Finance Data Warehouse Overview

Quick Reference Guide

REVISION CONTROL

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Revision Date	Revised By	Summary of Revisions	Section(s) Revised
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Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

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1.0 Introduction

The Finance Data Warehouse Overview Quick Reference Guide is designed to familiarize you with the features, functions, and background of the Finance Data Warehouse. In addition, it introduces you to the concepts, terminology, and technology that are used in combination with the Finance Data Warehouse.

Separate guides will cover the reporting functionality associated with each dashboard. This guide does not cover creating dashboard reports. It covers the concepts and components associated with them. The purpose of this guide is to provide the framework from which the dashboard guides will build upon.

1.1 Background

In 2008, the California State University (CSU) completed its Common Management Systems (CMS) project, which consisted of the Chancellor's Office (CO) and its 23 campuses implementing one or more of Oracle's PeopleSoft Finance, Human Capital Management, and Campus Solutions applications. After realizing this significant achievement, the CMS Executive Committee proposed the Common Financial System (CFS) initiative. The resulting feasibility research by the CFS Advisory Group established the adoption of a corporate financial model and a comprehensive reporting system through the delivery of a common financial reporting environment.

The Common Financial System (CFS) delivers this common financial reporting environment using data warehousing technology and Oracle's Business Intelligence Enterprise Edition (OBIEE). The new financial reporting system referred to as the Finance Data Warehouse allows the CO and all 23 campuses to:

- Achieve best business practices
- Reduce costs and
- Improve performance.

2.0 CSUB Financial Systems

At CSUB, you will use two financial systems: CFS and Finance Data Warehouse. The Common Financial System (CFS) is our primary financial system. CFS is a transactional system that stores data from processes. These processes include issuing a PO, adding vendors, or paying invoices. It uses traditional database methods. It provides up to the second data about the university's finances. As such, it is referred to as the production system or the system of record.

In the wee hours of the morning, a snapshot is taken of the production system, CFS. The snapshot is copied to an environment designed specifically for reporting purposes. This reporting environment is called the Finance Data Warehouse. Since the data is copied from CFS once a day, it is important to remember that the information you are viewing may be up to 24 hours old. If you need current data, you should use CFS.

3.0 Financial Terms

CFS holds transactions for all departments. Since most departments have copiers, it is conceivable that CFS could have hundreds of transactions for paper and toner. Since CFS houses transactions for all departments, each transaction is coded with chartfields. The chartfields allow you to distinguish your transaction from those of other departments. An example of a chartfield is shown.

Business Unit	Fund	Department Number	Account
BKCMP	BK001	D10160	501482

3.1 Common Chartfields

Chartfields consist of four items: your business unit, fund, department number, and account. For the most part, business processes outside your department assign the chartfields to your transaction. However, on occasion, such as reconciling your ProCard or performing chargebacks, you may need to assign chartfields to your transactions.

Business Unit
A business unit is the organizational entity that is receiving or expending funds. The business unit used for most campus organizations is BKCMP, such as the Art and Music departments. Other business units include BKFDN for foundation organizations, such as University Advancement. The business unit for the student organizations, such as the Soccer Club, is BKASI.

Fund
The fund specifies where the money will go into or come from. For example, BK001 is a fund that holds the stateside monies allocated to the university from the Chancellor's office. Funds vary by business unit and purpose.

Department Number
A department number is a unique identifier assigned to your department, such as D10120 for the Art department, D10130 for the Music Department, and D10430 for Management and Marketing.

Account
The last chartfield is account. Accounts define the type of expense or revenue. Accounts are used to group related transactions together. Account typically are six digits in length. For example, when the biology department collects course fees, these fees are placed into the 501842 Biology Crs Fee account. Similarly, when you have copies made by the Reprographics department, the expenditure will appear in your 660002 Printing Account.

3.2 Other Chartfields

Optionally, you can have up to three additional chartfields that allow you to monitor revenues and expenses for programs, projects, and classes.

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.

For example, your department conducts mailings for different events, such as the quarterly information session, department scholarships, and honors lunch. However, all the mailing expenses appear in the 660001 Postage account. To distinguish the mailing expenses by event, you decide to assign a class code to each event. You assign C001 to the Quarterly Information Sessions, C002 to the Department Scholarship, and C003 to the Honors Lunch.

For more information on chartfields, see the Chart of Account website at:
http://www.csub.edu/bas/fiscal/accounting/COA/

3.3 Other Financial Terms

So far we have discussed several financial terms. However, you will encounter other financial terms when you use CFS or the Finance Data Warehouse. Account Type and Account Category are two of these terms. These items in combination with the account form the account tree or hierarchy.

Account Types

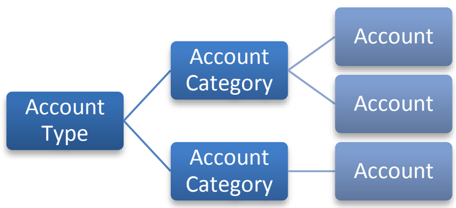
There are seven account types: 10-Assets, 20 Liabilities, 30 Fund Equity and Reserves, 40 Budgetary, 50 Revenues, 60 Expenditures, and 70 BASB35 GAAP. As a stateside department, you will generally work with Account types 50 and 60.

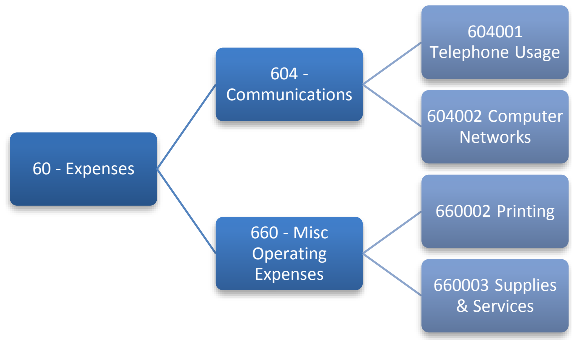
Account Categories

Each account type has one or more account categories. For example, the 60- Expenses account type has account categories, such as 604 Communications and 660 Miscellaneous Operating Expenses.

Accounts

Lastly, each account category has one or more accounts. The account category, 660 Miscellaneous Operating Expenses, would hold accounts, like 660002 Printing and 660003 Supplies and Services. The account category 604 Communications would hold accounts, such as 604001 Telephone usage and 604002 Computer Networks.





3.4 Revenues and Expenses

The last two financial terms are revenues and expenses.

Revenues

Revenues are funds received from fees, allocations, grants, etc. These transactions are coded as account type 50 along with the appropriate account category, and account.

Revenues, generally speaking, are cash inflows. As such, they will increase your account balance. For example, if you had deposited $500 in your account on two different occasions, your account balance would be $1,000. If you receive a grant for $250 and then deposit the $250 in your account, your account balance would increase from $1,000 to $1,250.

However, revenues can be cash outflows. As a cash outflow, your account balance will decrease. Common examples of revenue outflows are reimbursements, reversals, or adjustments. The accounting department usually processes these types of transactions.

Consider that you had $1,250 in your account, but you needed to refund $500 for student fees. The recipient of the refund would withdraw $500 from your account. This withdrawal would decrease your account balance. In this case, your account balance would go from $1,250 to $750.

Expenses

Expenses are the transactions resulting from spending your funds. These transactions are coded using the account type 60, the appropriate account category, and account. Typically, expenses are cash outflows and decrease your account balance.
Say for example, you had $1,000 in your account, and then you spend $250 for office supplies. Your Office and Supplies account balance would decrease from $1,000 to $750.

