

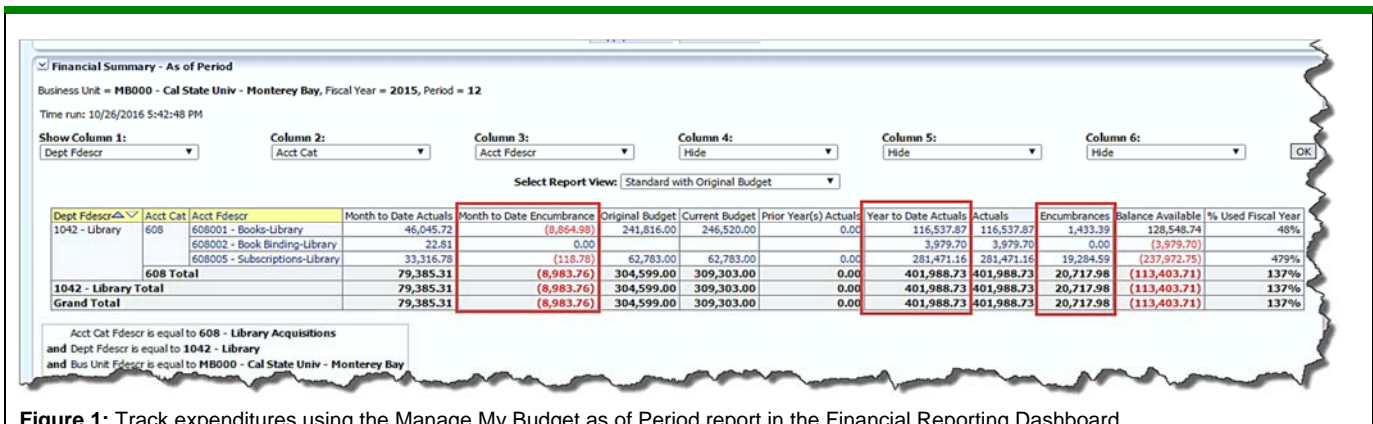
## Tracking Purchases in the Finance Data Warehouse

### Navigation:

1. Log into CSUMB Dashboard
2. Select **Data Warehouse (Finance)** from **Shortcuts**.
3. Select Monterey Bay from the dropdown list.
4. Alternative: Log in at CSYou.calstate.edu.
  - a. Navigation: Tools & Services > Finance Tools > CFS Data Warehouse (FDW)
  - b. Select the Finance Data Warehouse Button.

### Track Actual Expenses:

- Use the Manage My Budget as of Period Report to track actual expenditures and encumbered funds for purchase orders.
- Drill on Year to Date/MTD Actual or Tot/MTD Enc values for transaction details.
- YTD Actuals show all expenses (including payments applied to a PO).
- Encumbrances are displayed in several Report Views including "Standard with Original Budget".
- Amount encumbered ties to the totals in the Open PO report.



Financial Summary - As of Period  
Business Unit = MB000 - Cal State Univ - Monterey Bay, Fiscal Year = 2015, Period = 12  
Time run: 10/26/2016 5:42:48 PM

Show Column 1: Dept Fdescr | Column 2: Acct Cat | Column 3: Acct Fdescr | Column 4: Hide | Column 5: Hide | Column 6: Hide | OK

Select Report View: Standard with Original Budget

Dept Fdescr	Acct Cat	Acct Fdescr	Month to Date Actuals	Month to Date Encumbrance	Original Budget	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
1042 - Library	608	608001 - Books-Library	46,045.72	(8,864.98)	241,816.00	246,520.00	0.00	116,537.87	116,537.87	1,433.39	128,548.74	48%
		608002 - Book Binding-Library	22.61	0.00				3,979.70	3,979.70	0.00	(3,979.70)	
		608005 - Subscriptions-Library	33,316.78	(118.70)	62,783.00	62,783.00	0.00	281,471.16	281,471.16	19,284.59	(237,972.75)	479%
		<b>608 Total</b>	<b>79,385.31</b>	<b>(8,983.76)</b>	<b>304,599.00</b>	<b>309,303.00</b>	<b>0.00</b>	<b>401,988.73</b>	<b>401,988.73</b>	<b>20,717.98</b>	<b>(113,403.71)</b>	<b>137%</b>
<b>1042 - Library Total</b>			<b>79,385.31</b>	<b>(8,983.76)</b>	<b>304,599.00</b>	<b>309,303.00</b>	<b>0.00</b>	<b>401,988.73</b>	<b>401,988.73</b>	<b>20,717.98</b>	<b>(113,403.71)</b>	<b>137%</b>
<b>Grand Total</b>			<b>79,385.31</b>	<b>(8,983.76)</b>	<b>304,599.00</b>	<b>309,303.00</b>	<b>0.00</b>	<b>401,988.73</b>	<b>401,988.73</b>	<b>20,717.98</b>	<b>(113,403.71)</b>	<b>137%</b>

