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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 myCI>CI Financials>

The screenshot shows the myCI portal interface. At the top, there is a search bar with the placeholder text "e.g., grades, email, parking, etc." and a "Find myCI Services" button. Below the search bar are "Pinned Services" including CI Financials (Campus financial records system), Dropbox@CI (A secure file sharing and storage solution), and Zoom (Video conferencing system & virtual meeting space). Underneath are "Services" including CI Learn (View course information and materials using Canvas), Webmail (Employee email system, powered by Microsoft Outlook), and CI Records (Student registration and records system).

- Click on Finance Data Warehouse Login



EMPLOYEE RESOURCES | TOOLS & SERVICES | DIVISION & ORGANIZATIONS | PROJECTS & INITIATIVES | COLLABORATE | POLICIES | FORMS & PROCEDURES | NEWS & INFORMATION

HOME > TOOLS & SERVICES > FINANCIAL TOOLS > COMMON FINANCIAL SYSTEM (CFS)

Common Financial System (CFS)

- CFS Non-Production
- Financial Information Systems (FIS)

CFS Login

Finance Data Warehouse Login

Finance DW Home Page

CPO Request

Common Financial System (CFS)

CFS 9.2 MP 3.0 - Fluid User Interface - Phase II

Tips to Get You Started with the New CFS Fluid User Interface
Beginning on April 27, 2020, CFS users will experience a brand new Homepage upon login. The CFS 9.2 Homepage will display 9 new Tiles. In addition, 4 additional customizable Homepages are delivered for users to personalize. For more details, please click on the online recording link **CFS Fluid User Interface - Phase II**.

Online Recording

CFS PRODUCTION LOGIN

Systemwide Technical Support

Requests for assistance begin by contacting the ITSupport Center by [email](#) or by telephone (562) 951-8500.

Requests are routed to technology service providers

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

The screenshot shows the 'Financial Reporting' interface. Under 'Report Filters', the following settings are visible: Business Unit: CICMP - CSU; Fiscal Year: Between 2021; Period From: 0; Period To: 12; Account Type: 50 - Revenues; Account Category: --Select Value--; Budget Ledger: Operating Budget. Under 'Advanced Filters', the Dept Tree is set to CI_DEPT_TREE and Dept Level 4 is set to ACAD_PRGM. Red arrows point to the 'Fund' dropdown (GD901 - CI - C) and the 'Dept Level 4' dropdown.

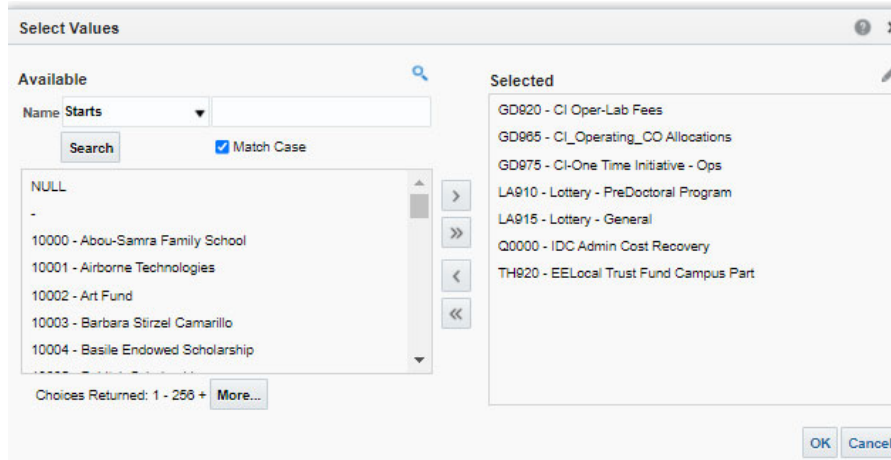
- Under Financial Summary by year
- Column #1 select Dept Level 4 Fdescr > Dept Fdescr> Acct Fdescr> click OK

The screenshot shows the 'Financial Summary by Year' report. The columns are: Dept Level 4 Fdescr, Dept Fdescr, Acct Fdescr, and 2021 (Current Budget, Actuals). The report view is 'Summary by Year (Budget and Actuals)'.

