



# **Standard Financial Reporting**

## **Quick Reference Guide**

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## 1.0 Introduction

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In 2015, the university Chief Financial Officer (CFO) envisioned the campus being the “Best in Class” for financial management. To this end, a taskforce identified 5 standard reports that every department, school, division, and cabinet office, should use. The benefits of using standard reporting are:

- Simplifies reporting for financial information
- Ensures everyone is looking at the same numbers
- Increases the understanding of the report data
- Reduces time and confusion
- Facilitates conversations with Accounting
- Increases the credibility of financial report data

This Standard Financial Reporting Quick Reference Guide provides you instructions on creating and running these standard reports. The standard reports are:

1. Standard Operating Report
2. Standard Fund CY Activity Report
3. Standard Fund Balance to Date Report
4. Standard Open POs Report
5. Standard Actuals Transactions Report

## 1.1 Differences in CFS Data Warehouse 11g and Finance Data Warehouse Phase 2

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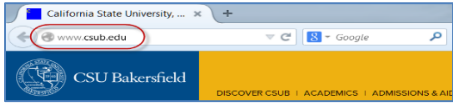

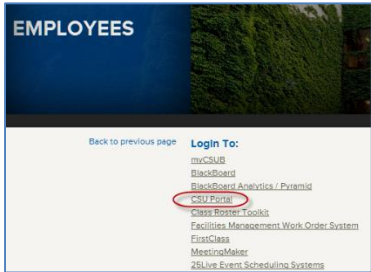
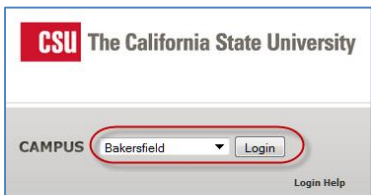
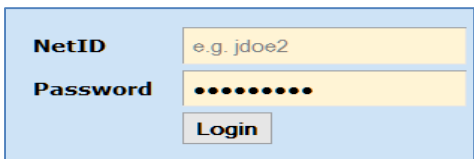
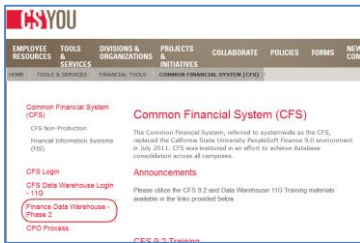
In August 2015, the Chancellor’s Office (CO) upgraded the data warehouse environment. The upgrade resulted in significant differences to the overall design of the data warehouse. Additionally, the CO rebranded the data warehouse as the Finance Data Warehouse Phase 2. Highlights of the differences in the finance data warehouse are listed below.

Highlights:

- Consolidated dashboards
- Streamlined reports
- Removed report layouts
- Added meaningful column names
- Filtering by chartfield trees, i.e. department roll-up
- More column selectors
- Multiple business units

## 2.0 Accessing the Finance Data Warehouse Phase 2

The instructions will guide you in accessing the Finance Data Warehouse Phase 2.

|  |  |
|--|--|
| <p>1. Open your web browser and navigate to:<br/><br/><b>http://www.csub.edu</b></p>   |    |
| <p>2. Open the Faculty / Staff page<br/> <ul style="list-style-type: none"> <li>Click the <b>Faculty / Staff</b> link</li> </ul> </p>                      |    |
| <p>3. On the Employees page,<br/> <ul style="list-style-type: none"> <li>Click the <b>CSU Portal</b> link</li> </ul> </p>                                  |    |
| <p>4. On the CSU Portal page,<br/> <ul style="list-style-type: none"> <li>Select <b>Bakersfield</b></li> <li>Click Login</li> </ul> </p>                   |  |
| <p>5. On the Sign in page,<br/> <ul style="list-style-type: none"> <li>Enter your Net ID</li> <li>Enter your password</li> <li>Click Login</li> </ul> </p> |  |
| <p>6. On the CFS page,<br/> <ul style="list-style-type: none"> <li>Click the <b>Finance Data Warehouse – Phase 2</b> link</li> </ul> </p>                  |  |

**Standard Financial Reporting**

**3.0 Standard Operating Report**

The Standard Operating Report provides you a snapshot of your year-to-date operations. It shows your current fiscal year activity. It shows your revenues and expenses. Additionally, it shows your original budget, current budget, actuals, encumbrances, and balance available. You can run this report for your department, school, division, and cabinet offices.

**3.1 Department Level**

These instructions will guide in creating the Operating Report for your department. You will only need to create this report one time.

|                               |   |   |                     |  |                 |                        |
|-------------------------------|---|---|---------------------|--|-----------------|------------------------|
| <b>Dashboard</b>              | Financial Reporting   |   |                     |  |                 |                        |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b><br><b>Primary Budget Ledger</b>                                 |   |                     | [Enter the business unit, such as <i>BKCMP</i> ] |                 | <i>Standard Budget</i> |
| <b>Report Tab</b>             | Manage My Budget as of Period   |   |                     |  |                 |                        |
| <b>Report Filters:</b>        | <b>Filter</b>   | Example                                   |                     |  |                 |                        |
|                               | <b>Business Unit</b>  | [Enter Business Unit, such as BKCMP]      |                     |  |                 |                        |
|                               | <b>Fiscal Year</b>  | 2015                                      |                     |  |                 |                        |
|                               | <b>As of Period</b>   | 12  |                     |  |                 |                        |
|                               | <b>Account Type</b>   | 50 – Revenues, 60-Expenditures            |                     |  |                 |                        |
|                               | <b>Budget Ledger</b>  | Standard Budget                           |                     |  |                 |                        |
|                               | <b>Fund(s)</b>  | [Enter funds, such as BK001, BKC03]       |                     |  |                 |                        |
|                               | <b>Dept</b>   | [Enter department number, such as D21120] |                     |  |                 |                        |
| <b>NOT Acct Cat</b>           | 603   |   |                     |  |                 |                        |
| <b>Apply Filters</b>          | Click Apply Filters   |   |                     |  |                 |                        |
| <b>Column Selectors:</b>      | <b>Column 1</b>   | <b>Column 2</b>                           | <b>Column 3</b>     | <b>Column 4</b>                                  | <b>Column 5</b> | <b>Column 6</b>        |
|                               | Fund Fdescr   | Dept Level 2 Fdescr                       | Dept Level 3 Fdescr | Dept Fdescr                                      | Acct Cat Fdescr | Hide *                 |
|                               | Click OK  |   |                     |  |                 |                        |
| <b>Report View:</b>           | Standard with Original Budget   |   |                     |  |                 |                        |
| <b>Exclude Columns</b>        | Month To Date Actuals, Month to Date Encumbrances, Prior Year(s) Actuals, Year to Date Actuals, and % Used Fiscal Year. |   |                     |  |                 |                        |
| <b>Add Sub-totals</b>         | (Optional, see note below ) Acct Cat Fdescr > Show Subtotals > After Values *   |   |                     |  |                 |                        |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Operating Report - Department                                      |   |                     |  |                 |                        |

