



Questica Budget – Phase I Custom Reports

Campus Training
July, 2020



California State University
MONTEREY BAY

Agenda

- Overview
- Questica Basics
- Menu Options
- Dashboard
- MB Custom Reports



Overview

- Combines Financial Information (CFS) & Human Resources (CMS) Data in one location
- Provides workflow tools
- *** Reporting Capabilities Using Both Systems

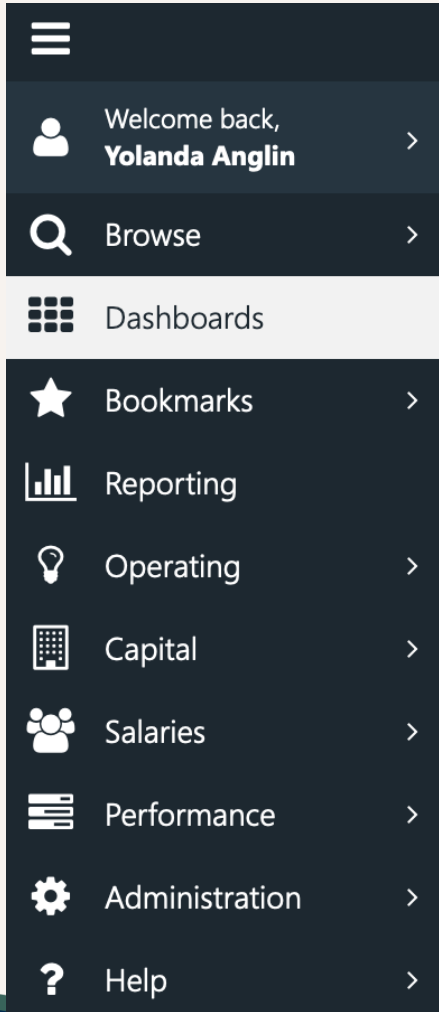


Questica Basics

- Logon Information
 - <https://csumb.questica.com>
 - Single signon (it uses the same login credentials as the regular system). otterid[@csumb.edu](mailto:otterid@csumb.edu)



Menu Options

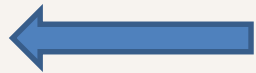


Phase I Options:

Notifications



Search Feature



Dashboards

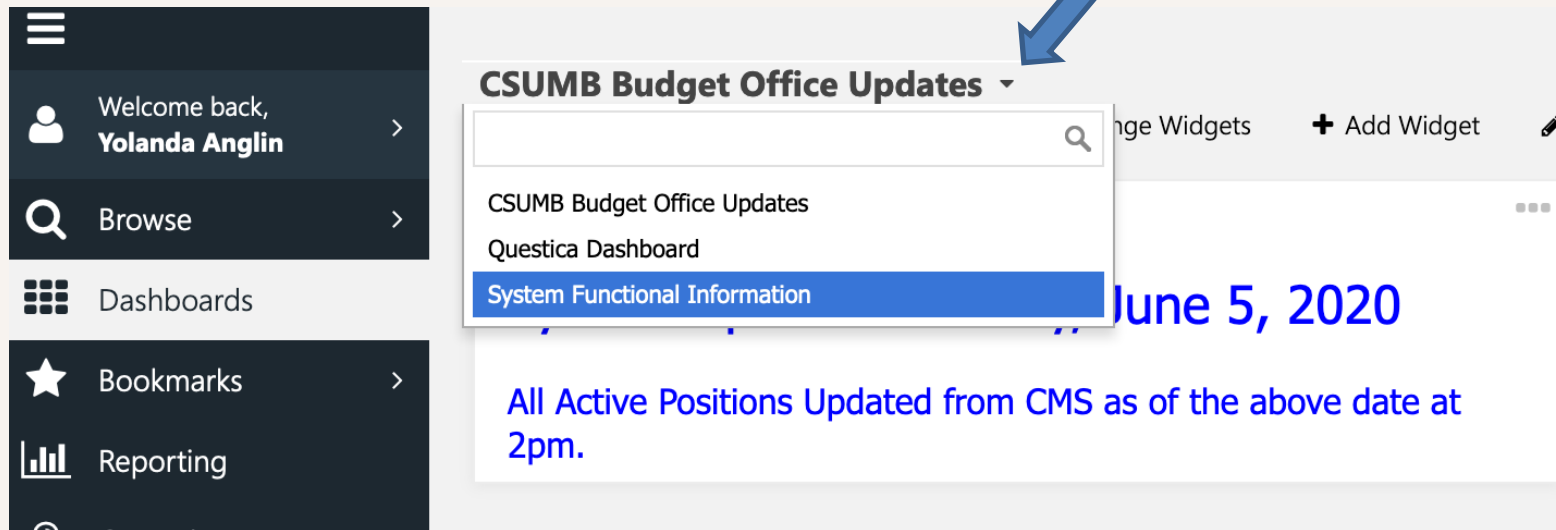


Reporting ***



Dashboard

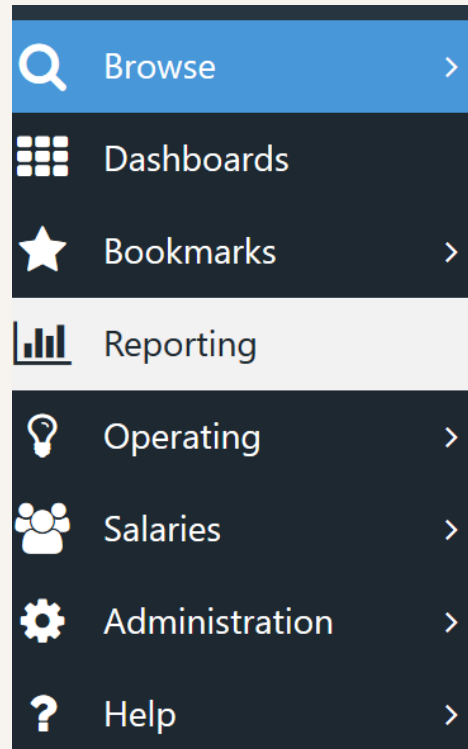
Campus Information will be found on the CSUMB Budget Office Updates. If for some reason it is not there, this is where to find it.



The screenshot shows a dashboard interface with a dark sidebar on the left and a main content area on the right. The sidebar contains the following items: a hamburger menu icon, a user profile card for 'Yolanda Anglin', 'Browse', 'Dashboards', 'Bookmarks', and 'Reporting'. The main content area features a widget titled 'CSUMB Budget Office Updates' with a search bar and a dropdown menu. A blue arrow points to the dropdown menu, which lists three options: 'CSUMB Budget Office Updates', 'Questica Dashboard', and 'System Functional Information'. The 'System Functional Information' option is highlighted in blue. Below the dropdown, the date 'June 5, 2020' is displayed in blue, followed by the text 'All Active Positions Updated from CMS as of the above date at 2pm.' in blue. The dashboard also includes 'Change Widgets' and '+ Add Widget' buttons.

