The California State University
COMMON FINANCIAL SYSTEM

Finance Data Warehouse
Dashboard and Report Guide

Last Revised: **07/16/10**

DRAFT

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Date	By	Action	Pages

Confidentiality Statement

This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).

Please add a new line, verifying that screen shots have been checked each time this document is published.

Publishing Date	Name of Individual Checking Screen Shots

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Introduction

The Finance Data Warehouse Dashboard and Report Guide provides detailed information about the content and layout of the dashboards and reports in the finance data warehouse (hereafter referred to as the "data warehouse").

Related Documentation

In addition to this guide, users can review the following documents related to the data warehouse:

- Finance Data Warehouse Training Guide
- Finance Data Warehouse User Guide
- CFS Data Warehouse Operations Dashboard Guide

Definitions

The following (optional) icons may be used to draw attention to information in this guide:

New in CFS 9.0:

Stop:

Warning:

Important:

Note:

Overview

The Common Financial Reporting environment (hereafter referred to as the Finance Data Warehouse) contains reporting capabilities that provide campuses with a set of interactive dashboards containing the first set of common, core reporting capabilities required by campuses and the Chancellor's Office.

The Finance Data Warehouse will be accessed through a web link provided in the CSU Portal. The warehouse contains two **dashboards** (report portals):

- Manage My Budget
- Operations

<u>Manage My Budget</u>

The Manage my Department dashboard is designed for ease of use by the end user responsible for managing budget against one or more departments. The Manage my Department dashboard reports against Revenue and Expense data.

<u>Operations</u>

The Operations dashboard is geared toward the Finance power user. The Operations dashboard allows the user to filter reports based on selected fund attributes, account attributes, and campus unique department tree levels. The Operations dashboard includes Ledger and Trial Balance reporting.

Global Features

The following features are common to most of the reports within the Manage My Department dashboard.

Column Selectors

Throughout this Guide, screen shots that contain column labels with yellow format (column selectors) indicate user-defined column content. In the following example, both screen shots indicate content generated by the same request using different columns.

Report with Fund *(Fund Fdescr)* **and Department** *(Dept Fdescr)*

Show Column 1: Fund Fdescr **Column 2:** Dept Fdescr Go

Select Report View: Summarized

Dept Fdescr 125100 - Budget & Analytic Business Svs

Fund Fdescr	Dept Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SL001 - 948-485 CSU Operating Fund	125100 - Budget & Analytic Business Svs	114,489.13	64,993.34	0.00	49,495.79	57%
SL001 - 948-485 CSU Operating Fund Total		**114,489.13**	**64,993.34**	**0.00**	**49,495.79**	**57%**
Grand Total		**114,489.13**	**64,993.34**	**0.00**	**49,495.79**	**57%**

Report with Account *(Acct Fdescr)* **and FIRMS Object Code** (*FIRMS Obj Cd Fdescr*)

Show Column 1: Acct Fdescr Column 2: FIRMS Obj Cd Fdescr Go

Select Report View: Summary Pivot

Fund 48501 - CSU OPERATING-GENERAL SUPPORT

Acct Fdescr	FIRMS Obj Cd Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% of Budget
601201 - MPP SALARIES	601201 - Management and Supervisory		620,601.66	0.00		
601201 - MPP SALARIES Total			**620,601.66**	**0.00**		
601300 - STAFF SALARIES	601300 - Support Staff Salaries		1,231,663.24	0.00		
601300 - STAFF SALARIES Total			**1,231,663.24**	**0.00**		

Common Report Views

Report views present different columns of data related to the query results. The following report views will present the following columns, as well as the columns chosen by the user through the column select feature.

Summarized

Selected columns plus:

Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
114,489.13	64,993.34	0.00	49,495.79	57%

Column Label	Column Full Name
Rev Budget	Revised Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Summarized with Pre-Enc

Selected columns plus:

Rev Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
114,489.13	64,993.34	0.00	49,495.79	57%	0.00	49,495.79

Column Label	Column Full Name
Rev Budget	Revised Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/ Pre-Enc	Budget Balance Available with Pre-Encumbrance

Standard

Selected columns plus:

MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
		114,489.13	0.00	64,993.34	64,993.34	0.00	49,495.79	57%

Column Label	Column Full Name
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Original Budget

Selected columns plus:

MTD Actuals	MTD Enc	Orig Budget	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
			114,489.13	0.00	64,993.34	64,993.34	0.00	49,495.79	57%

Column Label	Column Full Name
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Pre-Enc

Selected columns plus:

MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
		114,489.13	0.00	64,993.34	64,993.34	0.00	49,495.79	57%	0.00	49,495.79

Column Label	Column Full Name
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)

Column Label	Column Full Name
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available

Standard with Original Budget & Pre-Enc

Selected columns plus:

MTD Actuals	MTD Enc	Orig Budget	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
			114,489.13	0.00	64,993.34	64,993.34	0.00	49,495.79	57%	0.00	49,495.79

Column Label	Column Full Name
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available

Summarized with Budget Detail

Selected columns plus:

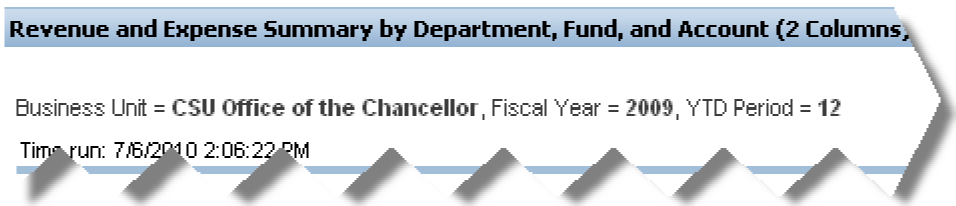
MTD Budget	MTD Actuals	Rev Budget	YTD Actuals	FY Budget	% Used FY
		114,489.13	64,993.34	114,489.13	57%

Column Label	Column Full Name
MTD Budget	Month-to-Date Budget
MTD Enc	Month-to-Date Actuals
Rev Budget	Revised Budget
YTD Actuals	Year-to-Date Actuals
FY Budget	Fiscal Year Budget
% Used FY	Percent Used Fiscal Year

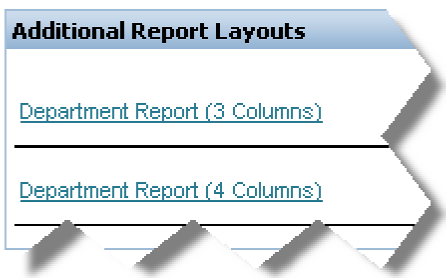
Page Layout

In order to improve performance and speed when generating reports, dashboard pages are designed to display one main report only. If other reports are available related to the page topic, those reports are listed in the Additional Report Layouts section located immediately beneath the main report window. When listed in this guide, the dashboard report name will appear in **bold**.

Main Report Window



Additional Report Layouts



Manage My Budget Dashboard and Reports

The Manage My Budget dashboard contains 13 pages:

- Home
- Department
- Fund
- Program
- Class
- Project
- Organization
- Organization Between Fiscal Periods
- Trial Balance
- Open PO
- Open Reqs

For ease of use by the departmental user, the “Manage My Budget” dashboard has fewer search criteria options than the Operations dashboard.

Chartfield Pages

Chartfields are used differently by individual campuses throughout the CSU. The Manage My Department dashboard pages allow users to choose meaningful report criteria based on how chartfields are used at their campus.

The chartfield pages are:

- Fund
- Program
- Class
- Project

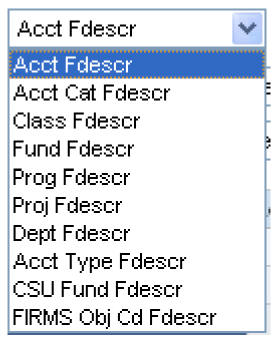
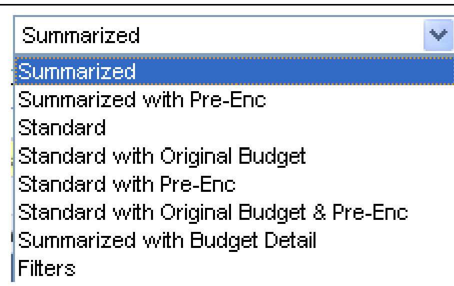
1.0 Department

Overview

The Department page provides budget, encumbrance, and expenditure data for funds within a department. The Department page contains three reports:

- **Revenue and Expense Summary by Department, Fund, and Account (2 Columns)**
- Revenue and Expense Summary by Department, Fund, and Account (3 Columns)
- Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Common Report Elements

<table>
<tr><td colspan="2">Report Filters</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Column Selectors</td><td>
</td></tr>
<tr><td>Report Views</td><td>
</td></tr>
</table>

Revenue and Expense Summary by Department, Fund, and Account

The standard report view includes account category, account, month-to-date encumbrances, month-to-date actual, BBA, and percent of BBA. There are three versions of this report with two, three, and four column selectors, respectively.

