Data Warehouse - Basics

The Finance Data Warehouse environment contains reporting capabilities that provide campuses with a set of interactive dashboards containing common, core reporting capabilities required by campuses and the Chancellor's Office. Unlike the Common Finance System (CFS) which is designed for rapid entry and retrieval of transaction data, the CFS Data Warehouse is optimized for reporting. Every night, specific tables from CFS are copied, combined, and simplified. These transformed tables are then loaded into the Data Warehouse.

The Finance Data Warehouse is web-based; access it using a browser (e.g. **Google Chrome**).
The Finance Data Warehouse is refreshed nightly from the CFS production database.

This session will focus on the Manage My Budget as of Period page which allows a user to run a standard operating report. This report provides you a snapshot of your year-to-date operations. It shows your current fiscal year activity. It shows your revenues and expenses. Additionally, it shows your original budget, current budget, actuals, encumbrances, and balance available. You can run this report for your division, college, and department.

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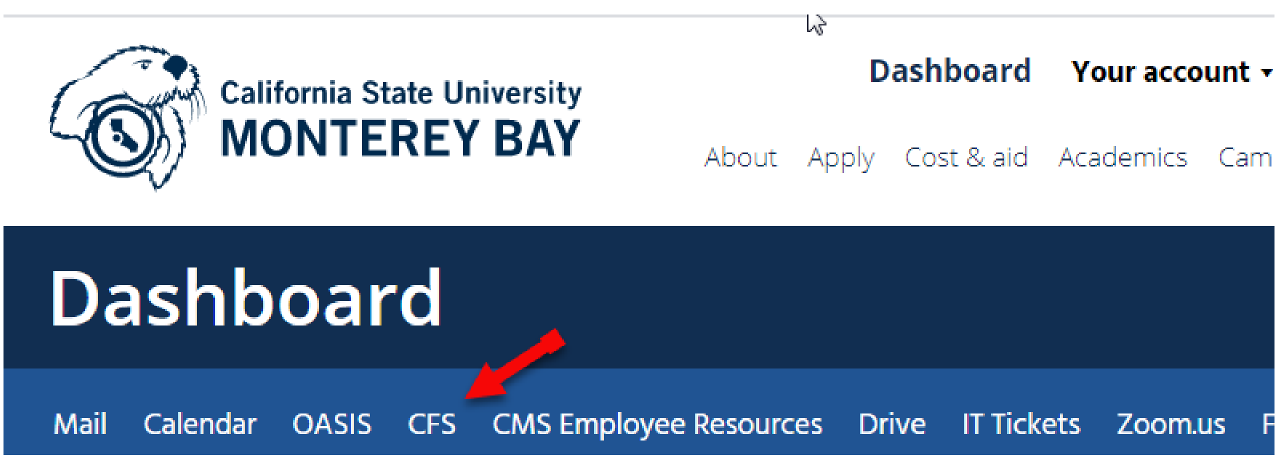
Accessing Common Finance System (CFS)/Finance Data Warehouse

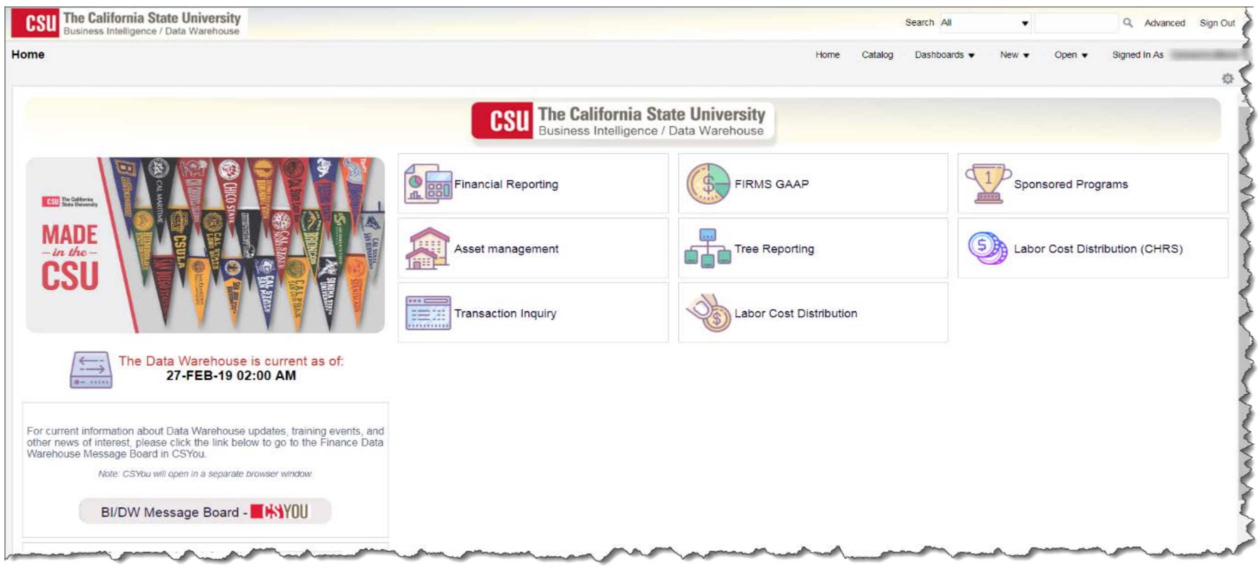
- From your Dashboard click on the CFS link.



- This will take you to the CFS home page, select the Finance Data Warehouse PRD tile.

Dashboards

Once you have successfully logged in, you'll be directed to the Finance Data Warehouse home page. At this time the dashboards available to CSUMB users are Financial Reporting and Transaction Inquiry. The last refresh date and time has now been added into the Home page.



Main Dashboards:

Financial Reporting –

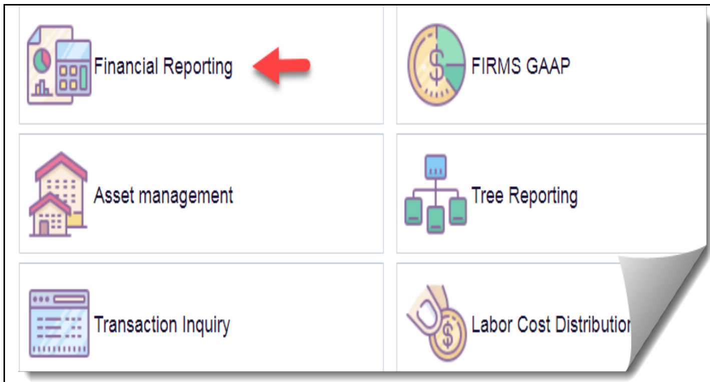
- Dashboard Purpose: Intended to produce a variety of financial reports.
- Summarized analytics reports.
    - Designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class chart fields and the departmental hierarchy.

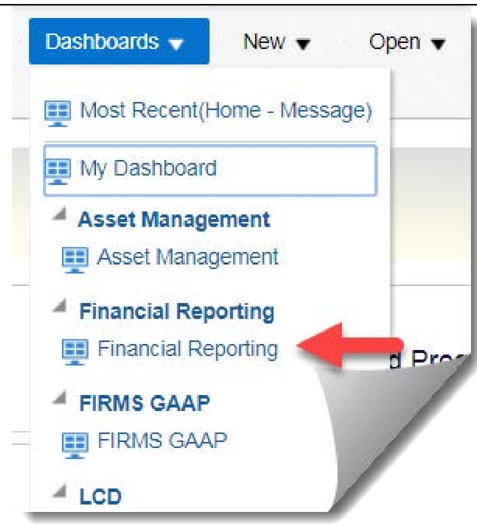
Transaction Inquiry –

- Dashboard Purpose: Lower level detail reporting.
- Displays transactions that make up the financial reports
    - Lower level detail reporting. Displays transactions that make up the financial reports (Open PO, requisition, actual, and budget).