| Dept Level 4 Fdescr | Dept Fdescr | Acct Fdescr | 2021 | | | |
|--|-----------------------------------|---|----------------|------------|-----------|-----------|
| | | | Current Budget | Actuals | | |
| ACI - Accreditation & Cont. Imprvmt | 310814 - Continuous Improvement | 001303 - Student Assistant | 1,574.00 | 0.00 | | |
| | | 001801 - Special Consultants | 7,002.00 | 20,747.98 | | |
| | | 008001 - Travel In State | 5,000.00 | 0.00 | | |
| | | 008002 - Travel Out of State | 2,000.00 | 0.00 | | |
| | | 013802 - Honorarium Fees | 6,450.00 | 0.00 | | |
| | | 050003 - Supplies and Services - Other | 2,556.00 | 0.00 | | |
| | | 080006 - Workshops & Training Fees | 2,250.00 | 0.00 | | |
| | | 060818 - Membership Dues & Fees | 650.00 | 0.00 | | |
| | | 090820 - Business Meals/Hospitality | 300.00 | 0.00 | | |
| | | 060831 - Copier Usage | 140.00 | 0.00 | | |
| | | 310814 - Continuous Improvement Total | | | 27,924.00 | 20,747.98 |
| | | ACI - Accreditation & Cont. Imprvmt Total | | | 27,924.00 | 20,747.98 |
| ARTS & SCIENCES - AA - Arts and Sciences | 303720 - Biology/Natural Sciences | 001100 - Academic Salaries | 635,820.00 | 545,885.00 | | |
| | | 001101 - Department Chair | 112,524.00 | 85,039.00 | | |

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:



- 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 Fdescr> click ok

Financial Summary - As of Period
Business Unit = CICMP - CSU Channel Islands, Fiscal Year = 2021, Period = 6
Financial Summary As of Period
Time run: 2/13/2022 3:12:18 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Hide Column 5: Hide Column 6: Hide

| Fund Fdescr | Dept Fdescr | Acct Cat Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|--------------------------|---|--------------------------------|----------------|-------------|--------------|-------------------|--------------------|
| GD920 - CI Oper-Lab Fees | 303720 - Biology/Natural Sciences | 501 - Higher Education Fees | | (24,552.65) | 0.00 | 34,562.65 | |
| | | 680 - Misc. 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 | | (11,790.00) | 0.00 | 11,790.00 | |
| | | 619 - Equipment Group | | 1,792.45 | 0.00 | (1,792.45) | |
| | | 680 - Misc. Operating Expenses | | 3,589.56 | 0.00 | (3,589.56) | |
| | 303721 - Nursing Total | | | (8,377.99) | 0.00 | 6,377.99 | |
| | 303731 - Performing Arts | 501 - Higher Education Fees | | (240.00) | 0.00 | 240.00 | |
| | | 680 - Misc. 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) | |
| | | 680 - Misc. 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 | |
| | | 680 - Misc. Operating Expenses | | 18.00 | 0.00 | (18.00) | |
| | 303740 - History Total | | | (117.00) | 0.00 | 117.00 | |
| | 303790 - Art | 501 - Higher Education Fees | | (6,200.00) | 0.00 | 6,200.00 | |

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



- Click Encumbrance Report at the top of the screen> select Encumbrance 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 Encumbrance Transaction download to Excel for detail and extraction of the report.

Home Open PO Reports Open Requisition Reports Actuals Reports Budget Reports Encumbrance Reports Encumbrance Transactions Requisition Reports ProcCard Transactions

Report Filters

Business Unit: CICMP - CSU | Fiscal Year: 2021 | Period From: Between 0 | Period To: 12 | Account Category: --Select Value--

Fund: C0001 - CI - C | Dept: 310823 - Acad | Account: --Select Value-- | Project: --Select Value-- | Program: --Select Value-- | Class: --Select Value--

NOT Fund: NOT --Select Value-- | NOT Dept ID: NOT --Select Value-- | NOT Account: NOT --Select Value-- | NOT Project: NOT --Select Value-- | NOT Program: NOT --Select Value-- | NOT Class: NOT --Select Value-- | NOT Acct Cat: NOT --Select Value--

Document Source: --Select Value-- | Doc ID: --Select Value-- | Document Date: NOT --Select Value-- | Doc Line Descr: --Select Value--

