FINANCE DATA WAREHOUSE
BASIC REPORTING

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SESSION GOAL

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

SESSION OBJECTIVES

At the end of this session, you 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 different reports using the 5 step process

> Select report filters based on your stateside fund, non-stateside fund, grant, or project

> Refine reports by applying more filters

> Apply different report views

> Drill down on activity for more detail

> Distinguish ProCard Transaction from other transactions

> Enhance reports by adding subtotals and excluding columns

> Export data to Excel

> Find assistance on budget information

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SESSION FORMAT

> Opening (10 minutes)

> Background and Overview (20 minutes)

> Guided Practice (45 minutes)

> Do-It-Yourself (30 minutes)

> Closing (15 minutes)

* *Estimates are given. However, times may vary depending on interaction*
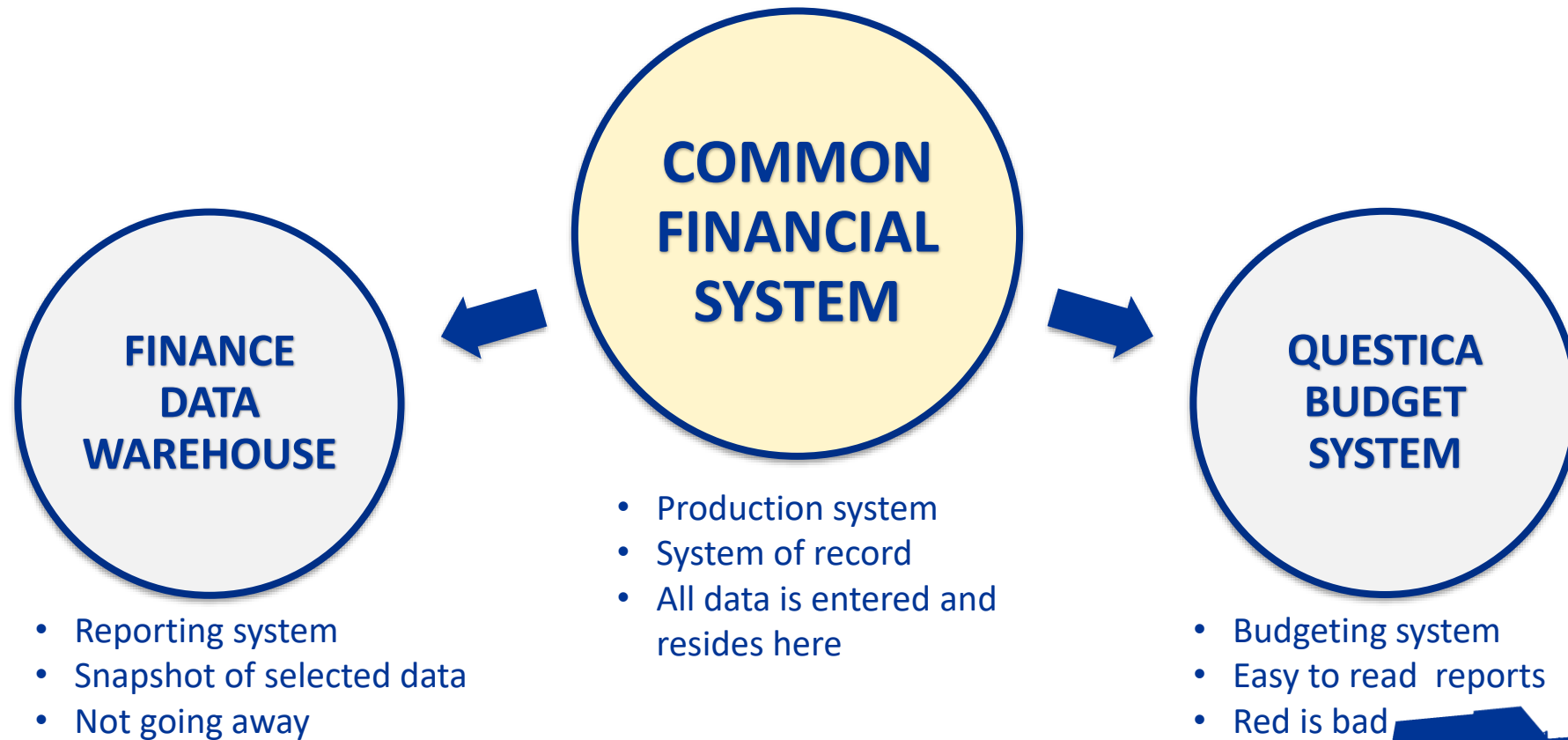
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REFLECTIVE CONSIDERATIONS

> 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?

