

Guided Practice Activities

ACTIVITY 1: ACCESSING QUESTICA FINANCIAL REPORTS

In this guided practice, you will learn how to access Questica and the financial reports



ACTIVITY STEPS

1. Open browser
2. Navigate to: **questica.csub.edu**
3. Enter credentials (Net ID and password)
4. In the Navigation pane, click **Analytics**
5. The reports appear.

CHECK FOR UNDERSTANDING

1. Where do you find the financial reports in Questica?
 - A. Bookmarks
 - B. Operating
 - C. Analytics
 - D. Help

ACTIVITY 2: EXPENSE PROJECTION REPORTS

Learn how to run and read the Expense Projection Reports, as well as expanding sections and searching within the reports.

EP06 - Expense Projection by Fund and Department with Program, Project and Class

Budget Year		2017-2018												
As Of Date		June 30, 2018												
Business Unit		BKCMP - Campus												
Fund		BK001 - CSUB Operating Fund												
Division		D21000 - Business Admin Services												
College/Area														
Department														
	Program	Project	Class	Orig Base	Adj Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %	Projection	Proj Bal	Proj %
Salaries														
601 - Regular Salaries and Wages														
Total Salaries														
Benefits														
603 - Benefits Group														
Total Benefits														
Operating Expenses														
604 - Communications							330		330	(330)	100.0%	330	(330)	100.0%
660 - Misc. Operating Expenses				6,728	6,728	6,728	5,265		5,265	1,463	78.3%	5,265	1,463	78.3%
Total Operating Expenses				6,728	6,728	6,728	5,595		5,595	1,133	83.2%	5,595	1,133	83.2%
Total Expenses				202,388	202,388	311,440	294,187		294,187	17,253	94.5%	294,187	17,253	94.5%

Totals may differ due to rounding

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ACTIVITY STEPS

Expense Project Reports

- From the center pane, click **EP05 - Expense Projection by Fund and College/Area**
- For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - As of Date: June 2018
 - Business Unit: BKCMP - Campus
 - Fund: BK001 - CSUB Operating Fund
 - Division: D21000 - Business Admin Services
 - Collge/Area: D22200 - VP Information Resources
- Run Report

Expanding Sections

- Expand the section 604 - Communications
- Expand the section D22315

Searching within a report

- In the Search box, enter telephone
- Click Find
- Click Next (An error message is displayed)
- Expand the section D22310
- Repeat steps 1-2
- Click Next

- Click Next
- Click Next (Notice it found additional occurrences when the sections were expanded)

Alternate Views

- Click the Questica tab in your browser
- In the center pane, click **EP06 - Expense Projection by Fund and Department**
- For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - As of Date: June 2018
 - Business Unit: BKCMP - Campus
 - Fund: BK001 - CSUB Operating Fund
 - Division: D21000 - Business Admin Services
 - Collge/Area: D21400 - Human Resources
 - Department: D22315 - Hardware & Events
- Run Report
- Click **Load Program Project Class**

CHECK FOR UNDERSTANDING

- (T/F) Before you run a report, you must complete all the report parameters for it.
- (T/F) You click the minus to expand a section.
- (T/F) The sections must be expanded to find occurrences of your search word in a report.

ACTIVITY 3: FUND BALANCE REPORTS

Learn how to run and read the Fund Balance Reports, as well as drilling up and down and saving parameter set.

FB06 - Fund Balance by Business Unit and Department

Budget Year 2017-2018
Business Unit BKCMP - Campus
Division D21000 - Business Admin Services
College/Area

Fund	Beginning Balance	Total Source	Salary Expense	Benefit Expense	Operating Expense	Encumb	Total Use	Transfer In	Transfer Out	Ending Balance
BK001 CSUB Operating Fund	(1,992,005)	-	179,540	109,052	5,595	-	294,187	-	-	(2,286,192)
BK002 CF-Operating Fund	-	-	14,562	11,921	-	-	26,483	-	-	(26,483)
BK003 CF-Cabinet CFO (BAS)	(16,992)	-	-	-	28,000	27,500	55,500	-	-	(72,492)
Total	(2,008,997)	-	194,102	120,973	33,595	27,500	376,170	-	-	(2,385,167)

Totals may differ due to rounding.