2.0 Fund

Overview

The Fund chartfield is the main driver for the Fund page. This Fund page contains three reports:

- **Revenue and Expense Summary by Fund (2 Columns)**
- Revenue and Expense Summary by Fund (3 Columns)
- Revenue and Expense Summary by Fund (4 Columns)

Common Report Elements

Report Filters	
	
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Prog Fdescr Proj Fdescr Fund Fdescr Acct Type Fdescr CSU Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	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

Revenue and Expense Summary by Fund

This report provides budget, encumbrance, and expenditure data for funds. There are three versions of this report with two, three, and four column selectors, respectively.

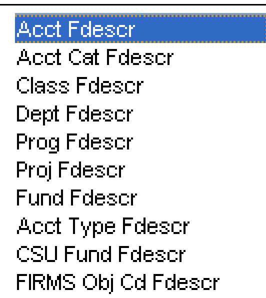
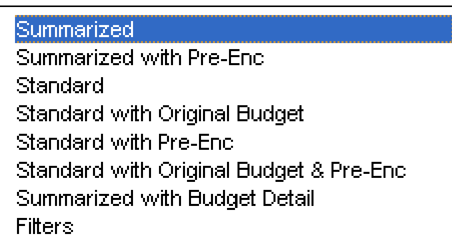
3.0 Program

Overview

The Program chartfield is the main driver for the Program page. The Program page contains three reports:

- **Revenue and Expense Summary by Program (2 Columns)**
- Revenue and Expense Summary by Program (3 Columns)
- Revenue and Expense Summary by Program (4 Columns)

Common Report Elements

<table>
<tr><td colspan="2">Report Filters</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Column Selectors</td><td>
</td></tr>
<tr><td>Report Views</td><td>
</td></tr>
</table>

Revenue and Expense Summary by Program

This report provides budget, encumbrance, and expenditure data for programs. There are three versions of this report with two, three, and four column selectors, respectively.

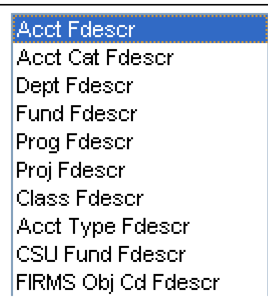
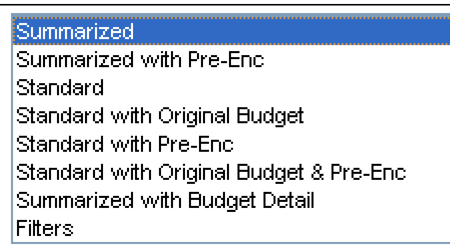
4.0 Class

Overview

The Class chartfield is the main driver for the Class page. The Class page contains three reports:

- **Revenue and Expense Summary by Class (2 Columns)**
- Revenue and Expense Summary by Class (3 Columns)
- Revenue and Expense Summary by Class (4 Columns)

Common Report Elements

Report Filters	
	
Column Selectors	
Report Views	

Revenue and Expense Summary by Class

This report provides budget, encumbrance, and expenditure data by class. There are three versions of this report with two, three, and four column selectors, respectively.

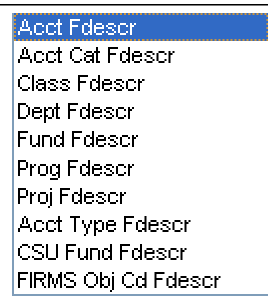
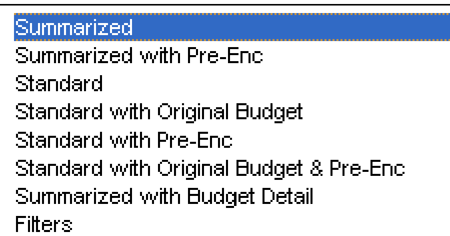
5.0 Project

Overview

The Project chartfield is the main driver for the Project page. The Project page contains three reports:

- **Revenue and Expense Summary by Project (2 Columns)**
- Revenue and Expense Summary by Project (3 Columns)
- Revenue and Expense Summary by Project (4 Columns)

Common Report Elements

Report Filters	
	
Column Selectors	
Report Views	

Revenue and Expense Summary by Project

This report provides budget, encumbrance, and expenditure data for projects. There are three versions of this report with two, three, and four column selectors, respectively.

6.0 Organization

Overview

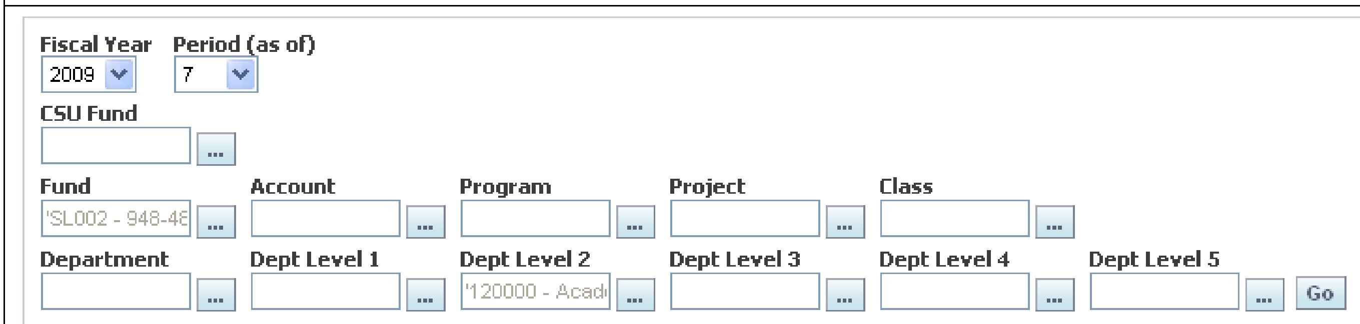
Users who have responsibility for multiple departments require a different type of report. To meet that requirement, the organization page was created. The organization reports are based on campus departmental organization or finance department tree. The organization reports let you report on any combination of chartfields in addition to your department tree levels and CSU fund.

The Organization page contains three reports:

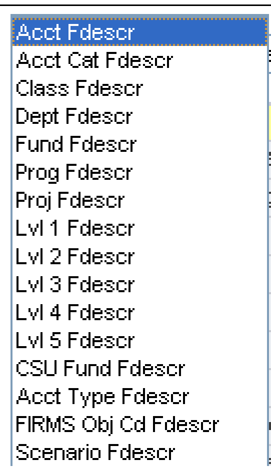
- Revenue and Expense Summary by Organization (2 Columns)
- **Revenue and Expense Summary by Organization (3 Columns)**
- Revenue and Expense Summary by Organization (4 Columns)
- Revenue and Expense Summary by Organization (5 Columns)

Common Report Elements

Report Filters



Column Selectors



Report Views	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

Revenue and Expense Summary by Organization

This report provides budget, encumbrance, and expenditure data by organization. There are four versions of this report with two, three, four, and five column selectors, respectively.

7.0 Organization Between Fiscal Periods

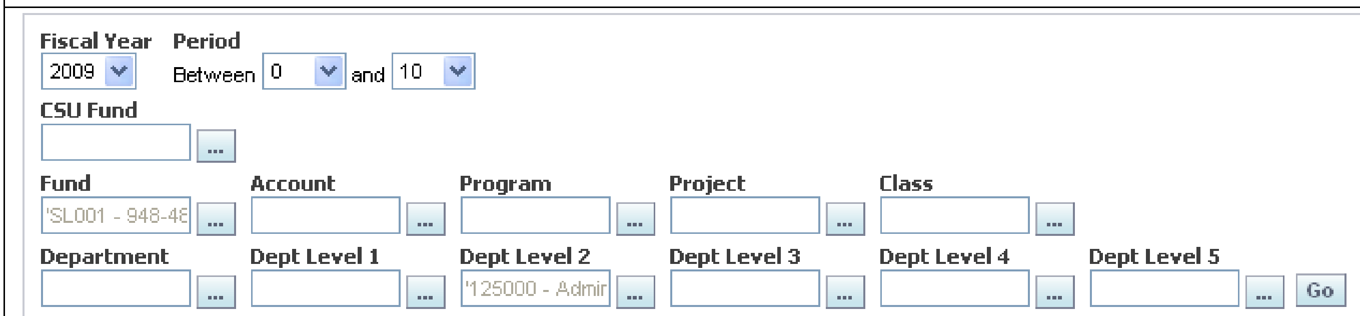
Overview

The Organization Between Fiscal Periods allows the user to select the Begin and End period. This page contains four reports:

- Revenue and Expense Summary by Organization (Between Periods) (2 Columns)
- **Revenue and Expense Summary by Organization (Between Periods) (3 Columns)**
- Revenue and Expense Summary by Organization (Between Periods) (4 Columns)
- Revenue and Expense Summary by Organization (Between Periods) (5 Columns)

Common Report Elements

Report Filters



Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Prog Fdescr Proj Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr CSU Fund Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Scenario Fdescr
Report Views	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

Revenue and Expense Summary by Organization (Between Periods)

This report provides budget, encumbrance, and expenditure data for funds. There are four versions of this report with two, three, four, and five column selectors, respectively.