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OUR FINANCIAL SYSTEMS

COMMON FINANCIAL SYSTEM

FINANCE DATA WAREHOUSE

QUESTICA BUDGET SYSTEM

- Production system
- System of record
- All data is entered and resides here

- Reporting system
- Snapshot of selected data
- Not going away

- Budgeting system
- Easy to read reports
- Red is bad

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BUDGET CYCLE

Governor

CSUB
Budget

Chancellor

Campus
President

Cabinet Officers

Schools / Divisions

Department
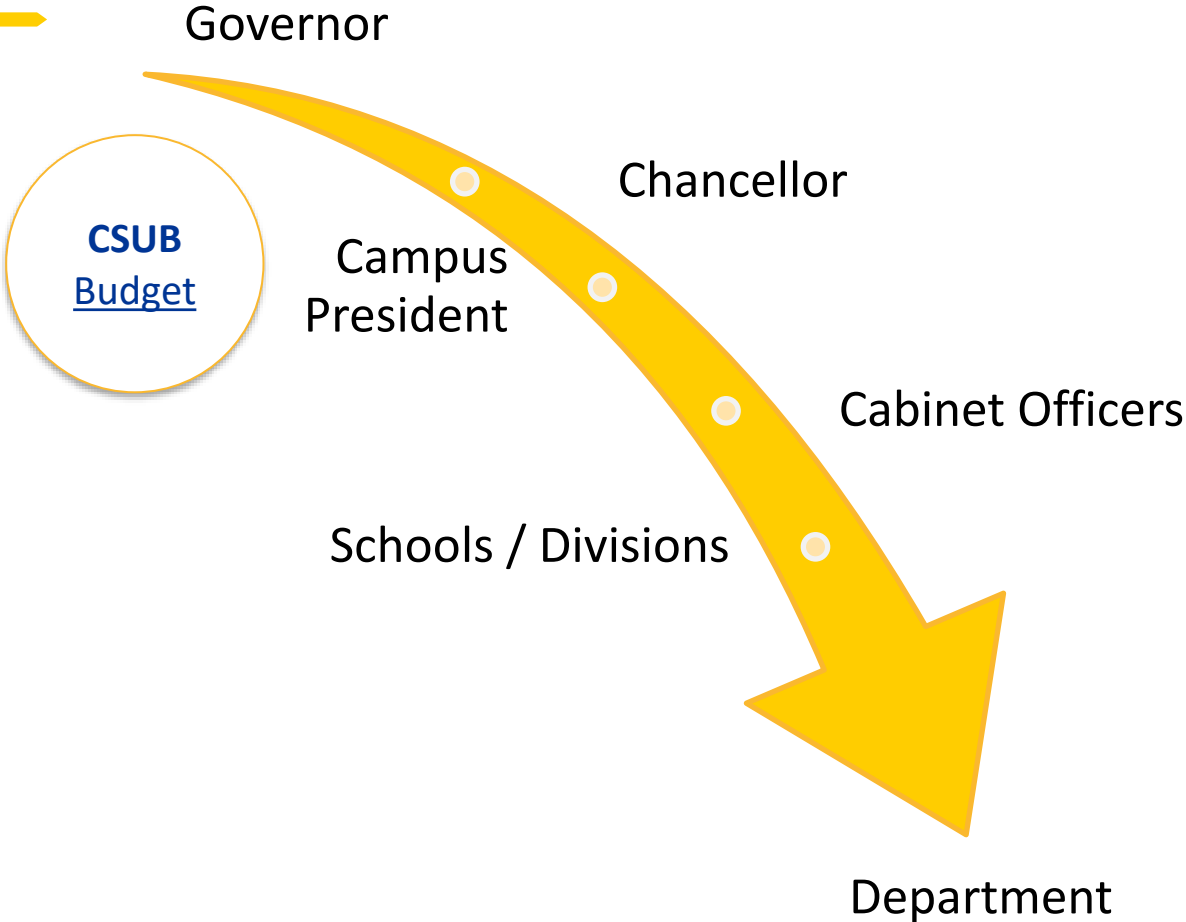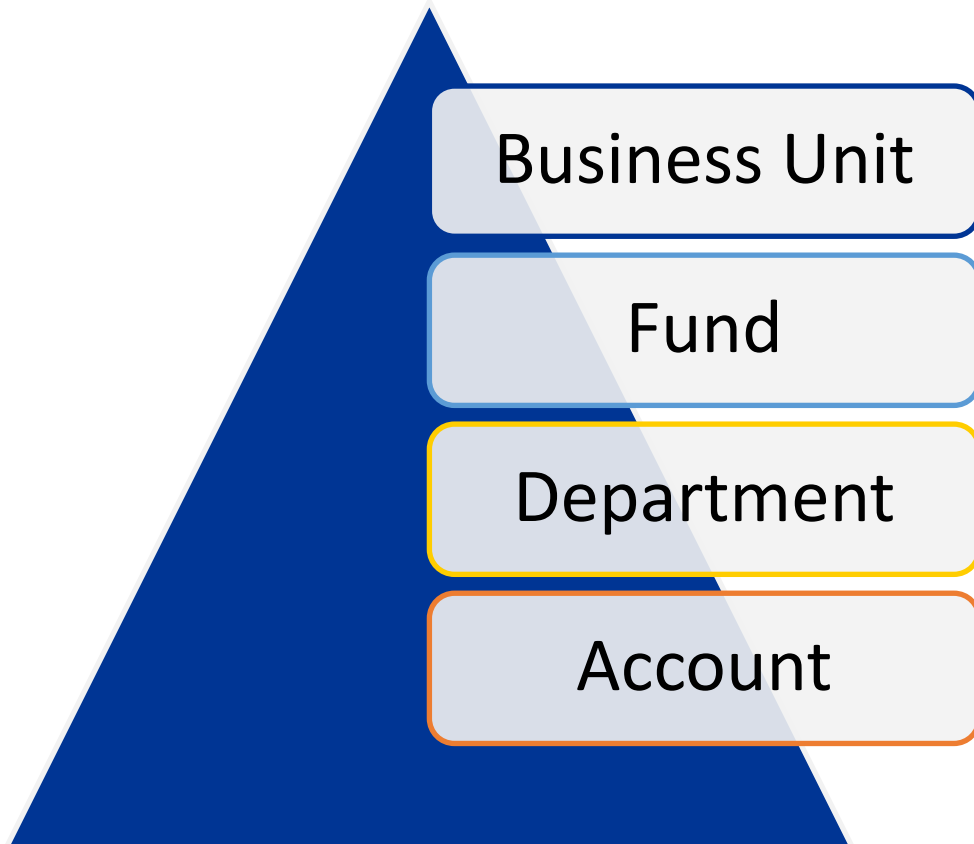
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COMMON BUSINESS UNITS