1. Select a Dashboards

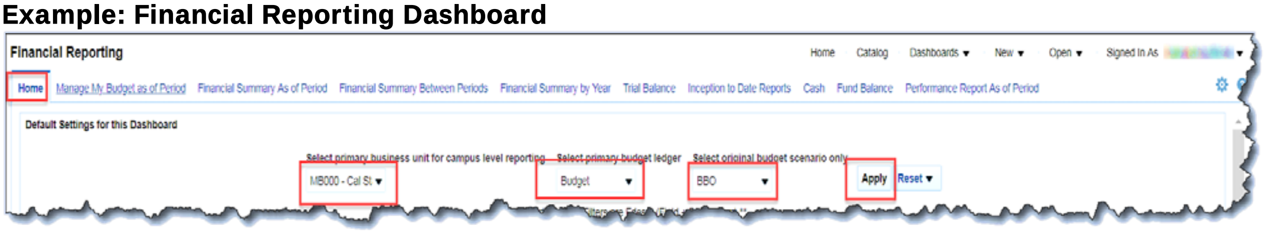
To access your dashboard you can click on the hotlink on the tile or use the **Dashboard** drop-down menu.
For this example, click on **Financial Reporting**





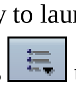
2. Select Default Setting Values

Example: Financial Reporting Dashboard



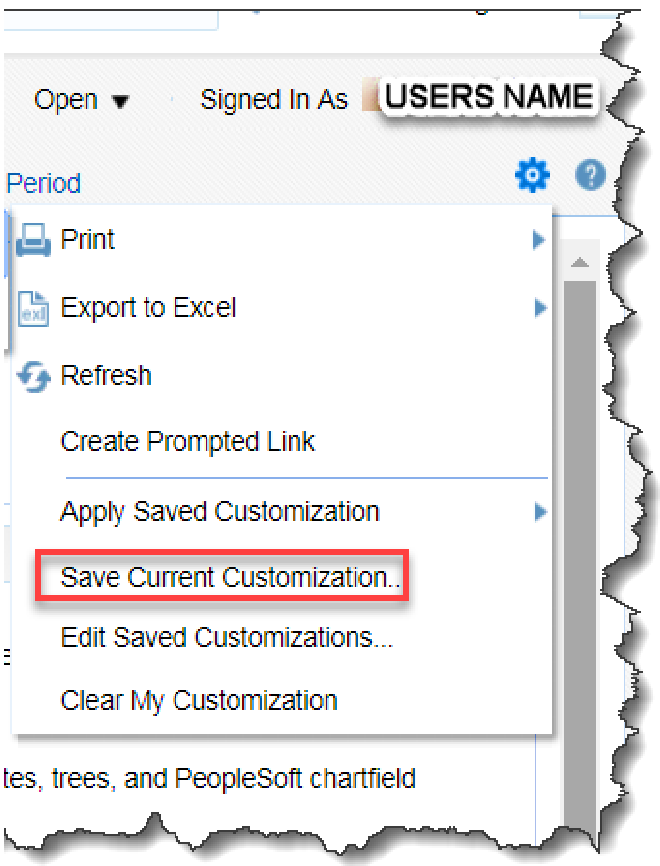
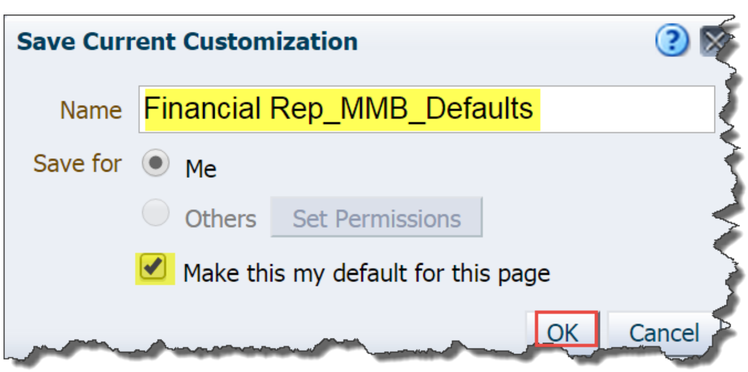
*Note: If you are already within a specific dashboard, that dashboard name will appear in bold. In the **Default Settings for this Dashboard** section, select your campus home page default values. You can override Home Page default settings at the individual page/report level.*

Home Tab:

1. **Primary Business Unit** – select business unit most frequently used.
   Note: CSUMB has multiple business units **MB000**-University (State) and **MB075**–Corporation.
2. **Primary Budget Ledger** – Select" Budget" as default for all inquiries.
3. **Budget scenario** – Select **BBO**-base budget original for University (State) and **Approved** for Corporation.
4. **Apply** – click Apply to launch selection criteria.
5. Click **Page Options**  to save and rename Customizations (below). This is located on the right hand side below your name.

3. Saving Page Defaults

Saving selection criteria as defaults for individual report layouts ensures that the same settings automatically load when the user returns to that report at a later date.

	Use the **Page Options** button use pre-saved Customizations (defaults) and or to save new selection criteria for a Dashboard or individual Tab (pages).
 	**Save Current Customization** – **For Me** – save current page settings for future use and/or set as a default for that specific tab. Rename the selections if desired by writing the new name in the Name field. **Edit Saved Customizations** – brings up list of previously saved page settings. Delete "default" designation and/or edit individual selections. **Enter a descriptive customization name.** If you wish to make this setting your default for this dashboard, choose **Make this my default** for this page. Click **OK**.

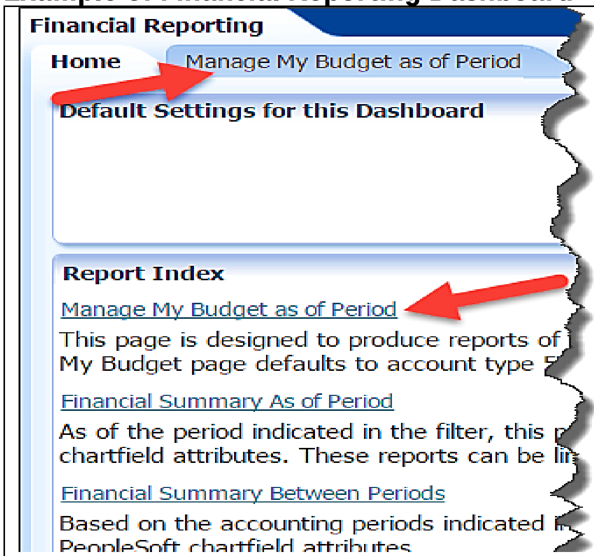
Producing a Report

Each dashboard is divided into content areas organized by "pages." Click on the tab at the top of any dashboard to go the associated page. Many pages contain one report; other pages contain links to multiple reports.

Note: You've already set your filters on your dashboard Home page.