Advanced Filters

Apply Filters | Reset Filters

Select Report View: Encumbrance Transactions download to Excel

| Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Sro Descr | Doc Ln Descr | Encumbrances | Account Fdesor | Fund Fdesor | Dept Fdesor | Prog Fdesor | Class Fdesor | Project Fdesor | Period | Document Date | PO # | Supplier | Supplier Name | PO Line # | PO Ln Sch | PO Sch | Voucher ID | Voucher Ln | Voucher Dist Ln | Ledger Fdesor | KK Tran Date | Jmt Sro | PO Date | Reversal Date | SCD Fund Fdesor | CSU Fund Fdesor | FIRMS Obj CU Fdesor | FIRMS Proj Cd Fdesor | SCD Subfund Fdesor | PC |
|-----------------------------|-------------|--------|-----------------|------------|--------------------------------|-----------------------|--------------|--|------------------------|----------------------------|-------------|--------------|----------------|---------------------|---------------|------------|------------|---------------|-----------|-----------|--------|------------|------------|-----------------|------------------------------------|--------------|---------|------------|---------------|--|---------------------------|----------------------|----------------------------------|--------------------|-------|
| CICMP - CSU Channel Islands | 2021 | 1 | 08/08/1988 | 0001810212 | Manual Journal Entry | PO_25456 | 3,508.36 | 616904 - Servers/Peripherals Under \$5k | 02001 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 1-2021-07-01 | 07/01/2021 | 0001810212 | - | - | 26 | 0 | 0 | - | 0 | 0 | KK_DTL_ENC - Ledger/KK Encumbrance | 07/14/2021 | CSE | 07/01/2021 | 08/08/1988 | 0848 - Calif State University Trust Fund | 485 - TF - Operating Fund | 616002 - IT Hardware | 00000 - No Project Name Assigned | 000 - x | - |
| CICMP - CSU Channel Islands | 2021 | 5 | 01/14/2022 | 0000028359 | Encumbrance Activity from a PO | 4 year Apple Care | 229.00 | 616903 - Desk/Lap/Peripherals Under \$5k | 02001 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 5-2021-11-01 | 11/01/2021 | 0000028359 | 0000000037 | Apple Inc | 2 | 1 | 1 | - | 0 | 0 | KK_DTL_ENC - Ledger/KK Encumbrance | 11/01/2021 | - | 11/01/2021 | 08/08/1988 | 0848 - Calif State University Trust Fund | 485 - TF - Operating Fund | 616002 - IT Hardware | 00000 - No Project Name Assigned | 000 - x | 5x A4 |
| CICMP - CSU Channel Islands | 2021 | 5 | 01/14/2022 | 0000028359 | Encumbrance Activity from a PO | MacBook Air 13 inches | 800.93 | 616903 - Desk/Lap/Peripherals Under \$5k | 02001 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 5-2021-11-01 | 11/01/2021 | 0000028359 | 0000000037 | Apple Inc | 1 | 1 | 1 | - | 0 | 0 | KK_DTL_ENC - Ledger/KK Encumbrance | 11/01/2021 | - | 11/01/2021 | 08/08/1988 | 0848 - Calif State University Trust Fund | 485 - TF - Operating Fund | 616002 - IT Hardware | 00000 - No Project Name Assigned | 000 - x | 5x A4 |
| CICMP - CSU Channel Islands | 2021 | 7 | 01/13/2022 | 0000028359 | AP Voucher Accounting | 4 year Apple Care | (229.00) | 616903 - Desk/Lap/Peripherals Under \$5k | 02001 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 7-2022-01-01 | 11/01/2021 | 0000028359 | 0000000037 | Apple Inc | 2 | 1 | 1 | 00164400 | 2 | 1 | KK_DTL_ENC - Ledger/KK Encumbrance | 01/13/2022 | - | 11/01/2021 | 08/08/1988 | 0848 - Calif State University Trust Fund | 485 - TF - Operating Fund | 616002 - IT Hardware | 00000 - No Project Name Assigned | 000 - x | - |
| CICMP - CSU Channel Islands | 2021 | 7 | 01/13/2022 | 0000028359 | AP Voucher Accounting | MacBook | (800.93) | 616903 - Desk/Lap/Peripherals Under \$5k | 02001 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 11-01/2021 | 11/01/2021 | 0000028359 | 0000000037 | Apple Inc | 1 | 1 | 1 | 00164400 | 1 | 1 | KK_DTL_ENC - Ledger/KK Encumbrance | 01/13/2022 | - | 11/01/2021 | 08/08/1988 | 0848 - Calif State University Trust Fund | 485 - TF - Operating Fund | 616002 - IT Hardware | 00000 - No Project Name Assigned | 000 - x | - |