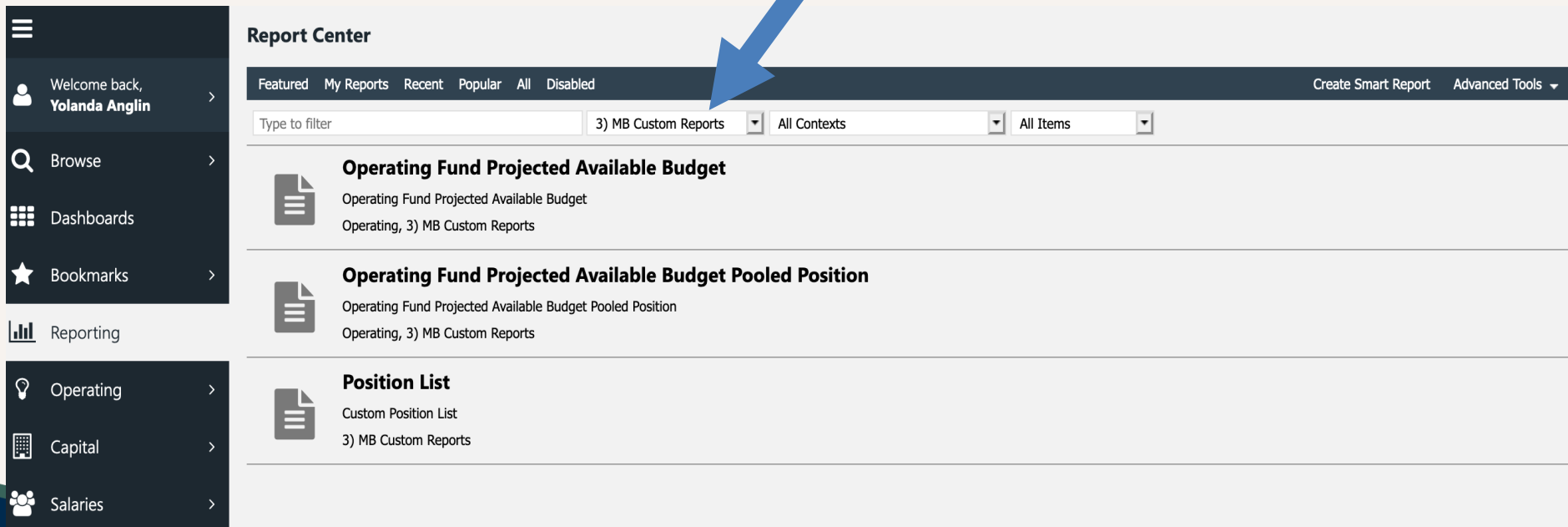


Questica Reporting



MB Custom Reports

- Operating Fund Projected Available Report
- Operating Fund Projected Available Budget Pooled Position
- Position List



The screenshot displays the 'Report Center' interface. On the left is a dark sidebar with navigation options: 'Welcome back, Yolanda Anglin', 'Browse', 'Dashboards', 'Bookmarks', 'Reporting', 'Operating', 'Capital', and 'Salaries'. The main content area has a header with tabs: 'Featured', 'My Reports', 'Recent', 'Popular', 'All', and 'Disabled'. A blue arrow points to the 'My Reports' tab. Below the tabs is a search bar with the text '3) MB Custom Reports' and two dropdown menus for 'All Contexts' and 'All Items'. The report list contains three items:

- Operating Fund Projected Available Budget**
Operating Fund Projected Available Budget
Operating, 3) MB Custom Reports
- Operating Fund Projected Available Budget Pooled Position**
Operating Fund Projected Available Budget Pooled Position
Operating, 3) MB Custom Reports
- Position List**
Custom Position List
3) MB Custom Reports