**Standard Financial Reporting**

**Sample Standard Operating Report – Department Level**

| Fund Fdescr                              | Dept Level 2 Fdescr              | Dept Level 3 Fdescr      | Dept Fdescr               | Acct Cat Fdescr                               | Original Budget | Current Budget | Actuals          | Encumbrances | Balance Available  |
|--|----------------------------------|--------------------------|---------------------------|---|-----------------|----------------|------------------|--------------|--------------------|
| BK001 - CSUB Operating Fund              | D21000 - Business Admin Services | D21400 - Human Resources | D21120 - Payroll Services | 601 - Regular Salaries and Wages              |                 |                | 28,174.37        | 0.00         | (28,174.37)        |
|  |                                  |                          |                           | 604 - Communications                          |                 |                | 88.27            | 0.00         | (88.27)            |
|  |                                  |                          |                           | 613 - Contractual Services Group              |                 |                | 0.00             | 0.00         | 0.00               |
|  |                                  |                          |                           | 660 - Misc. Operating Expenses                |                 |                | 1,423.05         | 0.00         | (1,423.05)         |
|  |                                  |                          |                           | <b>D21000 - Business Admin Services Total</b> |                 |                |                  |              |                    |
| <b>BK001 - CSUB Operating Fund Total</b> |                                  |                          |                           |   |                 |                | <b>29,685.69</b> | <b>0.00</b>  | <b>(29,685.69)</b> |
| <b>Grand Total</b>                       |                                  |                          |                           |   |                 |                | <b>29,685.69</b> | <b>0.00</b>  | <b>(29,685.69)</b> |

**3.2 School / Division Level**

These instructions will guide in creating the Operating Report for your school or division. You will only need to create this report one time.

|                               |   |  |                     |   |                 |                 |
|-------------------------------|---|--|---------------------|---|-----------------|-----------------|
| <b>Dashboard</b>              | Financial Reporting   |  |                     |   |                 |                 |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b>   |  |                     | [Enter the business unit, such as <i>BKCM</i> ] |                 |                 |
|                               | <b>Primary Budget Ledger</b>  |  |                     | <i>Standard Budget</i>                          |                 |                 |
| <b>Report Tab</b>             | Manage My Budget as of Period   |  |                     |   |                 |                 |
| <b>Report Filters:</b>        | <b>Filter</b>   | Example  |                     |   |                 |                 |
|                               | <b>Business Unit</b>  | [Enter Business Unit, such as <i>BKCM</i> ]                                  |                     |   |                 |                 |
|                               | <b>Fiscal Year</b>  | 2015   |                     |   |                 |                 |
|                               | <b>As of Period</b>   | 12   |                     |   |                 |                 |
|                               | <b>Account Type</b>   | 50 – Revenues, 60-Expenditures   |                     |   |                 |                 |
|                               | <b>Budget Ledger</b>  | Standard Budget  |                     |   |                 |                 |
|                               | <b>Fund(s)</b>  | [Enter funds, such as <i>BK001</i> , <i>BK03</i> ]                           |                     |   |                 |                 |
|                               | <b>NOT Acct Cat</b>   | 603  |                     |   |                 |                 |
|                               | <b>Dept Tree Name</b>   | BK_DEPT_ROLLUP   |                     |   |                 |                 |
|                               | <b>Dept Level 2</b>   | [Enter Department Level 2, such as <i>D21000 – Business Admin Services</i> ] |                     |   |                 |                 |
| <b>Dept Level 3</b>           | [Enter Department Level 3, such as <i>D21400 – Human Resources</i> ]  |  |                     |   |                 |                 |
| <b>Apply Filters</b>          | Click Apply Filters   |  |                     |   |                 |                 |
| <b>Column Selectors:</b>      | <b>Column 1</b>   | <b>Column 2</b>  | <b>Column 3</b>     | <b>Column 4</b>                                 | <b>Column 5</b> | <b>Column 6</b> |
|                               | Fund Fdescr   | Dept Level 2 Fdescr  | Dept Level 3 Fdescr | Dept Fdescr                                     | Acct Cat Fdescr | Hide            |
|                               | Click OK  |  |                     |   |                 |                 |
| <b>Report View:</b>           | Standard with Original Budget   |  |                     |   |                 |                 |
| <b>Exclude Columns</b>        | Month To Date Actuals, Month to Date Encumbrances, Prior Year(s) Actuals, Year to Date Actuals, and % Used Fiscal Year. |  |                     |   |                 |                 |
| <b>Add Sub-totals</b>         | Acct Cat Fdescr > Show Subtotals > After Values   |  |                     |   |                 |                 |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Report - Department  |  |                     |   |                 |                 |