CSUCI Academic Planning & Budgeting

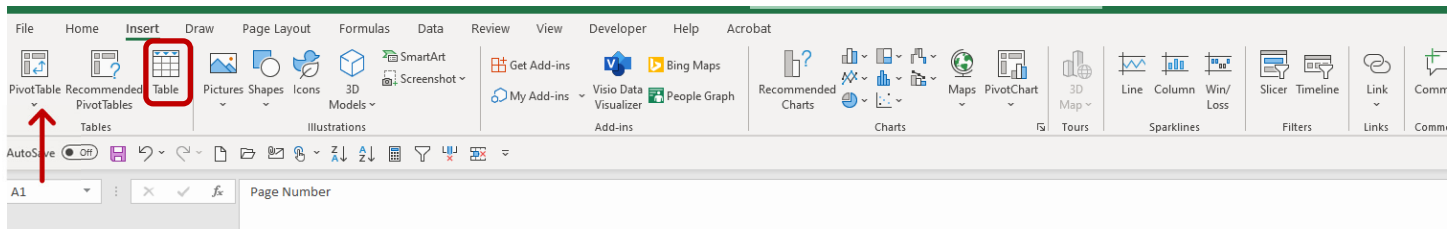
To export any report from the Data Warehouse, scroll to the bottom of the page and select "Export" and select the format (PDF, Excel, CSV) to export.

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|------|---|------------|------------|--------------------------------|-------------------|------------|-------------------------------|------------------------|----------------------------|-----|-----|-----|-----------------------|------------|------------|------------|----------------------------|---|---|----------|---|---|------------------------------------|------------|------|
| CICMP - CSU Channel Islands | 2021 | 3 | 09/03/2021 | 0000026134 | AP Voucher Accounting | Curriculog DIGARC | (7,458.88) | 613001 - Contractual Services | GD901 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 3 - 2021-09-01 | 08/27/2021 | 0000026134 | 0000009103 | Digital Architecture, Inc. | 1 | 1 | 00181868 | 1 | 1 | KK_DTL_ENC - Ledger KK Encumbrance | 09/03/2021 | 08/2 |
| CICMP - CSU Channel Islands | 2021 | 3 | 09/04/2021 | 0000026133 | Encumbrance Activity from a PO | Acalog - Catalog | 0.00 | 613001 - Contractual Services | GD901 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 3 - 2021-09-01 | 08/27/2021 | 0000026133 | 0000009103 | Digital Architecture, Inc. | 1 | 1 | - | 0 | 0 | KK_DTL_ENC - Ledger KK Encumbrance | 08/27/2021 | 08/2 |
| CICMP - CSU Channel Islands | 2021 | 3 | 09/04/2021 | 0000026134 | Encumbrance Activity from a PO | Curriculog DIGARC | 0.00 | 613001 - Contractual Services | GD901 - CI - Operating | 310823 - Academic Planning | ... | ... | ... | Period 3 - 2021-09-01 | 08/27/2021 | 0000026134 | 0000009103 | Digital Architecture, Inc. | 1 | 1 | - | 0 | 0 | KK_DTL_ENC - Ledger KK Encumbrance | 08/27/2021 | 08/2 |
| Grand Total | | | | | | | 13,008.53 | | | | | | | | | | | | | | | | | | | |

Period is between 9 and 12
and Act Cat is not equal to 1 is not in 903
and Dept Fdesor is equal to 310823 - Academic Planning
and Bus Unit Fdesor is equal to CICMP - CSU Channel Islands
and Fiscal Year is equal to 2021
and Act Type is equal to 1 is in 60
Row Count: 29