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FB06 - Fund Balance by Business Unit and Department

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ACTIVITY STEPS

Fund Balance Reports

1. Click the **Questica** tab in your browser
2. From the center pane, click **FB05 - Fund Balance By Business Unit and College/Area**
3. For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - Business Unit: BKCMP - Campus
 - Division: D21000 - Business Admin Services
 - Collge/Area: D22200 - VP Information Resources
4. Run Report

Drilling Down

1. Click BK001 to drill down
Notice that it drills down to FS05.
2. Click D22315 under Use of Funds to drill down again
Notice that it drills down to FS06

Drilling Up

3. Click the Blue Arrow to drill up
Write down the report number: _____
4. Click the Blue Arrow again to drill up
Write down the report number: _____

FB06 Department Report

1. Click the **Questica** tab in your browser
2. Click **FB06 - Fund Balance by Business Unit and Department**

3. For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - As of Date: June 2018
 - Business Unit: BKCMP - Campus
 - Fund: BK001 - CSUB Operating Fund
 - Division: D21000 - Business Admin Services
 - Collge/Area: D22200 - VP Information Resources
 - Department: D22315 - Hardware & Events

4. Run Report

Save Report Parameter Set

1. In the parameter list, click Save
2. On the General tab, give it a name i.e. Activity 3
3. On the Parameters tab, view your selections
4. Click OK
5. Return to the parameter list, click the down arrow for Auto-Fill to the see your saved report parameter set.

CHECK FOR UNDERSTANDING

1. (T/F) FB05 drills down to FS05, which drills down to FS06.
2. (T/F) To drill up to the previous report, you click the green arrow.
3. (T/F) Any text appearing in blue can be clicked on to drill down to another report.

ACTIVITY 4: FINANCIAL SUMMARY REPORTS

Learn how to run and read the Financial Summary Reports, as well as downloading and printing reports

FS06 - Fund Summary by Fund and Department

Budget Year	2017-2018					Load Program, Project, Class version		
Business Unit	BKCMP							
Fund	BK001							
Division								
College/Area								
Department								
Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %
Source of Funds								
Total Source of Funds	-	-	-	-	-	-	-	0.00%
Use of Funds								
Salaries								
601 Regular Salaries and Wages								
Sub-Total Salaries								
Benefits								
603 Benefits Group								
Sub-Total Benefits								
Operating Expenses								
604 Communications				330		330	(330)	100.00%
604001 Telephone Usage (Operating Cost)				330		330	(330)	100.00%
660 Misc. Operating Expenses	6,728	6,728	6,728	5,265		5,265	1,463	78.25%
Sub-Total Operating Expenses	6,728	6,728	6,728	5,595		5,595	1,133	83.16%
Total Use of Funds	202,388	202,388	319,896	294,187		294,187	25,709	91.96%
Net Source and Use of Funds	(202,388)	(202,388)	(319,896)	(294,187)		(294,187)	25,709	91.96%
Transfers								
Transfers In								
Sub-Total Transfers In								0.00%
Transfers Out								
Sub-Total Transfers Out								0.00%
Net Transfer of Funds								0.00%
Beginning Balance							(1,992,005)	
Ending Balance							(2,286,192)	

Totals may differ due to rounding
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FS06 - Fund Summary by Fund and Department

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ACTIVITY STEPS

Financial Summary Reports

- Click the **Questica** tab in your browser
- From the center pane, click **FS05 - Fund Summary by Fund and College/Area report**
- For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - Business Unit: BKCMP - Campus
 - Fund: BK001 - CSUB Operating Fund
 - Division: D21000 - Business Admin Services
 - College/Area: D22200 - VP Information Resources
- Click Run Report