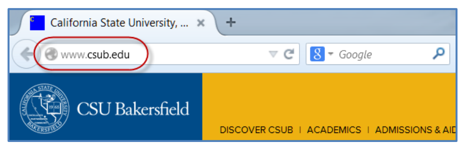
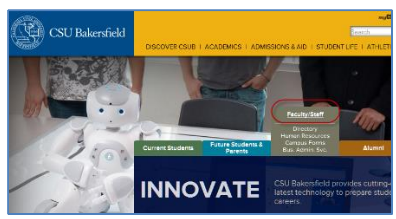
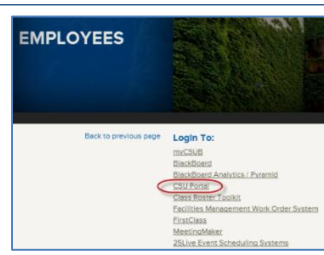
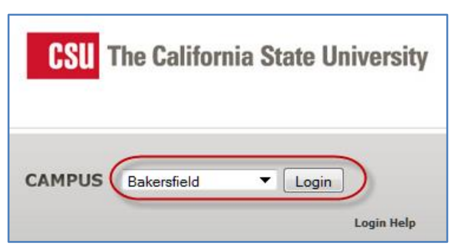
However, expenses can be cash inflows. As a cash inflow, the account balance will increase. Let's say that your account balance is $750. Then, you decide to return the office supplies you purchased for $250. The vendor reimburses you $250. The reimbursement increases your account balance. In this case, your account balance would go from $750 to $1,000.

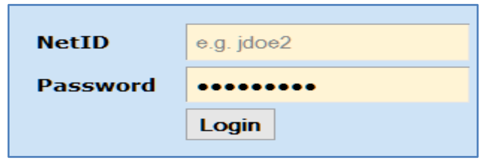
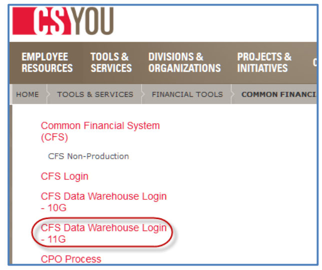
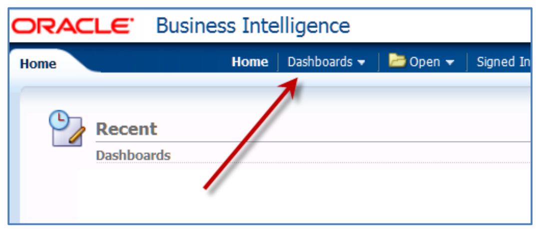
4.0 Getting Started with Finance Data Warehouse

The Finance Data Warehouse is essentially, a reporting environment for the university's financial information. It includes an interactive web-based interface, pre-designed reports, and other features to assist you in monitoring and reconciling your budget. Additionally, it contains a snapshot of financial data from CFS. As such, the data can be up to a day old. Before you start reading about the Finance Data Warehouse environment, you want to view the environment. The instructions below will guide you in accessing the Finance Data Warehouse.

4.1 Accessing Finance Data Warehouse

The instructions will guide you in accessing the Finance Data Warehouse.

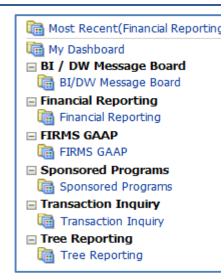
1.	Open your web browser and navigate to: **http://www.csub.edu**	
2.	Open the Faculty / Staff page • Click the **Faculty / Staff** link	
3.	On the Employees page, • Click the **CSU Portal** link	
4.	On the CSU Portal page, • Select **Bakersfield** • Click Login	

5.	On the Sign in page, • Enter your Net ID • Enter your password • Click Login	
6.	On the CFS page, • Click the **Finance Data Warehouse Login – 11g link**	
7.	In the data warehouse, click **Dashboards**	

5.0 Data Warehouse Environment

The Finance Data Warehouse uses Oracle's Business Intelligence Enterprise Edition (OBIEE) to provide a role-based, user-friendly web interface. The data warehouse consists of many reports housed in dashboards.

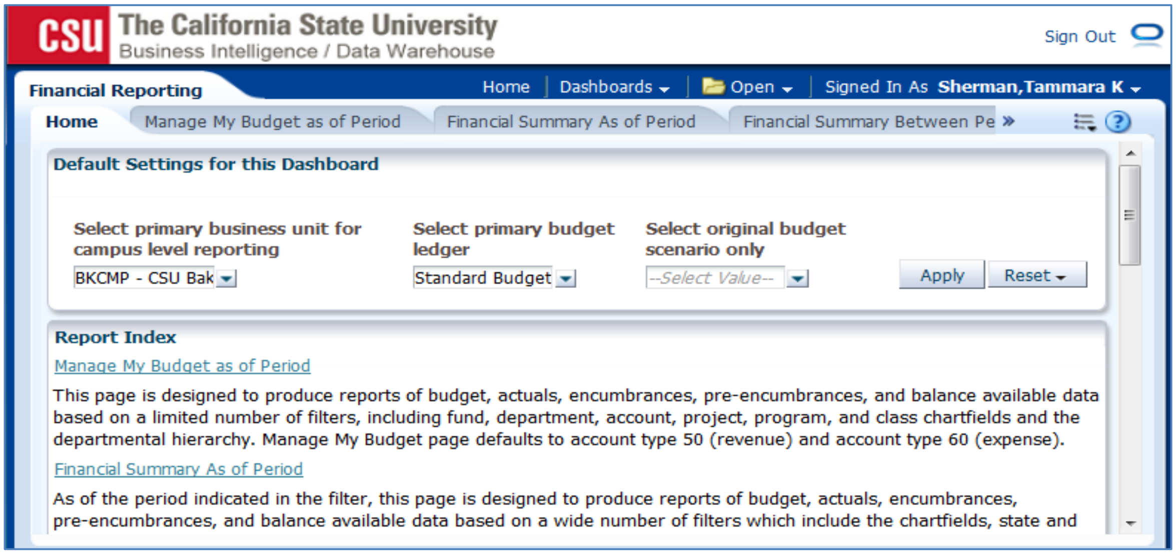
5.1 Dashboards



Dashboards are merely containers that hold related reports. Currently, the Finance Data Warehouse has several dashboards. The most commonly used are Financial Reporting, Transaction Inquiry, and Sponsored Programs.
The Financial Reporting dashboard holds reports related to reporting financial information, such as financial summaries. The Transaction Inquiry contains reports related to transactions, such as purchase orders or actual transactions.

5.2 Home Tab

Each dashboard contains a Home tab and one or more Report Tabs. The Home tab allows you to select your default settings for your business unit, primary budget ledger, and original budget scenario. The Report Tabs represent the reports associated with the selected dashboard.