PDF
Excel 2007+
Powerpoint 2007+
Web Archive (.mht)
Data
Export

Export using data>CSV File:



| Page Num | Business Unit | Fiscal Year | Period | Accounting | Doc ID | Doc Src | De | Doc Ln | De | Encumbr | J | Fund | Fdes | Dept | Fdes | Prog | Fdes | Class | Fdes | Project | Fd | Period | De | Document | PO # | Supplier | Supplier | PO Line # | PO Ln | Dst | PO Sch | Vt |
|----------|---------------|-------------|--------|------------|---------|-----------|------------|--------|----|----------|--------|------|-------|------|--------|------|------|-------|------|---------|-----|----------|-------|----------|------|------------------|----------|-----------|-------|-----|--------|----|
| 1 | CICMP - C | 2021 | 1 | ##### | 1810212 | Manual Jo | PO_25456 | | | 3506.36 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 1810212 | - | | | 26 | 0 | 0 | 0 | |
| 2 | CICMP - C | 2021 | 5 | ##### | 26359 | Encumbr | 4 year App | | | 229 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 26359 | | 37 Apple Inc | | 2 | 1 | 1 | 1 | |
| 3 | CICMP - C | 2021 | 5 | ##### | 26359 | Encumbr | MacBook | | | 860.93 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 26359 | | 37 Apple Inc | | 1 | 1 | 1 | 1 | |
| 4 | CICMP - C | 2021 | 7 | ##### | 26359 | AP Vouch | 4 year App | | | -229 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 7 | ----- | 26359 | | 37 Apple Inc | | 2 | 1 | 1 | 1 | |
| 5 | CICMP - C | 2021 | 7 | ##### | 26359 | AP Vouch | MacBook | | | -860.93 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 7 | ----- | 26359 | | 37 Apple Inc | | 1 | 1 | 1 | 1 | |
| 6 | CICMP - C | 2021 | 7 | ##### | 26359 | Encumbr | 4 year App | | | 0 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 7 | ----- | 26359 | | 37 Apple Inc | | 2 | 1 | 1 | 1 | |
| 7 | CICMP - C | 2021 | 7 | ##### | 26359 | Encumbr | MacBook | | | 0 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 7 | ----- | 26359 | | 37 Apple Inc | | 1 | 1 | 1 | 1 | |
| 8 | CICMP - C | 2021 | 1 | ##### | 25455 | Encumbr | laptops fo | | | 2624.17 | 616903 | D | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25455 | | 192 Dell Marki | | 1 | 1 | 1 | 1 | |
| 9 | CICMP - C | 2021 | 1 | ##### | 25456 | AP Vouch | Dell docks | | | -493.63 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 3 | 1 | 1 | 1 | |
| 10 | CICMP - C | 2021 | 1 | ##### | 25456 | Encumbr | Dell docks | | | 493.63 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 3 | 1 | 1 | 1 | |
| 11 | CICMP - C | 2021 | 1 | ##### | 25456 | Encumbr | Dell keybo | | | 27.01 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 5 | 1 | 1 | 1 | |
| 12 | CICMP - C | 2021 | 1 | ##### | 25456 | Encumbr | Dell lapto | | | 2599.85 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 1 | 1 | 1 | 1 | |
| 13 | CICMP - C | 2021 | 1 | ##### | 25456 | Encumbr | Dell moni | | | 356.16 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 2 | 1 | 1 | 1 | |
| 14 | CICMP - C | 2021 | 1 | ##### | 25456 | Encumbr | Dell opti | | | 29.71 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 25456 | | 192 Dell Marki | | 4 | 1 | 1 | 1 | |
| 15 | CICMP - C | 2021 | 5 | ##### | 25456 | AP Vouch | Dell keybo | | | -27.01 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 5 | 1 | 1 | 1 | |
| 16 | CICMP - C | 2021 | 5 | ##### | 25456 | AP Vouch | Dell lapto | | | -2599.85 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 1 | 1 | 1 | 1 | |
| 17 | CICMP - C | 2021 | 5 | ##### | 25456 | AP Vouch | Dell moni | | | -356.16 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 2 | 1 | 1 | 1 | |
| 18 | CICMP - C | 2021 | 5 | ##### | 25456 | AP Vouch | Dell opti | | | -29.71 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 4 | 1 | 1 | 1 | |
| 19 | CICMP - C | 2021 | 5 | ##### | 25456 | Encumbr | Dell keybo | | | 0 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 5 | 1 | 1 | 1 | |
| 20 | CICMP - C | 2021 | 5 | ##### | 25456 | Encumbr | Dell lapto | | | 0 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 1 | 1 | 1 | 1 | |
| 21 | CICMP - C | 2021 | 5 | ##### | 25456 | Encumbr | Dell moni | | | 0 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 2 | 1 | 1 | 1 | |
| 22 | CICMP - C | 2021 | 5 | ##### | 25456 | Encumbr | Dell opti | | | 0 | 616904 | S | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 5 | ----- | 25456 | | 192 Dell Marki | | 4 | 1 | 1 | 1 | |
| 23 | CICMP - C | 2021 | 1 | ##### | 24828 | Encumbr | Acalog Ho | | | 6878 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 1 | ----- | 24828 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 24 | CICMP - C | 2021 | 2 | ##### | 26133 | Encumbr | Acalog - C | | | 7153.12 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 2 | ----- | 26133 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 25 | CICMP - C | 2021 | 2 | ##### | 26134 | Encumbr | Curriculog | | | 7458.88 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 2 | ----- | 26134 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 26 | CICMP - C | 2021 | 3 | ##### | 26133 | AP Vouch | Acalog - C | | | -7153.12 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 3 | ----- | 26133 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 27 | CICMP - C | 2021 | 3 | ##### | 26134 | AP Vouch | Curriculog | | | -7458.88 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 3 | ----- | 26134 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 28 | CICMP - C | 2021 | 3 | ##### | 26133 | Encumbr | Acalog - C | | | 0 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 3 | ----- | 26133 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 29 | CICMP - C | 2021 | 3 | ##### | 26134 | Encumbr | Curriculog | | | 0 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 3 | ----- | 26134 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |
| 30 | CICMP - C | 2021 | 3 | ##### | 26134 | Encumbr | Curriculog | | | 0 | 613001 | C | GD901 | CI | 310823 | A | --- | --- | --- | --- | --- | Period 3 | ----- | 26134 | | 9103 Digital Arc | | 1 | 1 | 1 | 1 | |