8.0 Trial Balance

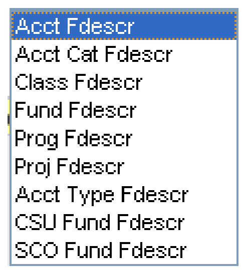
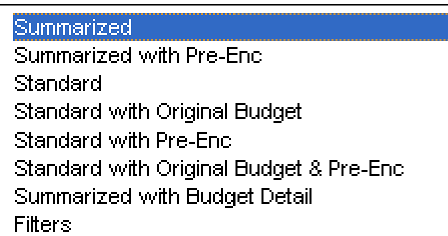
Overview

The Trial Balance Page is used to report on balance sheet (trial balance) summary totals only. This page can be used to review the fiscal solvency of either a PS Fund or a CSU Fund. The report contains information such as cash balances, accounts receivable, equity, etc. All summary totals can be drilled on to obtain transaction details.

The Trial Balance page contains one report:

- Trial Balance

Report Elements

Report Filters	
	
Column Selectors	
Report Views	

Trial Balance

This report will provide a grand total of the fund with all accounts. This report uses the column selectors that include all the levels of the Account hierarchy - so that the user can create the report at the required level of detail.

Notes

- Summary by Fund– choose fund from the drop selection
  - Page prompt could be by CSU Fund, then the view by fund would show all PS Funds as a selection
- Summary by CSU Fund – Shows a trial balance at the CSU Fund level which equates to FIRMS and the SAM 7 report
- All Funds Horizontal – Shows multiple trial balances side by side. Very helpful to select by CSU Fund and see all the PS Funds within the CSU Fund for an overview of the activity at the campus level
- All Funds Vertical – same as above, mostly used when there are too many to see horizontally

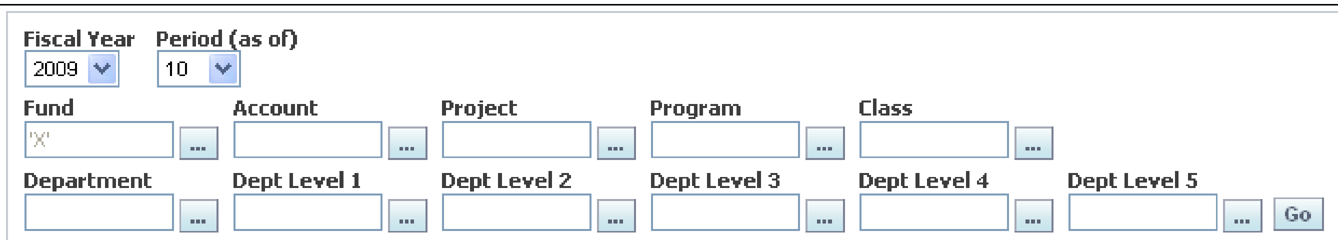
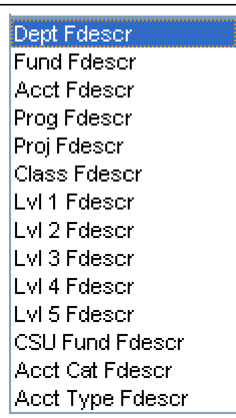
9.0 Open PO

Overview

The Open PO page displays Open Purchase Order Totals at a selected point in time. This Open PO page contains two reports

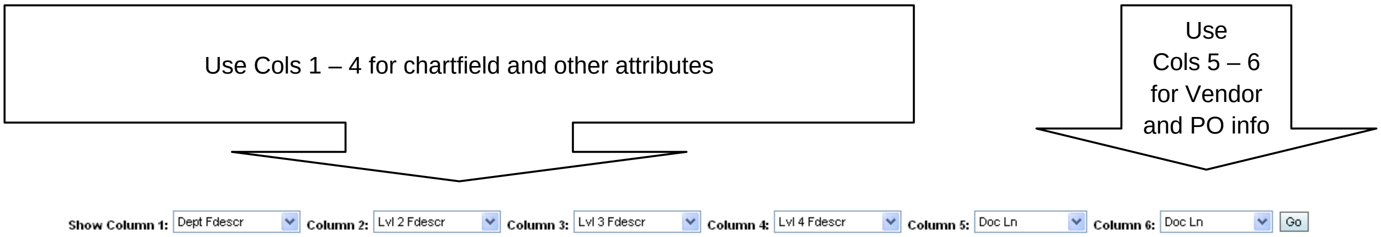
- **Open Purchase Orders (Column Selectors)**
- Open PO Summary

Common Report Elements

<table>
<tr><th colspan="2">Report Filters</th></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Column Selectors (1-4)</td><td>
</td></tr>
<tr><td>Column Selectors (5-6)</td><td>
</td></tr>
</table>

Open Purchase Orders (Column Selectors)

Using the column selectors in this report, the user can choose the columns to be included. There are six column selectors in the Open Purchase Orders report.



Dept Fdescr	Lvl 2 Fdescr	Lvl 3 Fdescr	Lvl 4 Fdescr	PO #	PO Ln #	PO Ln #	Open PO Amt
1001 - ACADEMIC TECHNOLOGY	B_F - Business & Finance	IT - INFORMATION TECHNOLOGY		0000080732	1	1	8,179.29
				0000090137	3	3	2,333.98
					4	4	2,333.98

Open PO Summary

Use the Open PO Summary report to display open purchase order totals by PO line number, line description, vendor, and chartfields. The purchase order totals by PO tie to the encumbrance totals on the Revenue and Expense Summary reports.

Report Views	Open PO By Fund Open PO By Account Open PO By Program Open PO By Project Open PO By Class Open PO By Department Open PO By Vendor

Drill Down – PO Transactions

From either the Open Purchase Order (Column Selectors) report or the Open PO Summary report, you can drill on a PO number to obtain all transaction detail that supports the current open amount.

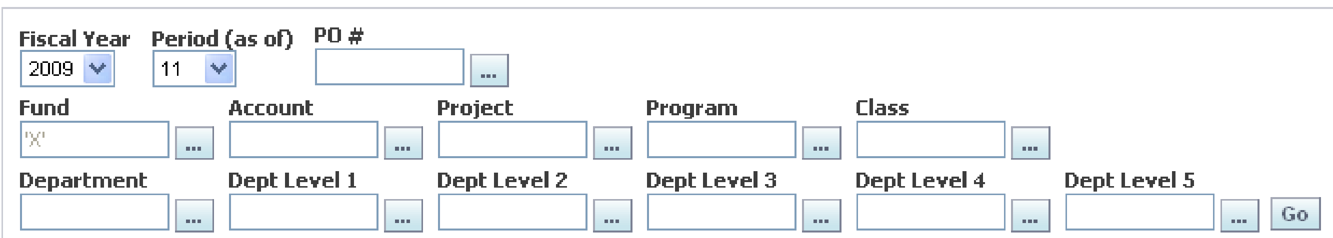
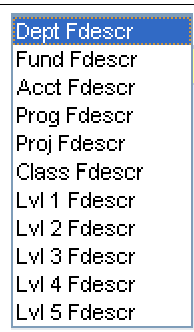
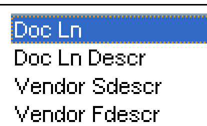
10.0 Open Reqs

Overview

This Open Reqs page report provides budget, encumbrance, and expenditure data for funds. The Open Reqs page contains two reports:

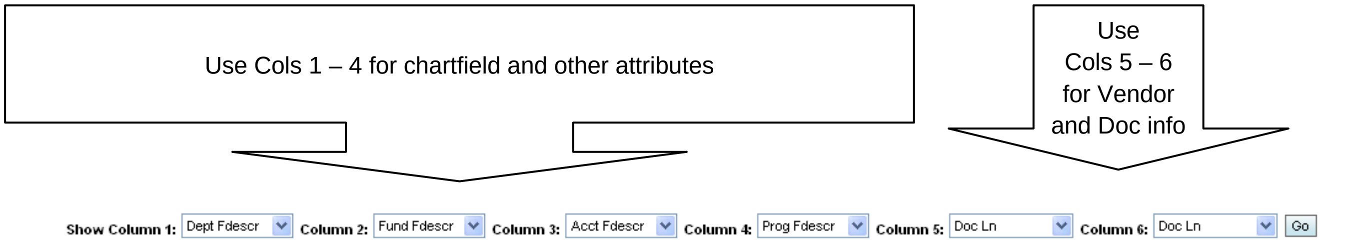
- **Open Requisitions (Column Selectors)**
- Open Requisition Summary

Common Report Elements

Report Filters	
	
Column Selectors (1-4)	
Column Selectors (5-6)	

Open Requisitions (Column Selectors)

Using the column selectors in this report, the user can choose the columns to be included. There are six column selectors in the Open Requisitions report.