### Sample Standard Report – Dean/Division Level

| Fund Fdescr                 | Dept Level 2 Fdescr              | Dept Level 3 Fdescr      | Dept Fdescr                                   | Acct Cat Fdescr                        | Original Budget   | Current Budget   | Actuals             | Encumbrances      | Balance Available  |                     |
|-----------------------------|----------------------------------|--------------------------|---|--|-------------------|------------------|---------------------|-------------------|--------------------|---------------------|
| BK001 - CSUB Operating Fund | D21000 - Business Admin Services | D21400 - Human Resources | D21120 - Payroll Services                     | 601 - Regular Salaries and Wages       |                   |                  | 28,174.37           | 0.00              | (28,174.37)        |                     |
|                             |                                  |                          |   | 604 - Communications                   |                   |                  | 88.27               | 0.00              | (88.27)            |                     |
|                             |                                  |                          |   | 613 - Contractual Services Group       |                   |                  | 0.00                | 0.00              | 0.00               |                     |
|                             |                                  |                          |   | 660 - Misc. Operating Expenses         |                   |                  | 1,423.05            | 0.00              | (1,423.05)         |                     |
|                             |                                  |                          |   | <b>D21120 - Payroll Services Total</b> |                   |                  | <b>29,685.69</b>    | <b>0.00</b>       | <b>(29,685.69)</b> |                     |
|                             |                                  |                          | D21300 - Safety & Risk Svcs.                  | 601 - Regular Salaries and Wages       |                   |                  | 30,954.00           | 0.00              | (30,954.00)        |                     |
|                             |                                  |                          |   | 604 - Communications                   |                   |                  | 139.60              | 0.00              | (139.60)           |                     |
|                             |                                  |                          |   | 606 - Travel                           |                   |                  | (3,196.58)          | 0.00              | 3,196.58           |                     |
|                             |                                  |                          |   | 613 - Contractual Services Group       |                   |                  | 14,060.64           | 9,939.36          | (24,000.00)        |                     |
|                             |                                  |                          |   | 616 - Information Technology Costs     |                   |                  | 0.00                | 0.00              | 0.00               |                     |
|                             |                                  |                          |   | 619 - Equipment Group                  |                   |                  | 0.00                | 0.00              | 0.00               |                     |
|                             |                                  |                          | 660 - Misc. Operating Expenses                | 747.13                                 | 2,306.76          | 0.00             | (1,559.63)          |                   |                    |                     |
|                             |                                  |                          | <b>D21300 - Safety &amp; Risk Svcs. Total</b> | <b>747.13</b>                          | <b>44,264.42</b>  | <b>9,939.36</b>  | <b>(53,456.65)</b>  |                   |                    |                     |
|                             |                                  |                          | D21400 - Human Resources                      | 601 - Regular Salaries and Wages       |                   |                  | 107,484.86          | 0.00              | (107,484.86)       |                     |
|                             |                                  |                          |   | 604 - Communications                   |                   |                  | 189.22              | 0.00              | (189.22)           |                     |
|                             |                                  |                          |   | 606 - Travel                           |                   |                  | 796.17              | 0.00              | (796.17)           |                     |
|                             |                                  |                          |   | 613 - Contractual Services Group       |                   |                  | 91.20               | 35,000.00         | (35,091.20)        |                     |
|                             |                                  |                          |   | 616 - Information Technology Costs     |                   |                  | 0.00                | 0.00              | 0.00               |                     |
|                             |                                  |                          | 660 - Misc. Operating Expenses                | 97.23                                  | 3,620.23          | 0.00             | (3,523.00)          |                   |                    |                     |
|                             |                                  |                          | <b>D21400 - Human Resources Total</b>         | <b>97.23</b>                           | <b>112,181.68</b> | <b>35,000.00</b> | <b>(147,084.45)</b> |                   |                    |                     |
|                             |                                  |                          | <b>D21000 - Business Admin Services Total</b> |  |                   |                  | <b>844.36</b>       | <b>186,131.79</b> | <b>44,939.36</b>   | <b>(230,226.79)</b> |
|                             |                                  |                          | <b>BK001 - CSUB Operating Fund Total</b>      |  |                   |                  | <b>844.36</b>       | <b>186,131.79</b> | <b>44,939.36</b>   | <b>(230,226.79)</b> |
|                             |                                  |                          | <b>Grand Total</b>                            |  |                   |                  | <b>844.36</b>       | <b>186,131.79</b> | <b>44,939.36</b>   | <b>(230,226.79)</b> |

## Standard Financial Reporting

### 3.3 Cabinet Level

These instructions will guide in creating the Operating Report for your cabinet office. You will only need to create this report one time.

|                               |   |                                      |                     |  |                 |                 |
|-------------------------------|---|--------------------------------------|---------------------|--|-----------------|-----------------|
| <b>Dashboard</b>              | Financial Reporting   |                                      |                     |  |                 |                 |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b><br><b>Primary Budget Ledger</b>                                 |                                      |                     | [Enter the business unit, such as <i>BKCMP</i> ]<br><i>Standard Budget</i> |                 |                 |
| <b>Report Tab</b>             | Manage My Budget as of Period   |                                      |                     |  |                 |                 |
| <b>Report Filters:</b>        | <b>Filter</b>   | Example                              |                     |  |                 |                 |
|                               | <b>Business Unit</b>  | [Enter Business Unit, such as BKCMP] |                     |  |                 |                 |
|                               | <b>Fiscal Year</b>  | 2015                                 |                     |  |                 |                 |
|                               | <b>As of Period</b>   | 12                                   |                     |  |                 |                 |
|                               | <b>Account Type</b>   | 50 – Revenues, 60-Expenditures       |                     |  |                 |                 |
|                               | <b>Budget Ledger</b>  | Standard Budget                      |                     |  |                 |                 |
|                               | <b>Fund(s)</b>  | [Enter funds, such as BK001, BKC03]  |                     |  |                 |                 |
|                               | <b>NOT Acct Cat</b>   | 603                                  |                     |  |                 |                 |
|                               | <b>Dept Tree Name</b>   | BK_DEPT_ROLLUP                       |                     |  |                 |                 |
| <b>Dept Level 2</b>           | [Enter Department Level 2, such as D21000 – Business Admin Services]  |                                      |                     |  |                 |                 |
| <b>Apply Filters</b>          | Click Apply Filters   |                                      |                     |  |                 |                 |
| <b>Column Selectors:</b>      | <b>Column 1</b>   | <b>Column 2</b>                      | <b>Column 3</b>     | <b>Column 4</b>  | <b>Column 5</b> | <b>Column 6</b> |
|                               | Fund Fdescr   | Dept Level 2 Fdescr                  | Dept Level 3 Fdescr | Dept Fdescr  | Acct Cat Fdescr | Hide            |
|                               | Click OK  |                                      |                     |  |                 |                 |
| <b>Report View:</b>           | Standard with Original Budget   |                                      |                     |  |                 |                 |
| <b>Exclude Columns</b>        | Month To Date Actuals, Month to Date Encumbrances, Prior Year(s) Actuals, Year to Date Actuals, and % Used Fiscal Year. |                                      |                     |  |                 |                 |
| <b>Add Sub-totals</b>         | Acct Cat Fdescr > Show Subtotals > After Values   |                                      |                     |  |                 |                 |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Report - Department  |                                      |                     |  |                 |                 |