1. Select the report

Example of Financial Reporting Dashboard – Manage My Budget as of Period Report(MMB)

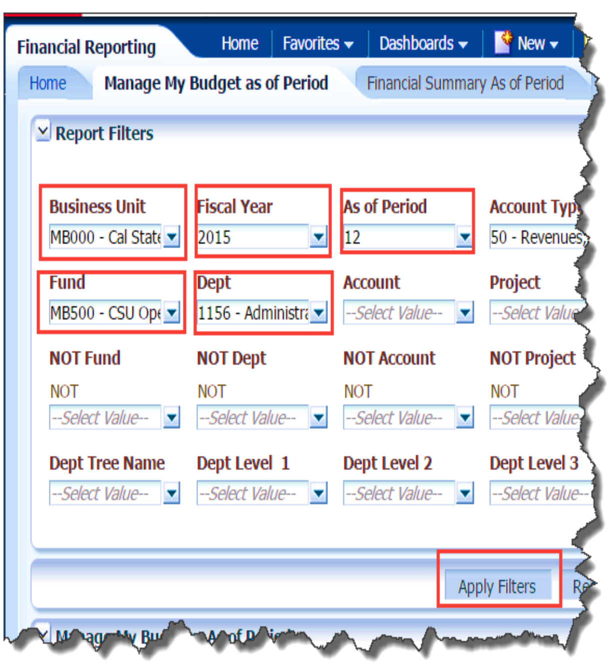


Manage My Budget as of Period

This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class chartfields and the departmental hierarchy.

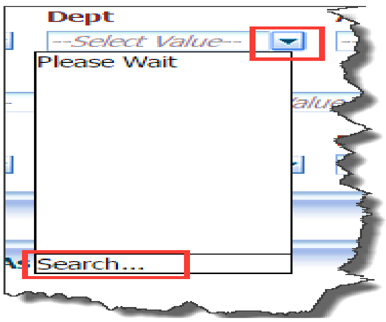
- Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense); however, you can report on any and all account types). It has one report filters section (basic) which includes filters for Business Unit, Account Type, all chartfields, and NOT chartfields.
- Default column selectors for Manage my Budget as of Period are:
  - Fund Fdescr
  - Dept Fdescr
  - Account Fdescr
- Navigate to this report via the MMB tab or the Report Index

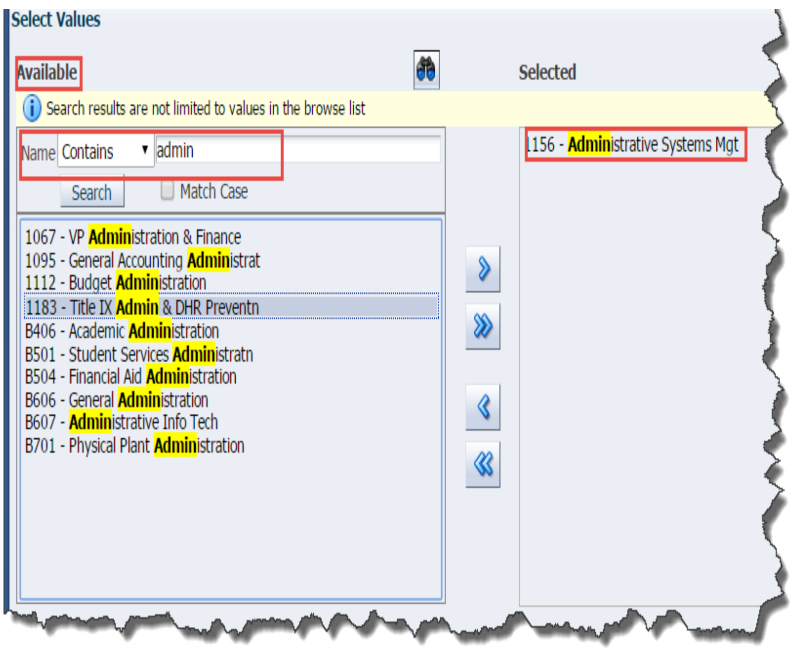
2. Set Basic Filters



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.

3. Selection Buttons





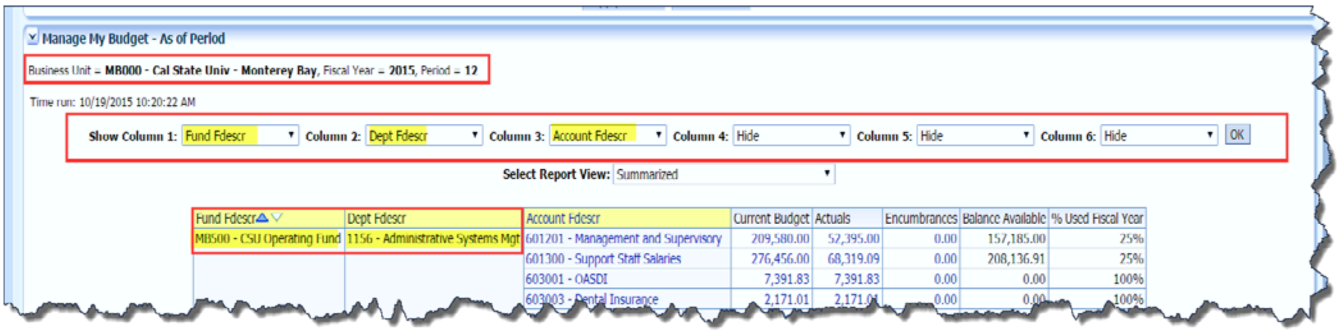
<<	Select all items listed (Move all)
<	Select highlighted item(s) (Move)
>	De-select highlighted item(s) (Remove all)
>>	De-select all items (Remove)

1) To search for a filter value, click the dropdown arrow next to the filter field and select Search (example: Dept field).
2) Choose the **Contains** operator. The two choices you will probably use most often are Starts and Contains.
3) Uncheck Match Case if you want to do a search that is not case-sensitive.
   - *This is a more flexible search option that will locate the search string regardless of capitalization.*
4) Enter your search criteria in the box to the right of Name.
   - *See Department field search example below: Enter **admin***
5) Click the **Search** button.
   - ***All available values** that contain your search string will display.*

) From the **Available** values, double-click on any value to move it to the **Selected** area. You can also use the shift or control keys to move multiple values at a time. Finally, you may use the arrows to move items from the Available box into the Selected box.

7) Click **OK** to return to the report.

4. Report Results



Report Notes

- Manage My Budget as of Period defaults to Account Types 50 and 60
- 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:
  - Fund Fdescr
  - Dept Fdescr
  - Account Fdescr
- There are 3 additional columns which default to hide option but are available for additional selection.

5. Exercise

This reviewed scenario highlighted basic functionality of the Manage My Budget as of Period page and illustrated the features that are common across the entire data warehouse. Here is a summary of the values used in this exercise, use this table as a guide to run your own report with your own department values.

REPORT FILTERS	**Report Values (Example)**	**Your Department Values**
Business Unit	MB000	
Budget Ledger	BUDGETS	
Fiscal Year	2019	
Period (as of)	12	
Account Type	50, 60 *(Default on MMB)*	
Dept	1156 – ASM	
Fund	MB500	
COLUMNS SELECTORS*	Column Label (Example)	Column Label
Column 1	Fund Fdescr	Fund Fdescr
Column 2	Dept Fdescr	Dept Fdescr
Column 3	Account Fdescr	Account Fdescr

*Reports will default to these three visible columns; more columns may be added by user.