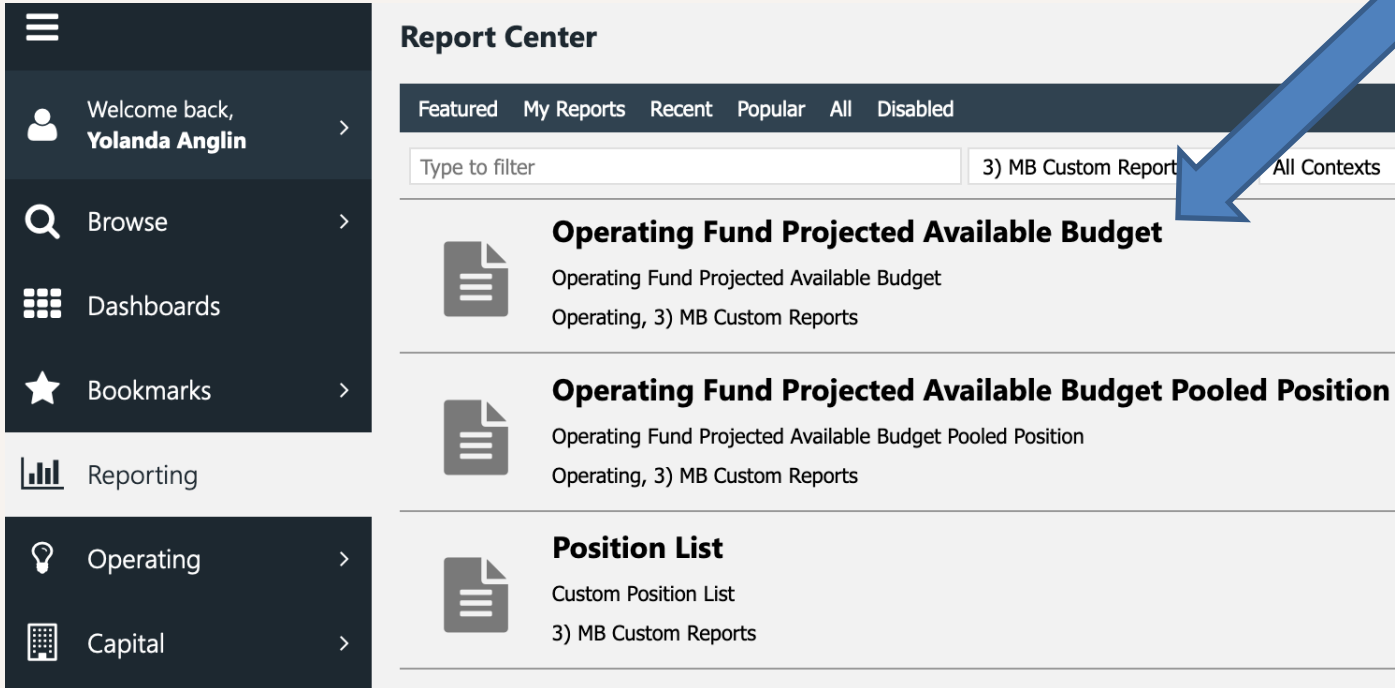


Questica Reporting MB Custom Reports:

Operating Fund Projected Available Report



MB Custom Reports

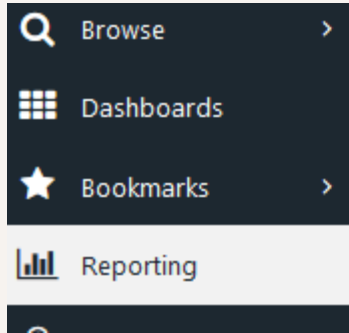


The screenshot shows a web application interface for 'Report Center'. On the left is a dark sidebar with navigation options: 'Welcome back, Yolanda Anglin', 'Browse', 'Dashboards', 'Bookmarks', 'Reporting', 'Operating', and 'Capital'. The main content area has a header with tabs: 'Featured', 'My Reports', 'Recent', 'Popular', 'All', and 'Disabled'. Below the tabs is a search bar with the text 'Type to filter' and a dropdown menu showing '3) MB Custom Reports' and 'All Contexts'. A blue arrow points to the search bar. The main content area lists three reports:

- Operating Fund Projected Available Budget**
Operating Fund Projected Available Budget
Operating, 3) MB Custom Reports
- Operating Fund Projected Available Budget Pooled Position**
Operating Fund Projected Available Budget Pooled Position
Operating, 3) MB Custom Reports
- Position List**
Custom Position List
3) MB Custom Reports



MB Custom Reports



A screenshot of a report card. On the left is a gray document icon with three horizontal lines. To its right, the report title is 'Operating Fund Projected Available Budget'. Below the title are three lines of text: 'Operating Fund Projected Available Budget', 'Categories: Operating, 3) MB Custom Reports', and 'Context: Report Center'. Below that is 'Created by: Questica' and 'Last Changed On: 2020-06-09 08:35:56 am'. At the bottom left is a blue 'Run Report' button with a dropdown arrow. At the bottom right are three links: 'Schedule', 'Edit', and 'Copy'. A blue arrow points from the bottom right towards a small orange star icon in the top right corner of the report card.