### Sample Standard Report – Cabinet Level

| Fund Fdescr                        | Dept Level 2 Fdescr                  | Dept Level 3 Fdescr                                   | Dept Fdescr                                    | Acct. Cat Fdescr                   | Original Budget | Current Budget | Actuals             | Encumbrances        | Balance Available     |
|------------------------------------|--------------------------------------|---|--|------------------------------------|-----------------|----------------|---------------------|---------------------|-----------------------|
| BK001 - CSUB Operating Fund        | D21000 - Business Admin Services     | D21010 - VP BAS                                       | D21010 - VP Business Admin Svcs.               | 601 - Regular Salaries and Wages   |                 |                | 48,144.53           | 0.00                | (48,144.53)           |
|                                    |                                      |   |  | 604 - Communications               |                 |                | 305.95              | 0.00                | (305.95)              |
|                                    |                                      |   |  | 606 - Travel                       |                 |                | 1,447.99            | 0.00                | (1,447.99)            |
|                                    |                                      |   |  | 613 - Contractual Services Group   |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   |  | 616 - Information Technology Costs |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   |  | 660 - Misc. Operating Expenses     |                 |                | 36,118.24           | 0.00                | (36,118.24)           |
|                                    |                                      |   | <b>D21010 - VP Business Admin Svcs. Total</b>  |                                    |                 |                | <b>86,016.71</b>    | <b>0.00</b>         | <b>(86,016.71)</b>    |
|                                    |                                      |   | <b>D21010 - VP BAS Total</b>                   |                                    |                 |                | <b>86,016.71</b>    | <b>0.00</b>         | <b>(86,016.71)</b>    |
|                                    | D21100 - AVP Fiscal Services         | D21100 - AVP for Fiscal Services                      | 601 - Regular Salaries and Wages               |                                    |                 |                | 35,587.50           | 0.00                | (35,587.50)           |
|                                    |                                      |   | 604 - Communications                           |                                    |                 |                | 63.14               | 0.00                | (63.14)               |
|                                    |                                      |   | 606 - Travel                                   |                                    |                 |                | 2,579.29            | 0.00                | (2,579.29)            |
|                                    |                                      |   | 613 - Contractual Services Group               |                                    | 4,605.00        |                | 6,952.00            | 2,653.00            | (5,000.00)            |
|                                    |                                      |   | 616 - Information Technology Costs             |                                    |                 |                | 0.00                | 1,097.96            | (1,097.96)            |
|                                    |                                      |   | 660 - Misc. Operating Expenses                 |                                    |                 |                | 1,927.21            | 3,899.54            | (5,826.75)            |
|                                    |                                      |   | <b>D21100 - AVP for Fiscal Services Total</b>  |                                    | <b>4,605.00</b> |                | <b>47,109.14</b>    | <b>7,650.50</b>     | <b>(50,154.64)</b>    |
|                                    | D21130 - General Accounting          | D21130 - General Accounting                           | 601 - Regular Salaries and Wages               |                                    |                 |                | 66,446.30           | 0.00                | (66,446.30)           |
|                                    |                                      |   | 604 - Communications                           |                                    |                 |                | 200.22              | 0.00                | (200.22)              |
|                                    |                                      |   | 613 - Contractual Services Group               |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   | 616 - Information Technology Costs             |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   | 660 - Misc. Operating Expenses                 |                                    |                 |                | 1,873.03            | 0.00                | (1,873.03)            |
|                                    |                                      |   | <b>D21130 - General Accounting Total</b>       |                                    |                 |                | <b>68,519.55</b>    | <b>0.00</b>         | <b>(68,519.55)</b>    |
|                                    | D21140 - Student Financial Svcs      | D21140 - Student Financial Svcs                       | 601 - Regular Salaries and Wages               |                                    |                 |                | 113,266.72          | 0.00                | (113,266.72)          |
|                                    |                                      |   | 604 - Communications                           |                                    |                 |                | 143.71              | 0.00                | (143.71)              |
|                                    |                                      |   | 606 - Travel                                   |                                    |                 |                | 58.05               | 0.00                | (58.05)               |
|                                    |                                      |   | <b>D21140 - Student Financial Svcs Total</b>   |                                    |                 |                | <b>113,468.48</b>   | <b>0.00</b>         | <b>(113,468.48)</b>   |
|                                    |                                      |   | <b>D22370 - Information Security</b>           |                                    |                 |                | <b>6,346.00</b>     | <b>0.00</b>         | <b>(6,346.00)</b>     |
|                                    |                                      |   | 601 - Regular Salaries and Wages               |                                    |                 |                | 7.59                | 0.00                | (7.59)                |
|                                    |                                      |   | 604 - Communications                           |                                    |                 |                | 2,049.29            | 0.00                | (2,049.29)            |
|                                    |                                      |   | 606 - Travel                                   |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   | 616 - Information Technology Costs             |                                    |                 |                | 194.00              | 0.00                | (194.00)              |
|                                    |                                      |   | 660 - Misc. Operating Expenses                 |                                    |                 |                | 8,505.88            | 0.00                | (8,505.88)            |
|                                    |                                      |   | <b>D22370 - Information Security Total</b>     |                                    |                 |                | <b>112,994.17</b>   | <b>0.00</b>         | <b>(112,994.17)</b>   |
|                                    | D22400 - Enterprise Applications     | D22400 - Enterprise Applications                      | 601 - Regular Salaries and Wages               |                                    |                 |                | 108.79              | 0.00                | (108.79)              |
|                                    |                                      |   | 604 - Communications                           |                                    |                 |                | 2,791.97            | 0.00                | (2,791.97)            |
|                                    |                                      |   | 606 - Travel                                   |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   | 616 - Information Technology Costs             |                                    |                 |                | 3,616.87            | 0.00                | (3,616.87)            |
|                                    |                                      |   | 660 - Misc. Operating Expenses                 |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      |   | <b>D22400 - Enterprise Applications Total</b>  |                                    |                 |                | <b>119,511.80</b>   | <b>0.00</b>         | <b>(119,511.80)</b>   |
|                                    |                                      |   | <b>D22410 - Enterprise Applications Total</b>  |                                    |                 |                | <b>222,385.75</b>   | <b>738,563.95</b>   | <b>1,68,875.16</b>    |
|                                    |                                      |   | <b>D22000 - VP Information Resources Total</b> |                                    |                 |                | <b>1,282,535.83</b> | <b>3,378,079.48</b> | <b>1,542,085.16</b>   |
|                                    |                                      |   | <b>D21000 - Business Admin Services Total</b>  |                                    |                 |                | <b>1,282,535.83</b> | <b>3,378,079.48</b> | <b>1,542,085.16</b>   |
| BK001 - CSUB Operating Fund Total  |                                      |   |  |                                    |                 |                |                     |                     |                       |
| BK003 - CF-Cabinet CFO (BAS)       | D21000 - Business Admin Services     | D21010 - VP BAS                                       | D21010 - VP Business Admin Svcs.               | 660 - Misc. Operating Expenses     |                 |                | 682,897.00          | 0.00                | 682,897.00            |
|                                    |                                      |   | <b>D21010 - VP Business Admin Svcs. Total</b>  |                                    |                 |                | <b>682,897.00</b>   | <b>0.00</b>         | <b>682,897.00</b>     |
|                                    |                                      |   | <b>D21010 - VP BAS Total</b>                   |                                    |                 |                | <b>682,897.00</b>   | <b>0.00</b>         | <b>682,897.00</b>     |
|                                    | D21200 - Public Safety               | D21200 - Public Safety-Spt                            | 660 - Misc. Operating Expenses                 |                                    |                 |                | 37,749.00           | 0.00                | 37,749.00             |
|                                    |                                      | <b>D21200 - Public Safety-Spt Total</b>               |  |                                    |                 |                | <b>37,749.00</b>    | <b>0.00</b>         | <b>37,749.00</b>      |
|                                    |                                      | <b>D21200 - Public Safety Total</b>                   |  |                                    |                 |                | <b>37,749.00</b>    | <b>0.00</b>         | <b>37,749.00</b>      |
|                                    | D21590 - FACIL PLANG DEV & OPER. MGR | D21595 - FPDO-Construction                            | 660 - Misc. Operating Expenses                 |                                    |                 |                | 300,000.00          | 0.00                | 300,000.00            |
|                                    |                                      | <b>D21595 - FPDO-Construction Total</b>               |  |                                    |                 |                | <b>300,000.00</b>   | <b>0.00</b>         | <b>300,000.00</b>     |
|                                    |                                      | D21610 - Def Maint/Special Repair                     | 660 - Misc. Operating Expenses                 |                                    |                 |                | 113,282.00          | 0.00                | 113,282.00            |
|                                    |                                      | <b>D21610 - Def Maint/Special Repair Total</b>        |  |                                    |                 |                | <b>113,282.00</b>   | <b>0.00</b>         | <b>113,282.00</b>     |
|                                    |                                      | <b>D21590 - FACIL PLANG DEV &amp; OPER. MGR Total</b> |  |                                    |                 |                | <b>413,282.00</b>   | <b>0.00</b>         | <b>413,282.00</b>     |
|                                    | D22000 - VP Information Resources    | D22010 - Information Technology Serv AVP              | 616 - Information Technology Costs             |                                    |                 |                | 7,440.84            | 0.00                | (7,440.84)            |
|                                    |                                      |   | 660 - Misc. Operating Expenses                 |                                    |                 |                | 0.00                | 0.00                | 0.00                  |
|                                    |                                      | <b>D22010 - Information Technology Serv AVP Total</b> |  |                                    |                 |                | <b>7,441.00</b>     | <b>0.00</b>         | <b>7,441.00</b>       |
|                                    |                                      | <b>D22000 - VP Information Resources Total</b>        |  |                                    |                 |                | <b>7,441.00</b>     | <b>0.00</b>         | <b>7,441.00</b>       |
|                                    |                                      | <b>D22000 - VP Information Resources Total</b>        |  |                                    |                 |                | <b>7,441.00</b>     | <b>0.00</b>         | <b>7,441.00</b>       |
|                                    |                                      | <b>D21000 - Business Admin Services Total</b>         |  |                                    |                 |                | <b>37,749.00</b>    | <b>1,141,369.00</b> | <b>0.00</b>           |
| BK003 - CF-Cabinet CFO (BAS) Total |                                      |   |  |                                    |                 |                | <b>37,749.00</b>    | <b>1,141,369.00</b> | <b>0.00</b>           |
| <b>Grand Total</b>                 |                                      |   |  |                                    |                 |                | <b>37,749.00</b>    | <b>2,423,904.83</b> | <b>3,378,079.48</b>   |
|                                    |                                      |   |  |                                    |                 |                |                     | <b>1,349,526.00</b> | <b>(2,503,706.65)</b> |