BU	Description
BKCMP	Bakersfield Campus (Stateside Funds)
BKFDN	Foundation
BKSPA	Sponsored and Auxiliary
BKASI	Associated Students, Inc.
BKSTU	Student Union

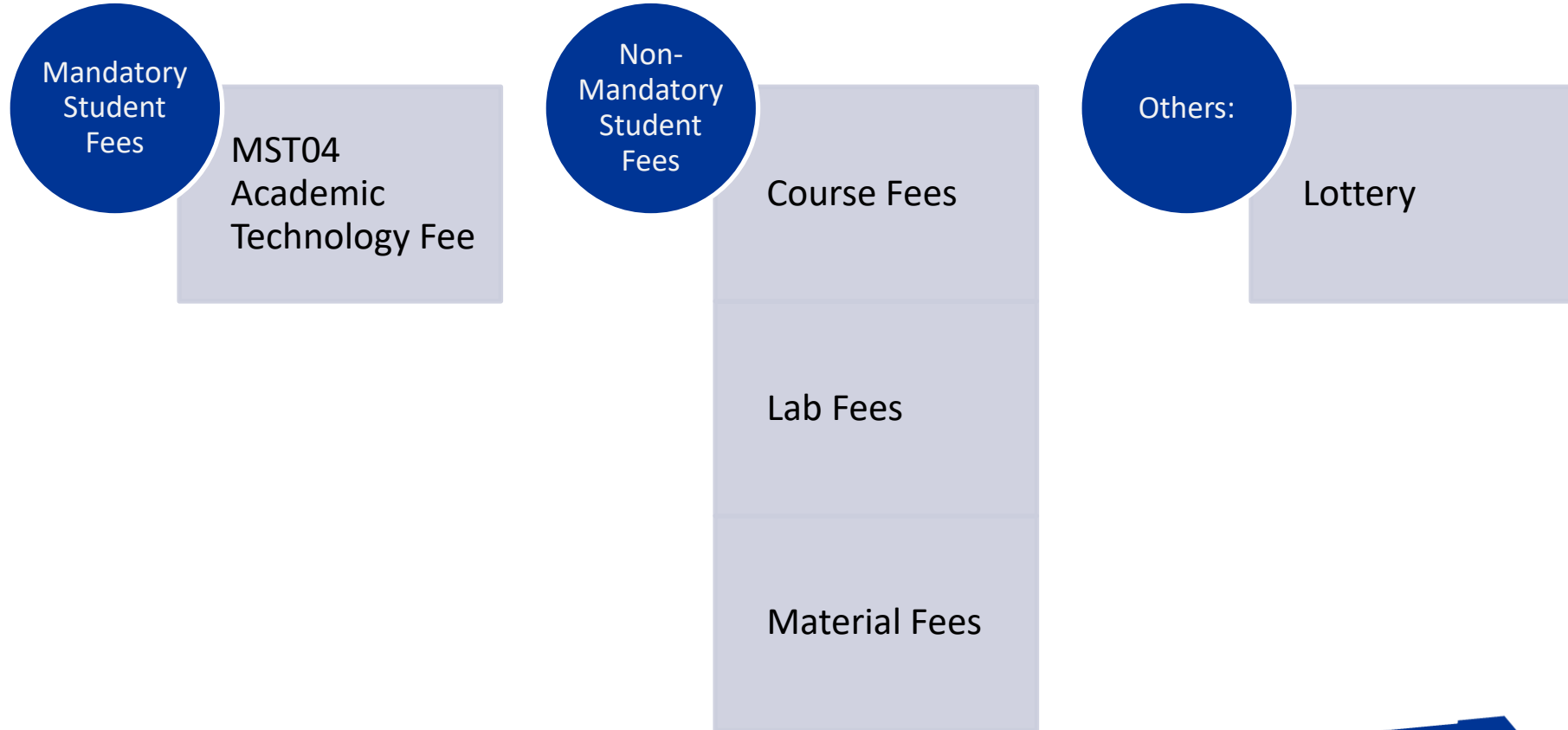*A business unit is the organizational entity that is receiving or expending funds.*