The star should be gray, click it once to bookmark it (it will change colors). Click it again to remove it from the bookmark list.



MB Custom Reports



The screenshot displays a sidebar on the left with navigation options: 'Browse', 'Dashboards', 'Bookmarks', and 'Reporting'. The main content area shows a report card for 'Operating Fund Projected Available Budget'. The card includes a document icon, the report title, and metadata: 'Operating Fund Projected Available Budget', 'Categories: Operating, 3) MB Custom Reports', 'Context: Report Center', 'Created by: Questica', and 'Last Changed On: 2020-06-09 08:35:56 am'. A blue 'Run Report' button is positioned below the metadata, with a blue arrow pointing to it from the text below. To the right of the 'Run Report' button are links for 'Schedule', 'Edit', and 'Copy'.

Click the Run Report button



MB Custom Reports

- Operating Fund Projected Available Report
- (click report name, click Run Report, and then select parameters)

Parameters ...

Auto-Fill Custom...

BudgetYear: 2019 - 2020

Report Month End: May 2020

Division: 1 selected

College/Area: 1 selected

Department: 1 selected

Primary Scenario (A - Budget): Main

Secondary Scenario (B - Salaries): Main - Position Allc

Expand To: Account

Display in Color? Yes No

Standard Parameters +

Auto-Fill: Custom

Budget Year: 2019 – 2020

Report Month End: May 2020

Click “Select”: (Double-click Division(s)), Ok

Click College/Area: check correct box(es)

Click “Select”: (Double-click Department(s)), Ok

Primary Scenario: Main

Secondary Scenario: Main–Position Allocation Data

Expand To: College/Area, Department, Account

Category, or Account

Display in Color?: Yes or No

Click **Run Report**



MB Custom Reports

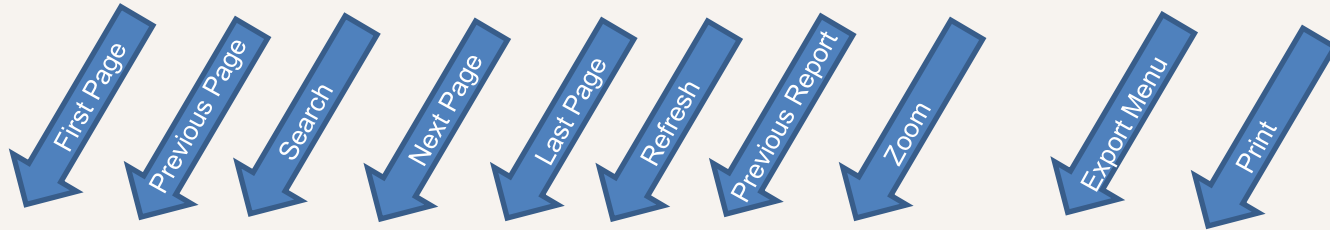
- Operating Fund Projected Available Report (Example)