**Standard Financial Reporting**

**4.0 Standard Fund CY Activity Report**

The Standard Fund CY Activity Report allows you to monitor your fund activity for the current year (CY). It shows your revenues and expenses, along with your current budget.

|                               |  |  |                  |  |                 |                 |
|-------------------------------|--|--|------------------|--|-----------------|-----------------|
| <b>Dashboard</b>              | Financial Reporting  |  |                  |  |                 |                 |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b>                      |  |                  | [Enter the business unit, such as <i>BKCMP</i> ] |                 |                 |
|                               | <b>Primary Budget Ledger</b>   |  |                  | <i>Standard Budget</i>                           |                 |                 |
| <b>Report Tab</b>             | Manage My Budget as of Period  |  |                  |  |                 |                 |
| <b>Report Filters:</b>        | <b>Filter</b>  | Example                                      |                  |  |                 |                 |
|                               | <b>Business Unit</b>   | [Enter Business Unit, such as <i>BKCMP</i> ] |                  |  |                 |                 |
|                               | <b>Fiscal Year</b>   | 2015   |                  |  |                 |                 |
|                               | <b>As of Period</b>  | 12   |                  |  |                 |                 |
|                               | <b>Account Type</b>  | 50 – Revenues, 60-Expenditures               |                  |  |                 |                 |
|                               | <b>Budget Ledger</b>   | Standard Budget                              |                  |  |                 |                 |
|                               | <b>Fund(s)</b>   | [Enter funds, such as <i>MX085</i> ]         |                  |  |                 |                 |
| <b>Apply Filters</b>          | <ul style="list-style-type: none"> <li>Click Apply Filters</li> </ul>        |  |                  |  |                 |                 |
| <b>Column Selectors:</b>      | <b>Column 1</b>  | <b>Column 2</b>                              | <b>Column 3</b>  | <b>Column 4</b>                                  | <b>Column 5</b> | <b>Column 6</b> |
|                               | Fund Fdescr  | Dept Fdescr                                  | Acct Type Fdescr | Account Fdescr                                   | Hide            | Hide            |
|                               | Click OK   |  |                  |  |                 |                 |
| <b>Report View:</b>           | Summarized   |  |                  |  |                 |                 |
| <b>Exclude Columns</b>        | % Used Fiscal Year   |  |                  |  |                 |                 |
| <b>Add Sub-totals</b>         | Acct Type Fdescr > Show Subtotals > After Values                             |  |                  |  |                 |                 |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Fund CY Activity Report |  |                  |  |                 |                 |