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COMMON FUNDS (GENERAL FUNDS)

Fund	Description
BK001	State-side General Fund
BK002	Campus Carry Forward Fund
BK003	Campus Reserves
BKC0X	Cabinet Carry Forward Fund
BKRAE	Salaries related to Position Control and Grants
BKCPO	Cash Posting Orders

Fund	Cabinet Officer
BKC01	President
BKC02	Provost
BKC03	CFO/BAS
BKC04	Student Affairs
BKC05	University Advancement

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OTHER FUNDS

Mandatory Student Fees

MST04 Academic Technology Fee

Non-Mandatory Student Fees

Course Fees

Lab Fees

Material Fees

Others:

Lottery

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ACCOUNTS

> Accounts define the type of expense or revenue.

> Accounts are used to group related transactions together.
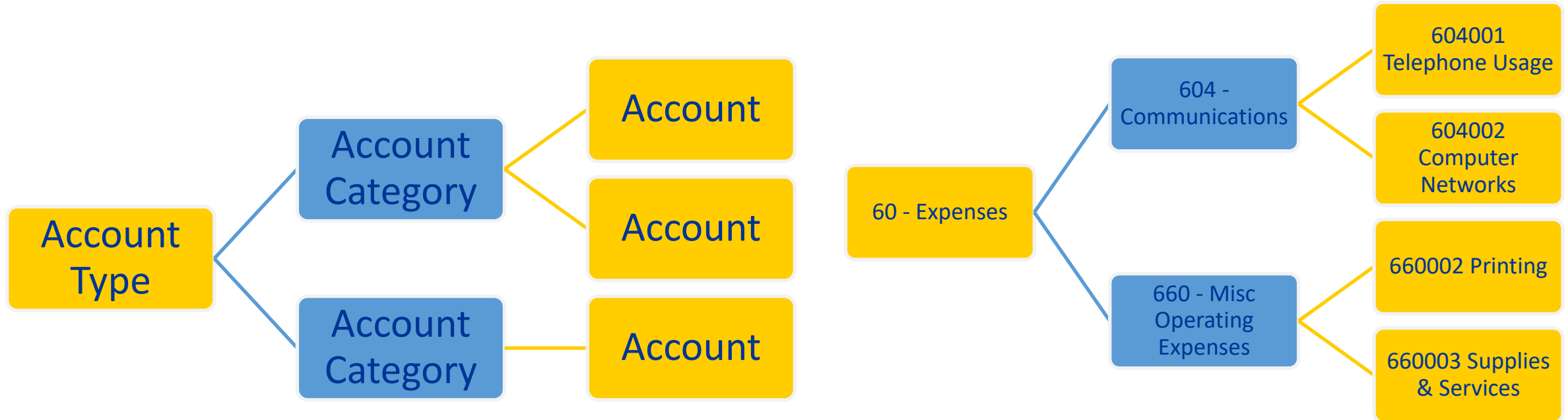
> Account typically are six digits in length.

660002 Printing

660003 Supplies & Services

604001 Telephone Usage

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ACCOUNT TREE

OTHER CHARTFIELDS

Program
- The Program chartfield is used to indicate expenditures or revenues that are incurred from campus-wide or group activities without a specified end-date, such as 1037 for Winter Commencement or 1023 for America Reads.

Project
- The project chartfield is used to indicate expenditures or revenues that are related to a specific project with a specified start and end date, such as 40203 for the BCSD Family Literacy Project.

Class
- Classes are user defined. They allow you to track revenues and expenses for transactions related to a departmental programs or projects. They are good for tracking expenses by person or other within an account.