Downloading Reports

- Click **D22315 Hardware & Events** under Use of Funds to drill down. Notice that it drills down to FS06.
- Click **Export**
- Click **Excel**
- Click **Open with Microsoft Excel.**
- Click **Enable Editing.** Notice that you can expand the sections using the plus signs.
- Close Excel without saving

Printing Reports

- Click the **Questica** tab in your browser
- Click **FS06 - Fund Summary by Fund and Department Report**
- For the Report Parameters, enter
 - Budget year: 2017 - 2018
 - Business Unit: BKCMP - Campus
 - Fund: BK001 - CSUB Operating Fund
 - Campus Division: D21000 - Business Admin Services
 - College/Area: D22200 - VP Information Resources
 - Department: D22315 - Hardware & Events
- Click Run Report
- Click Export
- Click **PDF**
- Click **Open with Adobe Acrobat or Reader.** It opens in Adobe Acrobat or Adobe Reader

CHECK FOR UNDERSTANDING

- You can email a report using which Export options:
 - PDF
 - Excel
 - TIFF
 - All of the above

ACTIVITY 5: CONNECTING THE DOTS

Learn the connection between Questica, CFS, and Finance Data Warehouse

FS06 - Fund Summary by Fund and Department

Budget Year	2017-2018					Load Program, Project, Class version		
Business Unit	BKCMF							
Fund	BK001							
Division								
College/Area								
Department								
Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %
Source of Funds								
Total Source of Funds	-	-	-	-	-	-	-	0.00%
Use of Funds								
Salaries								
601 Regular Salaries and Wages								
Sub-Total Salaries								
Benefits								
603 Benefits Group								
Sub-Total Benefits								
Operating Expenses								
604 Communications				330		330	(330)	100.00%
604001 Telephone Usage (Operating Cost)				330		330	(330)	100.00%
660 Misc. Operating Expenses	6,728	6,728	6,728	5,265		5,265	1,463	78.25%
Sub-Total Operating Expenses	6,728	6,728	6,728	5,595		5,595	1,133	83.16%
Total Use of Funds	202,388	202,388	319,896	294,187		294,187	25,709	91.96%
Net Source and Use of Funds	(202,388)	(202,388)	(319,896)	(294,187)		(294,187)	25,709	91.96%
Transfers								
Transfers In								
Sub-Total Transfers In								0.00%
Transfers Out								
Sub-Total Transfers Out								0.00%
Net Transfer of Funds								0.00%
Beginning Balance						(1,992,005)		
Ending Balance						(2,286,192)		

Totals may differ due to rounding
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FS06 - Fund Summary by Fund and Department

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ACTIVITY STEPS

Using Saved Report Parameters

1. Click the **Questica** tab in your browser
2. From the center pane, click **FB06 - Fund Balance by Business Unit and Department**
3. Click the down arrow beside Run Report
4. Select the saved report parameter from Activity 3
Notice that the report runs automatically.

CFS and FDW Connection

1. Expand section 616
2. Drill down on \$425
3. Notice that the transactions are ProCard purchases.

Invoice ID

You can use it with the ProCard Completed Inquiry in CFS to get more detail.

Document ID

You can use this with the Actuals Transactions report on the Transaction Inquiry dashboard to see the Finance Data Warehouse transaction.

CHECK FOR UNDERSTANDING

1. Name one benefit of using saved report parameters.

2. You can use saved Report Parameters with options

below:

- A. Analytics Center
 - B. Bookmarks
 - C. Auto-Fill
 - D. All of the above
3. (T/F) You can use the Invoice ID to look up a transaction detail in CFS using the ProCard Completed Inquiry.
 4. (T/F) You can use the Document ID to look up a transaction in the Finance Data Warehouse using the Actuals Transactions report on the Transaction Inquiry dashboard.

1. Saves time 2. D 3. T 4. T

Activity 5

1. D

Activity 4

1. T 2. F 3. T

Activity 3

1. T 2. F 3. T

Activity 2

1. C

Activity 1

ANSWERS