## Sample Standard Fund CY Activity Report

| Fund Fdescr  | Dept Fdescr                             | Acct Type Fdescr                     | Account Fdescr                          | Current Budget      | Actuals            | Encumbrances     | Balance Available   |                   |
|--|---|--------------------------------------|---|---------------------|--------------------|------------------|---------------------|-------------------|
| MST04 - Academic Technology Fee                      | D10005 - Instruction                    | 60 - Expenditures                    | 616803 - Computers Instructional > 2500 | 131,000.00          | 0.00               | 0.00             | 131,000.00          |                   |
|  |   |                                      | 619002 - Equip Instructional less \$5k  | 19,043.00           | 0.00               | 0.00             | 19,043.00           |                   |
|  | <b>D10005 - Instruction Total</b>       |                                      |   |                     | <b>150,043.00</b>  | <b>0.00</b>      | <b>0.00</b>         | <b>150,043.00</b> |
|  | D22010 - Information Technolgy Serv AVP | 50 - Revenues                        | 501820 - Instr Related Activity Fees    |                     |                    | (56,726.40)      | 0.00                | 56,726.40         |
|  |   |                                      | 501911 - Fee Waiver - IRA               |                     |                    | 1,610.67         | 0.00                | (1,610.67)        |
|  |   | 60 - Expenditures                    | 616002 - I/T Hardware (Computers)       |                     |                    | 0.00             | 30,774.00           | (30,774.00)       |
|  |   |                                      | 616003 - I/T Software Expense           |                     |                    | 0.00             | 0.00                | 0.00              |
|  |   |                                      | 616005 - Misc Info Tech Costs           |                     |                    | 269.43           | 0.00                | (269.43)          |
|  |   |                                      | 616803 - Computers Instructional > 2500 |                     |                    | 0.00             | 0.00                | 0.00              |
|  |   |                                      | 619002 - Equip Instructional less \$5k  |                     |                    | 15.90            | 16,760.97           | (16,776.87)       |
|  |   |                                      | 660003 - Supplies and Services          |                     |                    | 18.01            | 0.00                | (18.01)           |
|  | 660021 - Repairs and Maintenance        |                                      |   | 0.00                | 4,134.59           | (4,134.59)       |                     |                   |
| <b>D22010 - Information Technolgy Serv AVP Total</b> |   |                                      |   |                     | <b>(54,812.39)</b> | <b>51,669.56</b> | <b>3,142.83</b>     |                   |
| D92150 - CSUBAK                                      | 50 - Revenues                           | 501820 - Instr Related Activity Fees |   |                     | (6,886.69)         | 0.00             | 6,886.69            |                   |
|  |   | B50001 - REVENUE BUDGET              |   | (150,043.00)        | 0.00               | 0.00             | (150,043.00)        |                   |
| <b>D92150 - CSUBAK Total</b>                         |   |                                      |   | <b>(150,043.00)</b> | <b>(6,886.69)</b>  | <b>0.00</b>      | <b>(143,156.31)</b> |                   |
| <b>MST04 - Academic Technology Fee Total</b>         |   |                                      |   | <b>0.00</b>         | <b>(61,699.08)</b> | <b>51,669.56</b> | <b>10,029.52</b>    |                   |
| <b>Grand Total</b>                                   |   |                                      |   | <b>0.00</b>         | <b>(61,699.08)</b> | <b>51,669.56</b> | <b>10,029.52</b>    |                   |

**Standard Financial Reporting**

**5.0 Standard Fund Balance to Date**

The Standard Fund Balance to Date Report allows you to monitor your fund activity for the current year. It shows your current budget, revenues, expenses, along with your continuous appropriation.

*Please note: This report is different than the Fund Balance Report.*

| REPORT SETUP                  |  |   |                  |  |                 |                 |
|-------------------------------|--|---|------------------|--|-----------------|-----------------|
| <b>Dashboard</b>              | Financial Reporting  |   |                  |  |                 |                 |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b>                          |   |                  | [Enter the business unit, such as BKCMP] |                 |                 |
|                               | <b>Primary Budget Ledger</b>   |   |                  | Standard Budget                          |                 |                 |
| <b>Report Tab</b>             | Manage My Budget as of Period  |   |                  |  |                 |                 |
| <b>Report Filters:</b>        | <b>Filter</b>  | Example   |                  |  |                 |                 |
|                               | <b>Business Unit</b>   | [Enter Business Unit, such as BKCMP]                          |                  |  |                 |                 |
|                               | <b>Fiscal Year</b>   | 2015  |                  |  |                 |                 |
|                               | <b>As of Period</b>  | 12  |                  |  |                 |                 |
|                               | <b>Account Type</b>  | 30 – Fund Equity and Reserves, 50 – Revenues, 60-Expenditures |                  |  |                 |                 |
|                               | <b>Budget Ledger</b>   | Standard Budget   |                  |  |                 |                 |
|                               | <b>Fund(s)</b>   | [Enter funds, such as MX085]                                  |                  |  |                 |                 |
| <b>Apply Filters</b>          | Click <b>Apply Filters</b>   |   |                  |  |                 |                 |
| <b>Column Selectors:</b>      | <b>Column 1</b>  | <b>Column 2</b>   | <b>Column 3</b>  | <b>Column 4</b>                          | <b>Column 5</b> | <b>Column 6</b> |
|                               | Fund Fdescr  | Dept Fdescr   | Acct Type Fdescr | Account Fdescr                           | Hide            | Hide            |
|                               | Click <b>OK</b>  |   |                  |  |                 |                 |
| <b>Report View:</b>           | Summarized   |   |                  |  |                 |                 |
| <b>Exclude Columns</b>        | % Used Fiscal Year   |   |                  |  |                 |                 |
| <b>Add Sub-totals</b>         | Acct Type Fdescr > Show Subtotals > After Values                                 |   |                  |  |                 |                 |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Fund Balance to Date Report |   |                  |  |                 |                 |

### Sample Standard Report – Fund Balance to Date

| Fund Fdescr                     | Dept Fdescr                             | Acct Type Fdescr              | Account Fdescr                                       | Current Budget      | Actuals             | Encumbrances     | Balance Available   |
|---------------------------------|---|-------------------------------|--|---------------------|---------------------|------------------|---------------------|
| MST04 - Academic Technology Fee | D10005 - Instruction                    | 60 - Expenditures             | 616803 - Computers Instructional > 2500              | 131,000.00          | 0.00                | 0.00             | 131,000.00          |
|                                 |   |                               | 619002 - Equip Instructional less \$5k               | 19,043.00           | 0.00                | 0.00             | 19,043.00           |
|                                 |   |                               | <b>D10005 - Instruction Total</b>                    | <b>150,043.00</b>   | <b>0.00</b>         | <b>0.00</b>      | <b>150,043.00</b>   |
|                                 | D22010 - Information Technolgy Serv AVP | 30 - Fund Equity and Reserves | 305002 - Fund Balance-Cont Approp                    |                     | (123,372.53)        | 0.00             | 123,372.53          |
|                                 |   | 50 - Revenues                 | 501820 - Instr Related Activity Fees                 |                     | (56,726.40)         | 0.00             | 56,726.40           |
|                                 |   |                               | 501911 - Fee Waiver - IRA                            |                     | 1,610.67            | 0.00             | (1,610.67)          |
|                                 |   | 60 - Expenditures             | 616002 - I/T Hardware (Computers)                    |                     | 0.00                | 30,774.00        | (30,774.00)         |
|                                 |   |                               | 616003 - I/T Software Expense                        |                     | 0.00                | 0.00             | 0.00                |
|                                 |   |                               | 616005 - Misc Info Tech Costs                        |                     | 269.43              | 0.00             | (269.43)            |
|                                 |   |                               | 616803 - Computers Instructional > 2500              |                     | 0.00                | 0.00             | 0.00                |
|                                 |   |                               | 619002 - Equip Instructional less \$5k               |                     | 15.90               | 16,760.97        | (16,776.87)         |
|                                 |   |                               | 660003 - Supplies and Services                       |                     | 18.01               | 0.00             | (18.01)             |
|                                 |   |                               | 660021 - Repairs and Maintenance                     |                     | 0.00                | 4,134.59         | (4,134.59)          |
|                                 |   |                               | <b>D22010 - Information Technolgy Serv AVP Total</b> |                     | <b>(178,184.92)</b> | <b>51,669.56</b> | <b>126,515.36</b>   |
|                                 | D92150 - CSUBAK                         | 30 - Fund Equity and Reserves | 305002 - Fund Balance-Cont Approp                    |                     | 6,886.69            | 0.00             | (6,886.69)          |
|                                 |   | 50 - Revenues                 | 501820 - Instr Related Activity Fees                 |                     | (6,886.69)          | 0.00             | 6,886.69            |
|                                 |   |                               | B50001 - REVENUE BUDGET                              | (150,043.00)        | 0.00                | 0.00             | (150,043.00)        |
|                                 |   |                               | <b>D92150 - CSUBAK Total</b>                         | <b>(150,043.00)</b> | <b>0.00</b>         | <b>0.00</b>      | <b>(150,043.00)</b> |
|                                 |   |                               | <b>MST04 - Academic Technology Fee Total</b>         | <b>0.00</b>         | <b>(178,184.92)</b> | <b>51,669.56</b> | <b>126,515.36</b>   |
|                                 |   |                               | <b>Grand Total</b>                                   | <b>0.00</b>         | <b>(178,184.92)</b> | <b>51,669.56</b> | <b>126,515.36</b>   |

