

## Data Warehouse – Trial Balance Report

### Tips:

- Use the Trial Balance Report to manage trust funds (e.g. TV020 – Summer Arts). Please refer to the **Accounting Training Website** (<https://csumb.edu/finance/accounting-training>) for details about managing and balancing trust funds.
- The Trial Balance Report can be used for any type of fund (e.g. trust funds are State funds – MB000 and Incentive funds are Corporation funds - MB075).
- To avoid over-drafting trust funds, be sure to include a report view that includes encumbrances.
- The trail Balance report shows all account types and should net to zero (\$0.00) for any given fund.

### 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.
- Select the **Financial Reporting** Dashboard.

### 1. Set up Defaults for Financial Reporting Dashboard (Home)

1. **Business Unit** – use drop down to select business unit (e.g. MB000).
2. **Budget ledger** – use drop down to select “Budget”.
3. **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).
4. Click **Apply** and Save Customization using Page Options button to the right.

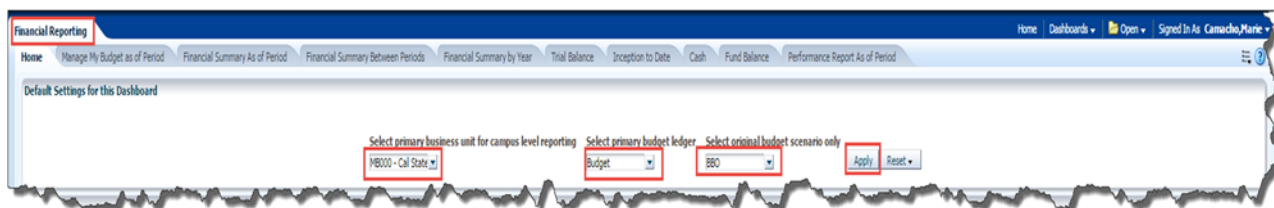


Figure 1: Operations dashboard defaults for State funds (MB000).

## 2. Financial Reporting Dashboard

1. Select the Trial Balance –(6 columns)

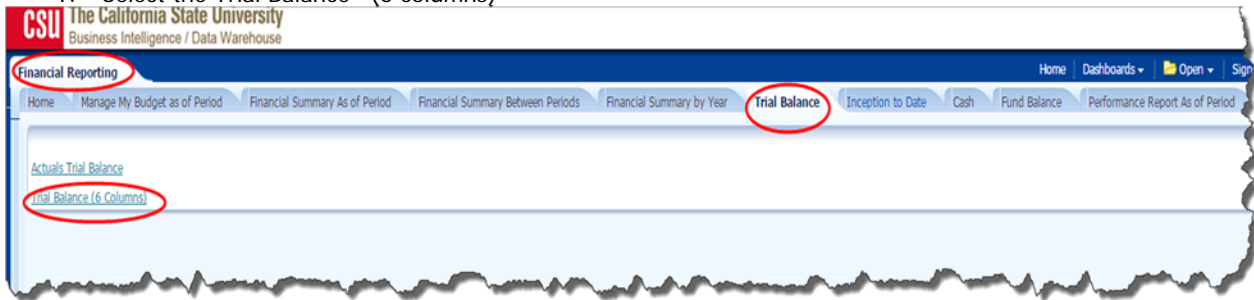


Figure 2: Trial Balance Report options

## 3. Report Filters

1. **Fiscal Year** – select current fiscal year (or a previous year).
2. **Period** – select the accounting period (a default of 12 will be a YTD report but will not show details for monthly activity).
3. **Fund** – use look up to select a fund, or group of funds.
4. **Click Apply** to set report filters.