California State University, Monterey Bay					
Operating Fund Projected Available Budget			As Of Date	May 31, 2020	
MB000 - MB500 - CSU Operating Fund					
Division		UNIVERSITY ADVANCEMENT			
College/Area		COMM_MKTG - Communications & Marketing, UNV_ADV - University Advancement			
Department		1008 - Alumni Relations, 1023 - Advancement Services, 1025 - University Advancement, 1047 - University Communications			
	A	B	C	D	= A-(B+C+D)
	Current Budget	Actuals	Encumbrances	Projected Remaining Salaries Expense	Projected Available Budget
MB000 - MB500					
<input type="checkbox"/> 6UA - UNIVERSITY ADVANCEMENT	3,139,281	2,725,478	(514)	156,185	258,133
<input type="checkbox"/> COMM_MKTG - Communications & Marketing	785,489	570,058	-	36,334	179,097
<input type="checkbox"/> 1047 - University Communications	785,489	570,058	-	36,334	179,097
<input type="checkbox"/> 601 - Regular Salaries and Wages	461,735	274,328	-	36,334	151,073
<input type="checkbox"/> 603 - Benefits Group	157,754	157,754	-		-
<input type="checkbox"/> 604 - Communications	1,900	1,028	-		872
<input type="checkbox"/> 606 - Travel	12,400	5,123	-		7,277
<input type="checkbox"/> 613 - Contractual Services Group	54,600	4,850	-		49,750
<input type="checkbox"/> 616 - Information Technology Costs	-	19,050	-		(19,050)
<input type="checkbox"/> 619 - Equipment Group	2,200	14,146	-		(11,946)
<input type="checkbox"/> 660 - Misc. Operating Expenses	94,900	93,778	-		1,122
Total 1047 - University Communications	785,489	570,058	-	36,334	179,097
<input type="checkbox"/> UNV_ADV - University Advancement	2,353,792	2,155,419	(514)	119,851	79,036
Total UNV_ADV - University Advancement	2,353,792	2,155,419	(514)	119,851	79,036



MB Custom Reports

Top Menu - All Reports



The screenshot shows the top menu of the report interface. It includes navigation controls (back, forward, search, refresh, zoom), report details, and an export menu. The report details are as follows:

California State University, Monterey Bay	
Operating Fund Projected Available Budget	
MB000 - MB500 - CSU Operating Fund	
Division	UNIVERSITY ADVANCEMENT
College/Area	COMM_MKTG - Communications & Marketing, UNV_ADV
Department	1008 - Alumni Relations, 1023 - Advancement Services, 10

The export menu is open, showing options for Word, Excel, PowerPoint, and PDF. A blue arrow labeled 'Excel' points to the Excel option.



MB Custom Reports

- Operating Fund Projected Available Report

California State University, Monterey Bay					
Operating Fund Projected Available Budget			As Of Date	May 31, 2020	
MB000 - MB500 - CSU Operating Fund					
Division	UNIVERSITY ADVANCEMENT				
College/Area	UNV_ADV - University Advancement				
Department	1008 - Alumni Relations				
	A	B	C	D	= A-(B+C+D)
	Current Budget	Actuals	Encumbrances	Projected Remaining Salaries Expense	Projected Available Budget
MB000 - MB500					
<input type="checkbox"/> GUA - UNIVERSITY ADVANCEMENT	165,161	107,092	-	4,240	53,829
<input type="checkbox"/> UNV_ADV - University Advancement	165,161	107,092	-	4,240	53,829
<input type="checkbox"/> 1008 - Alumni Relations	165,161	107,092	-	4,240	53,829
<input type="checkbox"/> 601 - Regular Salaries and Wages	73,999	52,934	-	4,240	16,825
<input type="checkbox"/> 603 - Benefits Group	18,202	18,100	-	-	-
<input type="checkbox"/> 604 - Communications	100	-	-	-	100
<input type="checkbox"/> 606 - Travel	6,400	5,237	-	-	1,163
<input type="checkbox"/> 613 - Contractual Services Group	18,300	3,920	-	-	14,380
<input type="checkbox"/> 614 - International Relations Costs	1,800	-	-	-	1,800
<input type="checkbox"/> 615 - Services from Other Funds/Agencies Group	-	(192)	-	-	192
<input type="checkbox"/> 619 - Equipment Group	200	-	-	-	200
<input type="checkbox"/> 660 - Misc. Operating Expenses	46,160	26,992	-	-	19,168
Total 1008 - Alumni Relations	165,161	107,092	-	4,240	53,829
Total UNV_ADV - University Advancement	165,161	107,092	-	4,240	53,829

Projects Remaining Salary to be paid
 Remaining Budget after commitments



Questions on Report #1: *Operating Fund Projected Available Report*



Questica Reporting MB Custom Reports:

Operating Fund Projected Available Pooled Position Report



MB Custom Reports

The screenshot displays the 'Report Center' interface. On the left is a dark sidebar with navigation options: 'Welcome back, Yolanda Anglin', 'Browse', 'Dashboards', 'Bookmarks', 'Reporting', 'Operating', and 'Capital'. The main content area is titled 'Report Center' and features a filter bar with tabs for 'Featured', 'My Reports', 'Recent', 'Popular', 'All', and 'Disabled'. Below the filter bar is a search input field containing 'Type to filter' and a dropdown menu showing '3) MB Custom Reports'. The report list includes:

- Operating Fund Projected Available Budget**
Operating Fund Projected Available Budget
Operating, 3) MB Custom Reports
- Operating Fund Projected Available Budget Pooled Position**
Operating Fund Projected Available Budget Pooled Position
Operating, 3) MB Custom Reports
- Position List**
Custom Position List
3) MB Custom Reports

A large blue arrow points from the right side of the screen towards the first report entry.



MB Custom Reports

- Operating Fund Projected Available Pooled Position Report (Exercise)

Use Your Departmental Information

Auto-Fill: Custom
Budget Year: 2019 – 2020
Report Month End: May 2020
Click “Select”: (Double-click Division(s)), Ok
Click College/Area: Check correct box(es)
Click “Select”: (Double-click Department(s), Ok
Primary Scenario: Main
Secondary Scenario: Main–Position Allocation Data
Expand To: College/Area, Department, Account Category, or Account
Display in Color?: Yes or No
Click: Run Report



MB Custom Reports

- Operating Fund Projected Available Report Pooled Position (Example)

Parameters

Auto-Fill: Custom...

Budget Year: 2019 - 2020

Report Month End: May 2020

Division: Select 1 selected

College/Area: Select 1 selected

Department: Select 1 selected

Primary Scenario (A - Budget): Main

Secondary Scenario (B - Salaries): Main - Position Alloc

Expand To: Account

Display in Color? Yes No

Standard Parameters +

Run Report

1 of 1

California State University, Monterey Bay As Of Date May 31, 2020

Operating Fund Projected Available Budget

MB000 - MB500 - CSU Operating Fund

Division: ACADEMIC AFFAIRS

College/Area: CHSHS - Health Sci & Human Services

Department: 1158 - Social Work

	A	B	C	D	E	= A-(B+C+D+E)
	Current Budget	Actuals	Encumbrances	Projected Remaining Salaries Expense	Pooled-Position Projected Remaining Expense	Projected Available Budget
MB000 - MB500						
2AA - ACADEMIC AFFAIRS	1,182,218	1,031,233	-	87,616	14,381	48,988
CHSHS - Health Sci & Human Services	1,182,218	1,031,233	-	87,616	14,381	48,988
1158 - Social Work	1,182,218	1,031,233	-	87,616	14,381	48,988
601 - Regular Salaries and Wages	837,462	667,054	-	87,616	14,381	68,411
601100 Academic Salaries	470,145	392,210	-	59,558		18,377
601101 Department Chair	95,228	43,474	-	19,839		31,915
601300 Support Staff Salaries	72,282	52,840	-	8,219		11,223
601301 Over time	-	51	-	-		(51)
601302 Special Consultant	24,000	16,274	-	-		7,726
601804 Academic Salaries - Lecturers	175,627	162,025	-	-	14,381	(779)
601826 Support Staff Stipends	180	180	-	-		-
Total 601 - Regular Salaries and Wages	837,462	667,054	-	87,616	14,381	68,411



Questions on Report #2:

Operating Fund Projected Available Pooled Position Report



Questica Reporting MB Custom Reports:

Position List









MB Custom Reports Position List

- Provides a list of positions & employees
 - Position Number
 - Empl ID
 - FTE
 - Position Pool ID
 - Identifies Unallocated Salary Budget



MB Custom Reports Position List

-  Welcome back,
Robert Cubillas >
-  Browse >
-  Dashboards
-  Bookmarks >
-  Reporting
-  Operating >

CSUMB Budget Office Updates ▾

Updates:

System Updated: Wednesday, July 8, 2020

All Active Positions Updated from CMS-HR as of the above date at 9:30 am.
All Labor Cost Distribution (LCD) updated through 6/30/2020.