Acct Cat Fdescr is equal to 608 - Library Acquisitions  
and Dept Fdescr is equal to 1042 - Library  
and Bus Unit Fdescr is equal to MB000 - Cal State Univ - Monterey Bay

Figure 1: Track expenditures using the Manage My Budget as of Period report in the Financial Reporting Dashboard

## Open PO Report:

- Use this report to view purchase orders with a remaining balances by PO Line.
- Any PO Lines that have already been paid will not show on the report.
- Ensure that PO's are closed (disencumber any excess funds) when all goods are received in collaboration with Accounts Payable staff.
- Drill on the PO# to view PO Transaction details for the purchase order (includes the encumbrance and all subsequent vouchers).
- Use the [PO Summary Report](#) link at the bottom of the report for alternate view.

From Transaction Inquiry Dashboard select the **Open PO Tab**.

1. Use drop down to select **Fiscal Year** and **Period** (by selecting Period 12, the report will be a year to date report).



Figure 2: Open PO Report Tab

2. **Fund or Department** – use the selection box to select your Department (or Project ID).
3. Select the **Apply** button.

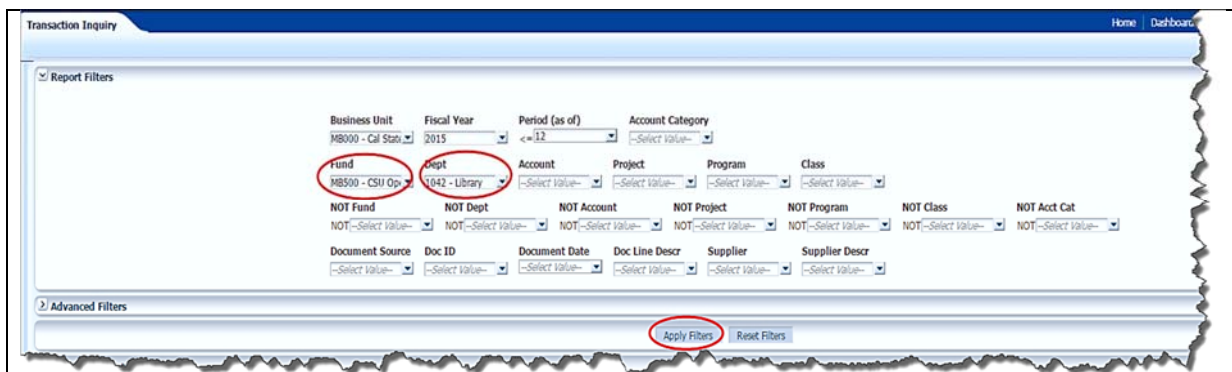


Figure 3: Open PO Report – Report Filters

4. Update **Column Selection** criteria as desired and click OK. In this example we used:
  - Fund
  - Dept Description
  - Program Description
  - Account Cat Description
  - Supplier
  - Document Line Description
5. Save selection using the **Page Options** button.

Open PO Report  
Business Unit = MB000 - Cal State Univ - Monterey Bay, Fiscal Year = 2015, Period = 12  
Time run: 10/26/2016 10:56:40 PM

Column 1: Fund Fdescr  
Column 2: Dept Fdescr  
Column 3: Prog Fdescr  
Column 4: Acct Cat Fdescr  
Column 5: Supplier  
Column 6: Doc Ln Descr

Fund Fdescr	Dept Fdescr	Prog Fdescr	Acct Cat Fdescr	Supplier	Doc ID	Doc Ln Descr	Open PO Amt
MB500 - CSU Operating Fund	1042 - Library	---	608 - Library Acquisitions	0000002751	0000013759	FY 2015/2016 Subscriptions	19,284.59
				0000002764	0000013750	Balance per Alteration Request	4,649.00
			613 - Contractual Services Group	0000002735	0000013766	3rd Floor Copier 7/1/15-6/30/1	209.51
				0000013768	7/1/15-6/30/16 Maintenance for	249.70	
				0000013771	1st Floor Copier 7/1/15-6/30/1	211.06	
<b>MB500 - CSU Operating Fund Total</b>							<b>30,699.39</b>
<b>Grand Total</b>							<b>30,699.39</b>

