Data Warehouse – Project Reports

Tips:

- Use the Project Report to view expenditures for any single Project ID or group of Project ID's (e.g. grants or incentives).
- Project reports may be used for both State (MB000) or Corporation (MB075) budgets.
- Expenditures are matched against budget, therefore, disregard revenue in these reports.
- The Project Report is NOT used to track Program or Donation funds.
- Data from the Data Warehouse is refreshed at 10pm from the CFS production database.
- When selecting report filters, don't forget to click "Apply" to activate your selection criteria.
- Selection criteria a column layouts are not saved until saved in the Page Options area for that report layout (e.g. 3 Column Report).

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.

Home Page

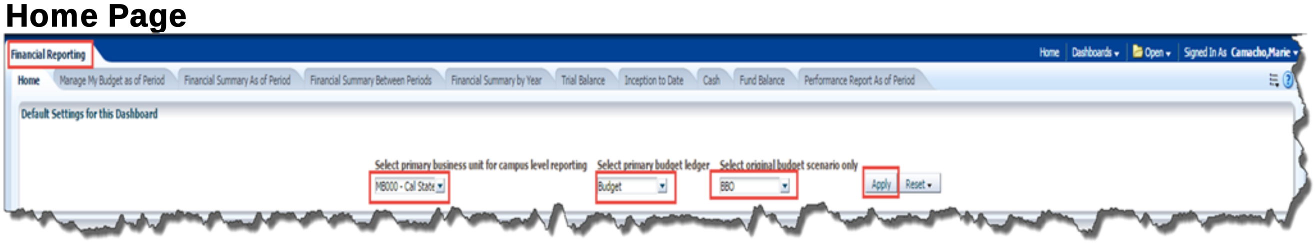


Figure 1: Default settings for Financial Reporting Dashboard.

1. Ensure your default settings are correct (Figure 1):
2. **Business Unit** – select MB000, MB075 or MB104 (e.g. for Corporation project reports select MB075).
3. **Budget Ledger** – use drop down to select "Budget".
4. **Budget scenario** – The Corporation uses only the "Approved" budget scenarios. For State projects, select BBO to view the Original Budget against the Revised Budget in selected report views.
5. Click **Apply** and Save Customization using Page Options button to the right.
6. Select the **Project** page/tab or click the Project link in the Report Index section.
7. **Base Budget Original (BBO)** – leave blank or select **BBO** if comparing Original State budget with Revised State budget in specific Report Views. (Contact budget office if you have any questions on using Scenario chartfield).
8. Click **Apply**

Project Tab

Report Filters:

1. Set or update the Report Filters (Figure 2):
2. **Fiscal Year** – enter year (this is a YTD report starting in July).
3. **Period** – select 12 for a YTD report (or select period for which you want to see MTD Actuals).
4. **Fund** - (remove “X” and leave blank to return all funds for that Project.
5. **Department** - leave blank.
6. **Project** – select individual or groups of projects. You will be able to view results one Project at a time from a prompt.
7. Click **Apply**.