MB Custom Reports

Report Center

Welcome back, **Yolanda Anglin**

Browse

Dashboards

Bookmarks

Reporting

Operating

Capital

Featured My Reports Recent Popular All Disabled

Type to filter 3) MB Custom Reports All Contexts

- Operating Fund Projected Available Budget**
Operating Fund Projected Available Budget
Operating, 3) MB Custom Reports
- Operating Fund Projected Available Budget Pooled Position**
Operating Fund Projected Available Budget Pooled Position
Operating, 3) MB Custom Reports
- Position List**
Custom Position List
3) MB Custom Reports



MB Custom Reports Position List

Report Center

Featured My Reports Recent Popular **All** Disabled

Create Smart Report Advanced Tools ▾

Type to filter

3) MB Custom Reports ▾

All Contexts ▾

All Items ▾



Operating Fund Projected Available Budget

Operating Fund Projected Available Budget
Operating, 3) MB Custom Reports



Operating Fund Projected Available Budget Pooled Position

Operating Fund Projected Available Budget Pooled Position
Operating, 3) MB Custom Reports

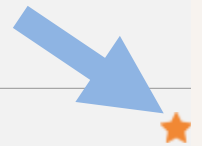


Position List

Custom Position List
Categories: 3) MB Custom Reports
Context: Report Center
Created by: Questica
Last Changed On: 2020-06-17 12:15:52 pm

Run Report ▾

Schedule Edit Copy



California State University
MONTEREY BAY

MB Custom Reports Position List

Parameters ⋮

Auto-Fill Custom... ▼

Budget Year: 2019 - 2020 ▼

Primary Scenario (A - Budget): Main ▼

Secondary Scenario (B - Salaries): Main - Positio ▼

Division: Select 1 selected

College/Area: 4 selected ▼

Department: Select All (10) selected

Display in Color? Yes No

Standard Parameters +

Run Report



Download Position List

Parameters

Auto-Fill: Custom...

Budget Year: 2019 - 2020

Primary Scenario (A - Budget): Main

Secondary Scenario (B - Salaries): Main - Position

Division: Select 1 selected

College/Area: 4 selected

Department: Select All (10) selected

Display in Color? Yes No

Standard Parameters +

Run Report

1 of 2 ? 100%

Word

Excel

PowerPoint

PDF

TIFF file

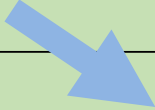
MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

Division	Division Name	College/Area Name
1PR	OFFICE OF THE PRESIDENT	Inclusive Excellence & D
1PR	OFFICE OF THE PRESIDENT	Inclusive Excellence & D



Position List-Unallocated

	v	w
	Unallocated Budget Available - 601892	-
→	Net Budget Available - Management and Supervisory	(32,920)
		85,236
		-
		88,512
		59,616
		-
		-
	Salary Non-Vacant Subtotal - 601300	233,364
	Salary Vacant Subtotal - 601300	-
	Subtotal, Vacant and Non-Vacant	233,364
	Base Budget Subtotal from CFS - 601300	233,619
	Unallocated (Over-allocated)	255
	Unallocated Budget Available - 601893	-
→	Net Budget Available - Support Staff Salaries	255
	Salary Non-Vacant Total - Dept xxxx	733,010
	Salary Vacant Total - Dept xxxx	54,996
	Total, Vacant and Non-Vacant - Dept xxxx	788,006
	Base Budget Subtotal from CFS - Dept xxxx	755,341
→	Total Unallocated (Over-allocated) - Dept xxxx	(32,665)



QB Resources

- Questica Budget Project
 - <https://csumb.edu/finance/questica-budget-project>
 - Videos, definitions, job aids, translation table, contacts, etc.
- Questica Help Center
 - <https://help.csumb.com/>
- Questica Software
 - <https://csumb.questica.com/>
 - logon



Thank You



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