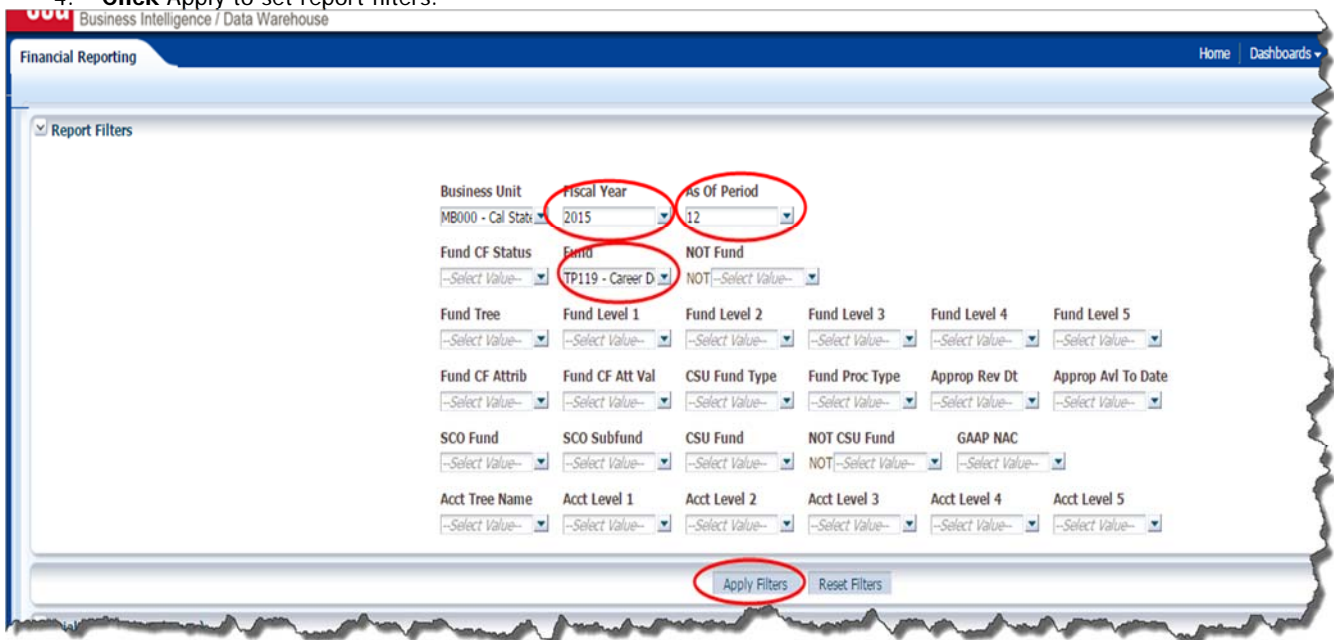


Figure 3: Report filters for a trust fund

## 4. Report Column Sections

## Drilldown

- If desired, **drill** on any cell with hyperlinked amounts to see details (Figure 6):
  - Original or Rev Budget
  - FY Actuals or Total Actuals
  - Total Pre-Encumbrance
  - Total Encumbrance
  - Use the drilldown report to view details such as voucher (payment) details, expenditure details (including Vendor names and the like).
  - Drill down results may be sorted, columns may be excluded or moved.

Financial Reporting Home Dashboards Open Sign

**Trial Balance Actuals Drill Down**  
Time run: 10/27/2016 5:23:50 PM

Approximate Row Count: 5

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	Invoice ID	Jml ID	Jml Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledg Fdescr
MB000 - Cal State Univ - Monterey Bay	2015	2	08/21/2015	00094560	VCH - AP Voucher Accounting	MPACE	150.00	660804 - Memberships & Subscriptions	TP119 - Career Development	1059 - Career Development	---	---	---	---	0.00	---	0000010512	USBANKCORP-001	PC08150018	APA0750464	---	---	0000010211	---	ACTUAL - Actual Ledger
MB000 - Cal State Univ - Monterey Bay	2015	2	08/21/2015	00094560	VCH - AP Voucher Accounting	NATIONAL ASSOC OF GOLL	425.00	660804 - Memberships & Subscriptions	TP119 - Career Development	1059 - Career Development	---	---	---	---	0.00	---	0000010512	USBANKCORP-001	PC08150018	APA0750464	---	---	0000010211	---	ACTUAL - Actual Ledger
MB000 - Cal State Univ - Monterey Bay	2015	6	12/22/2015	00097726	VCH - AP Voucher Accounting	PAYPAL *CENTRALCOAS	40.00	660804 - Memberships & Subscriptions	TP119 - Career Development	1059 - Career Development	---	---	---	---	0.00	---	0000010512	USBANKCORP-001	PC12150017	APA0809559	---	---	0000010509	---	ACTUAL - Actual Ledger
MB000 - Cal State Univ - Monterey Bay	2015	6	12/22/2015	00097726	VCH - AP Voucher Accounting	PAYPAL *NATLCAREER	85.00	660804 - Memberships & Subscriptions	TP119 - Career Development	1059 - Career Development	---	---	---	---	0.00	---	0000010512	USBANKCORP-001	PC12150017	APA0809559	---	---	0000010509	---	ACTUAL - Actual Ledger
MB000 - Cal State Univ - Monterey Bay	2015	6	12/22/2015	00097726	VCH - AP Voucher Accounting	SOCIETY FOR HUMAN RESOURC	190.00	660804 - Memberships & Subscriptions	TP119 - Career Development	1059 - Career Development	---	---	---	---	0.00	---	0000010512	USBANKCORP-001	PC12150017	APA0809559	---	---	0000010509	---	ACTUAL - Actual Ledger
<b>Grand Total</b>							<b>890.00</b>								<b>0.00</b>										

Period Abbr is between 0 and 12

Figure 3: Actuals Drilldown from Organization Report

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

### Additional Information:

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