## 6.0 Standard Open POs Report

The Standard Open POs report allows you to monitor your purchase order activity. It allows you to see the encumbrance and voucher activities. You can view the information a number of ways, including by fund, supplier, etc.

|                               |   |  |
|-------------------------------|---|--|
| <b>Dashboard</b>              | Transaction Inquiry   |  |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b><br><b>Primary Budget Ledger</b> | [Enter the business unit, such as <i>BKCMP</i> ]<br><i>Standard Budget</i> |
| <b>Report Tab</b>             | Open PO Reports > Open PO Views   |  |
| <b>Report Filters:</b>        | <b>Filter</b>   | <b>Example</b>   |
|                               | <b>Business Unit</b>  | [Enter Business Unit, such as BKCMP]                                       |
|                               | <b>Fiscal Year</b>  | 2015   |
|                               | <b>As of Period</b>   | 12   |
|                               | <b>Fund</b>   | [Enter funds, such as BK001]   |
|                               | <b>Dept</b>   | [Enter department number, such as D22010]                                  |
|                               | • Click Apply Filters   |  |
| <b>Report View</b>            | Open PO by Supplier   |  |
| <b>Supplier Sdescr</b>        | [Select the supplier you want to view, such as AT&TDATTACO-001]                         |  |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Open POs Report                    |  |

## Sample Actuals Transactions

Supplier Sdescr: AT&TDATTACO-001

| PO #                    | PO Line # | Document Line Descr              | Supplier Descr | Fund                        | Account                       | Program | Class                    | Project | Dept                                     | Open PO Amt      |
|-------------------------|-----------|----------------------------------|----------------|-----------------------------|-------------------------------|---------|--------------------------|---------|--|------------------|
| 1001010880              | 11        | ESTIMATED SHIPPING COST          | AT&T DATACOMM  | BK001 - CSUB Operating Fund | 604002 - Computer Networks    | ---     | C0039 - USER DEFINED 039 | ---     | D22010 - Information Technology Serv AVP | 85.00            |
| <b>1001010880 Total</b> |           |                                  |                |                             |                               |         |                          |         |  | <b>85.00</b>     |
| 1001012952              | 1         | Aruba support - 7/1/15 - 6/30/15 | AT&T DATACOMM  | BK001 - CSUB Operating Fund | 616005 - Misc Info Tech Costs | ---     | C0008 - USER DEFINED 008 | ---     | D22010 - Information Technology Serv AVP | 17,852.78        |
| <b>1001012952 Total</b> |           |                                  |                |                             |                               |         |                          |         |  | <b>17,852.78</b> |
| <b>Grand Total</b>      |           |                                  |                |                             |                               |         |                          |         |  | <b>17,937.78</b> |