Dept Fdescr	Fund Fdescr	Acct Fdescr	Prog Fdescr	Req ID	Doc Ln	Doc Ln	PO ID	Open Req Amt
100500 - CAFES-Horticulture & Crop Sci	SL002 - 948-485 Reimbursed Activity	660800 - SS - Furniture (003)	R2000 - CPSUF-CPSU Foundation	2007101213	4	4	2007201612	(1,655.15)
							-	1,655.15
					1	1	-	5,679.96
					2	2	-	2,902.50
					3	3	-	1,227.72
		660800 - SS - Furniture (003) Total						9,810.18
	SL002 - 948-485 Reimbursed Activity Total							9,810.18
100500 - CAFES-Horticulture & Crop Sci Total								9,810.18

Open Requisition Summary

Use the Requisition Summary report to display open requisition totals by Doc line number, line description, vendor, and chartfields.

Report Views	Req By Fund Req By Account Req By Program Req By Project Req By Class Req By Department

Drill Down – Req Transactions

From either the Open Requisitions (Column Selectors) report or the Open Requisitions Summary report, you can drill on a Req ID to obtain all detail on the open requisition total.

Operations Dashboard and Reports

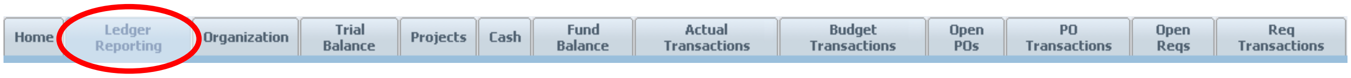
The Operations dashboard is geared toward the Finance power user. The Operations dashboard allows the user to filter reports based on selected fund attributes, account attributes, and campus unique department tree levels. The Operations dashboard includes Ledger and Trial Balance reporting. Unlike the Manage My Budget dashboard, the Operations dashboard is not limited to Revenue and Expense categories by default.

The Operations dashboard contains 13 pages:

- Home
- Ledger Reporting
- Organization
- Trial Balance
- Projects
- Cash
- Fund Balance
- Actual Transactions
- Budget Transactions
- Open POs
- PO Transactions
- Open Reqs
- Req Transactions

11.0 Ledger Reporting

Overview

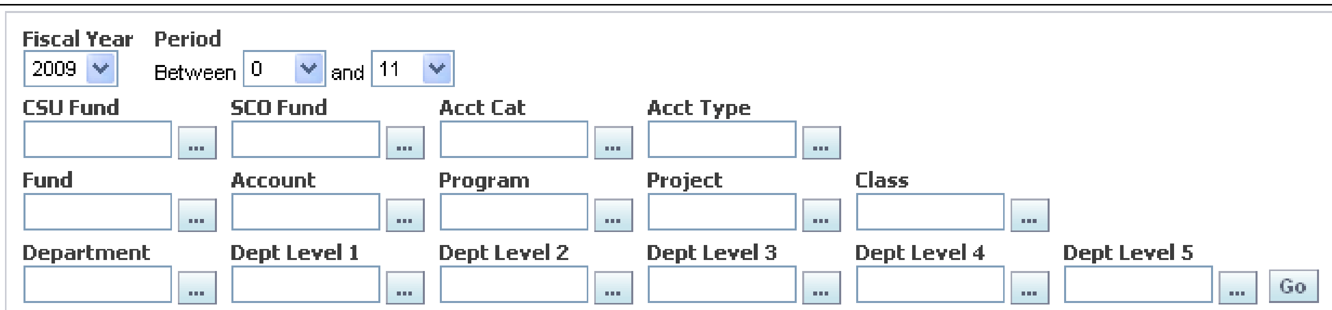


The Ledger Reporting page displays summary totals for selected chartfields/attributes. The Ledger Reporting page contains three reports:

- **Ledger Summary**
- Ledger Custom Summary
- Ledger Summary by Year

Common Report Elements

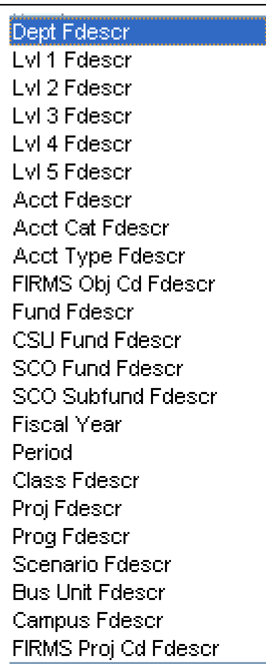
Report Filters



Ledger Summary

The Ledger Summary report is a high level summary of PS Fund and can be used for validation of SAM6 at a campus fund level.

Column Selectors 1-2



Report Views	Summary Pivot Summary by Fund Category Pivot Summary by Dept Lvl 1 Pivot Summary by Dept Lvl 2 Pivot Summary by Dept Lvl 3 Pivot Summary by Account Category Pivot Activity Summary by Accounting Period Filters View

Ledger Custom Summary

The Ledger Custom Summary contains five column selectors to allow user to select various chartfields/attributes. This report can be used to download a larger subset of ledger data.

Column Selectors 1-5	Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr Fiscal Year Period Bus Unit Fdescr Campus Fdescr FIRMS Proj Cd Fdescr
Report Views	Summary for Download Summary for Download Summary For Download with Pre-Enc Filters

Ledger Summary by Year

The Ledger Summary by Year contains two column selectors to allow user to select various chartfields/attributes. This report displays the chosen column selector data and the last five years from the dates chosen in the report filters. This report can be used to do comparative analytics.

Column Selectors 1-2	Fund Fdescr CSU Fund Descr SCO Fund Fdescr SCO Subfund Fdescr Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr Fiscal Year Period Bus Unit Fdescr Campus Fdescr
Report Views	Actuals by Period Filters

Revenue and Expense Summary by Period - Actuals

Drill on a hyperlinked numeric value to go to a Summary by Period drill down. This drill down contains the same two column selectors as the parent report.

Dept Fdescr	Fund Fdescr	1	2	3	
125100 - Budget & Analytic Business Svs	SL001 - 948-485 CSU Operating Fund	10,216.08	10,400.25	10,144.18	10,2

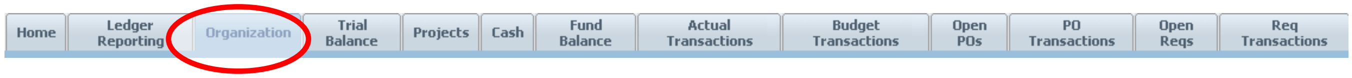
MTD Actuals

Click on a hyperlinked numeric value per period to drill down to detail data.

Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ln Ref	Jrnl Src	Open Item Key	Acct Fdescr	Fund Fdescr	Dept Fdes
CBK 0000495	2008-12-31	32	1	X0X0X	2008	6	2008-12-31	CBK 0049981	2008-12-31	-	496	-	-	-	660003 - Supplies and Services	SL001 - 948-485 CSU Operating Fund	12510 Budg Analy Busin Svs
CBK 0000498	2008-12-31	774	1	X0X0X	2008	6	2008-12-31	CBK 0049981	2008-12-31	-	310	-	-	-	660001 - Postage and Freight	SL001 - 948-485 CSU Operating Fund	1251 Budget Analyti Busi Sy

12.0 Organization

Overview



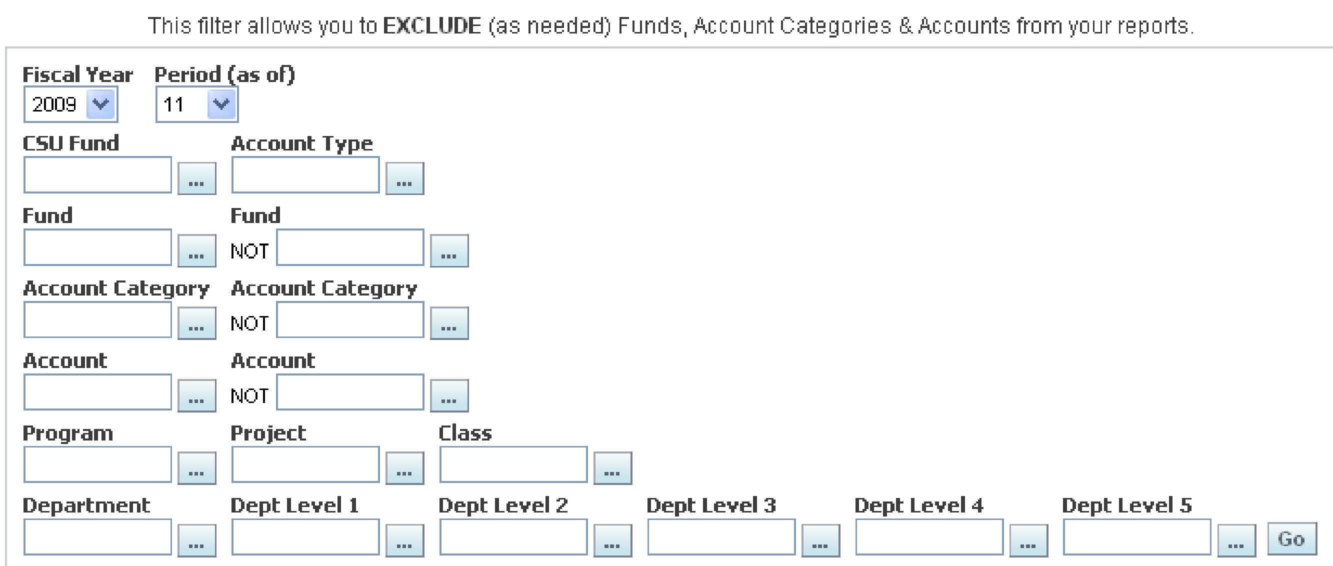
The Organization page is designed for organizational level reporting. This page allows for the inclusion or exclusion of any of the following chartfields--fund, account, and/or account category.

The Organization page contains four reports:

- Ledger Summary by Organization (2 Columns)
- **Ledger Summary by Organization (3 Columns)**
- Ledger Summary by Organization (4 Columns)
- Ledger Summary by Organization (5 Columns)

Common Report Elements

Report Filters



Column Selectors	Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Fiscal Year Period Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Bus Unit Fdescr Campus Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Filters

Ledger Summary by Organization

The reports on this page are useful if there are certain accounts you do not want displayed on a report. There are four versions of this report with two, three, four, and five column selectors, respectively. The three column version is displayed as the main dashboard report. The other versions are located in the Additional Report Layouts section.

Drill Down Reports

Drill downs on the Organization page follow the standard conventions for hierarchical and numeric drills. Depending on what column is drilled from the main report, one of the following drilldowns will appear:

- Revised Budget
- Total Actuals
- YTD Encumbrance

13.0 Trial Balance

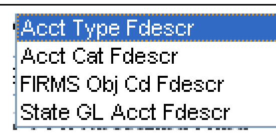
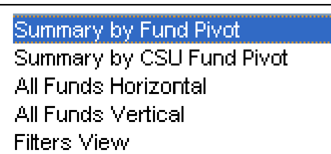
Overview

Trial Balance runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts.

The Trial Balance page contains one report:

- Trial Balance

Report Elements

Report Filters	
	
Column Selectors	
Report Views	

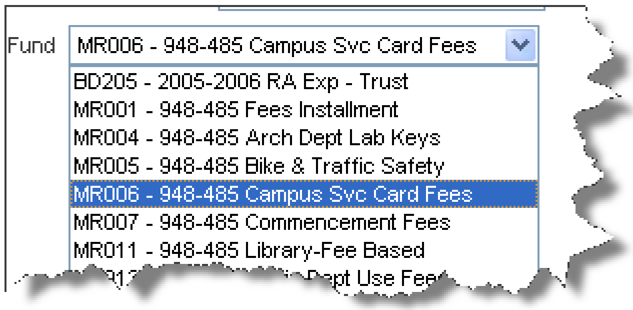
Trial Balance

This report displays balance sheet (trial balance) summary totals only. This report can be used to review the fiscal solvency of either a PS Fund or a CSU Fund. The report contains information such as cash balances, accounts receivable, equity, etc. All summary totals can be drilled on to obtain transaction details.

Report Views

Summary by Fund Pivot

If the report filter includes a CSU Fund, then this view would show all PS Funds as a selection.

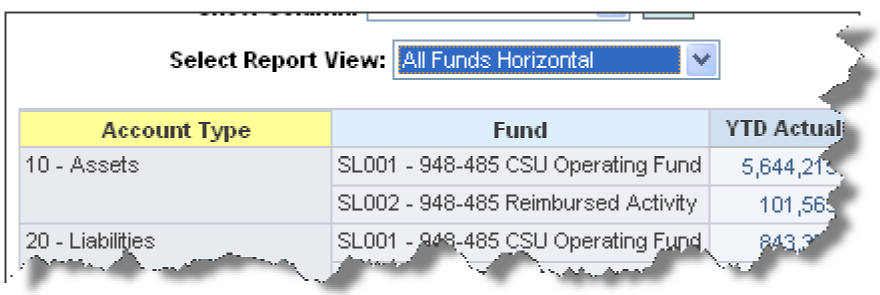


Summary by CSU Fund Pivot

Shows a trial balance at the CSU Fund level which equates to FIRMS and the SAM7 report.

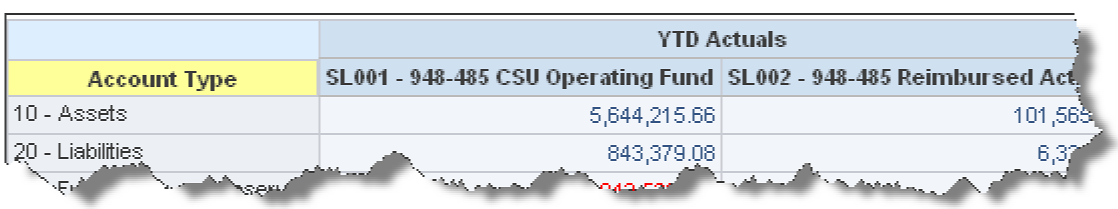
All Funds Horizontal

Shows multiple trial balances side-by-side. It is very helpful to select by CSU Fund and see all the PS Funds within the CSU Fund for an overview of the activity at the campus level.



All Funds Vertical

Operates the same as the All Funds Horizontal report view. This view is used when there are too many funds to view horizontally.



Drill Down Reports

Revenue and Expense Summary by Period—Actuals Trial Balance

This drill down has two column selectors. It displays Actuals by period for the period range defined in the Trial Balance page filters.

Revenue and Expense Summary by Period - Actuals Trial Balance

Time run: 6/1/2010 1:38:40 PM

Business Unit = SLCMP - San Luis Obispo, Fiscal Year = 2009

Show Column 1: Dept Fdescr Column 2: Fund Fdescr Go

Select Report View: Actuals by Period

		Actuals		
Dept Fdescr	Fund Fdescr	3	4	Actuals
- - -	SL002 - 948-485 Reimbursed Activity	(2,197.30)	15,173.64	12,976.34
CAPOLY - Cal Poly	SL002 - 948-485 Reimbursed Activity	309.65	6,481.65	6,791.30
Grand Total		(1,887.65)	21,655.29	19,767.64

Drill on any hyperlinked number to drill down to the MTD Trial Balance Actuals report

MTD Trial Balance Actuals

Fund Fdescr is equal to SL002 - 948-485 Reimbursed Activity
and Dept Fdescr is equal to - - -
and Acct Type Fdescr is equal to 20 - Liabilities
and Bus Unit Fdescr is equal to SLCMP - San Luis Obispo
and Period is equal to 4
and Fiscal Year is equal to 2009
and Bus Unit Fdescr is equal to SLCMP - San Luis Obispo
and Trial Balance Criteria is equal to YES