Insert a table and then select to insert Pivot Table and select the PivotTable fields:

| PO # | Doc Ln Descr | Total |
|--------------------|--------------------------------|-----------------|
| 8/8/1988 0:00 | PO_25456 | 3506.36 |
| 7/1/2021 0:00 | Acalog Hosting and Support Te | 6878 |
| 7/1/2021 0:00 | laptops for data analytics | 2624.17 |
| 7/26/2021 0:00 | Dell docks | -493.63 |
| 9/3/2021 0:00 | Acalog - Catalog | -7153.12 |
| 9/3/2021 0:00 | Curriculog DIGARC | -7458.88 |
| 9/4/2021 0:00 | Acalog - Catalog | 7153.12 |
| 9/4/2021 0:00 | Curriculog DIGARC | 7458.88 |
| 11/24/2021 0:00 | Dell keyboard | -27.01 |
| 11/24/2021 0:00 | Dell laptops with Docking stat | -2599.85 |
| 11/24/2021 0:00 | Dell monitors | -356.16 |
| 11/24/2021 0:00 | Dell optical mouse | -29.71 |
| 11/25/2021 0:00 | Dell docks | 493.63 |
| 11/25/2021 0:00 | Dell keyboard | 27.01 |
| 11/25/2021 0:00 | Dell laptops with Docking stat | 2599.85 |
| 11/25/2021 0:00 | Dell monitors | 356.16 |
| 11/25/2021 0:00 | Dell optical mouse | 29.71 |
| 1/13/2022 0:00 | 4 year Apple Care | -229 |
| 1/13/2022 0:00 | MacBook Air 13 inches | -860.93 |
| 1/14/2022 0:00 | 4 year Apple Care | 229 |
| 1/14/2022 0:00 | MacBook Air 13 inches | 860.93 |
| Grand Total | | 13008.53 |

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

The screenshot shows the CSU Financial Reporting interface. At the top, there are navigation tabs: Home, Dashboards, Open, and Signed in As: Bravo, Rosa. A red arrow points to a gear icon in the top right corner, which opens a menu with options: Printable PDF, Print, Export to Excel, Refresh, Create Promoted Link, Apply Saved Customization, Save Current Customization..., Edit Saved Customizations..., and Clear My Customization.