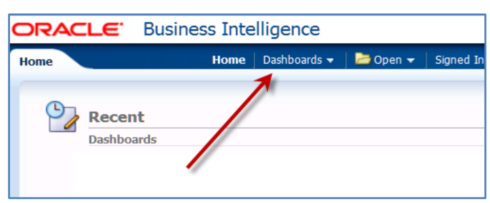


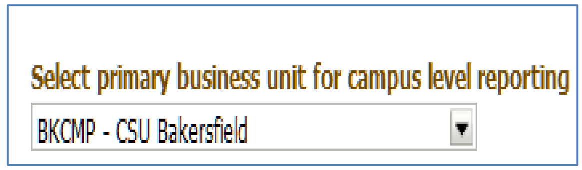
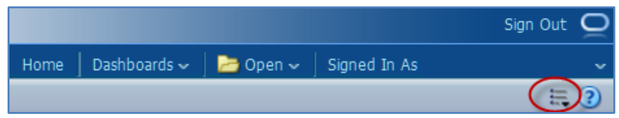
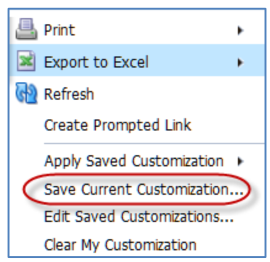
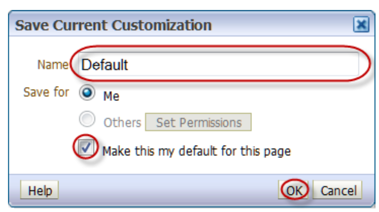
5.3 Default Settings for this Dashboard

Default settings allows you to specify values to pre-populate in the report filters of the selected report. You can select default values for the primary business unit for campus level reporting, the primary budget ledger, and the original budget scenario.
You can save your default settings, as well. Dashboards work independently of each other. As such, you can have different default settings for each dashboard. By saving your default settings for each dashboard, the dashboard will apply your settings each time, saving you time and extra steps from making these selections.

5.3.1 Saving your Default Settings for Dashboards

These instructions will guide you in saving your default settings for a dashboard.

1.	In the data warehouse, click **Dashboards**	
2.	From the Dashboards, select the desired dashboard, such as **Financial Reporting**	

3.	In the Default Settings for this Dashboard section, • Choose a business unit from the **Select primary business unit for campus level reporting** menu, such as *BKCMP – CSU Bakersfield*.	
4.	• Choose a ledger from the **Select primary budget ledger**, such as *Standard Budget*. • Click the Apply button	
5.	• Click the **Page Options** icon	
6.	• Click Save Current Customization	
7.	• In the box, • In the Name, enter a name, such as *Default* • Check the Make this my default for this page • Click OK	

6.0 Data Warehouse Reports

As mentioned previously, the data warehouse contains many reports, which are grouped into dashboards. This section covers the basic steps for running reports, as well as, providing detail on different elements involved in the process.

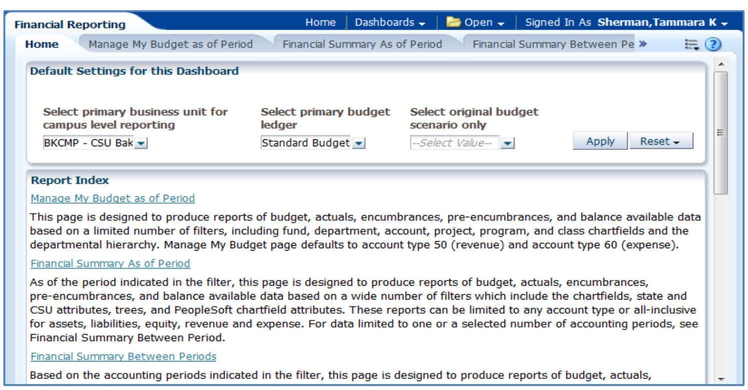
6.1 Report Process

For the most part, you will perform 5 basic steps to run a report. First, you will select a report. Next, you will specify the criteria for running your report. If necessary, you will select the columns to include in your report. Lastly, you will select the appropriate report view. Once your report is completed, you can drill down on the totals, export, or print the results.

Step	**Example**
1. Choose Dashboard	• Financial Reporting
2. Select Report	• Manage my Budget as of Period
3. Set Report Filters	• **Fund =** BK001 CSUB Operating Fund • **Department =** D22010
4. Set Columns	• **Column 1** = Fund Fdescr • **Column 2** = Acct Type Fdescr • **Column 3** = Acct Fdescr
5. Select Report View	• Summarized

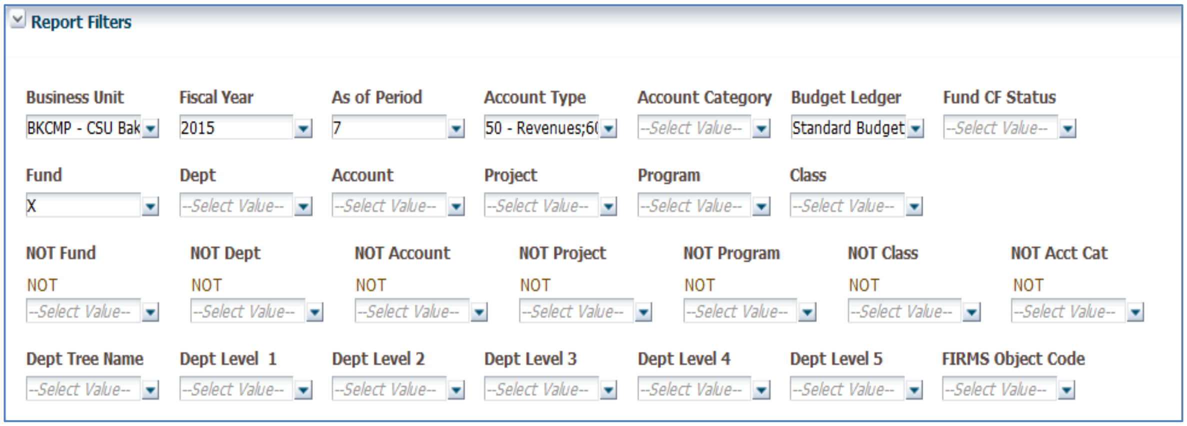
6.2 Reports Tabs

The Report Tabs represent the reports associated with the selected dashboard. For example, the Financial Reporting dashboard contains several reports, such Manage My Budget as of Period, Financial Summary as of Period, etc. Alternatively, you can select a report by clicking its link on the Home tab.



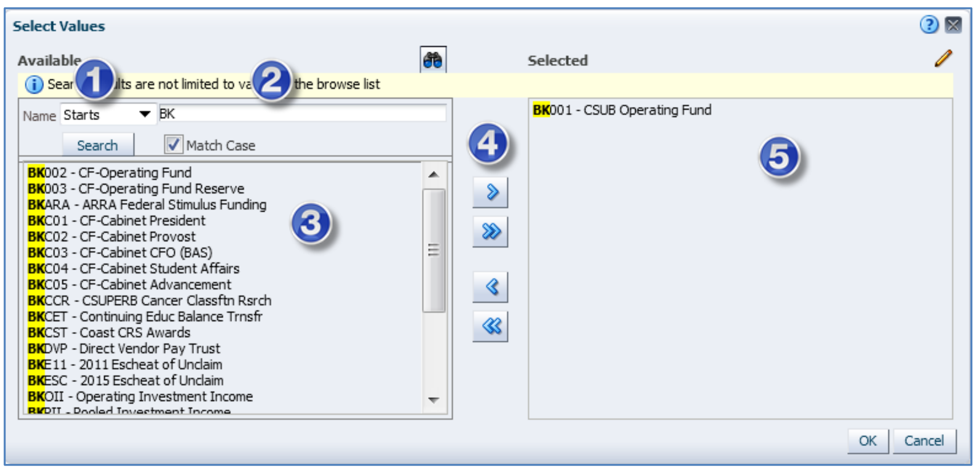
6.3 Report Filters

The Report Filters allow you to refine the results captured in your report. You can specify the Fiscal Year, Period (as of), Fund, and Department. The icon allows you to toggle on and off the information displayed in this section.