Drill Down: MTD Trial Balance Actuals

Time run: 6/1/2010 1:40:35 PM

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ln Ref	Jrnl Src	Open Item Key	Acct Fdescr	Fund Fdescr	Dept Fdescr	Dept ID	Prog Fdescr	Class Fdescr	Proj Fdescr	Actuals Amt	Stat Cd	Stat Amt	PO #	PO Ln #	PO Sch #	PO Dst Ln #	CSU Ref 1	CSU Ref 2	Vendor
SLCMP	MJE - Manual Journal Entry	SLJ 0055681	2009-10-20	1	0	UT P-CARD AUG 09 UT P-CARD AUG	2009	4	2009-10-20	SLJ 0055681	2009-10-20	slmora-P-CARD UT AUG 09	1	-	ARO	-	201800 - Use Tax Payable	SL002 - 948-485 Reimbursed Activity	- - -	-	- - -	- - -	- - -	(371.69)	-	0.00	-	0	0	0	-	-	- - -

14.0 Projects

Overview

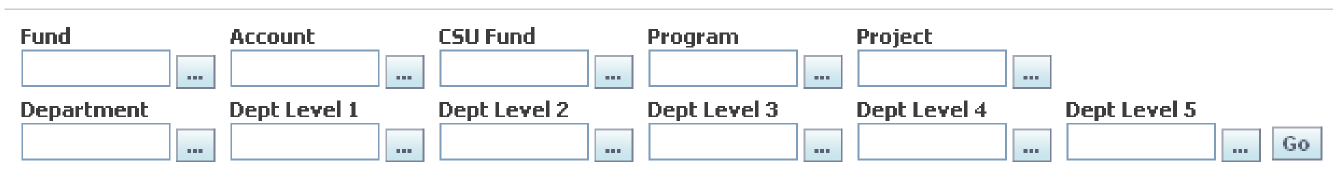
The Projects page displays actual and encumbrance summary totals from a project-to-date perspective. Because the CSU business rules require that budgets are re-entered each year, budget data cannot be summed across multiple years as it would be counted multiple times. Therefore, these pages (what pages) do not include budget information. To see the balance of a particular project, the Ledger Reporting page should be used.

The Projects page contains one report:

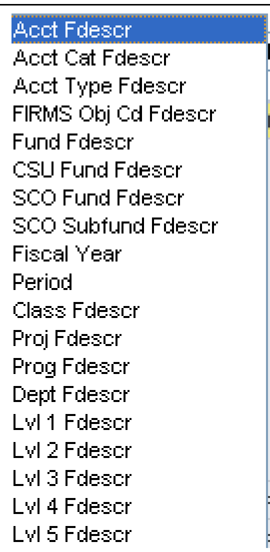
- Project Summary

Report Elements

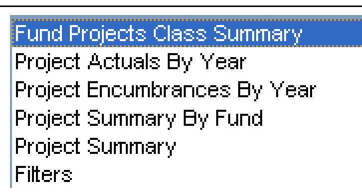
Report Filters



Column Selectors



Report Views

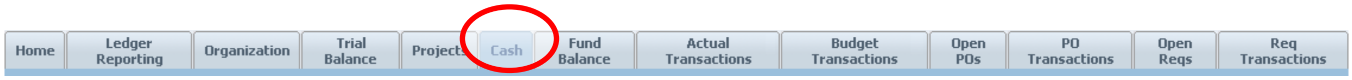


Project Summary

The Project Summary report displays Actuals and Encumbrance summary totals only. The report can be used to track project activity over multiple years. All summary totals can be drilled to obtain transaction details.

15.0 Cash

Overview

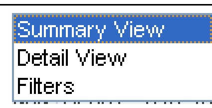


The Cash page allows you to pull in whatever SCO, CSU, or PeopleSoft fund chosen to help determine if a negative cash balance exists. Summary view includes all cash accounts and allows for exclusion by FIRMS Object Code as necessary.

The Cash page contains one report:

- Cash

Report Elements

<table>
<tr><td colspan="2">Report Filters</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Column Selectors</td><td>
</td></tr>
<tr><td>Report Filters</td><td>
</td></tr>
</table>

Cash

Includes all cash and fund balance accounts. This report contains three column selectors

16.0 Fund Balance

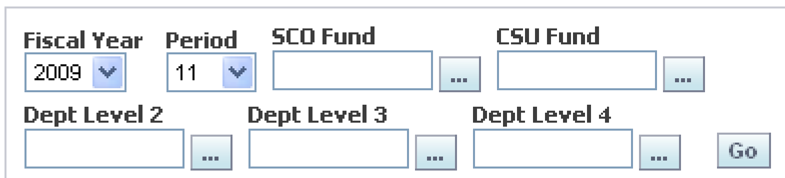
Overview

The Fund Balance page is designed to pull in whatever SCO, CSU, or PeopleSoft fund is chosen to help determine if a negative cash balance exists.

The Fund Balance page contains one report:

- Fund Balance

Report Elements

Report Filters	
	
Column Selectors	
Report Views	

Fund Balance

The Fund Balance report contains three column selectors and displays a beginning fund balance, year-to-date revenue, year-to-date expense, and an ending fund balance.

Drill Down Reports

- Beginning Fund Balance
- Fund Balance Revenue
- Total Encumbrance Activity

17.0 Actual Transactions

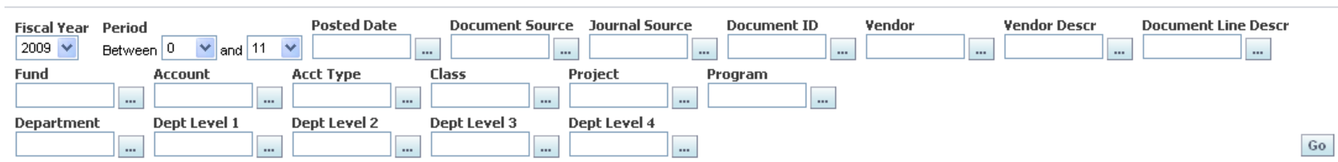
Overview

The Actuals Transactions page displays actual transaction activity based on the selected report filters. The Actual Transactions page contains one report:

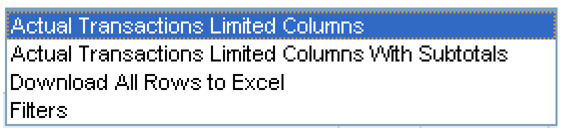
- Actuals Transactions by Period

Report Elements

Report Filters



Report Views



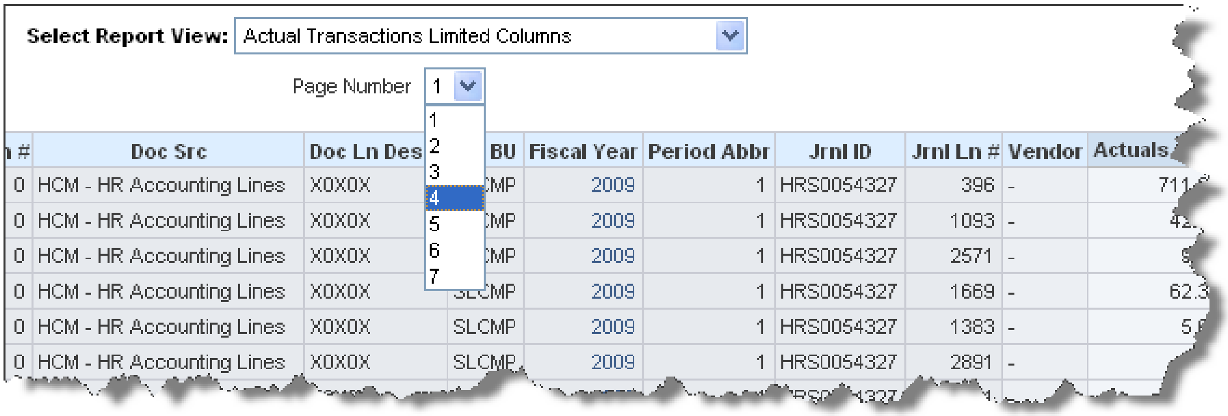
Actuals Transactions by Period

This query displays transactions according to selected report filters. This report can be used to track detail activity, to reconcile department finances, and/or to research a particular transaction or set of transactions. Use this query to download transaction data.

Report Views

Actual Transactions Limited Columns

This report view returns limited transaction columns that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.



Actual Transations Limited Columns With Subtotals

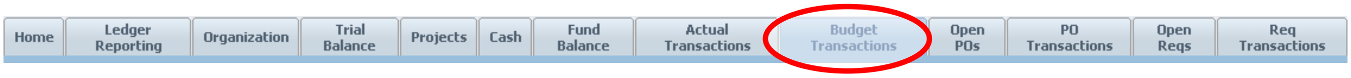
This report view returns limited transaction columns with subtotals that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.

Download All Rows to Excel

This report view returns all transaction columns and all rows. Using the action links located below the report, choose Print or Download to Excel to print or download the entire data set.