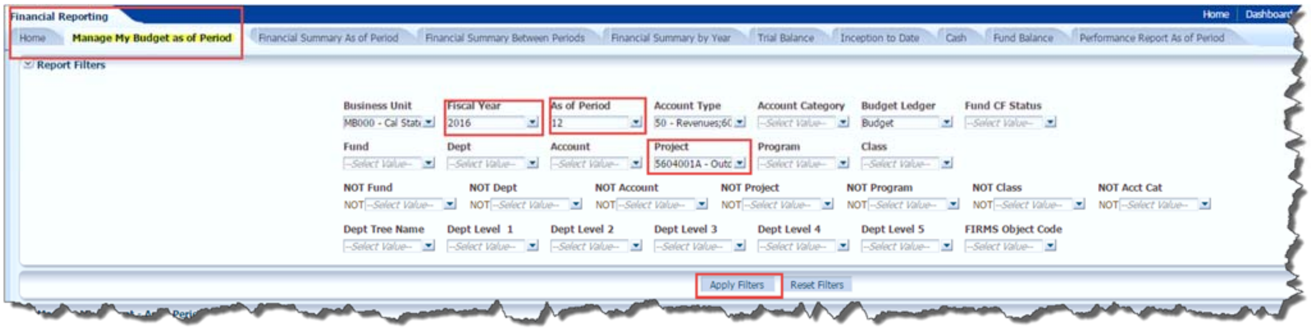


Figure 2: Report Filters

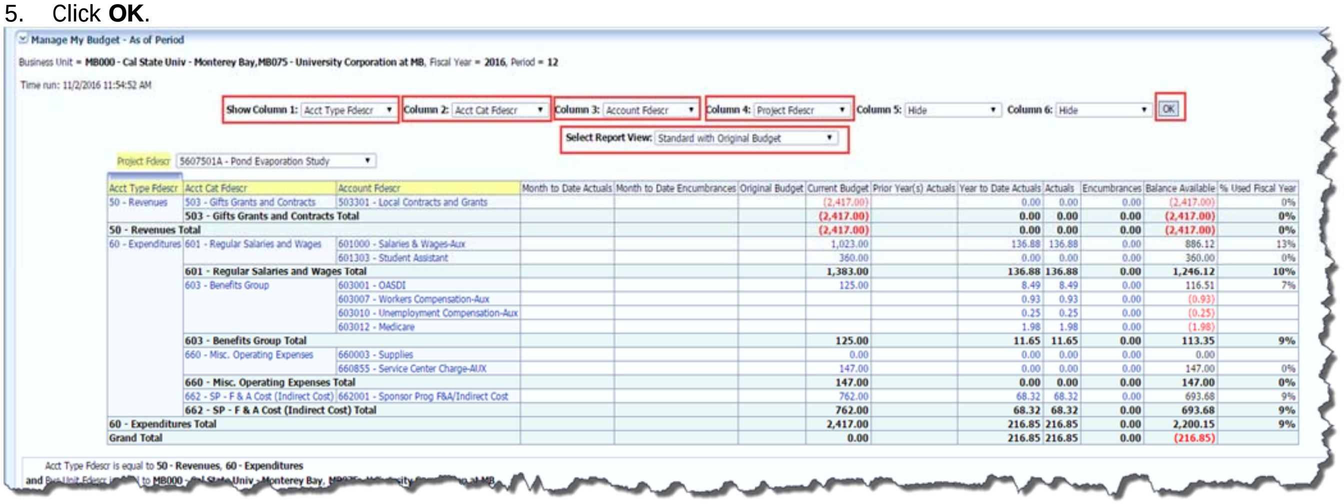
Column Fields:

Hint: If you filter for a project number and leave the department blank you'll retrieve data for **all** departments charging to the project.

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 but these may be modified. Also, there are 3 additional columns which default to hide option but are available for additional selection.

Modify column to return desired results at drilldown level:

1. **Column 1** – use drop down to select highest chart field level (e.g. Account Type Fdescr).
2. **Column 2** – use drop down to select next chartfield level for details from drilldown (e.g. Account Cat Fdescr).
3. **Column 3** – use drop down to select lowest chartfield level for details from drilldown (e.g. Account Fdescr).
4. Select **Report View** – use drop down to select desired view (e.g. the option **Standard with Original Budget**).
5. Click **OK**.


Manage My Budget - As of Period

Business Unit = MB000 - Cal State Univ - Monterey Bay,MB075 - University Corporation at MB, Fiscal Year = 2016, Period = 12

Time run: 11/2/2016 11:54:52 AM

Show Column 1: Acct Type Fdescr | Column 2: Acct Cat Fdescr | Column 3: Account Fdescr | Column 4: Project Fdescr | Column 5: Hide | Column 6: Hide | OK

