department ID value and full description.

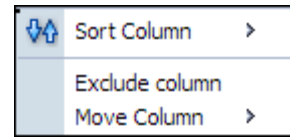
Encumbrances – Encumbrances display any amount that was encumbered (as related to a Purchase Order) in the specific accounting period.

Fund Fdescr - Fund value and full description.

Drilldown Reports

1. If desired, **drill** on any cell with hyperlinked amounts to see details (Figure 3):

1. Original or Rev Budget
2. FY Actuals or Total Actuals
3. Total Pre-Encumbrance
4. Total Encumbrance



5. Columns may be sorted in (Ascending/Descending), moved or excluded by hovering over the column heading and selecting the appropriate option from the drop down list.

ORACLE Business Intelligence Sign Out

Manage My Budget Home Dashboards Open Signed In As: Stone, Jennifer J

Dept Fdescr is equal to / is in 1156 - Administrative Systems Mgt
and Fiscal Year is equal to 2013
and Acct Cat Fdescr is equal to / is in 606 - Travel
and Fund Fdescr is equal to / is in MB500 - CSU Operating Fund
and Period Abbr is between 0 and 12
and Bus Unit Fdescr is equal to MB000 - Cal State Univ - Monterey Bay
and Acct Type Fdescr is equal to / is in 60 - Expenditures

Drill Down: Total Actuals

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ref	Jrnl Src	Open Item Key	Acct Fdescr	Fund Fdescr	Dept Fdescr	Class Fdescr	Proj Fdescr	Actuals Amt	PO #	PO Ln #	PO Sch #	PO Dst Ln #	Vendor
MB000	MJE - Manual Journal Entry	0000497372	2014-03-31	157	0	WeihrennerP 03/14 SvcChg	2013	9	2014-03-31	0000497372	2014-03-31	3PATRONDK- 13/14 March 2014 BTA	157	-	MGL	-	606001 - Travel-In State	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	---	---	5.00	-	0	0	0	---
MB000	MJE - Manual Journal Entry	0000481482	2014-02-28	128	0	WeihR 01/14 Svc Chg	2013	8	2014-02-28	0000481482	2014-02-28	3PATRONDK- 13/14 February 2014 BTA	128	-	MGL	-	606001 - Travel-In State	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	AF001 - AF One-Time 2013-14	---	10.00	-	0	0	0	---
MB000	VCH - AP Voucher Accounting	00025161	2014-03-17	1	1	TR-40776Mileage 3/10-12/14	2013	10	2014-04-02	APA0495279	2014-04-02	-	35	-	-	606806 - Trvl Veh Mileage	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	---	---	78.40	-	0	0	0	0000000085 - SUSAN MCFARLANE	

Figure 2: Actuals Budget Drilldown from Department Report

2. Click **Return** or use **breadcrumbs** at the bottom of the drilldown page to return to the Department Report.
3. Click **Print** (.pdf or webpage) or **Download** (*.xls, *.ppt, *.csv, *.html) at the bottom of the Department report or the drill down report if needed.

Additional Information:

1. For more detailed instructions, please refer to: M:/Technology Training/Public/CFS Data Warehouse.
2. For information about training or for technical assistance, please contact ASM@csumb.edu.
3. An electronic copy is available on CSUMB's website at: <https://csumb.edu/employees/cms-finance-cfs> under Data Warehouse Documentation > Finance Data Warehouse Phase 2.