Configure Report Results

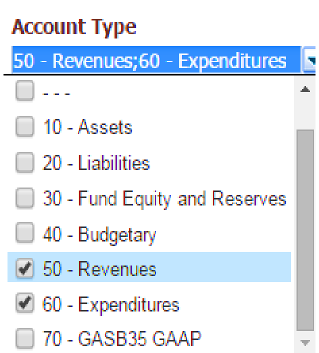
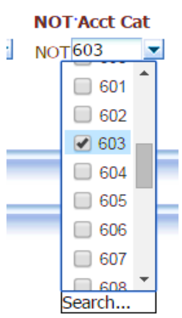
Report results are delivered to your screen based on your report filters. From the displayed results, there are several things that you can do to get different perspectives of the data:

- NOT filters
- Run reports for multiple business units
- Hide and Unhide Columns
- Use Column Selectors to configure column layout
- Add/ Remove Subtotals to individual columns
- Use Report Views to display report content in different arrangements

1. Working with NOT Filters

The NOT functionality is available as a report filter. Unlike the filters that are used to select a chartfield or account category value to be included in the report results, the NOT filter searches against the chartfield or category code only. The NOT feature is available for fund, dept, account, project, program, class and finally the acct cat (see example).

The “include” filter searches against the Fdescr (code + description). The NOT filter searches against the code only

Defaults to these account types:	**Use to exclude by Account Category Code**
	

When all your report filters are selected, click **Apply Filters** to generate the report.

Example excluded 603XXX accounts

Account Fdescr
601100 - Academic Salaries
601101 - Department Chair
601201 - Management and Supervisory
601300 - Support Staff Salaries
601301 - Over time
601303 - Student Assistant
601804 - Academic Salaries - Lecturers
604001 - Telephone Usage
606002 - Travel-Out of State
613001 - Contractual Services
613802 - Maintenance Contracts
616002 - I/T Hardware
660002 - Printing
660003 - Supplies
660014 - Postage - Meter Machine
660016 - Postage - Express Mail
660021 - Repairs and Maintenance
660804 - Memberships & Subscriptions
660806 - Faculty Recruitment
660808 - Employee Relocation
660830 - Catering
660833 - Vehicle Expense
660862 - Books- non-library

2. Hide / Unhide a Column

Hide or unhide any of the last four columns in a six-column report.

1. In Column 4, choose Account Fdescr.

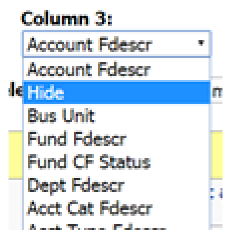
COLUMN NUMBER	COLUMN VALUE
Column 4	Hide

2. Click OK to apply the value and generate the report.

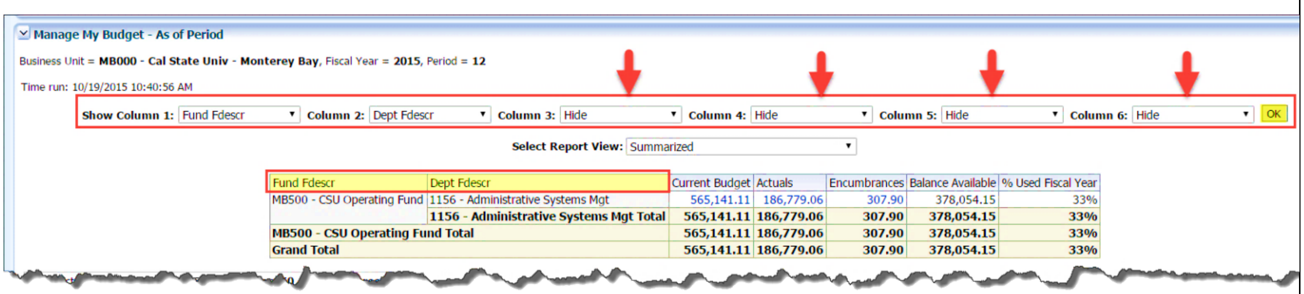
   Note that any column displaying a yellow heading indicates that the column is formatted as a column selector.

Reports can be easily modified from 1-6 columns by using the new "hide" selection option.

Hide will "hide" that column from your report. To add more column selections, simply change the Hide selection to what you want for that column and click OK at the end of the row. Hide is the default value for columns 4-6.



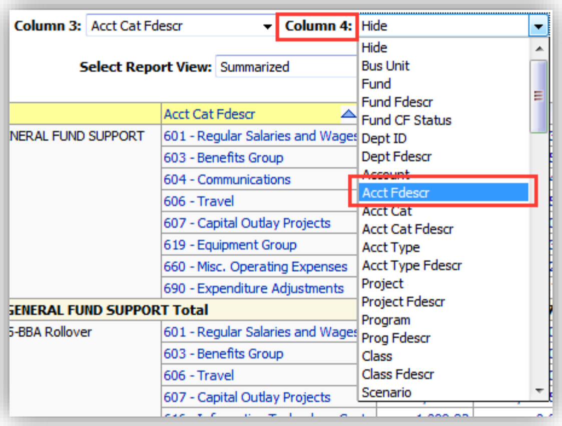
Configure Report Results with the Hide/Show Columns Feature



3. Manipulating Columns

Add a column

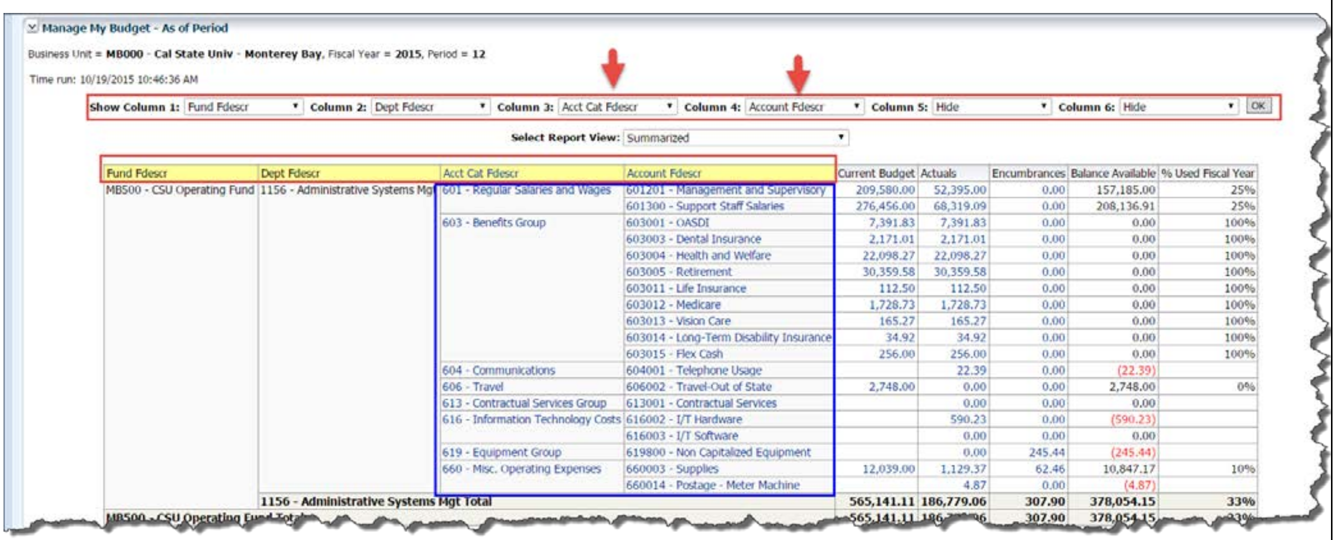
Use the Column Selectors to change an existing column and add an additional column. In this example, you can summarize report data at a higher level.