Select Report View: Standard with Original Budget

Project Fdescr: 5607501A - Pond Evaporation Study

Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Month to Date Actuals	Month to Date Encumbrances	Original Budget	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
50 - Revenues	503 - Gifts Grants and Contracts	503301 - Local Contracts and Grants				(2,417.00)		0.00	0.00	0.00	(2,417.00)	0%
	503 - Gifts Grants and Contracts Total					(2,417.00)		0.00	0.00	0.00	(2,417.00)	0%
50 - Revenues Total						(2,417.00)		0.00	0.00	0.00	(2,417.00)	0%
60 - Expenditures	601 - Regular Salaries and Wages	601000 - Salaries & Wages-Aux				1,023.00		136.88	136.88	0.00	886.12	13%
		601303 - Student Assistant				360.00		0.00	0.00	0.00	360.00	0%
	601 - Regular Salaries and Wages Total					1,383.00		136.88	136.88	0.00	1,246.12	10%
	603 - Benefits Group	603001 - OASDI				125.00		8.49	8.49	0.00	116.51	7%
		603007 - Workers Compensation-Aux						0.93	0.93	0.00	(0.93)	
		603010 - Unemployment Compensation-Aux						0.25	0.25	0.00	(0.25)	
		603012 - Medicare						1.98	1.98	0.00	(1.98)	
	603 - Benefits Group Total					125.00		11.65	11.65	0.00	113.35	9%
	660 - Misc. Operating Expenses	660003 - Supplies				0.00		0.00	0.00	0.00	0.00	
		660855 - Service Center Charge-AUX				147.00		0.00	0.00	0.00	147.00	0%
	660 - Misc. Operating Expenses Total					147.00		0.00	0.00	0.00	147.00	0%
	662 - SP - F & A Cost (Indirect Cost)	662001 - Sponsor Prog F&A/Indirect Cost				762.00		68.32	68.32	0.00	693.68	9%
	662 - SP - F & A Cost (Indirect Cost) Total					762.00		68.32	68.32	0.00	693.68	9%
60 - Expenditures Total						2,417.00		216.85	216.85	0.00	2,200.15	9%
Grand Total						0.00		216.85	216.85	0.00	(216.85)	

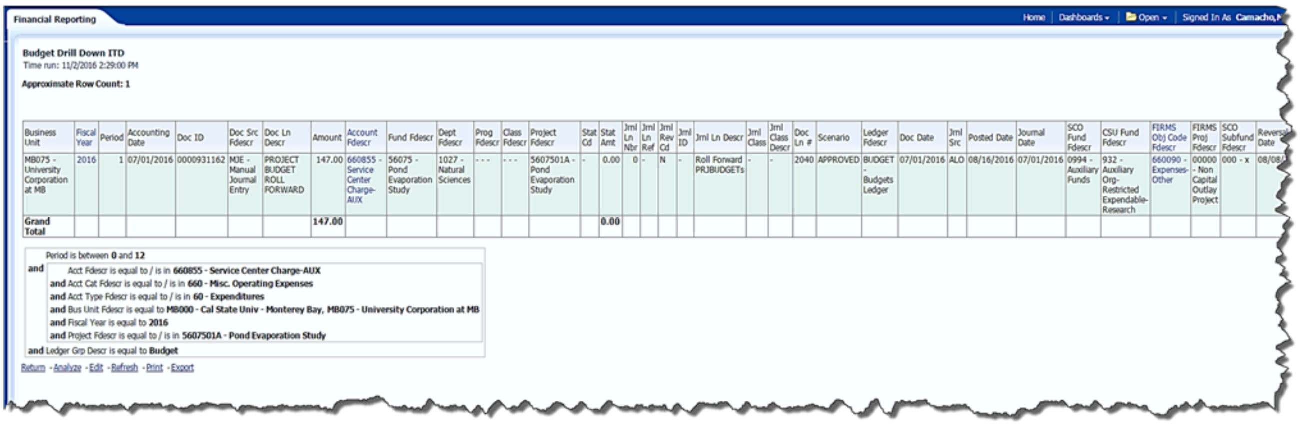
Acct Type Fdescr is equal to 50 - Revenues, 60 - Expenditures

Figure 3: Sample Department 3 Column Report.

NOTE: Remaining funds from the previous fiscal year will display in the PY Actuals (Period 0) column.

