

Finance Data Warehouse

BASIC REPORTING



Overall Aim:

To teach you the basic financial management concepts and basic operations for running reports, customizing reports, saving your customizations, and exporting data to Excel.

Lesson Objectives

At the end of the session, the participants will be able to:

- Distinguish between our financial system and reporting environment
- Recognize basic financial management terms and best practices
- Navigate to a report using different dashboards
- Save customized reports and default settings for dashboards
- Run reports using the 5 step process
- Select report filters based on your Golden 6
- Drill down on activity for more detail
- Apply different report views
- Distinguish ProCard Transaction from other transactions
- Enhance reports by adding subtotals, excluding columns
- Export data to Excel
- Find assistance on budget information

Reflective Questions

- When should I reconcile my budget?
- What type of reports can I run in the Finance Data Warehouse?
- How can I customize my report to make it more meaningful?
- How can I get more detail about specific budget information?

Why Budget Management?

Budget management serves two purposes. First, it allows you to know how much money you have to spend. Secondly, it helps you to understand what the true operating cost is for your department, division, program, grant, etc.

Finance Data Warehouse

At CSUB, we have 2 financial systems: CFS and the Finance Data Warehouse. CFS or Common Financial System is our production system that is shared with the CSU system. This systems stores data from all financial process, such as purchase orders, invoice payments, etc.

The Finance Data Warehouse (FDW) is a reporting environment that contains a snapshot of selected data from CFS. This information is loaded into the FDW early in the morning. This system is optimized for reporting purpose and is not a financial reporting system.

Financial Management Best Practices

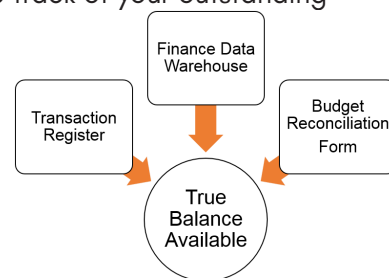
To manage your finances effectively, you should establish good practices for monitoring and tracking all transactions. At minimum, you should:

- Record all your activities in a transaction register, including projected activities
- Record your budget monthly
- Run FDW reports using the same report filters, such as your Golden 6.

Budget Reconciliation Process

Good financial management depends upon good financial practices. As such, it is a good practice to reconcile your budget, at least once a month.

It is important that you keep track of your outstanding transactions, much like you would with your personal checking account. Your transaction register allows you to monitor which transactions have hit the FDW and which ones have not.



When you are reconciling your budget, you are comparing which transactions have cleared and the Balance Available. If all your expected transactions have not hit the FDW, then the Balance Available showing in the FDW may be over or under stated. If there are discrepancies, then you will need to investigate. A simple equation for determining your true Balance Available is to:

1. Write down the balance from the FDW

Common Financial Terms

Term	Definition	Example
Revenues	<ul style="list-style-type: none"> Account type 50 transactions, Can be viewed as cash inflows 	PE Material fees received
Expenses	<ul style="list-style-type: none"> Account type 60 transactions Usually cash outflows 	Office supply purchases
Chartfields	<ul style="list-style-type: none"> Consist of your business unit, fund, department, account, program, project, and class 	BKCMP BK001 D10160 501845
Funds	<ul style="list-style-type: none"> Collection of transactions organized for specific purposes 	BK001 – General Fund
Account types	<ul style="list-style-type: none"> Types of transactions, i.e. liabilities, assets, revenues, expenses, etc 	10-Assets, 20-Liabilities, 30-Fund Equity and Reserves, 40-Budgetary, 50 – Revenues, 60 – Expenditures, and 70 -BASB35 GAAP
Account Categories	<ul style="list-style-type: none"> Groups of accounts that categorized by account type 	503 – Gifts Grants and Contracts, 606 – Travel, 660 – Misc. Operating Expenses
Accounts	<ul style="list-style-type: none"> Specific accounts with account types and account categories 	501842-Biology Crs Fee, 660002-Printing, and 660003-Supplies and Services
Programs	<ul style="list-style-type: none"> Transactions related to a specific program, such as commencement, Ed.D Program with Fresno State 	1041-EdD Fresno Program, 1037-Commencement
Projects	<ul style="list-style-type: none"> Usually associated with funds that are earmarked for specific activities, such as new parking lot 	40203 BCSD Family Literacy Project
Classes	<ul style="list-style-type: none"> Some are user-definable, used to track transactions not otherwise specified Others are specified 	C0001 – User defined 001, 465 – TF Contracts and Grant Trust
Finance Data Warehouse Math	<ul style="list-style-type: none"> Math used to verify the Balance Available 	Balance Available = Current Budget – Actuals - Encumbrances

