

Contents

Information	1
Timeline	1
Process	2
1. Login to Finance Data Warehouse	2
2. Reports from Finance Data Warehouse	3
A. Year-to Year Budget v. Actual Report	3
B. Financial Fund Balance Report	4
C. Ecumbrance Report	5-6
Pivoting Reports (using transaction reports)	6 & 7
Saving Customized Reports	7
Troubleshooting	8-9

Information

When the books are closed, the reports are available in Data Warehouse. The Financial Reports can be pulled using this is a step-by-step procedure.

Timeline

The financial reports are available in the Data Warehouse, including payroll information approximately on the 10th day of the following month. Please refer to the month-end closing schedule.



Process

- 1. Logon to Finance Data Warehouse
 - Logon to myCl>Cl Financials>

Channel Islands / my	CI					
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	e.g., grades, email, parking, et	tc.			Find	myCl Services Q
						Fedit Pinned 🌣 Display
Pinned	Services (What's this?)					
	Financials mpus financial records stem	₩	Dropbox@Cl A secure file sharing and storage solution	0		Zoom Video conferencing system & virtual meeting space
Service	s					⊙ Hid
CI Vie ma	Learn ew course information and aterials using Canvas	01	Webmail Employee email system, powered by Microsoft Outlook	0	Ð	CI Records Student registration and records system

• Click on Finance Data Warehouse Login





2. Reports from Finance Data Warehouse:

- A. Year-to Year Budget v. Actual Report:
- Click Dashboard drop down arrow> Financial Reporting
- Click Financial Summary by Year the top of the screen
- Under Report Filters section> Business unit select CICMP >Fiscal Year 2021 to 2021 > Accounting Period- from 0 to 12> Account type – select 50,60 > Budget Ledger – select Operating Budget > unclick X under Fund>Fund- Select GD901> To remove benefits under NOT Acct Cat-select 603
- Under Advanced Filters Section> Account Tree- select CI_DEPT_TREE > Dept Level 3- ACAD_PRGM-Academic Affairs >Click Apply filters
- Option to filter Academic Affair Department (e.g. Business AA, Education, Centers, Provost, Enrollment Mgt., Arts & Science, Library, Extended University) Under Dept Level 4 select department of choice
- Option to filter Academic Affair Department (e.g. Business AA, Education, Centers, Provost, Enrollment Mgt., Arts & Science, Library, Extended University) Under Dept Level 4 select department of choice

me Manage My Budget as of Period Financial Summary As of Period Financial Summ	ary Between Periods Financia	al Summary by Year 1	rial Balance Incep	otion to Date Reports	Cash Fund Balanc	e Performance Repo	rt As of Period	
port Filters								
	Business Unit	Fiscal Year		Period From	P	eriod To Acc	ount Type Account (Category Budget Ledge
	CICMP - CSU (🗸	Between 2021	▼ - 2021	 Between 0 	▼ - 12	▼ 50	- Revenues; 👻Select \	/alue Operating Bud
	Fund	Dept A	ccount	Project	Program	Class		
	GD901 - CI ~ C ▼	Select Value 🔻	-Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻		
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Advanced Filters								
Advanced Filters								

- Under Financial Summary by year
- Column #1 select Dept Level 4 Fdescr > Dept Fdscr> Acct Fdescr> click OK

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		Select Report View: Summary by Y	/ear (Budget and Actuals) ▼				G
				202	1		
	Dept Level 4 Fdescr	Dept Fdescr 📥 💌	Acct Fdescr	Current Budget	Actuals		
	ACI - Accreditation & Cont. Imprvmnt	310814 - Continuous Improvement	601303 - Student Assistant	1,574.00	0.00		
			601801 - Special Consultants	7,002.00	20,747.58		
			606001 - Travel In State	5,000.00	0.00		
			606002 - Travel Out of State	2,000.00	0.00		
			613802 - Honorarium Fees	6,450.00	0.00		
			660003 - Supplies and Services - Other	2,558.00	0.00		
			660009 - Workshops & Training Fees	2,250.00	0.00		
			660816 - Membership Dues & Fees	650.00	0.00		
			660820 - Business Meals/Hospitality	300.00	0.00		
			660831 - Copier Usage	140.00	0.00		
		310814 - Continuous Improvement	Total	27,924.00	20,747.56		
	ACI - Accreditation & Cont. Imprvmnt Total			27,924.00	20,747.56		
	ARTS & SCIENCES - AA - Arts and Science	s 303720 - Biology/Natural Sciences	601100 - Academic Salaries	935,820.00	545,895.00		
			601101 - Department Chair	112,524.00	65,639.00		