Select Values Window

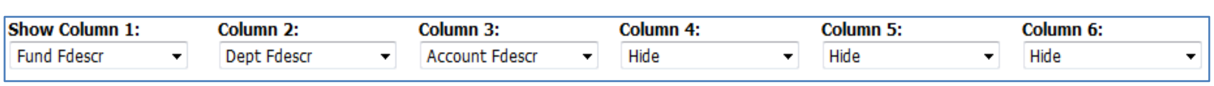
The Select Values Window allows you make appropriate selections for funds, departments, etc. For example, the Fund Select Values Window allows you select one or more funds to include in your report.



The Select Values Window has six (5) sections: Operator box (1), Criteria box (2), the Available Choices box (3), Selection buttons (4), and the Selected box (5).

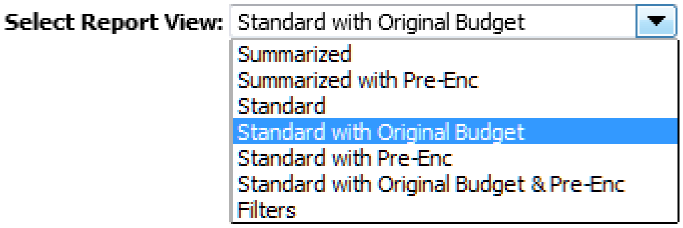
6.4 Column Selectors

Most reports have up to 6 Column Selectors. The Column Selectors determine the contents of the columns on the left-side of your report. You can easily create a report with one or more columns by selecting the column fields or selecting the option to hide the column.



6.5 Report Views

Report views determine the columns that appear on the right-side of your report. They allow you see your report results in different formats that contain different columns. Each report has different views that organize the report data.



Column Selectors versus Report Views

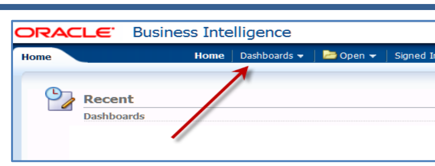
COLUMN SELECTORS
Left-hand side

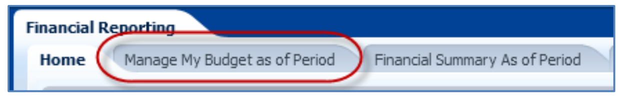
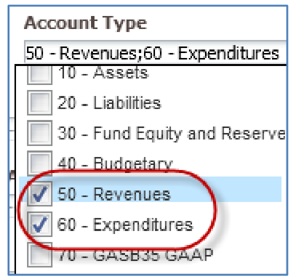
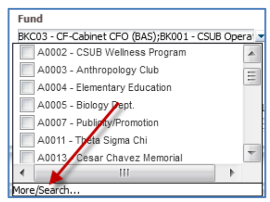
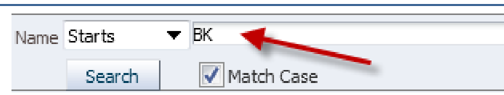
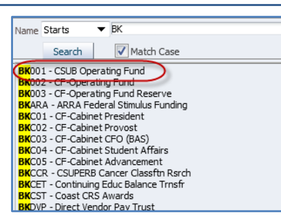
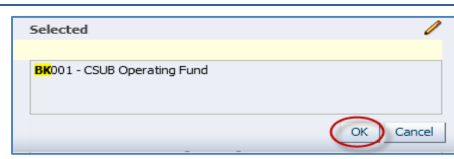
Report Views
Right-hand side

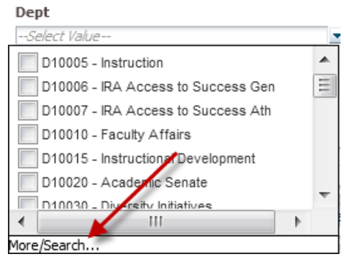
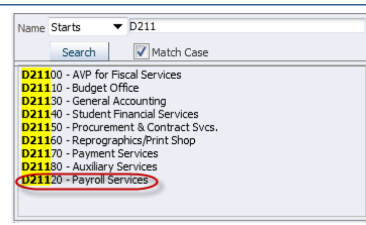
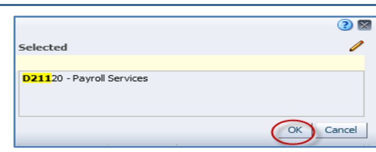
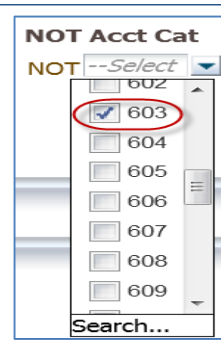
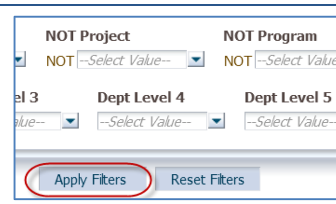
Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21120 - Payroll Services	601300 - Support Staff Salaries		82,629.17	0.00	(82,629.17)	
		601301 - Overtime		1,176.45	0.00	(1,176.45)	
		601303 - Student Assistant		630.00	0.00	(630.00)	
		604001 - Telephone Usage		205.21	0.00	(205.21)	
		613802 - CS-Gordian Group		0.00	0.00	0.00	
		660001 - Postage and Freight		131.64	0.00	(131.64)	
		660002 - Printing		372.30	0.00	(372.30)	
		660003 - Supplies and Services		1,416.05	0.00	(1,416.05)	
		660801 - Carrier Svc./Other Mail Svc		35.00	0.00	(35.00)	
	D21120 - Payroll Services Total			**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total				**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total				**86,595.82**	**0.00**	**(86,595.82)**	

6.6 Running a report

These instructions will guide you in running a report, such as the Standard Operating Level -Department Report.

1.	In the data warehouse, click **Dashboards**	
2.	From the Dashboards, select **Financial Reporting**	

<table>
<tr><td>3.</td><td>Click Management my Budget as of Period</td><td>
</td></tr>
<tr><td>4.</td><td>Set As of Period report filter
Click the down arrow for As of Period
Click 12</td><td>
</td></tr>
<tr><td>5.</td><td>Set Account Type report filter
Click the down arrow for Account Type
Check 50 - Revenues and 60 - Expenditures</td><td>
</td></tr>
<tr><td>6.</td><td>Set Fund report filter
Click the down arrow for Fund
Uncheck the X
Click More/Search</td><td>
</td></tr>
<tr><td>7.</td><td>To search for your fund,
In the criteria box, enter your criteria, such as BK
The values are case-sensitive. If you use lower case characters, uncheck the Match Case.
Click Search</td><td>
</td></tr>
<tr><td>8.</td><td>From the search results, double-click the desired fund, such as BK001</td><td>
</td></tr>
<tr><td>9.</td><td>When you are satisfied with your selections, click OK</td><td>
</td></tr>
</table>

10.	Set **Dept** report filter • Click the down arrow for **Dept** • Click **More/Search**	
11.	To search for your department, • In the criteria box, enter your criteria, such as D211 The values are case-sensitive. If you use lower case characters, uncheck the Match Case. • Click **Search**	
12.	From the search results, double-click the desired fund, such as D21120	
13.	When you are satisfied with your selections, click **OK**	
14.	Set **NOT Acct Cat** report filter • Click the down arrow for **NOT Acct Cat** • Check **603** *The Not type report filters allows you to exclude values. For example, NOT Acct Cat excludes any transactions related to the selected account category, such as 603 Benefits.*	
15.	Click **Apply Filters**	
16.	Your report opens.	