## Sample PO Drill Down

| Bus Unit                | Fiscal Year | Period | Accounting Date | Doc ID     | Doc Line Descr                   | Amount   | Account                    | Fund                        | Dept                                     | Proj | Class                    | Period                | Document Date | Doc #      | Supplier ID | Supplier Name | 3rd Src | PO Line # | PO Sct | Voucher ID | Voucher Ln | Voucher Det Ln | Ledger                             | 3rd Src | PO Date   | Reversal Date | SCD Fund                            | CSU Fund                    | PSBMS Ctg                                    | PSBMS Ctg                   | PSBMS Ctg | PSBMS Ctg | PO Ref |
|-------------------------|-------------|--------|-----------------|------------|----------------------------------|----------|----------------------------|-----------------------------|--|------|--------------------------|-----------------------|---------------|------------|-------------|---------------|---------|-----------|--------|------------|------------|----------------|------------------------------------|---------|-----------|---------------|-------------------------------------|-----------------------------|--|-----------------------------|-----------|-----------|--------|
| BKCHP - CSU Bakersfield | 2013        | 1      | 6/30/2014       | 1001010880 | ANNUAL MAINTENANCE QUOTE 1305    | 63.20    | 604002 - Computer Networks | BK001 - CSUB Operating Fund | D22010 - Information Technology Serv AVP | ---  | C0039 - USER DEFINED 039 | Period 1 - 2013-07-01 | 7/10/2013     | 1001010880 | 1001001371  | AT&T DATACOMM | ---     | 2         | 1      | ---        | 0          | 0              | KK_DTL_ENC - Ledger KK Encumbrance | ---     | 7/10/2013 | 8/8/1988      | 0948 - Calif State University Trust | 485 - TP-CSU Operating Fund | 604002 - Computer Networks (Operating Class) | 00000 - Non-Capital Project | 000 - x   | 899200    |        |
| BKCHP - CSU Bakersfield | 2013        | 1      | 6/30/2014       | 1001010880 | ANNUAL MAINTENANCE - WELL CORE   | 44.00    | 604002 - Computer Networks | BK001 - CSUB Operating Fund | D22010 - Information Technology Serv AVP | ---  | C0039 - USER DEFINED 039 | Period 1 - 2013-07-01 | 7/10/2013     | 1001010880 | 1001001371  | AT&T DATACOMM | ---     | 8         | 1      | ---        | 0          | 0              | KK_DTL_ENC - Ledger KK Encumbrance | ---     | 7/10/2013 | 8/8/1988      | 0948 - Calif State University Trust | 485 - TP-CSU Operating Fund | 604002 - Computer Networks (Operating Class) | 00000 - Non-Capital Project | 000 - x   | 899200    |        |
| BKCHP - CSU Bakersfield | 2013        | 1      | 6/30/2014       | 1001010880 | ESTIMATED SHIPPING COST          | 86.22    | 604002 - Computer Networks | BK001 - CSUB Operating Fund | D22010 - Information Technology Serv AVP | ---  | C0039 - USER DEFINED 039 | Period 1 - 2013-07-01 | 7/10/2013     | 1001010880 | 1001001371  | AT&T DATACOMM | ---     | 11        | 1      | ---        | 0          | 0              | KK_DTL_ENC - Ledger KK Encumbrance | ---     | 7/10/2013 | 8/8/1988      | 0948 - Calif State University Trust | 485 - TP-CSU Operating Fund | 604002 - Computer Networks (Operating Class) | 00000 - Non-Capital Project | 000 - x   | 899200    |        |
| BKCHP - CSU Bakersfield | 2013        | 1      | 6/30/2014       | 1001010880 | EXTENDED UNIVERSITY (BME-ERIC 4) | 1,865.88 | 604002 - Computer Networks | BK001 - CSUB Operating Fund | D22010 - Information Technology Serv AVP | ---  | C0039 - USER DEFINED 039 | Period 1 - 2013-07-01 | 7/10/2013     | 1001010880 | 1001001371  | AT&T DATACOMM | ---     | 7         | 1      | ---        | 0          | 0              | KK_DTL_ENC - Ledger KK Encumbrance | ---     | 7/10/2013 | 8/8/1988      | 0948 - Calif State University Trust | 485 - TP-CSU Operating Fund | 604002 - Computer Networks (Operating Class) | 00000 - Non-Capital Project | 000 - x   | 899200    |        |
| BKCHP - CSU Bakersfield | 2013        | 1      | 6/30/2014       | 1001010880 | STUDENT REC CENTER (BME-ERIC 6)  | 2,680.41 | 604002 - Computer Networks | BK001 - CSUB Operating Fund | D22010 - Information Technology Serv AVP | ---  | C0039 - USER DEFINED 039 | Period 1 - 2013-07-01 | 7/10/2013     | 1001010880 | 1001001371  | AT&T DATACOMM | ---     | 1         | 1      | ---        | 0          | 0              | KK_DTL_ENC - Ledger KK Encumbrance | ---     | 7/10/2013 | 8/8/1988      | 0948 - Calif State University Trust | 485 - TP-CSU Operating Fund | 604002 - Computer Networks (Operating Class) | 00000 - Non-Capital Project | 000 - x   | 899200    |        |

## 7.0 Standard Actuals Transactions Report

This report allows you to see all transactions based on your report filter. You can download these transactions to Excel for further data manipulation. Additionally, you can customize this report using the column enhancements, such as sorting, moving, and excluding columns.

|                               |   |   |
|-------------------------------|---|---|
| <b>Dashboard</b>              | Transaction Inquiry   |   |
| <b>Home tab</b>               | <b>Primary business unit for campus level reporting</b>                         | [Enter the business unit, such as <i>BKCMF</i> ]  |
|                               | <b>Primary Budget Ledger</b>  | <i>Standard Budget</i>                            |
| <b>Report Tab</b>             | Actuals Reports > Actuals Transactions  |   |
| <b>Report Filters:</b>        | <b>Filter</b>   | Example   |
|                               | <b>Business Unit</b>  | [Enter Business Unit, such as <i>BKCMF</i> ]      |
|                               | <b>Fiscal Year</b>  | 2015  |
|                               | <b>Period From</b>  | 1   |
|                               | <b>As of Period</b>   | 12  |
|                               | <b>Fund</b>   | [Enter funds, such as <i>BK001</i> ]              |
|                               | <b>Dept</b>   | [Enter department number, such as <i>D10160</i> ] |
|                               | <b>Not Acct Cat</b>   | 603   |
|                               | • Click Apply Filters   |   |
| <b>Report View</b>            | Actuals Transactions Download to Excel  |   |
| <b>Save Current Selection</b> | Page Options > Save Current Customization > Standard Actual Transactions Report |   |
| <b>Export</b>                 | Export > Excel > Excel 2007+  |   |

### Sample Actuals Transactions

| Account        | Period  | Amount  | Account        | Period  | Amount  | Account        | Period  | Amount  | Account        | Period  | Amount  | Account        | Period  | Amount  | Account        | Period  | Amount  | Account        | Period  | Amount  |
|----------------|---------|---------|----------------|---------|---------|----------------|---------|---------|----------------|---------|---------|----------------|---------|---------|----------------|---------|---------|----------------|---------|---------|
| 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 | 1000-1000-0000 | 2015-01 | 1000.00 |
| 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 | 1000-1000-0000 | 2015-02 | 2000.00 |

## 8.0 Running your Standard Reports

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These instructions will assist you with running the standard reports you created in sections 3.0 – 7.0.

### Standard Operating Reports

- Dashboards > Financial Reporting > Management My Budget as of Period > Page Options > Apply Saved Customizations > Standard Operating Report – Department\*
- Dashboards > Financial Reporting > Management My Budget as of Period > Page Options > Apply Saved Customizations > Standard Operating Report – School / Division\*
- Dashboards > Financial Reporting > Management My Budget as of Period > Page Options > Apply Saved Customizations > Standard Operating Report – Cabinet\*

### Standard Fund CY Activity Report

- Dashboards > Financial Reporting > Management My Budget As of Period > Page Options > Apply Saved Customization > Standard Fund CY Activity Report

### Standard Fund Balance to Date Report

- Dashboards > Financial Reporting > Management My Budget As of Period > Page Options > Apply Saved Customization > Standard Fund Balance to Date Report

### Standard Open POs Report

- Dashboards > Transaction Inquiry > Open PO Reports > Open PO Views > Page Options > Apply Saved Customizations > Standard Open POs Report

*Use the Report views to see Open POs by fund, department, or supplier. If you use the Open POs by Supplier, use the Supplier Sdescr dropdown to select the desired supplier.*

### Standard Actual Transactions Report

- Dashboards > Transaction Inquiry > Actuals Reports > Actuals Transactions > Page Options > Apply Saved Customizations > Standard Actual Transactions Report

## 9.0 Getting Assistance

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If you need assistance, please use 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