Commonly Used Reports

The table below shows non-standard reports that can assist you with your financial management. Please use a standard report when inquiring or requesting assistance from your budget analyst or Accounting..

Report	Dashboard	Report View	Description
Manage My Budget as of Period	Financial Reporting		Shows activity for selected fiscal year
Financial Summary by Year	Financial Reporting	Summary by Year (Actuals)	Shows activity by fiscal year for multiple years
Financial Summary as of Period	Financial Reporting	Activity Summary by Accounting Period	Shows activity for selected fiscal year by fiscal period
Financial Summary Between Period	Financial Reporting		Shows activity for selected fiscal year for selected fiscal periods
Inception to Date	Financial Reporting		Show activity for selected chartfield from inception to present
Actuals Trial Balance	Financial Reporting		Shows a trial balance for activity within a given fiscal year
Cash	Financial Reporting		Shows activity for cash accounts
Fund Balance	Financial Reporting		Shows activity by fund
Actuals Transactions	Transaction Inquiry		Show transaction activity for selected fiscal year
Budget Transactions	Transaction Inquiry		Show budget transaction activity for selected fiscal year
Open PO Reports > Open PO Views	Transaction Inquiry	Open POs by Supplier	Shows open purchase order activity

2. Write down the sum of the outstanding transactions
3. Subtract the amount in Step 2 from Step 1. The difference is your true Balance Available.

Running FDW Reports

The 5 basic steps for running FDW reports are:

1. Choose a dashboard
Dashboards contain a collection of related reports. The two most commonly used dashboards are: Financial Reporting and Transaction Inquiry
2. Select a report
Each dashboard contains many reports. Select the one that best fits your needs. The most flexible report is the Manage My Budget as of Period on the Financial Reporting dashboard. See the Common Reports handout for a list.
3. Set Report Filters
Report filters allow you to select what you want to see in your report. You should use your Golden 6 as your standard values for the report filters
4. Set Columns
With each report you can change the left most columns. You have up to 6 columns in the order you specify.
5. Select Report View (optional)
Depending on the columns you would like to see on the right-hand side of your report, you change the Report View to show different columns.

Golden 6

The Golden 6 consists of the following information:

- Business Unit
- Fiscal Year
- Fiscal Period
- Fund
- Department
- Not Account Category = 603

Data Warehouse Math

As the FDW is not a Financial Reporting System, the information you view can be somewhat confusing. The FDW will show items in red or as negative values. Depending on the item, this may not indicate a problem.

To assist you with determining whether an item gives reason for concern, you can use the Data Warehouse Math equation to test the information.

Current Budget - Actuals - Encumbrances = Balance Available.

If the Current Budget is blank, the the Balance Available is just the sum of the transactions that hith the FDW and not your true Balance Available.

Saving Customizations

When you run a report in the FDW, essentially you are customizing an existing report. You can save your customizations to reports using the Page Options button.

- Click Page Option
- Click Save Current Customization
- In the Name box, give your report a name
- Click OK

Applying Saved Customizations

Customizations are saved to the report. As such, you will need to navigate to the desired report before applying your saved customization.

- Navigate to your desired report
- Click Page Options
- Click Apply Saved Customizations
- Click the desired customization

Getting Assistance

Financial Reporting Structure

- Department
- School or Division Budget Analysts
- Fund Manager – Paula Miser and Cristal Rios
- Budget Officer – Michelle Mills

Campus Training

Dr. Tammara Sherman
Campus Technology Trainer

(661) 654-6919

tsherman@csu.edu

www.csu.edu/training/