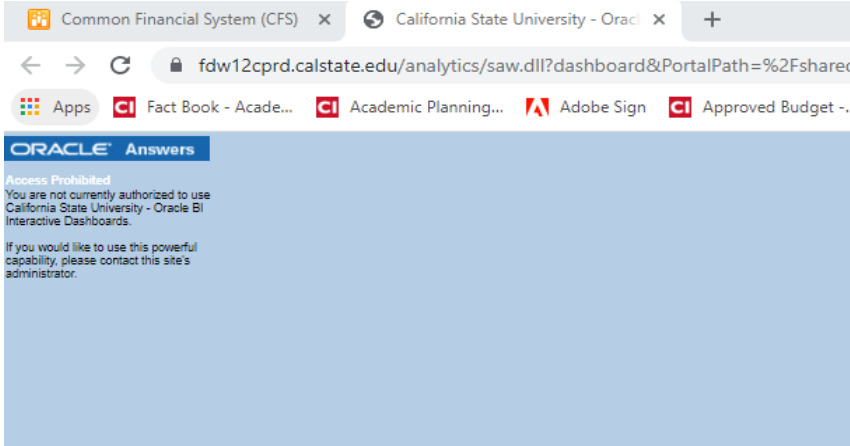
Below the navigation, there are various filter sections: Business Unit (OCAMP - CSU), Fiscal Year (Between 2020 and 2021), Period From (Between 0 and 12), Account Type (50 - Revenues), Account Category, Budget Ledger (Operating Budg), and Fund CF Status. There are also sections for Fund, Dept, Account, Project, Program, and Class, each with a dropdown menu.

At the bottom, there is a data table titled "Financial Summary by Year" for Business Unit = OCAMP, CSU Channel Islands, Fiscal Year = 2020,2021, Period = 0,12. The table shows columns for Dept Level 4 Fidesor, Scenario, Acct Type Fidesor, Current Budget, Actuals, and Current Budget/Actuals for the years 2020 and 2021.

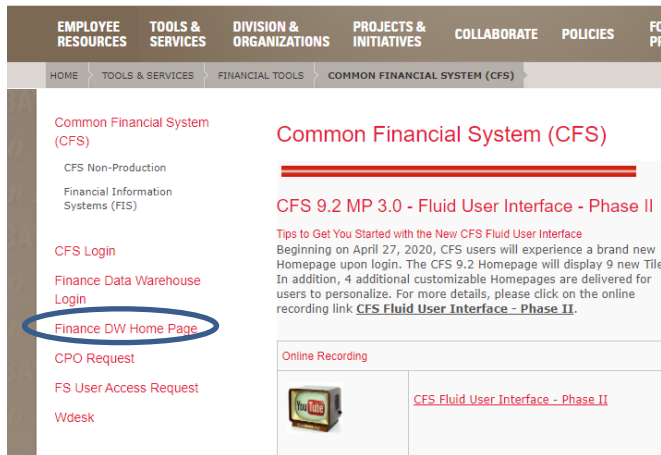
| Dept Level 4 Fidesor | Scenario | Acct Type Fidesor | 2020 | | 2021 | |
|--|----------|-------------------|----------------|-----------|----------------|-----------|
| | | | Current Budget | Actuals | Current Budget | Actuals |
| ACI - Accreditation & Cont. Improvment | - | 60 - Expenditures | 28,430.48 | 20,747.58 | 28,430.48 | 20,747.58 |
| | - Total | | 27,924.00 | 0.00 | 27,924.00 | 0.00 |
| | ORIGINAL | 60 - Expenditures | 27,924.00 | 0.00 | 27,924.00 | 0.00 |
| | ORIGINAL | Total | 27,924.00 | 0.00 | 27,924.00 | 0.00 |

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:



Business Intelligence / Data Operations

- CFS Data Warehouse
- CHRS Reporting
- CSU Data Lake

Cal State Tech Community

CalStateTech Calendar

CO IT Support Center

Collaboration

Identity & Access Management

Information Security

Information Systems (IS)

Infrastructure Services

Project & Change Management Office

BI/DW Redirect

CFS Data Warehouse

Check the Message Board regularly for current CFS DW news (located in Quick Links section).

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

The following dashboards are available in the CFS Data Warehouse. Depending on your campus configuration, you will have access to all or some of the following dashboards:

- Financial Reporting
- Transaction Inquiry
- Tree Reporting
- FIRMS/GAAP
- Sponsored Programs
- Labor Cost Distribution (LCD)
- Asset Management (AM)
- BI/DW Message Board

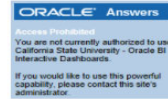
Quick Links

CFS Data Warehouse

- [Message Board](#)
- [User Documentation](#)
- [Online Learning](#)
- [Non-Production Environments](#)
- [Browser Certification](#)

Reset Login CFS Data Warehouse

Use the Reset Login Button (above) to resolve the "Access Prohibited" issue:



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