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21120 - Payroll Services	601300 - Support Staff Salaries		82,629.17	0.00	(82,629.17)	
		601301 - Overtime		1,176.45	0.00	(1,176.45)	
		601303 - Student Assistant		630.00	0.00	(630.00)	
		604001 - Telephone Usage		205.21	0.00	(205.21)	
		613802 - CS-Gordian Group		0.00	0.00	0.00	
		660001 - Postage and Freight		131.64	0.00	(131.64)	
		660002 - Printing		372.30	0.00	(372.30)	
		660003 - Supplies and Services		1,416.05	0.00	(1,416.05)	
		660801 - Carrier Svc./Other Mail Svc		35.00	0.00	(35.00)	
	D21120 - Payroll Services Total			**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total				**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total				**86,595.82**	**0.00**	**(86,595.82)**	

17. In the Column Selectors, change as follows

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Dept Fdescr	Acct Cat Fdescr	Acct Fdescr*

Column 1 = Fund Fdescr
Column 2 = Dept Level 2 Fdescr
Column 3 = Dept Level 3 Fdescr
Column 4 = Dept Fdescr
Column 5 = Acct Cat Fdescr
Column 6 = Acct Fdescr
Click OK

18. In Report View, select Standard with Original Budget

19. Your report opens.

7.0 Customizing Reports

You can customize your reports a number of ways. You can change the column selectors, change report views, add subtotals, exclude columns, add drop downs, and more. This section will cover changing column selectors, changing report views, adding subtotals, and excluding columns. These customizations will be applied to the report created in Section 6.0 Data Warehouse Reports.

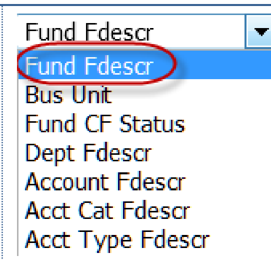
7.1 Changing Column Sectors

As mentioned previously, Column selectors allow you to specify the contents of the columns on the left-hand-side of your report. These instructions will assist in setting your column selectors.

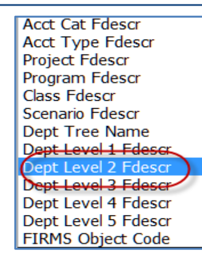
1. Using the report from Section 6.0, we will change the column selectors.

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21120 - Payroll Services	601300 - Support Staff Salaries		82,629.17	0.00	(82,629.17)	
		601301 - Overtime		1,176.45	0.00	(1,176.45)	
		601303 - Student Assistant		630.00	0.00	(630.00)	
		604001 - Telephone Usage		205.21	0.00	(205.21)	
		613802 - CS-Gordian Group		0.00	0.00	0.00	
		660001 - Postage and Freight		131.64	0.00	(131.64)	
		660002 - Printing		372.30	0.00	(372.30)	
		660003 - Supplies and Services		1,416.05	0.00	(1,416.05)	
		660801 - Carrier Svc./Other Mail Svc		35.00	0.00	(35.00)	
	D21120 - Payroll Services Total			**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total				**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total				**86,595.82**	**0.00**	**(86,595.82)**	

2. To begin,
   - Click the down arrow for Column1
   - From the list, click **Fund Fdescr**



3. For Column 2,
   - Click the down arrow
   - From the list, click **Dept Level 2 Fdescr**



4. Repeat the steps for Column 3 – Column 6
   - Column 3 = Dept Level 3 Fdescr
   - Column 4 = Dept Fdescr
   - Column 5 = Acct Cat Fdescr
   - Column 6 = Acct Fdescr

5. Click **OK**

Show Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:	
Fund Fdescr ▾	Dept Level 2 Fdescr ▾	Dept Level 3 Fdescr ▾	Acct Type Fdescr ▾	Acct Cat Fdescr ▾	Account Fdescr ▾	OK

6. Your report reflects the changes you made to the Column Selectors.

Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries		82,629.17	0.00	(82,629.17)	
					601301 - Overtime		1,176.45	0.00	(1,176.45)	
					601303 - Student Assistant		630.00	0.00	(630.00)	
				604 - Communications	604001 - Telephone Usage		205.21	0.00	(205.21)	
				613 - Contractual Services Group	613802 - CS-Gordian Group		0.00	0.00	0.00	
				660 - Misc. Operating Expenses	660001 - Postage and Freight		131.64	0.00	(131.64)	
					660002 - Printing		372.30	0.00	(372.30)	
					660003 - Supplies and Services		1,416.05	0.00	(1,416.05)	
					660801 - Carrier Svc./Other Mail Svc		35.00	0.00	(35.00)	
	D21000 - Business Admin Services Total						**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total							**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total							**86,595.82**	**0.00**	**(86,595.82)**	

7.2 Changing Report Views

Report Views allow you to display different columns on the right-hand-side of your report. Unlike Column Selectors, Report Views are not customizable. These instructions will assist in setting your Report View.

1. Using the report from Section 7.1, we will change the Report view. By default, the Summarized Report View is selected. This views shows the Current Budget, Actuals, Encumbrances, Balance Available, and % Used Fiscal Year.

Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries		82,629.17	0.00	(82,629.17)	
					601301 - Overtime		1,176.45	0.00	(1,176.45)	
					601303 - Student Assistant		630.00	0.00	(630.00)	
				604 - Communications	604001 - Telephone Usage		205.21	0.00	(205.21)	
				613 - Contractual Services Group	613802 - CS-Gordian Group		0.00	0.00	0.00	
				660 - Misc. Operating Expenses	660001 - Postage and Freight		131.64	0.00	(131.64)	
					660002 - Printing		372.30	0.00	(372.30)	
					660003 - Supplies and Services		1,416.05	0.00	(1,416.05)	
					660801 - Carrier Svc./Other Mail Svc		35.00	0.00	(35.00)	
	D21000 - Business Admin Services Total						**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total							**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total							**86,595.82**	**0.00**	**(86,595.82)**	

2. To begin,
   - Click the down arrow for **Report View**
   - From the list, click **Standard with Original Budget**

Select Report View: Summarized ▾

Summarized
Summarized with Pre-Enc
Standard
Standard with Original Budget
Standard with Pre-Enc
Standard with Original Budget & Pre-Enc
Summarized with Budget Detail
Filters

3. Once you change the Report View, the report will update itself automatically. Notice that the columns on the right have changed.

Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	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
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries						82,629.17	82,629.17	0.00	(82,629.17)	
					601301 - Overtime						1,176.45	1,176.45	0.00	(1,176.45)	
					601303 - Student Assistant						630.00	630.00	0.00	(630.00)	
				604 - Communications	604001 - Telephone Usage						205.21	205.21	0.00	(205.21)	
				613 - Contractual Services Group	613802 - CS-Gordian Group					0.00		0.00	0.00	0.00	
				660 - Misc. Operating Expenses	660001 - Postage and Freight						131.64	131.64	0.00	(131.64)	
					660002 - Printing						372.30	372.30	0.00	(372.30)	
					660003 - Supplies and Services					0.00	1,416.05	1,416.05	0.00	(1,416.05)	
					660801 - Carrier Svc./Other Mail Svc						35.00	35.00	0.00	(35.00)	
	D21000 - Business Admin Services Total									**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total										**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total										**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	

7.3 Excluding Columns

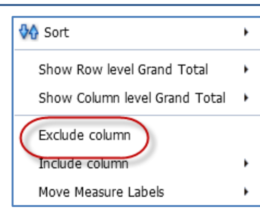
Excluding columns allows you to remove columns that you do not want to see in your report. These instructions will assist you with excluding columns.

1. Using the report from Section 7.2, we will exclude the columns: Month To Date Actuals, Month to Date Encumbrances, Prior Year(s) Actuals, Year to Date Actuals, and % Used Fiscal Year.

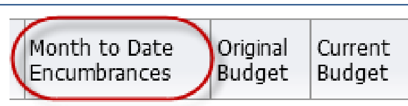
Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Month to Date Actuals	Month to Date Encumbrances	Original Budget	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries						82,629.17	82,629.17	0.00	(82,629.17)	
					601301 - Overtime						1,176.45	1,176.45	0.00	(1,176.45)	
					601303 - Student Assistant						630.00	630.00	0.00	(630.00)	
				604 - Communications	604001 - Telephone Usage						205.21	205.21	0.00	(205.21)	
				613 - Contractual Services Group	613802 - CS-Gordian Group					0.00		0.00	0.00	0.00	
				660 - Misc. Operating Expenses	660001 - Postage and Freight						131.64	131.64	0.00	(131.64)	
					660002 - Printing						372.30	372.30	0.00	(372.30)	
					660003 - Supplies and Services					0.00	1,416.05	1,416.05	0.00	(1,416.05)	
					660801 - Carrier Svc./Other Mail Svc						35.00	35.00	0.00	(35.00)	
	D21000 - Business Admin Services Total									**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	
BK001 - CSUB Operating Fund Total										**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	
Grand Total										**0.00**	**86,595.82**	**86,595.82**	**0.00**	**(86,595.82)**	

2. To begin,
   - Right click **Month to Date Actuals**

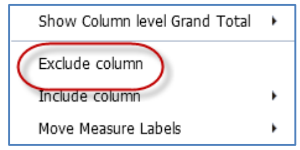
3. From the list, click **Exclude column**



4. For **Month to Date Encumbrances**, right-click the column

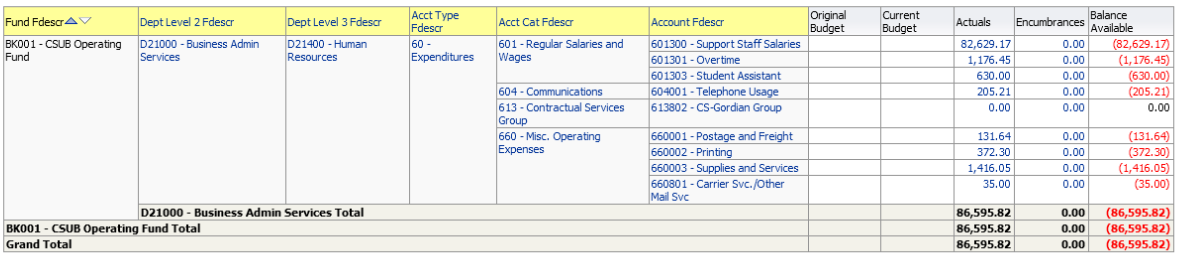


5. From the list, click **Exclude column**



6. Repeat the steps to exclude columns:
   - Prior Year(s) Actuals,
   - Year to Date Actuals, and
   - % Used Fiscal Year

7. When you exclude columns, the report will update itself automatically. Notice that the columns on the right have changed.

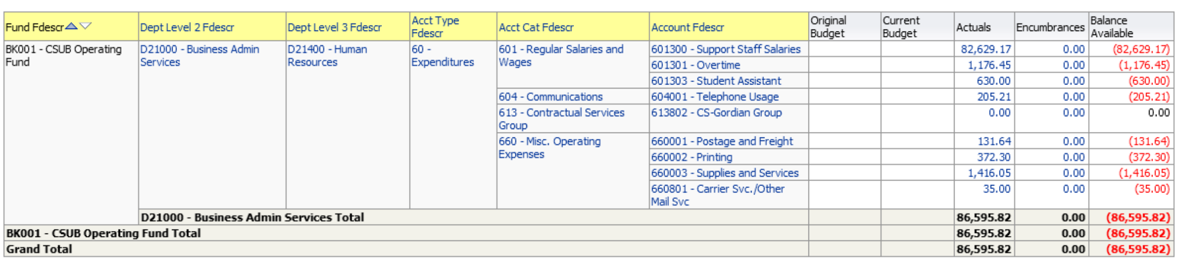


Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Original Budget	Current Budget	Actuals	Encumbrances	Balance Available
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			82,629.17	0.00	(82,629.17)
					601301 - Overtime			1,176.45	0.00	(1,176.45)
					601303 - Student Assistant			630.00	0.00	(630.00)
				604 - Communications	604001 - Telephone Usage			205.21	0.00	(205.21)
				613 - Contractual Services Group	613802 - CS-Gordian Group			0.00	0.00	0.00
				660 - Misc. Operating Expenses	660001 - Postage and Freight			131.64	0.00	(131.64)
					660002 - Printing			372.30	0.00	(372.30)
					660003 - Supplies and Services			1,416.05	0.00	(1,416.05)
					660801 - Carrier Svc./Other Mail Svc			35.00	0.00	(35.00)
	D21000 - Business Admin Services Total							**86,595.82**	**0.00**	**(86,595.82)**
BK001 - CSUB Operating Fund Total								**86,595.82**	**0.00**	**(86,595.82)**
Grand Total								**86,595.82**	**0.00**	**(86,595.82)**

7.4 Adding Subtotals

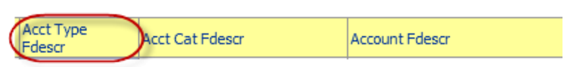
Depending on your expectations for you report, you may want to add sub-totals for different columns. Sub-total allow you add a row to your report with a total based on the values in columns on the left-hand side. These instructions will assist you with excluding columns.