Figure 4: Open PO Report - Column Selectors

**Drilldown:**

Transaction Inquiry

Open PO Detail  
Time run: 10/26/2016 11:02:27 PM  
Business Unit = MB000 - Cal State Univ - Monterey Bay, Fiscal Year = 2015, Period = 12

Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Period Descr	Document Date	PO #	Supplier ID	Supplier Name	Jrnl Src
MB000 - Cal State Univ - Monterey Bay	2015	2	10/03/2016	0000013766	Encumbrance Activity from a PO	3rd Floor Copier 7/1/15-6/30/1	250.00	613802 - Maintenance Contracts	MB500 - CSU Operating Fund	1042 - Library	---	---	---	Period 2 - 2015-08-01	08/14/2015	0000013766	0000002735	MONTEREY BAY OFFICE PRODUCTS	-
MB000 - Cal State Univ - Monterey Bay	2015	4	10/29/2015	0000013766	AP Voucher Accounting	3rd Floor Copier 7/1/15-6/30/1	(12.96)	613802 - Maintenance Contracts	MB500 - CSU Operating Fund	1042 - Library	---	---	---	Period 4 - 2015-10-01	08/14/2015	0000013766	0000002735	MONTEREY BAY OFFICE PRODUCTS	-
MB000 - Cal State Univ - Monterey Bay	2015	8	02/03/2016	0000013766	AP Voucher Accounting	3rd Floor Copier 7/1/15-6/30/1	(12.96)	613802 - Maintenance Contracts	MB500 - CSU Operating Fund	1042 - Library	---	---	---	Period 8 - 2016-02-01	08/14/2015	0000013766	0000002735	MONTEREY BAY OFFICE PRODUCTS	-
MB000 - Cal State Univ - Monterey Bay	2015	11	05/07/2016	0000013766	AP Voucher Accounting	3rd Floor Copier 7/1/15-6/30/1	(14.53)	613802 - Maintenance Contracts	MB500 - CSU Operating Fund	1042 - Library	---	---	---	Period 11 - 2016-05-01	08/14/2015	0000013766	0000002735	MONTEREY BAY OFFICE PRODUCTS	-
<b>Grand Total</b>							<b>209.51</b>												

Figure 5: PO Transaction Detail from Drill down

# Open Requisition Report

- Use this report to view purchase requisitions and their related purchase orders (if created).
- Use information to ensure that PR's are converted or closed if not used.
- Drill on the Req # to view Requisition Transaction details for the requisition.

1. From Transaction Inquiry Dashboard, select the **Open Reqs Tab**.
2. Use drop down to select **Fiscal Year** and **Period** (by selecting Period 12, the report will be a year to date report).
3. **Fund, Department or Project** – use the selection box to select your Department (or Project ID).
4. Select the **Apply** button.

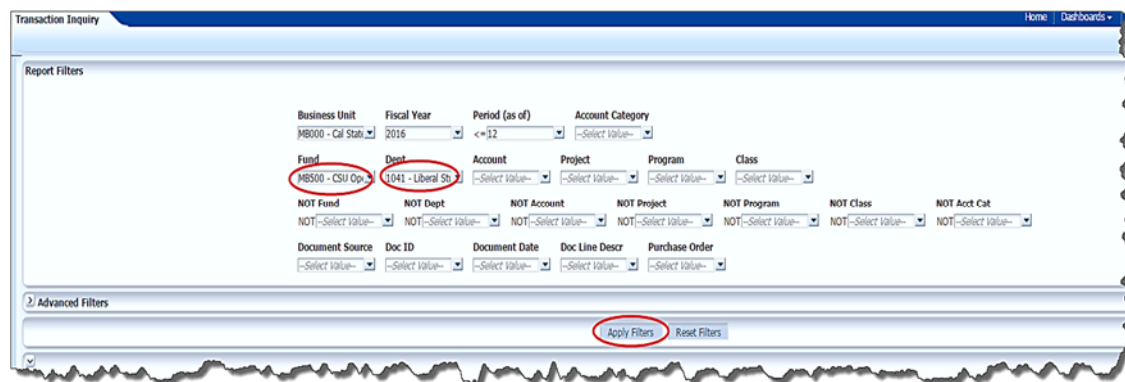


Figure 6: Open Requisition Report Filters

5. Update **Column Selection** criteria as desired (e.g. change #5 and #6 to Vendor and Doc Line Description).
6. Save selection using the **Page Options** button.