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TYPES OF ACTIVITIES

FINANCE DATA WAREHOUSE
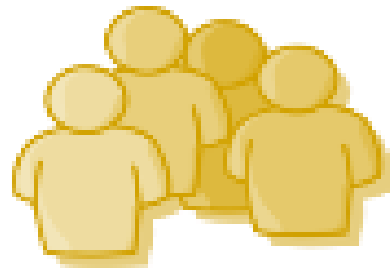
YOU

Office Supplies
Printing Expenses
Travel
Maintenance
New Equipment
Ticket Sales
Registration Fees

ALL TRANSACTIONS

CSUB

Vouchers
Chargebacks
G/L adjustment
Budget allocations
Fees
ProCard transactions

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BUDGET RECONCILIATION PROCESS

Transaction Register + **Finance Data Warehouse** = **True Balance Available**

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TRANSACTION REGISTER

Transaction Register

Fiscal Year: 2014
Department: D10802

Date	Description	Vendor/Person	Type	Statement / Invoice #	Budget	Expenses	Data Warehouse
8/1/2014	Basketball Camp		Revenue		3500		Yes
6/16/2014	Cell phone reimbursement (Mar - Apr)	Coach 1	Bill statements			147.98	Yes
7/7/2014	Cell phone reimbursement (Feb-May)	Coach 2	Bill statements			387.15	Yes
7/7/2014	Cell phone reimbursement (Apr - Jun)	Coach 3	Bill statements			282.98	Yes
7/1/2014	Cell phone reimbursement (Apr - Jun)	Coach 4	Bill statements			169.30	Yes
7/22/2014	Travel to game (CSUB v. School 2)	Exxon/Mobil	Credit Card	PC07140085		63.57	Yes
7/22/2014	Supplies	Office Max	Chargeback	Inv607568		83.53	Yes
7/22/2014		Amazon	Credit Card	PC07140075		31.30	Yes
7/22/2014	Supplies	CVS Pharmacy	Credit Card	PC07140079		18.55	Yes
7/22/2014	Supplies	CVS Pharmacy	Credit Card	PC07140079		7.48	Yes
7/22/2014	Supplies	Rite Aid	Credit Card	PC07140079		62.89	Yes
6/26/2014	Team Gear	Adidas	Invoice	6083463609		297.00	Yes
6/28/2014	Team Gear	Adidas	Invoice	6083475692		165.00	Yes
7/3/2014	Team Gear	Adidas	Invoice	6083498801		307.50	Yes
7/3/2014	Team Gear	Adidas	Invoice	6083498798		33.49	Yes
8/31/2014	Game Management	Quick Copy & Reproduction	Credit Card			135.40	No
8/22/2014	Travel to game (CSUB v. School 2)	Exxon/Mobil	Credit Card			72.88	No
Totals					3,500.00	2,266.00	3,500 -2,266 = 1,234

Tracking and monitoring your expenditures

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BUDGET RECONCILIATION FORM - EXAMPLE

Budget Reconciliation	Description	Amount
FDW Balance Available	Enter the amount from the Balance Available	1,442.28
Transactions not in FDW	Subtract the transactions from the transaction register that do not show in the Finance Data Warehouse	208.28
Ending Balance	Subtract Row 2 from Row 1 The result is your true Balance Available	1,234.00

Should match the ending balance on your transaction register

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BEST PRACTICES

> **Track all your expenses**
  – Record all activities in a Transaction Register
  – Include projected activities

> **Reconcile Monthly**
  – Reconcile your ProCard statement
  – Reconcile your Budget
  – Update your transaction register with the recent activity

> **Running Reports**
  – Use the same report filters with different reports

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LET'S PLAY: OVER OR UNDER

Check for understanding

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BUDGET RECONCILIATION – EXAMPLE 1

Transaction Register

Date	Description	Amount	FDW
10/28/2016	Office supplies	-500	Yes
10/29/2016	Printing	-1,000	No
11/1/2016	Telecom CHB	-200	No
12/1/2016	Telecom CHB	-200	No

Reconciliation Form

Budget Reconciliation	Amount
FDW Balance Available	
Transactions not in FDW	
Ending Balance	

Finance Data Warehouse

Current Budget	Actuals	Encumbrances	Balance Available
4,000	1,500	500	2,000

Over or Under

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BUDGET RECONCILIATION – EXAMPLE 1

Transaction Register

Date	Description	Amount	FDW
10/28/2016	Office supplies	-500	Yes
10/29/2016	Printing	-1,000	No
11/1/2016	Telecom CHB	-200	No
12/1/2016	Telecom CHB	-200	No

Budget Reconciliation	Amount
FDW Balance Available	2,000
Transactions not in FDW	- 1,400
Ending Balance	600

Add these numbers together

Finance Data Warehouse

Current Budget	Actuals	Encumbrances	Balance Available
4,000	1,500	500	2,000

Over or Under

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BUDGET RECONCILIATION – EXAMPLE 2