1. Use the Show Column feature and make the following changes:

    Column 3: Account Cat Fdescr

    Column 4: Account Fdescr

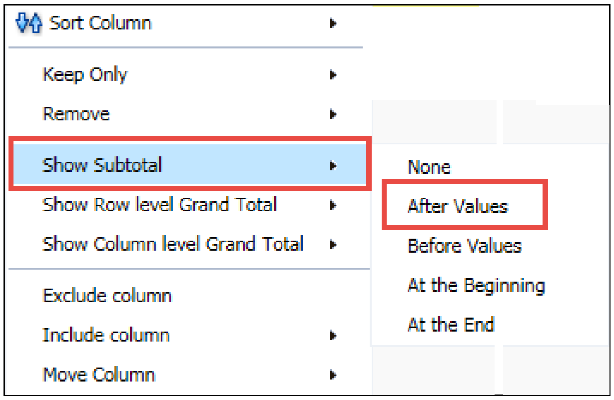


Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	601 - Regular Salaries and Wages	601201 - Management and Supervisory	209,580.00	52,395.00	0.00	157,185.00	25%
			601300 - Support Staff Salaries	276,456.00	68,319.09	0.00	208,136.91	25%
		603 - Benefits Group	603001 - OASDI	7,391.83	7,391.83	0.00	0.00	100%
			603003 - Dental Insurance	2,171.01	2,171.01	0.00	0.00	100%
			603004 - Health and Welfare	22,098.27	22,098.27	0.00	0.00	100%
			603005 - Retirement	30,359.58	30,359.58	0.00	0.00	100%
			603011 - Life Insurance	112.50	112.50	0.00	0.00	100%
			603012 - Medicare	1,728.73	1,728.73	0.00	0.00	100%
			603013 - Vision Care	165.27	165.27	0.00	0.00	100%
			603014 - Long-Term Disability Insurance	34.92	34.92	0.00	0.00	100%
			603015 - Flex Cash	256.00	256.00	0.00	0.00	100%
		604 - Communications	604001 - Telephone Usage		22.39	0.00	(22.39)	
		606 - Travel	606002 - Travel-Out of State	2,748.00	0.00	0.00	2,748.00	0%
		613 - Contractual Services Group	613001 - Contractual Services		0.00	0.00	0.00	
		616 - Information Technology Costs	616002 - I/T Hardware		590.23	0.00	(590.23)	
			616003 - I/T Software		0.00	0.00	0.00	
		619 - Equipment Group	619800 - Non Capitalized Equipment		0.00	245.44	(245.44)	
		660 - Misc. Operating Expenses	660003 - Supplies	12,039.00	1,129.37	62.46	10,847.17	10%
			660014 - Postage - Meter Machine		4.87	0.00	(4.87)	
	1156 - Administrative Systems Mgt Total			565,141.11	186,779.06	307.90	378,054.15	33%
MB500 - CSU Operating Fund Total				565,141.11	186,7[illegible]06	307.90	378,054.15	[illegible]

TIP: Changes made using the Column menu can be saved. Save each change while you are building a new report so that you don't have to go all the way back to the original report and start over. Include the changes in the new name.
Example: 2019_Monthly_ASM_Dept_Review

4. Columns with Subtotal

The first two columns in every report are formatted to display subtotals. The third column is formatted without a subtotal. As you learned above, in the new six-column report layout you can unhide up to three additional columns. To add a subtotal to the third column or to any additional columns, use the Show Subtotal option in the Columns shortcut menu.



Before Adding Subtotal

Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals
601 - Regular Salaries and Wages	601201 - Management and Supervisory	209,580.00	52,39
	601300 - Support Staff Salaries	276,456.00	68,31
603 - Benefits Group	603001 - OASDI	7,391.83	7,39
	603003 - Dental Insurance	2,171.01	2,17
	603004 - Health and Welfare	22,098.27	22,09
	603005 - Retirement	30,359.58	30,35
	603011 - Life Insurance	112.50	11
	603012 - Medicare	1,728.73	1,72
	603013 - Vision Care	165.27	16
	603014 - Long-Term Disability Insurance	34.92	3
	603015 - Flex Cash	256.00	25
604 - Communications	604001 - Telephone Usage		2
606 - Travel	606002 - Travel-Out of State	2,748.00	

With Subtotals

Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals
601 - Regular Salaries and Wages	601201 - Management and Supervisory	209,580.00	52,395.
	601300 - Support Staff Salaries	276,456.00	68,319.
601 - Regular Salaries and Wages Total		**486,036.00**	**120,714.**
603 - Benefits Group	603001 - OASDI	7,391.83	7,391.
	603003 - Dental Insurance	2,171.01	2,171.
	603004 - Health and Welfare	22,098.27	22,098.
	603005 - Retirement	30,359.58	30,359.
	603011 - Life Insurance	112.50	112.
	603012 - Medicare	1,728.73	1,728.
	603013 - Vision Care	165.27	165.
	603014 - Long-Term Disability Insurance	34.92	34.
	603015 - Flex Cash	256.00	256.
603 - Benefits Group Total		**64,318.11**	**64,318.**

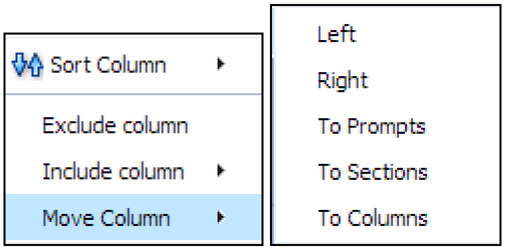
The Show Subtotal Option on the Columns Shortcut Menu

1. Place the cursor at the top of column 3 (Acct Cat Fdescr).

   The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.
2. Right click on the yellow column heading to access the Columns shortcut menu.
3. Choose Show Subtotal > After Values. To remove a subtotal, choose Show Subtotal > None
4. If you wish to save this report for testing purposes, click the customization menu. Choose Save Current Customization.
5. Give the customization a name and click OK.

5. Move Column

Move Column

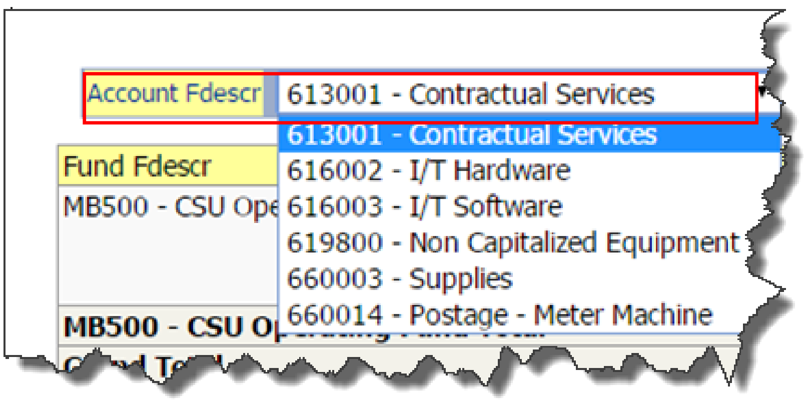


Select Move Column to:

1. Move it to the left or the right
2. Use the Column field description as a **prompt** (filter) for the report
3. Use the Column field description to break into **sections**
4. Use the Column field description to create **new column headings** (e.g. accounting periods as new column headings).

a. Prompts

Prompt

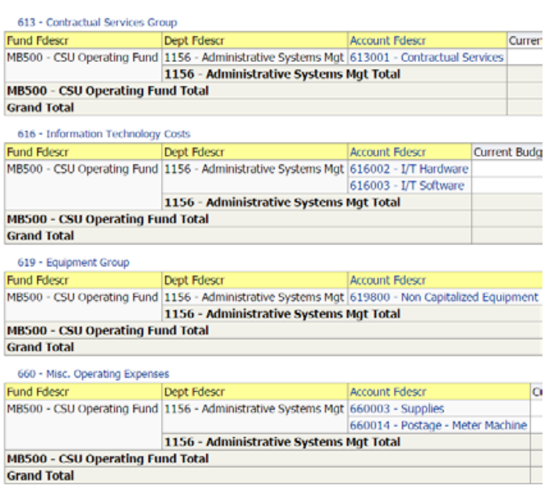


Use a Column as a Prompt:

1. Using a Prompt allows you to view results for a single value (e.g. Account Fdescr) at a time.
2. Right click on the column bar that you want to use as a prompt (filter)
3. The column will be removed.
4. The Column description will appear at the top of the report as a Prompt.
5. Use the drop down to change the prompt. The table results will be updated for that value.

b. Section Breaks

Section

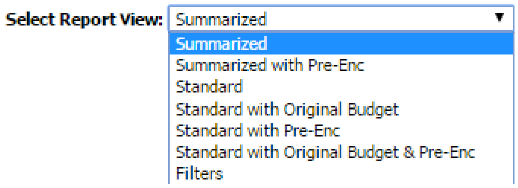


Use a Column to make Section Breaks:

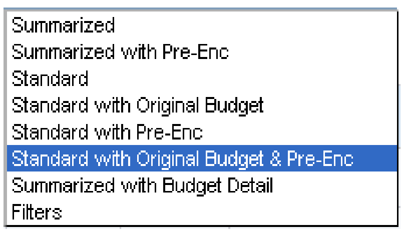
1. Right click on the column bar that you want to use as a Section.
2. The column will be removed.
3. A new Section will be created for each different value for the selected field.
4. In this example, the Section was created for a Acct Cat Fdescr.

Report Views

Report view selectors present report results in different ways or with different formats to display data for a specific purpose. Each report has its own set of views to help organize report data.



Report View Options



- Users may easily switch from one report view to another depending on the level of detail desired.
- Save page settings using the report view most commonly needed so that the page will load automatically the first time you navigate to that page.

Using Drilldown Reports

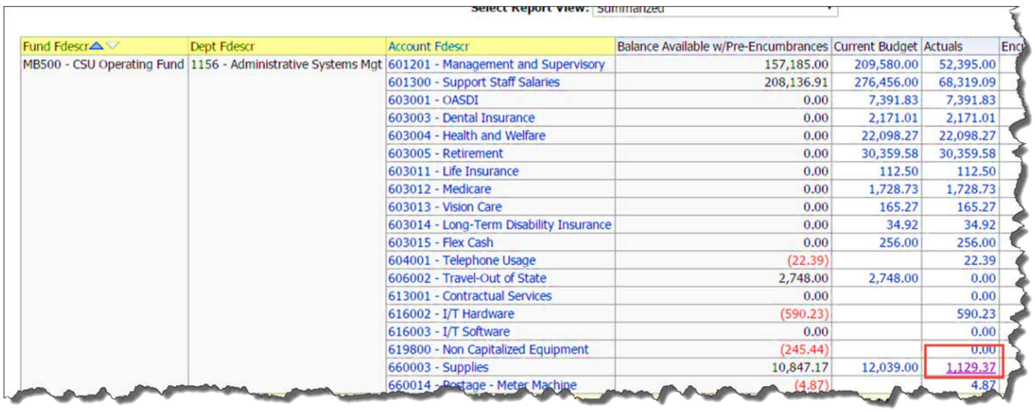
Where to Drill

1) Drill down on a hyperlinked numeric value.

   When you place your cursor over and item and it appears as a hyperlink, you are able to drill on that item. Drilling on a hyperlinked numeric value will take you to the details of the selected amount.

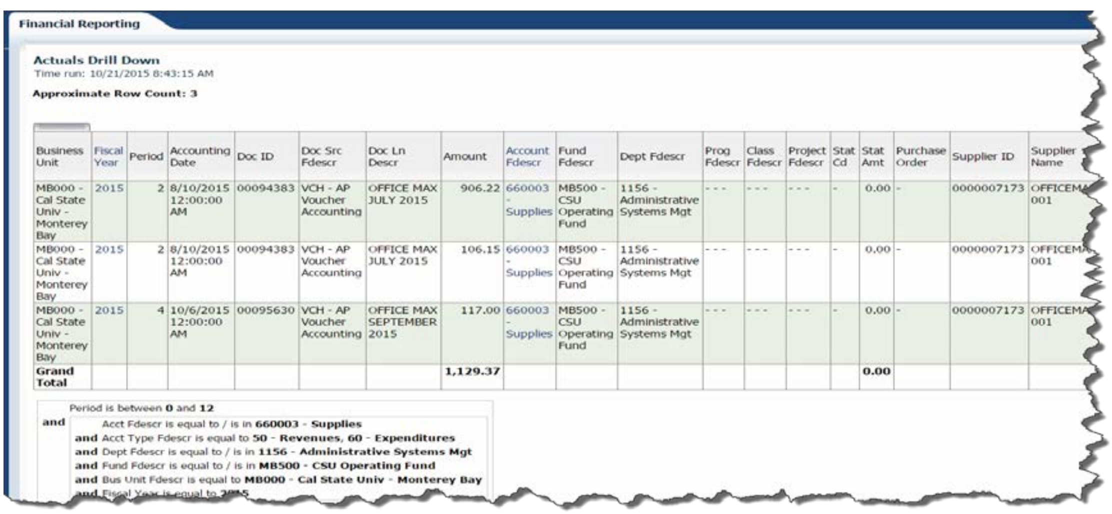
   Drilldown have been designed with standardized column order across all types of drills.

660003 - Supplies		1,129.37



Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Balance Available w/Pre-Encumbrances	Current Budget	Actuals	Enc
MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	601201 - Management and Supervisory	157,185.00	209,580.00	52,395.00	
		601300 - Support Staff Salaries	208,136.91	276,456.00	68,319.09	
		603001 - OASDI	0.00	7,391.83	7,391.83	
		603003 - Dental Insurance	0.00	2,171.01	2,171.01	
		603004 - Health and Welfare	0.00	22,098.27	22,098.27	
		603005 - Retirement	0.00	30,359.58	30,359.58	
		603011 - Life Insurance	0.00	112.50	112.50	
		603012 - Medicare	0.00	1,728.73	1,728.73	
		603013 - Vision Care	0.00	165.27	165.27	
		603014 - Long-Term Disability Insurance	0.00	34.92	34.92	
		603015 - Flex Cash	0.00	256.00	256.00	
		604001 - Telephone Usage	(22.39)		22.39	
		606002 - Travel-Out of State	2,748.00	2,748.00	0.00	
		613001 - Contractual Services	0.00		0.00	
		616002 - I/T Hardware	(590.23)		590.23	
		616003 - I/T Software	0.00		0.00	
		619800 - Non Capitalized Equipment	(245.44)		0.00	
		660003 - Supplies	10,847.17	12,039.00	1,129.37	
		660014 - Postage - Meter Machine	(4.87)		4.87	