- B. Financial Fund Balance report:
- Click Dashboard drop down arrow> Financial Reporting
- Click Financial Summary as of Period on top the screen
- Under Report Filters section> Business unit select CICMP> Fiscal Year > Accounting period-select current period> Account type- select 30,50, 60 > Budget Ledger – select Operating budget > unclick X under Fund>Fund- Select GD901> To remove benefits under NOT Acct Cat-select 603
- Under Fund select the following funds:

Select	Values			0	×
Availa Name	ble Starts Search Match Cas	Q e	Selected GD920 - CI Oper-Lab Fees GD985 - CI_Operating_CO Allocations GD975 - CI_Operating_Indicative - Ops		/
NULI - 1000 1000 1000 1000 Cho	O - Abou-Samra Family School Airborne Technologies Art Fund Barbara Stirzel Camarillo Basile Endowed Scholarship ces Returned: 1 - 256 + More		LA910 - Lottery - PreDoctoral Program LA915 - Lottery - General Q0000 - IDC Admin Cost Recovery TH920 - EELocal Trust Fund Campus Part		

- Under Advanced Filters Section> Account Tree- select CI_DEPT_TREE > Dept Level 3- ACAD_PRGM-Academic Affairs >Click Apply filters
- Under Financial Summary As of Period section
- Column #1 select Fund Fdescr > Column #2- Dept Fdescr > Column #3- Acct Cat Fdscr > click ok

Show Column 1: Fun	d Fdescr 🔹 Colum	nn 2: Dept Fdesor V Column 3:	Acct Cat Fdescr Column 4: Hide	Column 5:	Hide	• Colum	n 6: Hide
	and subjection and a subject of the state		select report view. Summarized				
	Fund Edescr	Dept Fdescr	Acct Cat Fdescr	Current Budget Actuals	Encumbrances	Balance Available	% Used Fiscal Yea
	GD920 - CI Oper-Lab Fees	303720 - Biology/Natural Sciences	501 - Higher Education Fees	(34,562.65)	0.00	34,562.65	
			660 - Miso. Operating Expenses	29,841.91	2,000.00	(31,841.91)	
		303720 - Biology/Natural Sciences Total		(4,720.74)	2,000.00	2,720.74	
		303721 - Nursing	501 - Higher Education Fees	(11,760.00)	0.00	11,760.00	
			619 - Equipment Group	1,792.45	0.00	(1,792.45)	
			660 - Misc. Operating Expenses	3,589.56	0.00	(3.589.56)	
		303721 - Nursing Total		(6,377.99)	0.00	6,377.99	
		303731 - Performing Arts	501 - Higher Education Fees	(240.00)	0.00	240.00	
			680 - Miso. Operating Expenses	427.51	0.00	(427.51)	
		303731 - Performing Arts Total		187.51	0.00	(187.51)	
		303732 - Communication	501 - Higher Education Fees	(2,100.00)	0.00	2,100.00	
			606 - Travel	45.00	0.00	(45.00)	
		303732 - Communication Total		(2,055.00)	0.00	2,055.00	
		303735 - Psychology	619 - Equipment Group	1,300.55	0.00	(1,300.55)	
			660 - Miso. Operating Expenses	349.17	0.00	(349.17)	
		303735 - Psychology Total		1,649.72	0.00	(1,649.72)	
		303740 - History	501 - Higher Education Fees	(135.00)	0.00	135.00	
			660 - Misc. Operating Expenses	18.00	0.00	(18.00)	
		303740 - History Total		(117.00)	0.00	117.00	
		303760 - 6#	501 - Higher Education Fees	(6 200 00)	0.00	6 200 00	



- C. Ecumbrance Report: to check all the ecumbrances by department
- Click Dashboard drop down arrow>Transaction Inquiry



- Click Encumbrance Report at the top of the screen> select Encumbrace Transaction
- Click Business Unit Select CICMP> Fiscal Year> As of period
- Unclick X on Fund > click Apply Filters
- Under Dept select the department of choice and click apply filters
- Under the Embrance Transaction, select Report View to Ecumbrance Transaction download to Excel for detail and extraction of the report.