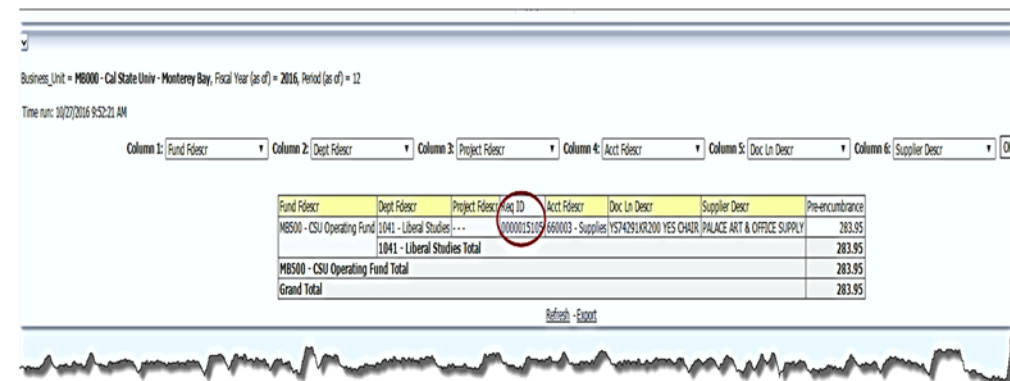


Figure 7: Open Requisition Column Selectors

Open Req Detail

Bus Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src	Doc Ln Descr	Amount	Account	Fund	Department	Program	Class	Project	Period Descr	Document Date	PO#	Supplier Id	Supplier Name	PO Line#	PO Dist Ln#	Req Sch	Req#
MB000 - Cal State Univ - Monterey Bay	2016	4	10/06/2016	0000015105	Pre Encumbrance from a Requisition	YS74291KR200 YES CHAIR	283.95	660003 - Supplies	MB500 - CSU Operating Fund	1041 - Liberal Studies				Period 4 - 2016-10-01	10/06/2016		0000005128	PALACEARTO-001	0	0	1	0000015105
Grand Total							283.95															

Approximate Row Count: 1

Figure 8: Requisition Transaction Details

## Verify Receipt of Goods and Payment for Goods/Services Received

- Purchase Orders (tangible items) require a 3-way match (received, vouchered and paid) before they can be paid.
- Verify Receipt using either the PO Activity Summary Report or the PO Document Status Inquiry page in CFS.

**Navigation:** CFS > Purchasing > Review PO Information > Document Status

Highlighted in red box will give an overview of all activities and they can click the active link below (in blue) to view the details

1. Requisitions - Status
2. Receipts – Status of Items
3. Vouchers and Payments – Payment information
4. Payments

**Document Status**

Business Unit MB000  
 Document Date 05/12/2016  
 Currency USD  
 Buyer Salas,Eva L

PO ID 0000014317  
 Status Dispatched  
 Document Type Purchase Order  
 Merchandise Amt 3,455.00  
 Budget Status Valid

Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts(4) Returns Vouchers(4) Payments(2)

Associated Document

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions		MB000	Requisition	0000014729	Approved	05/10/2016		
Actions		MB000	Receipt	0000004237	Received	05/17/2016	0000002755	MAIN
Actions		MB000	Receipt	0000004249	Received	05/26/2016	0000002755	MAIN
Actions		MB000	Receipt	0000004251	Received	05/26/2016	0000002755	MAIN
Actions		MB000	Receipt	0000004252	Received	05/26/2016	0000002755	MAIN
Actions		MB000	Voucher	00101826	Posted	05/13/2016	0000002755	MAIN
Actions		MB000	Voucher	00102264	Posted	05/18/2016	0000002755	MAIN

**Figure 9:** Receipt DOC Status shows status and data

### Additional Information:

1. For more detailed instructions, please refer to: M:/Technology Training/Public/CFS Data Warehouse or contact ASM@csumb.edu.
2. Please refer to the **Accounting Training Website** (<https://csumb.edu/finance/accounting-training>) for details about managing and balancing trust funds.
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.