Financial Reporting

Actuals Drill Down

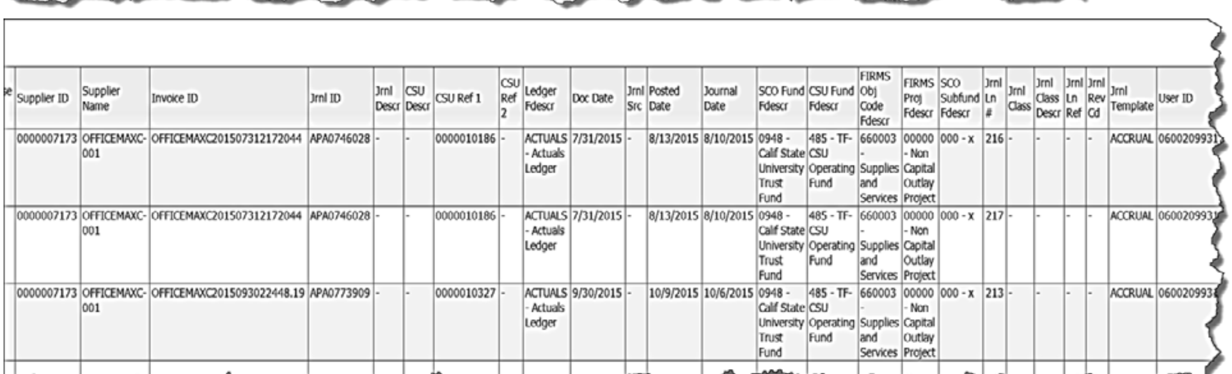
Time run: 10/21/2015 8:43:15 AM

Approximate Row Count: 3

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name
MB000 - Cal State Univ - Monterey Bay	2015	2	8/10/2015 12:00:00 AM	00094383	VCH - AP Voucher Accounting	OFFICE MAX JULY 2015	906.22	660003 - Supplies	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	- - -	- - -	- - -	-	0.00	-	0000007173	OFFICEMA 001
MB000 - Cal State Univ - Monterey Bay	2015	2	8/10/2015 12:00:00 AM	00094383	VCH - AP Voucher Accounting	OFFICE MAX JULY 2015	106.15	660003 - Supplies	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	- - -	- - -	- - -	-	0.00	-	0000007173	OFFICEMA 001
MB000 - Cal State Univ - Monterey Bay	2015	4	10/6/2015 12:00:00 AM	00095630	VCH - AP Voucher Accounting	OFFICE MAX SEPTEMBER 2015	117.00	660003 - Supplies	MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	- - -	- - -	- - -	-	0.00	-	0000007173	OFFICEMA 001
Grand Total							**1,129.37**								**0.00**			

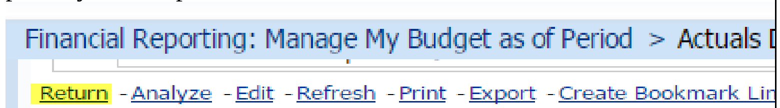
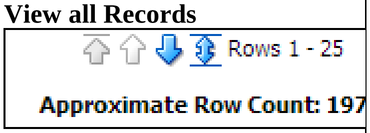
Period is between **0** and **12**

and Acct Fdescr is equal to / is in **660003 - Supplies**
and Acct Type Fdescr is equal to **50 - Revenues, 60 - Expenditures**
and Dept Fdescr is equal to / is in **1156 - Administrative Systems Mgt**
and Fund Fdescr is equal to / is in **MB500 - CSU Operating Fund**
and Bus Unit Fdescr is equal to **MB000 - Cal State Univ - Monterey Bay**
and Fiscal Year is equal to **2015**

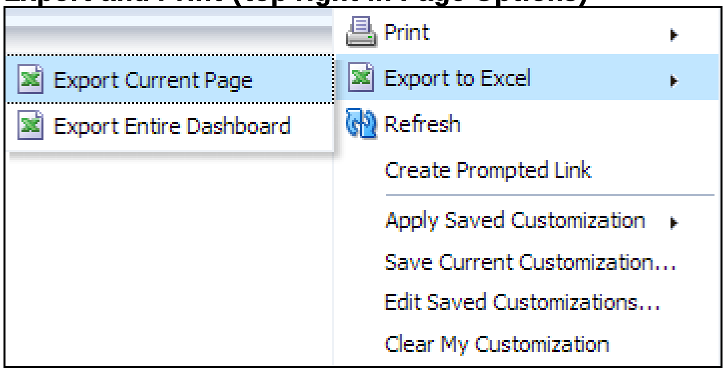
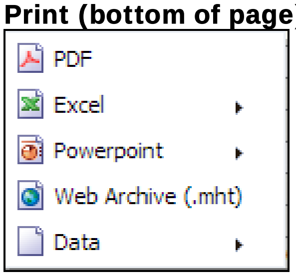


Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr	Doc Date	Jrnl Src	Posted Date	Journal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Code Fdescr	FIRMS Proj Fdescr	SCO Subfund Fdescr	Jrnl Ln #	Jrnl Class	Jrnl Class Descr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl Template	User ID
0000007173	OFFICEMAXC-001	OFFICEMAXC201507312172044	APA0746028	-	-	0000010186	-	ACTUALS - Actuals Ledger	7/31/2015	-	8/13/2015	8/10/2015	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - Non Capital Outlay Project	000 - x	216	-	-	-	-	ACCRUAL	0600209931
0000007173	OFFICEMAXC-001	OFFICEMAXC201507312172044	APA0746028	-	-	0000010186	-	ACTUALS - Actuals Ledger	7/31/2015	-	8/13/2015	8/10/2015	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - Non Capital Outlay Project	000 - x	217	-	-	-	-	ACCRUAL	060020993
0000007173	OFFICEMAXC-001	OFFICEMAXC2015093022448.19	APA0773909	-	-	0000010327	-	ACTUALS - Actuals Ledger	9/30/2015	-	10/9/2015	10/6/2015	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - Non Capital Outlay Project	000 - x	213	-	-	-	-	ACCRUAL	060020993

Document Source and Journal Mask

Document Source & Description (also used as filters in the Operations Dashboard, Actuals Transactions Tab)	**MJE** - Manual Journal Entry **VCH** - AP Voucher Accounting **CSU** - CSU Accounting Lines (Telecom, Postage, etc.) **HCM** - HR Accounting Lines **SFJ** - Student Financials Journals **ENC** - Encumbrance Activity from a PO **REQ** - Pre Encumbrance Activity from a Requisition
Journal Masks (used as filters in the Operations Dashboard, Actuals Transactions Tab)	**ADD** Asset Additions **ADJ*** Asset Adjustments **ADP** ADP Auxiliary Payroll **AP** Cash Clearing - AP **APA** AP Accrual **APC** AP Closure **APP** AP Payments **APX** AP Cancel Checks **CAS** CashNet Interface **CLM** Claimable Voucher Distribution Line **CLR** Claim Reconciliation **CLX** Cancel Claim Payments **CNV** Conversion Entries (from legacy) **DEP** Asset Depreciation **JNZ** Jenzabar **PAY** Payroll feed from HR **PST** Postage Interface **RET** Asset Retirement **SF** Student Financials Interface **TEL** Telecom Journal
Return and Breadcrumbs	Click the Return link on the bottom of the report to return to the primary level report for that Tab. 
View all Records  	The first 25 rows display by default. Use the down arrow to view the next 25 records. Use the combo arrow to view up to 500,000 records.

Download and Saving Options

Export and Print (top right in Page Options) 	Download options (listed to the left) are available from all reports and drilldown results. Click the link located at the bottom of each report and select desired download option.
Print (bottom of page) 	Files may be saved in either a HTML or PDF file formats.

Five Steps to Report Production

After you apply your dashboard default settings, you are ready to generate a report. There are five main activities involved with producing a report:

- **Select the report**. Each dashboard is divided into content areas organized by “pages.” Click on the Page (tab) at the top of any dashboard to go the associated page. Some pages contain multiple report links. Other pages will display one main report and/or have additional report layouts at the bottom of the page.
- **Set the report filters**. Every dashboard page has a report filters section where you can set the report filters (the report search criteria) that will be used to generate the report(s) on that page. The report filters section will contain different fields depending on the active dashboard page.
- **Format your report**. Report results are delivered to your screen based on your report filters. Use Report Views, Column Selectors, and Section Breaks to get a different perspective of the data.
- **Drill through report data**. The data warehouse contains multiple levels of data, including summary level and detail level. In a summary level report, you can click on a number and drill to the detail data.
- **Capture report results (Print/Download)**. Print or export report results to a variety of formats including PDF, Excel, PowerPoint, and HTML.