1. Using the report from Section 7.3, we will add sub-totals to Acct Type Fdescr and Acct Cat Fdescr.

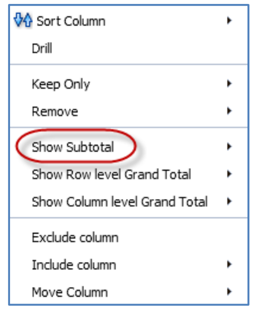


Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Original Budget	Current Budget	Actuals	Encumbrances	Balance Available
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			82,629.17	0.00	(82,629.17)
					601301 - Overtime			1,176.45	0.00	(1,176.45)
					601303 - Student Assistant			630.00	0.00	(630.00)
				604 - Communications	604001 - Telephone Usage			205.21	0.00	(205.21)
				613 - Contractual Services Group	613802 - CS-Gordian Group			0.00	0.00	0.00
				660 - Misc. Operating Expenses	660001 - Postage and Freight			131.64	0.00	(131.64)
					660002 - Printing			372.30	0.00	(372.30)
					660003 - Supplies and Services			1,416.05	0.00	(1,416.05)
					660801 - Carrier Svc./Other Mail Svc			35.00	0.00	(35.00)
	D21000 - Business Admin Services Total							**86,595.82**	**0.00**	**(86,595.82)**
BK001 - CSUB Operating Fund Total								**86,595.82**	**0.00**	**(86,595.82)**
Grand Total								**86,595.82**	**0.00**	**(86,595.82)**

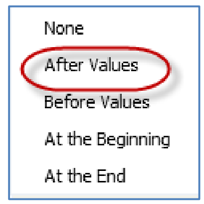
2. To begin,
   - Right click **Acct Type Fdescr**



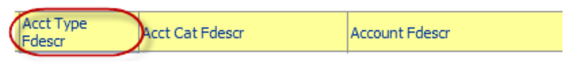
3. From the list, click **Show Subtotal**



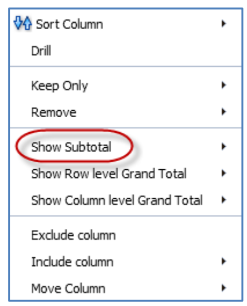
4. Click **After Values**



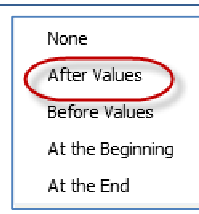
5. For **Acct Cat Fdescr**,
   - Right click the column



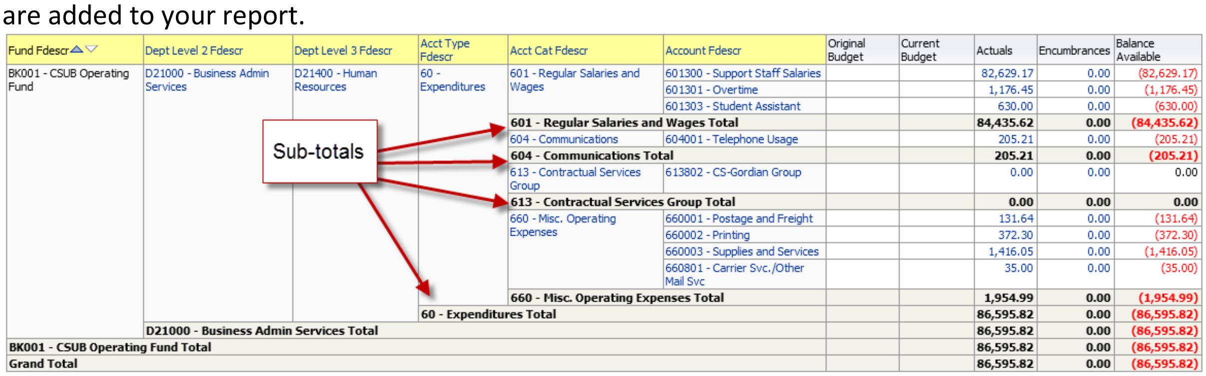
6. From the list, click **Show Subtotal**



7. Click **After Values**



8. When you add subtotals, the report will update itself automatically. Notice that rows with sub-totals are added to your report.



Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Original Budget	Current Budget	Actuals	Encumbrances	Balance Available
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			82,629.17	0.00	(82,629.17)
					601301 - Overtime			1,176.45	0.00	(1,176.45)
					601303 - Student Assistant			630.00	0.00	(630.00)
				601 - Regular Salaries and Wages Total				**84,435.62**	**0.00**	**(84,435.62)**
				604 - Communications	604001 - Telephone Usage			205.21	0.00	(205.21)
				604 - Communications Total				**205.21**	**0.00**	**(205.21)**
				613 - Contractual Services Group	613802 - CS-Gordian Group			0.00	0.00	0.00
				613 - Contractual Services Group Total				**0.00**	**0.00**	**0.00**
				660 - Misc. Operating Expenses	660001 - Postage and Freight			131.64	0.00	(131.64)
					660002 - Printing			372.30	0.00	(372.30)
					660003 - Supplies and Services			1,416.05	0.00	(1,416.05)
					660801 - Carrier Svc./Other Mail Svc			35.00	0.00	(35.00)
				660 - Misc. Operating Expenses Total				**1,954.99**	**0.00**	**(1,954.99)**
			60 - Expenditures Total					**86,595.82**	**0.00**	**(86,595.82)**
	D21000 - Business Admin Services Total							**86,595.82**	**0.00**	**(86,595.82)**
BK001 - CSUB Operating Fund Total								**86,595.82**	**0.00**	**(86,595.82)**
Grand Total								**86,595.82**	**0.00**	**(86,595.82)**

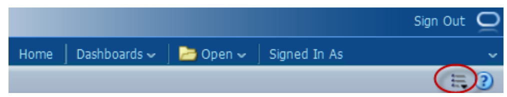
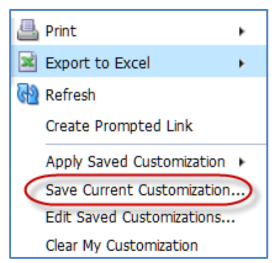
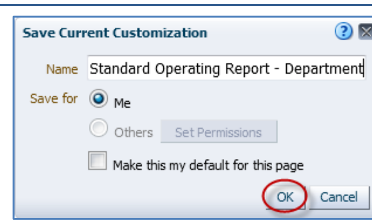
8.0 Working with Reports

Once you run a report, you can perform additional tasks. These tasks include:

- Saving the report
- Exporting the report data
- Printing the report

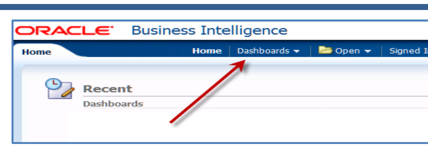
8.1 Saving Reports

Once you create a report to your satisfaction, you can save your selections. When you save your selections, the system will save your report filters, layout, and formatting. You can save more than one report to your saved selections. Saved Selections are specific to an individual dashboard and report. These instructions will guide you in saving a report.

1.	After running your report, click the **Page Options** icon	
2.	Click **Save Current Customization**	
3.	• In the Name, enter a name for your report, such as **Standard Operating Report - Department** • Click **OK**	
4.	Your report is saved. You make note of the dashboard and report used to design your report. These two items of information will be needed later.	

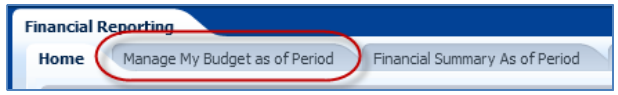
8.2 Running a Saved Report

You can easily run your saved customization or saved reports. However, you will need to remember two pieces of information – the dashboard and report. These instruction will guide you in running a saved report.