Transaction Register			
Date	**Description**	**Amount**	**FDW**
10/29/2016	Printing	-1,000	Yes
11/1/2016	Telecom CHB	-200	Yes
11/22/2016	New Computer	-1,500	No
12/1/2016	Telecom CHB	-200	No

Budget Reconciliation	Amount
FDW Balance Available	
Transactions not in FDW	
Ending Balance	

Finance Data Warehouse			
Current Budget	Actuals	Encumbrances	Balance Available
4,000	2,500	500	1,000

Over **or** **Under**

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BUDGET RECONCILIATION – EXAMPLE 2

Transaction Register

Date	Description	Amount	FDW
10/29/2016	Printing	-1,000	Yes
11/1/2016	Telecom CHB	-200	Yes
11/22/2016	New Computer	-1,500	No
12/1/2016	Telecom CHB	-200	No

Add these numbers together

Budget Reconciliation	Amount
FDW Balance Available	1,000
Transactions not in FDW	- 1,700
Ending Balance	- 700

Finance Data Warehouse

Current Budget	Actuals	Encumbrances	Balance Available
4,000	2,500	500	1,000

Over or Under

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BUDGET RECONCILIATION – EXAMPLE 3

Transaction Register			
Date	**Description**	**Amount**	**FDW**
7/1/2016	O&E Budget	4,000	No
10/29/2016	Printing	-1,000	Yes
11/1/2016	Telecom CHB	-200	Yes
11/22/2016	New Computer	-1,500	No
12/1/2016	Telecom CHB	-200	No

Budget Reconciliation	**Amount**
FDW Balance Available	
Transactions not in FDW	
Ending Balance	

Finance Data Warehouse			
Current Budget	Actuals	Encumbrances	Balance Available
0	1,000	500	-1,500

Over or Under

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BUDGET RECONCILIATION – EXAMPLE 3

Transaction Register

Date	Description	Amount	FDW
7/1/2016	O&E Budget	4,000	No
10/29/2016	Printing	-1,000	Yes
11/1/2016	Telecom CHB	-200	Yes
11/22/2016	New Computer	-1,500	No
12/1/2016	Telecom CHB	-200	No

Budget Reconciliation	Amount
FDW Balance Available	-1,500
Transactions not in FDW	2300
Ending Balance	800

Add these numbers together

Finance Data Warehouse

Current Budget	Actuals	Encumbrances	Balance Available
0	1,000	500	-1,500

Over or Under

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5 BASIC STEPS

1.	2.	3.	4.	5.
• Choose Dashboard	• Select Report	• Set Report Filters	• Set Columns	• Select Report View • Optional

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1. CHOOSE DASHBOARD

> Contain one or more reports.

> View or analyze the reports from a dashboard page

> Print, save, or download the reports.

> Finance Dashboards used most often are:
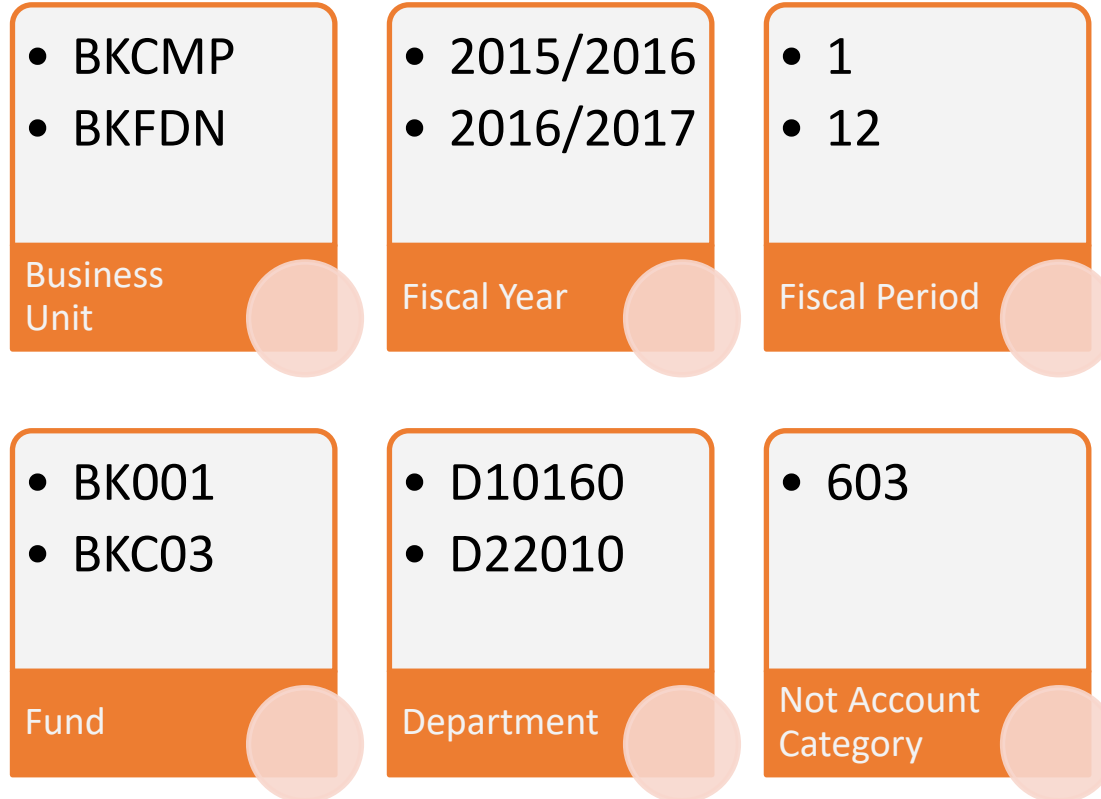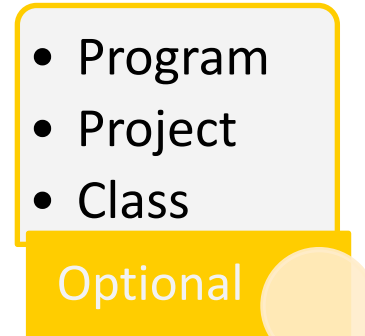
Financial Reporting