Financial Reporting Report Index

Page Name	Page / Report Description
Manage my Budget as of Period	This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).
Financial Summary As of Period	As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one or a selected number of accounting periods, see **Financial Summary Between Period**.
Financial Summary Between Period	Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes.
Financial Summary by Year	Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense.
Trial Balance	Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals • Actuals Trial Balance -- Basic trial balance report • Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors
Inception to Date	This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year’s summary amount can be drilled directly to the transactions for that year.
Cash	Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s)
Fund Balance	Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This report can also be used to monitor negative fund balance.
Performance Report As of Period	This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed with this report. To ensure that the data is comparative the as of period from this year is applied to the prior year data.

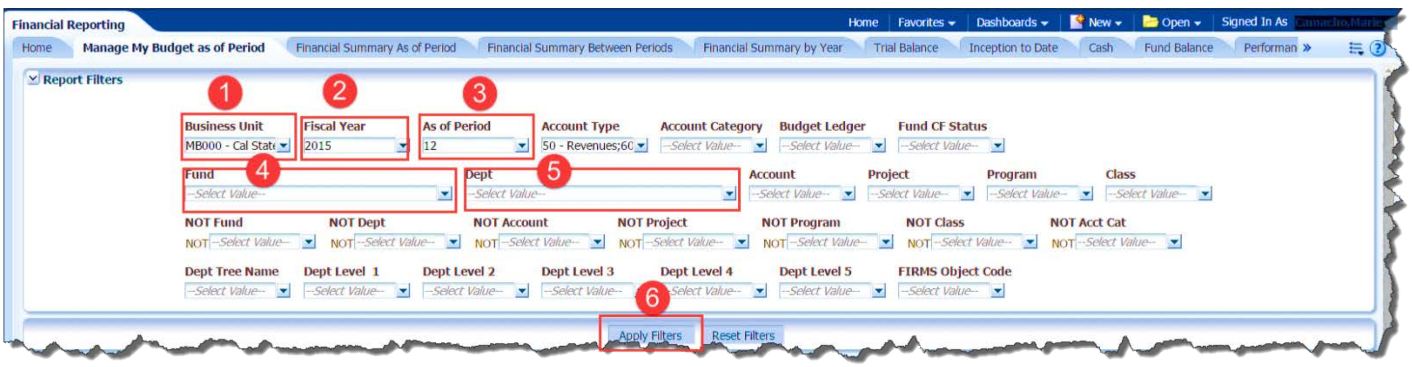
Transaction Inquiry Report Index

Page Name / Report Name	Page / Report Description
Open PO Reports / **Open PO Report**	Open PO listing with six column selectors
Open PO Reports / **Open PO Views**	Open PO listing by various views (format preserved from "legacy" Finance Data Warehouse)
Open PO Reports / **Open PO Transaction Details**	Displays Open PO transaction details based on the selected report filters
Open Requisition Reports / **Open Requisition Report**	Open Requisitions listing with six column selectors
Open Requisition Reports / **Open Requisition Views**	Open PO listing by various views (format preserved from legacy Finance Data Warehouse)
Actuals Reports / **Actuals Transactions** **Actuals Reporting by Attributes**	The Actuals Reports page contains two reports. **Actuals Transactions** is a transactional display based on selected filters with several views. **Actuals Reporting by Attributes** is the transactional display with six column selectors.
Budget Reports / **Budget Transactions** **Budget Reporting by Attributes**	The Budget Reports page contains two reports. **Budget Transactions** is a transactional display based on selected filters with several views. **Budget Reporting by Attributes** is the transactional display with six column selectors.
Encumbrance Reports / **Encumbrance Transactions** **Encumbrance Reporting by Attributes**	The Encumbrance Reports page contains two reports. **Encumbrance Transactions** is a transactional display based on selected filters with several views. **Encumbrance Reporting by Attributes** is the transactional display with six column selectors.
Requisition Reports / **Requisition Transactions** **Requisition Reporting by Attributes**	The Actuals Reports page contains two reports. **Requisitions Transactions** is a transactional display based on selected filters with several views. **Requisition Reporting by Attributes** is the transactional display with six column selectors.
ProCard Transactions	Displays Pro Card Transaction Detail Report

California State University
MONTEREY BAY

Quick Step Data Warehouse- Manage my Budget as of Period Monitor Revenue and Expenses

The Standard Operating Report provides you a snapshot of your year-to-date operations. It shows your current fiscal year activity. It shows your revenues and expenses. Additionally, it shows your original budget, current budget, actuals, encumbrances, and balance available. You can run this report for your department, college, division.



After logging into Manage My Budget as of Period:

1. Set Business Unit
2. Fiscal Year
3. Period (leave period at 12 to get current data)
4. Select the fund(s) you want to see. Just click the dropdown arrow and choose one or click more to search.
5. Select dept id(s)
6. Click “Apply Filters” and wait for the report to load.
   a. NOTE – You can’t see cash balances here.

California State University
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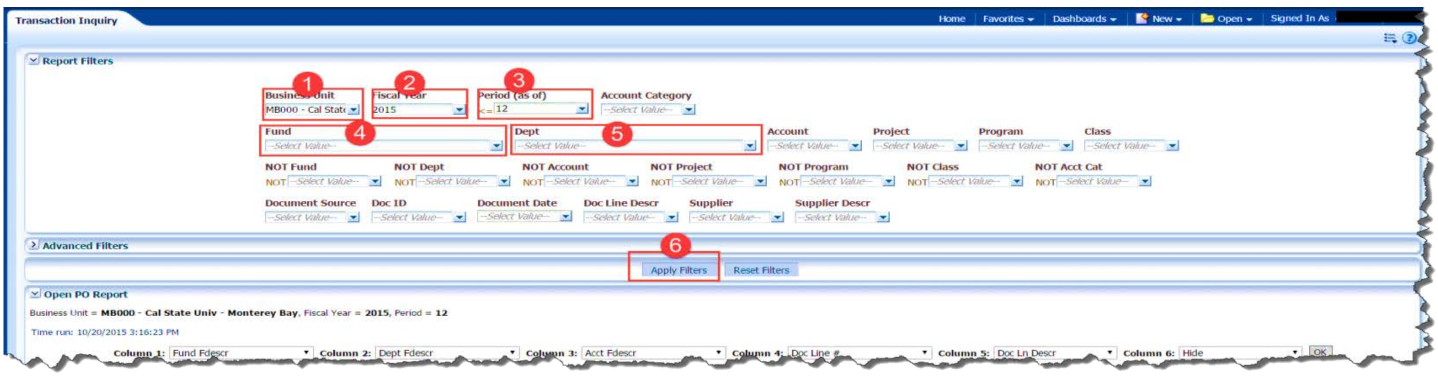
Quick Step Data Warehouse- Transaction History-
Open PO Report - Monitor Purchases Orders

The Standard Open POs report allows you to monitor your purchase order activity. You may view the encumbrance and voucher activities. As a user you have the flexibility of viewing the information a number of ways, including by fund, supplier, etc.



After logging into Transaction History-Open PO Report:

1. Set Business Unit
2. Fiscal Year
3. Period (leave period at 12 to get current data)
4. Select the fund(s) you want to see. Just click the dropdown arrow and choose one or click more to search.
5. Select dept id(s)
6. Click “Apply Filters” and wait for the report to load.