18.0 Budget Transactions

Overview

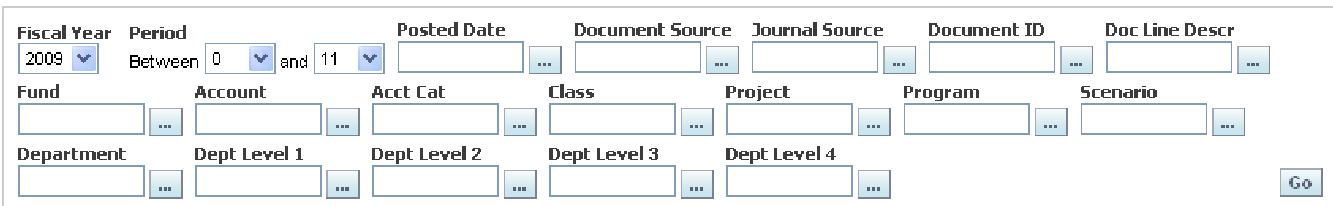


The Budget Transactions page displays budget transaction activity based on the selected report filters. The Budget Transactions page contains two reports:

- **Budget by Period (Column Selectors)**
- Budget Transactions by Period

Common Report Elements

Report Filters



Column Selectors

Budget by Period (Column Selectors)

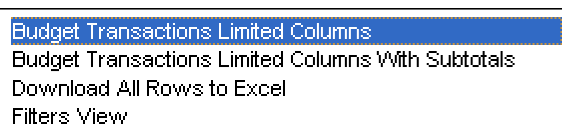
This report contains six column selectors containing chartfield, department, fiscal period, and ledger group attributes.

Report Views

Budget Transactions by Period

Shows budget transaction activity by period and allows for subtotals and downloading.

Report Views



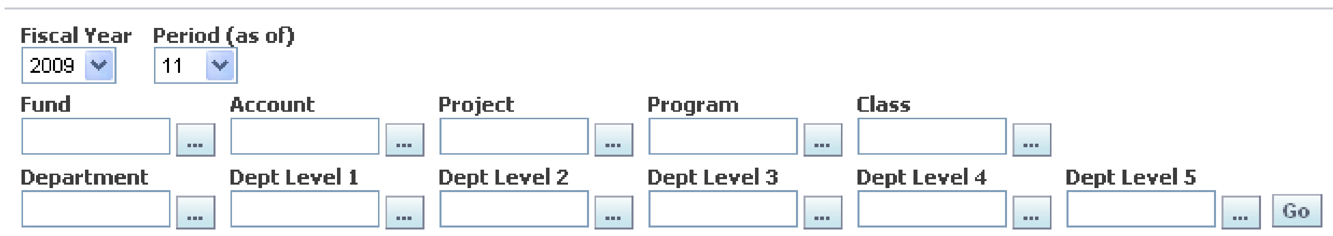
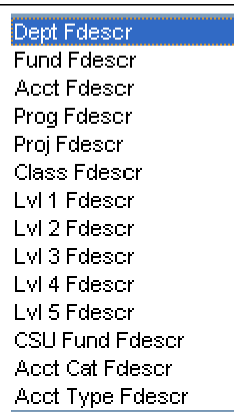
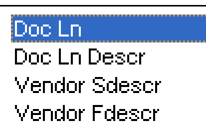
19.0 Open POs

Overview

The Open POs page displays Open Purchase Order based on the selected criteria. The Open POs page contains two reports:

- **Open Purchase Orders (Column Selectors)**
- Open Purchase Orders

Common Report Elements

<table>
<tr><td colspan="2">Report Filters</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Column Selectors (1-4)</td><td>
</td></tr>
<tr><td>Column Selectors (5-6)</td><td>
</td></tr>
</table>

Open Purchase Orders (Column Selectors)

The Open Purchase Orders (Columns Selectors) report contains six user-defined column selectors. Columns 1-4 contain chartfield and other attributes. Columns 5 and 6 allow users to choose vendor and document data. The PO number can be drilled to obtain all the transaction detail that supports the current open amount.

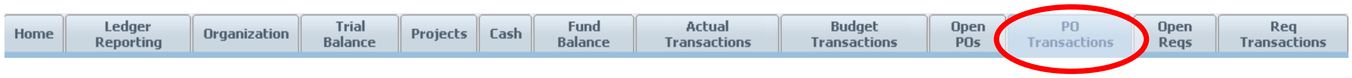
Open Purchase Orders

This report displays Open Purchase Order totals by PO #, line description, vendor, and chartfields. The PO number can be drilled to obtain all the transaction detail that supports the current open amount.

Report Views	Open PO By Fund Open PO By Account Open PO By Program Open PO By Project Open PO By Class Open PO By Department Open PO By Vendor

20.0 PO Transactions

Overview

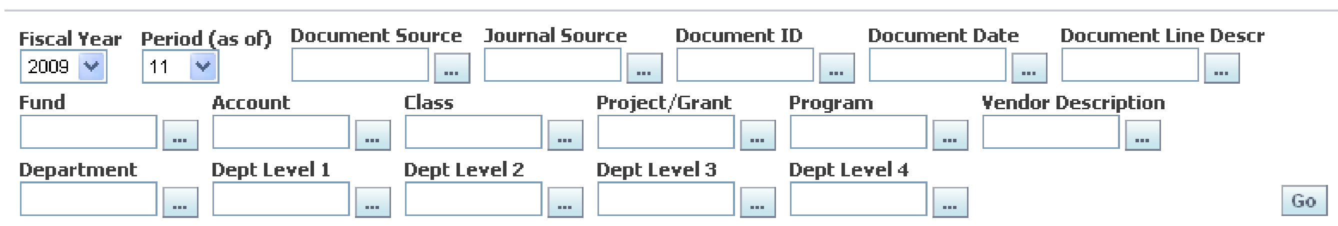


The PO Transaction page displays PO transactions based on the selected report filters. The PO Transactions page contains two reports:

- **Purchase Order Transactions**

Report Elements

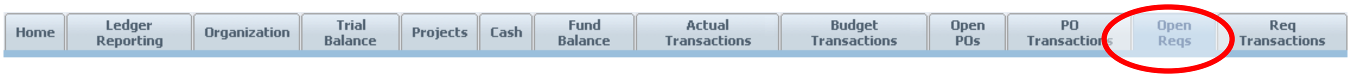
Report Filters



Purchase Order Transactions

21.0 Open Reqs

Overview

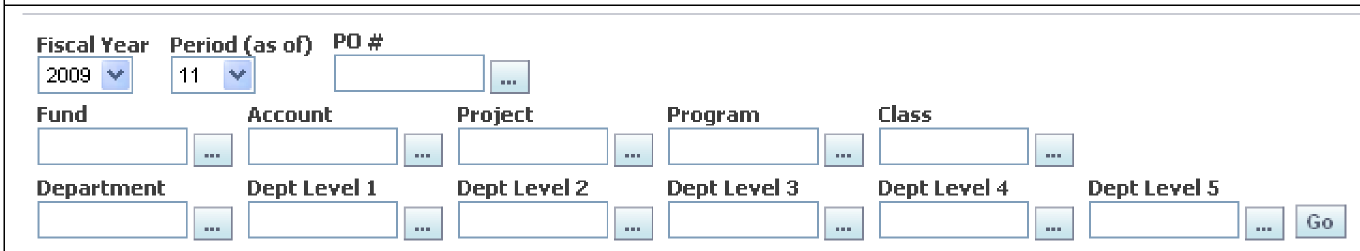


The Open Reqs page displays open requisition activity based on the selected report filters. The Open Reqs page contains two reports:

- **Open Requisitions (Column Selectors)**
- Open Requisitions

Common Report Elements

Report Filters



Open Requisitions (Column Selectors)

Column Selectors 1-4	Dept Fdescr Fund Fdescr Acct Fdescr Prog Fdescr Proj Fdescr Class Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr
Column Selectors 5-6	Doc Ln Doc Ln Descr Vendor Sdescr Vendor Fdescr

The Open Requisitions (Columns Selectors) report contains six user-defined column selectors. Columns 1-4 contain chartfield and other attributes. Columns 5 and 6 allow users to choose vendor and document data. The Req ID can be drilled to obtain all the transaction detail that supports the open req amount.

Open Requisitions

Report View	Req By Fund Req By Account Req By Program Req By Project Req By Class Req By Department

This report displays Open Requisition totals by Req ID, line description, vendor, and chartfields. The Req number can be drilled to obtain all the transaction detail that supports the current open req amount.