Transactions Inquiry

The dashboards may change as CMS development continues

2. SELECT REPORT

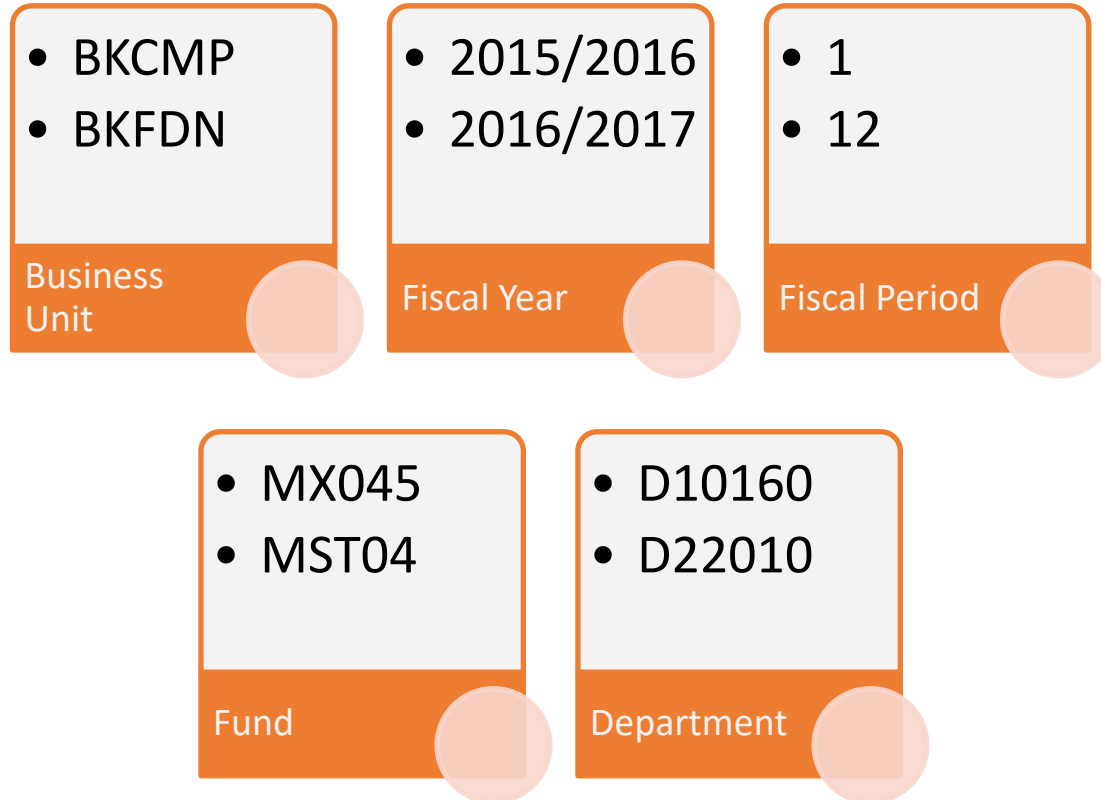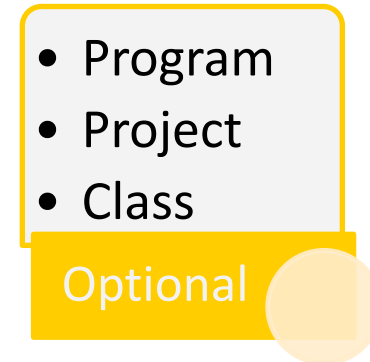| Report	Dashboard	Description
Manage My Budget as of Period	Financial Reporting	Shows activity for selected fiscal year
Financial Summary by Year	Financial Reporting	Shows activity by fiscal year for multiple years
Financial Summary as of Period	Financial Reporting	Shows activity for selected fiscal 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
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
Open PO Reports > Open PO Views	Transaction Inquiry	Shows open purchase order activity