Drilldown

1. If desired, **drill** on any cell with hyperlinked amounts to see details (Figure 3):
   - Original or Revised Budget
   - MTD, PY, YTD or Total Actuals
   - Total Encumbrances (and pre-encumbrances in other report views)


Financial Reporting
Home | Dashboards | Open | Signed In As Camacho,

Budget Drill Down ITD
Time run: 11/2/2016 2:29:00 PM

Approximate Row Count: 1

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	Jrnl Ln Nbr	Jrnl Ln Ref
MB075 - University Corporation at MB	2016	1	07/01/2016	0000931162	MJE - Manual Journal Entry	PROJECT BUDGET ROLL FORWARD	147.00	660855 - Service Center Charge-AUX	56075 - Pond Evaporation Study	1027 - Natural Sciences	- - -	- - -	5607501A - Pond Evaporation Study	-	0.00	0	-
Grand Total							**147.00**								**0.00**		

Business Unit	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr	Doc Ln #	Scenario	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	Reversal Date
MB075 - University Corporation at MB	N	-	Roll Forward PRJBUDGETs	-	-	2040	APPROVED	BUDGET - Budgets Ledger	07/01/2016	ALO	08/16/2016	07/01/2016	0994 - Auxiliary Funds	932 - Auxiliary Org-Restricted Expendable-Research	660090 - Expenses-Other	00000 - Non Capital Outlay Project	000 - x	08/08/
Grand Total																		

Period is between **0** and **12**
and Acct Fdescr is equal to / is in **660855 - Service Center Charge-AUX**
and Acct Cat Fdescr is equal to / is in **660 - Misc. Operating Expenses**
and Acct Type Fdescr is equal to / is in **60 - Expenditures**
and Bus Unit Fdescr is equal to **MB000 - Cal State Univ - Monterey Bay, MB075 - University Corporation at MB**
and Fiscal Year is equal to **2016**
and Project Fdescr is equal to / is in **5607501A - Pond Evaporation Study**
and Ledger Grp Descr is equal to **Budget**

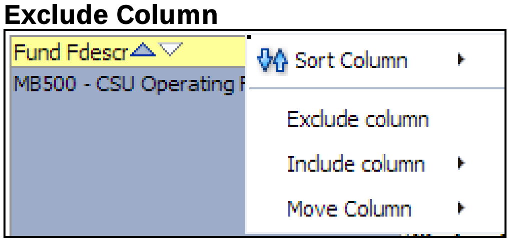
Return - Analyze - Edit - Refresh - Print - Export

Figure 4: Actuals Budget Drilldown from Department Report

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

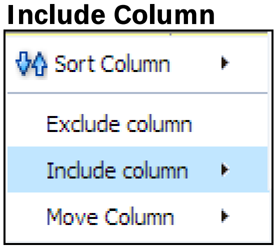
Manipulating Columns

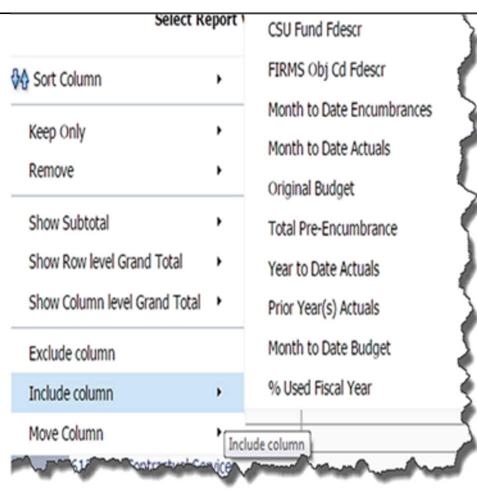
Exclude Column



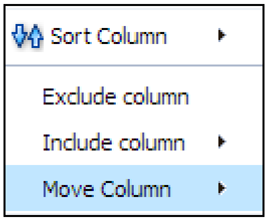
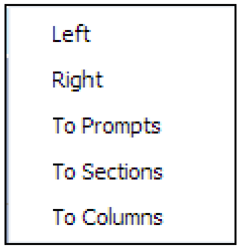
1. Hover over the top of a column. A grey bar will appear.
2. Right click on the bar.
3. Select Sort, Exclude, Include or Move Column

Include Column





Select Include column to:
1. A new Column will be inserted to the RIGHT of the column selected.
2. Select Include Column
3. Select desired filed from the resulting list.
4. New column with related data will be inserted.
5. Date in the column to the right will be sorted according to the newly inserted 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).

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.