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CICMP -		Date	Doc ID	Doc Src Descr	Doc Ln Descr	Encumbrances	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Proj Fdescr Fde	ect Period scr Descr	Document Date	PO#	Supplier	Supplier Name	PO Line Dst	PO Sch	Voucher ID	Voucher Ln	Voucher Led Dist Ln Fde	iger K Isor D	K Tran J ate S	Irni Src PO Date	Reversal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Ob Cd Fdesor	FIRMS Proj Cd Fdescr	SCO Subfund Fdescr
CSU	2021	1 08/08/1988	0001810212	Doc Sro Desor	Doc Ln Descr PO_25456	Encumbrances 3,506.36	Account Fdescr 818904 - Servers/Peripherals	Fund Fdescr GD901 - Cl ~	Dept Fdescr 310823 - Academic	Prog Fdescr	Class Proj Fdesor Fde	ect Period Scr Descr Period 1 -	Document Date	PO#	Supplier	Supplier Name	PO Line # Dst 26 0	PO Sch	Voucher ID	Voucher Ln 0	Voucher Dist Ln 0 KK_ - Lei	dger K tsor D	K Tran ate	Irni Src PO Date	Reversal Date	SCO Fund Fdescr	CSU Fund Fdescr 485 - TF- CSU	FIRMS Ob Cd Fdesor 818002 - UT	FIRMS Proj Cd Edescr	SCO Subfund Fdescr
CSU Channel Islands	2021	1 08/08/1988	Doc ID 0001810212	Doc Sro Desor Manual Journal Entry	Doc Ln Desor PO_25458	Encumbrances 3,506.36	Account Fdescr 818904 - Servers/Peripherals Under S8k	Fund Fdescr GD901 - Cl ~ Operating	Dept Fdescr 310823 - Academic Planning	Prog Fdescr	Class Proj Fdescr Fde	Period 1 - 2021- 07-01	Document Date 07/01/2021	PO#	Supplier	Supplier Name	PO Line # 28 0	PO Sch	Voucher ID	Voucher Ln 0	Voucher Dist Ln 0 KK_ -Lei Eno	iger K scr D _DTL_ENC 07 idger KK sumbrance	K Tran 3 ate 3	Src PO Date	Reversal Date	SCO Fund Fdescr 3 0948 - Calif State University	CSU Fund Fdescr 485 - TF- CSU Operating Fund	FIRMS Ob Cd Fdesor 618002 - UT Hardware	FIRMS Proj Cd Edescr 00000 - No Project Name	SCO Subfund Fdescr
CSU Channel Islands	2021	1 08/08/1988	Dec ID 0001810212	Doc Sro Desor Manual Journal Entry	Doc Ln Descr PO_25458	Encumbrances 3,606.36	Account Fdescr 010004 - Servers/Peripherals Under \$5k	Fund Fdesor GD901 - Cl ~ Operating	Dept Fdescr 310823 - Academic Planning	Prog Fdescr	Class Proj Fdesor Fde	Period Descr Period 1- 2021- 07-01	07/01/2021	PO#	Supplier	Supplier Name	PO Line # 26 0	PO Sch	Voucher ID	Voucher Ln 0	Voucher Dist Ln 0 KK - Ler Encr	iger D escr D _DTL_ENC 01 idger KK sumbrance	K Tran ate	STE PO Date	Reversal Date	SCO Fund Fdescr 8 0948 - Calif State University Trust Fund	CSU Fund Fdescr 485 - TF- CSU Operating Fund	FIRMS Obj Cd Fdesor 616002 - UT Hardware	FIRMS Proj Cd Fdescr 00000 - No Project Name Assigned	SCO Subfund Fdescr
CSU Channel Islands	2021	1 08/06/1968	Dec ID 0001810212	Doe Sre Desor Manual Journal Entry	Doo Ln Descr PO_25458	Encumbrances 3.506.36 229.00	Account Fdesor 616904 - Servers/Peripherals Under Sök 616903 -	Fund Fdesor GD901 - Cl ~ Operating	Dept Fdesor 310823 - Academic Planning 310823 -	Prog Fdescr	Class Proj Fdesor Fde	ect Period scr Period 1- 2021- 07-01 Period	Document Date 07/01/2021	PO#	Supplier .	Supplier Name	PO Line # Dst 28 0	PO Sch 0	Voucher ID	Voucher Ln 0	Voucher Dist Ln Fde	Ager D sor D DTL_ENC 01 Adger KK sumbrance	K Tran 3 ate 3	Imal Src PO Date CSE 07/01/2021 11/01/2021	Reversal Date 08/08/1965	SCO Fund Fdescr 8 0948 - Calif State University Trust Fund 8 0948 -	CSU Fund Fdesor 485 - TF- CSU Operating Fund	FIRMS Obj Cd Fdesor 616002 - I/T Hardware 616002 -	FIRMS Proj Cd Fdesor 00000 - No Project Name Assigned	SCO Subfund Fdescr 000 - x
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Review/analyze encumbrances and balances.

Saving Customized Reports

Saving Reports from any of the report tabs is available by clicking the tool link below:

Select Save Current Customization> name your report and hit OK

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Troubleshooting

The following message is an error, and to return to the Data Warehouse, please troubleshoot the next steps:



Under the Finance Data Warehouse login, you will find the following link. Click on it to reset the login for CFS Data Warehouse. Please see the red arrow below:

CSYOU



CSUCI Academic Planning & Budgeting





Once you have reset the login, you may use the quick link referenced as CFS Data Warehouse and log back into the Data Warehouse.