3. REPORT FILTERS = GOLDEN 6

STATESIDE FUNDS

- BKCMP
- BKFDN

Business Unit

- 2015/2016
- 2016/2017

Fiscal Year

- 1
- 12

Fiscal Period

- Program
- Project
- Class

Optional

- BK001
- BKC03

Fund

- D10160
- D22010

Department

- 603

Not Account Category

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3. REPORT FILTERS = GOLDEN 5

NON-STATESIDE FUNDS

- BKCMP
- BKFDN

Business Unit

- 2015/2016
- 2016/2017

Fiscal Year

- 1
- 12

Fiscal Period

- MX045
- MST04

Fund

- D10160
- D22010

Department

- Program
- Project
- Class

Optional

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4. COLUMN SELECTORS VS. 5. REPORT VIEWS

Column Selectors
Column content

Report View
The number of and column content

Fund Fdescr ▲▽	Dept Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
BK001 - CSUB Operating Fund	D10160 - Modern Languages & Lit	412,151.78	406,883.31	0.00	5,268.47	99%
BK001 - CSUB Operating Fund Total		**412,151.78**	**406,883.31**	**0.00**	**5,268.47**	**99%**
Grand Total		**412,151.78**	**406,883.31**	**0.00**	**5,268.47**	**99%**

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DATA WAREHOUSE MATH

Current Budget	Actuals	Encumbrances	Balance Available
100,000	50,000	10,000	40,000
100,000	70,000	35,000	(5,000)
0	50,000	10,000	(60,000)

Current Budget – Actuals - Encumbrances = Balance Available

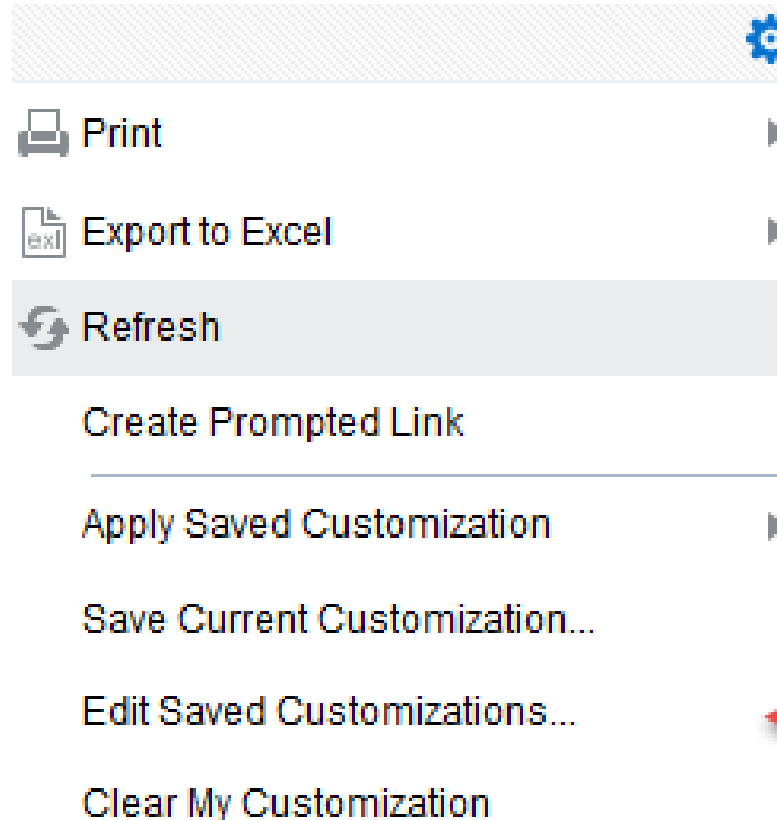HANDS-ON

REPORT CUSTOMIZATIONS

Click gear to open **Page Options**

> Customizations
  – Report filters
  – Column selectors
  – Report views
  – Subtotals, etc.

> Saved at the report level
  – Must know dashboard and report used

A

Print ▶

Export to Excel ▶

Refresh

Create Prompted Link

Apply Saved Customization ▶ — B — Run customized report

Save Current Customization... — C — Save report customizations

Edit Saved Customizations... — D — Modify / Delete customizations

Clear My Customization

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GETTING ASSISTANCE

> Financial Reporting Structure
  – Department
  – School or Division Budget Analysts
  – Liaison – Laura Ann Bishop and Vacant
  – Budget Officer – Victoria Menzies

> General How-To information
  – Campus Training Website

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REFLECTIVE CONSIDERATIONS

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> How can I get more detail about specific budget information?

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THANK YOU FOR WATCHING

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