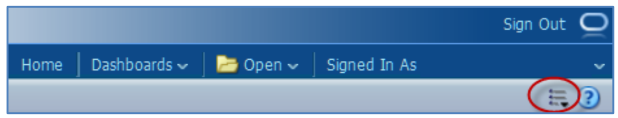
1.	In the data warehouse, click **Dashboards**	

2. From the Dashboards, select the desired dashboard, such as **Financial Reporting**

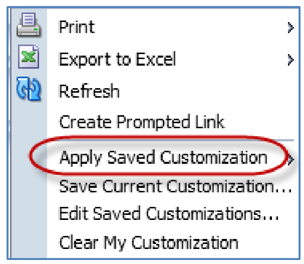
3. Click **Management my Budget as of Period**



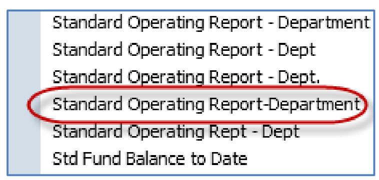
4. Click the **Page Options** icon



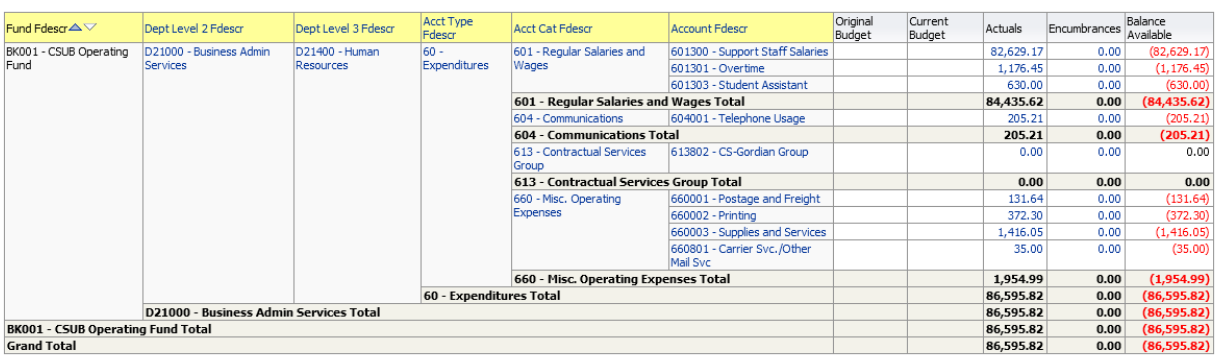
5. From the menu, **Apply Saved Customization**



6. From the selections, click the desired report



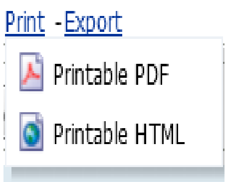
7. Your report opens.



Fund Fdescr	Dept Level 2 Fdescr	Dept Level 3 Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Original Budget	Current Budget	Actuals	Encumbrances	Balance Available
BK001 - CSUB Operating Fund	D21000 - Business Admin Services	D21400 - Human Resources	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			82,629.17	0.00	(82,629.17)
					601301 - Overtime			1,176.45	0.00	(1,176.45)
					601303 - Student Assistant			630.00	0.00	(630.00)
				601 - Regular Salaries and Wages Total				**84,435.62**	**0.00**	**(84,435.62)**
				604 - Communications	604001 - Telephone Usage			205.21	0.00	(205.21)
				604 - Communications Total				**205.21**	**0.00**	**(205.21)**
				613 - Contractual Services Group	613802 - CS-Gordian Group			0.00	0.00	0.00
				613 - Contractual Services Group Total				**0.00**	**0.00**	**0.00**
				660 - Misc. Operating Expenses	660001 - Postage and Freight			131.64	0.00	(131.64)
					660002 - Printing			372.30	0.00	(372.30)
					660003 - Supplies and Services			1,416.05	0.00	(1,416.05)
					660801 - Carrier Svc./Other Mail Svc			35.00	0.00	(35.00)
				660 - Misc. Operating Expenses Total				**1,954.99**	**0.00**	**(1,954.99)**
			60 - Expenditures Total					**86,595.82**	**0.00**	**(86,595.82)**
	D21000 - Business Admin Services Total							**86,595.82**	**0.00**	**(86,595.82)**
BK001 - CSUB Operating Fund Total								**86,595.82**	**0.00**	**(86,595.82)**
Grand Total								**86,595.82**	**0.00**	**(86,595.82)**

8.3 Printing Reports

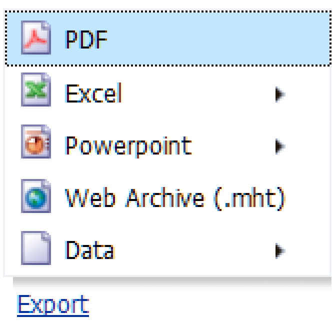
The Finance Data Warehouse allows you to print your reports in HTML or PDF format. To initiate the printing, click the Print link. A menu appears allowing you to select the desired format.



- **Printable PDF**
  The PDF link allows you to save your report in the .PDF format.
- **Printable HTML**
  The HTML link allows you to save your report in the .html format.

8.4 Exporting Reports

The Finance Data Warehouse allows you to export your reports into PDF, Excel, PowerPoint, Web Archive, and other formats. To initiate the download process, click the Export link when available. A menu appears allowing you to select the desired format.



PDF
- Creates a PDF of your report.

Excel
- Downloads your report data into Excel.
- You will use the Excel 2007+ option.

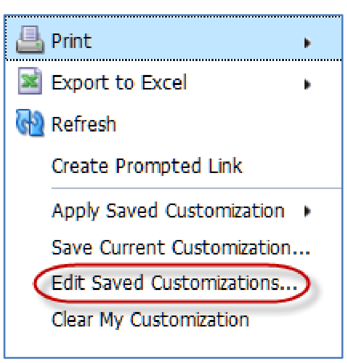
PowerPoint
- Downloads your report data into PowerPoint.
- You will use the PowerPoint 2007+ option.

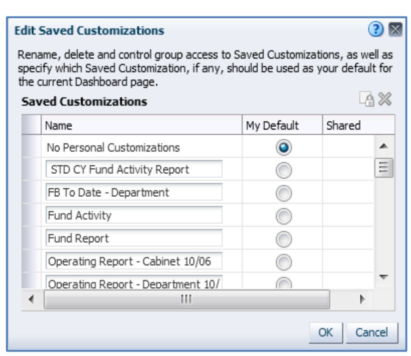
Web Archive (.mht)
- Creates a .mht of your report.

Data
- Downloads your report data in the .CSV, Tab delimited, or XML formats.

8.5 Editing Saved Selections

You can change your saved selections at any time. On the Edit Saved Customizations page, you can rename and delete your saved selections. Additionally, you can specify which saved selection is your default.





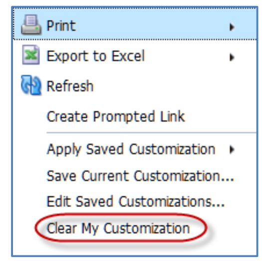
- **Renaming a report**

  To rename a report, just type over the name.
- **Deleting a report**

  To delete a report, highlight the name and click the icon.
- **Changing your defaults**

  To change the default, click in the My Default column beside the desired report. If you no longer want a default report, then click in the My Default column beside No Personal Customizations.

8.6 Clearing Defaults



After completing a report, you may want to begin another report using the same dashboard and report layout. Using the Clear My Selections allows you to clear the current selections and to begin selecting new ones.

When clearing your selections, you will need to re-select all your report filters, including the Business Unit and Budget Ledger.

9.0 Getting Help

If you are unsure or need assistance, please consider the preferred sources and order in which to contact listed below:

- Campus Training website (http://www.csub.edu/training/pgms/fdwp2/index.html)
- Level One Support – Dean or Division Budget Analyst
- Level Two Support – Paula and Terri Radney
- Level Three Support – Michelle Mills