Req Transactions

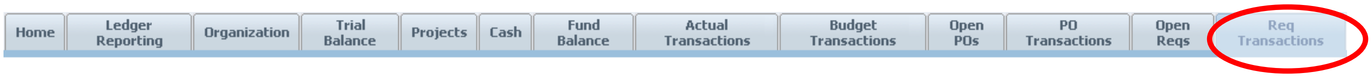
Time run: 7/13/2010 2:18:27 PM

Business_Unit = **SLCMP - San Luis Obispo**, Fiscal Year (as of) = **2009**, Period (as of) = **5**

Req #	Req Ln #	Req Dst #	Req Sch	Bus Unit Fdescr	Fiscal Year	Period Descr	Doc Ln Descr	Pre-Enc Amt	Doc Src Descr	Account	Fund
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	0.00	Encumbrance Activity from a PO	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	3,900.00	Pre Encumbrance from a Requisition	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity

22.0 Req Transactions

Overview

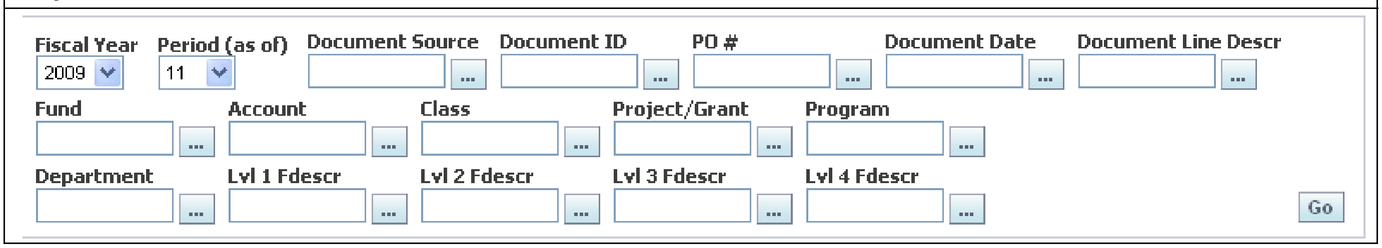


The Req Transactions page displays requisition transactions based on the selected report filters. The Req Transactions page contains one report:

- Requisition Transactions

Report Elements

Report Filters



Requisition Transactions

This report can be used to track detail pre-encumbrance activity, to reconcile a department's finances, and/or to research a particular transaction or set of transactions. Use this query to download pre-encumbrance transaction data.

Req Transactions

Time run: 7/13/2010 2:18:27 PM

Business_Unit = **SLCMP - San Luis Obispo**, Fiscal Year (as of) = **2009**, Period (as of) = **5**

Req #	Req Ln #	Req Dst #	Req Sch	Bus Unit Fdescr	Fiscal Year	Period Descr	Doc Ln Descr	Pre-Enc Amt	Doc Src Descr	Account	Fund
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	0.00	Encumbrance Activity from a PO	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	3,900.00	Pre Encumbrance from a Requisition	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity

Appendix A—Common Abbreviations

COLUMN LABEL	TERM	DEFINITION
MTD	Month-to-Date	Includes the month balances for the period (as of) selected in the report filters with the ability to drill to supporting transactions
YTD	Year-to-Date	Includes period 1 thru period (as of). Does not include period 0
PTD	Project-to-Date	Inception-to-date. Ignores period 0 and period 999
PY Actuals	Prior Year Actuals	Includes period 0 for the fiscal year selected in the report filters
TOT	Total	Includes period 0 if applicable thru period (as of)

Appendix B—Doc Source

All records of everything that happens in a Finance/PO system flow into the journal which is the last step before items go into the ledger. Every transaction first flows into the journal. Journal Source is optional for campuses. Campuses can use this attribute to indicate the origination of a transaction. This could be more granular than Document Source.

Doc Source is an attribute designed for RSOL which defines the source of a group of transactions. Campuses might be more familiar with the terms *document*, *document name*, *document ID*.

Doc Source Values

Example

Formula

If Doc Source is (VAR 1) and OBIEE Field is (VAR 2) then (VAR 2) = (VALUE)

Data

Doc Source: Manual Journals (VAR 1)

OBIEE FIELD (VAR 2)	VALUE (VALUE)
Doc ID	Journal ID
Doc Ln	GL Journal Line Number

Results

If Doc Source is ***Manual Journals*** and OBIEE Field is ***Doc ID***, then Doc ID is ***Journal ID***
If Doc Source is ***Manual Journals*** and OBIEE Field is ***Doc Ln***, then Doc ID is ***GL Journal Line Number***

Mart: Campus Actuals

Doc Source: Manual Journals

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU Accounting Lines

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln	Line Number
Doc Ln Descr	Journal Descrption

Doc Source: Year End Encumbrance Accruals, Actuals

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln	Line Number
Doc Ln Descr	Journal Descrption

Doc Source: Payroll Accounting Lines

OBIEE FIELD	VALUE
Doc ID	Run Date
Document Date	Accounting Date
Doc Ln	Line Number
Doc Sch	Sequence number
Doc Ln Descr	Journal Line Description

Doc Source: Voucher Accounting Lines

OBIEE FIELD	VALUE
Doc ID	Voucher ID
Document Date	Invoice Date
Doc Ln	Voucher Line Number
Doc Dst	Distribution Line
Acct Entry Type	Accounting Entry Type
Doc Ln Descr	Description

Doc Source: Billing - Invoices

OBIEE FIELD	VALUE
Doc ID	Invoice
Document Date	Invoice Date
Doc Ln	Sequence
Doc Dst	Revenue Sequence Number
Acct Entry Type	Account Entry Type
Doc Ln Descr	Description

Doc Source: Accounts Receivable – Invoices

OBIEE FIELD	VALUE
Doc ID	Item ID
Document Date	Accounting Date
Doc Ln	Item Line
Doc Sch	Item Sequence Number
Doc Ln Descr	Journal Line Description

Doc Source: Accounts Receivable – Non Invoices

OBIEE FIELD	VALUE
Doc ID	Deposit ID
Document Date	Accounting Date
Doc Ln	Payment Sequence
Doc Dst	Distribution Sequence
Acct Entry Type	NOT APPLICABLE
Doc Ln Descr	Journal Line Description

Doc Source: Student Financials

OBIEE Field	Value
Doc ID	JOURNAL_ID
Document Date	JOURNAL_DATE
Doc Ln	JOURNAL_LINE
Doc Ln Descr	LINE_DESCR

Mart: Campus Budgets

Doc Source: Manual Budget Journals

OBIEE FIELD	VALUE
Doc ID	Journal ID
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Mart: Campus Encumbrance

Doc Source: Encumbrance Activity - PO

OBIEE FIELD	VALUE
Doc ID	PO Number
Document Date	Purchase Order Date
Doc Ln	Line Number
Doc Sch	Schedule Number
Doc Dst	Distribution Line
Doc Ln Descr	More Information

Doc Source: Encumbrance Activity - Vouchers

OBIEE FIELD	VALUE
Doc ID	PO Number
Document Date	Purchase Order Date
Doc Ln	Line Number
Doc Sch	Schedule Number
Doc Dst	PO Distribution Line Number
Doc Ln Descr	More Information

Doc Source: Manual Journals - Enc

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Mart: Campus Pre-encumbrance

Doc Source: Pre-encumbrance Activity - Req

OBIEE FIELD	VALUE
Doc ID	Requisition ID
Document Date	Requisition Date
Doc Ln	Line Number
Doc Sch	Schedule Number
Doc Dst	Distribution Line
Doc Ln Descr	More Information

Doc Source: Pre-encumbrance Activity - PO

OBIEE FIELD	VALUE
Doc ID	Requisition ID
Document Date	Requisition Date
Doc Ln	Line Number
Doc Sch	Schedule Number
Doc Dst	Distribution Line
Doc Ln Descr	More Information

Doc Source: Manual Journals – Pre-encumbrance

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Data Mart: Legal Actuals

Doc Source: Manual Journals - CSU

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU_FIRMS_AL_AC – FIRMS Accounting Line - Actual

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Journal Date
Doc Ln	Line Number

Data Mart: Legal Encumbrance

Doc Source: Manual Journals - CSU

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU Accounting Lines

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Journal Date
Doc Ln	Line Number

Data Mart: Legal Budgets

Doc Source: Manual Journals - CSU

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU_FIRMS_AL_AC – FIRMS Accounting Line – Actual

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Journal Date
Doc Ln	Line Number

Data Mart: GAAP

Doc Source: Manual Journals - GAAP

OBIEE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU_GAAP_AL_AC – FIRMS Accounting Line - Actual

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Journal Date
Doc Ln	Line Number

Doc Source: CSU_GAAP_AL_AC – GAAP Accounting Line – Asset M

OBIEE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Journal Date
Doc Ln	Line Number