

Data Warehouse Most Used Reports

March 2017



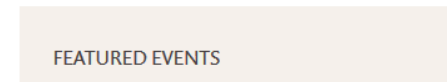
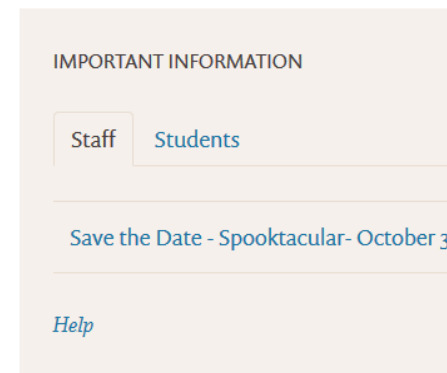
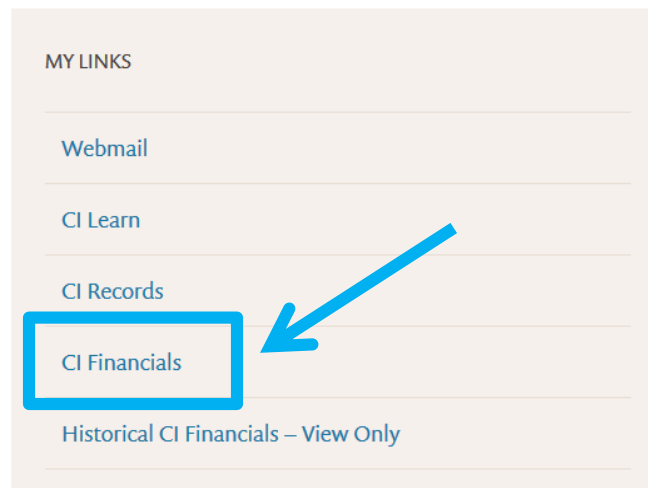
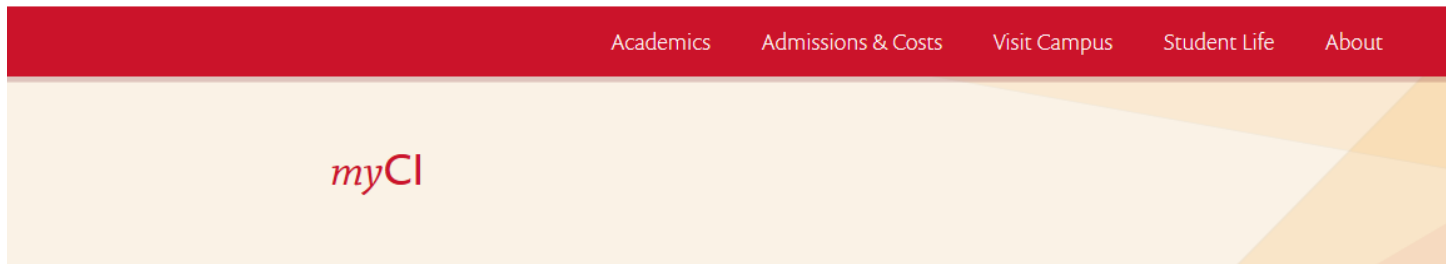
Budget & Planning Team - Presenter

➤ Jennifer Moss

- Manager, Budget & Planning

How to Access the Data Warehouse

I) Log into CI Financials



How to Access the Data Warehouse

2) Select Finance Data Warehouse – Phase 2

CSYOU

EMPLOYEE RESOURCES TOOLS & SERVICES DIVISIONS & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS NEWS & COMMUNICATIONS

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

Common Financial System (CFS)

CFS Non-Production
Financial Information Systems (FIS)

Common Financial System (CFS)

The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

CFS System Outages

<u>Title</u>	<u>Distribution Date</u>
Scheduled Maintenance: Unisys Monthly Maintenance Window - November	11/4/2016 10:06 AM
Scheduled Maintenance: CO Monthly Maintenance Application Servers	11/1/2016 12:57 PM

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 24 hours a day, 7 days a week, 365 days a year.

Open a Ticket

[Open a ticket using ServiceNow](#)

CFS Production Log-in

Finance Data Warehouse Login

Finance DW Home Page

CPO Request

Earnings Statement

WFB Statements

Default Settings

➤ Set Default Settings

Select primary business unit for campus level reporting Select primary budget ledger Select original budget scenario only

CICMP - CSU Cha Operating Budget ORIGINAL Apply Reset v

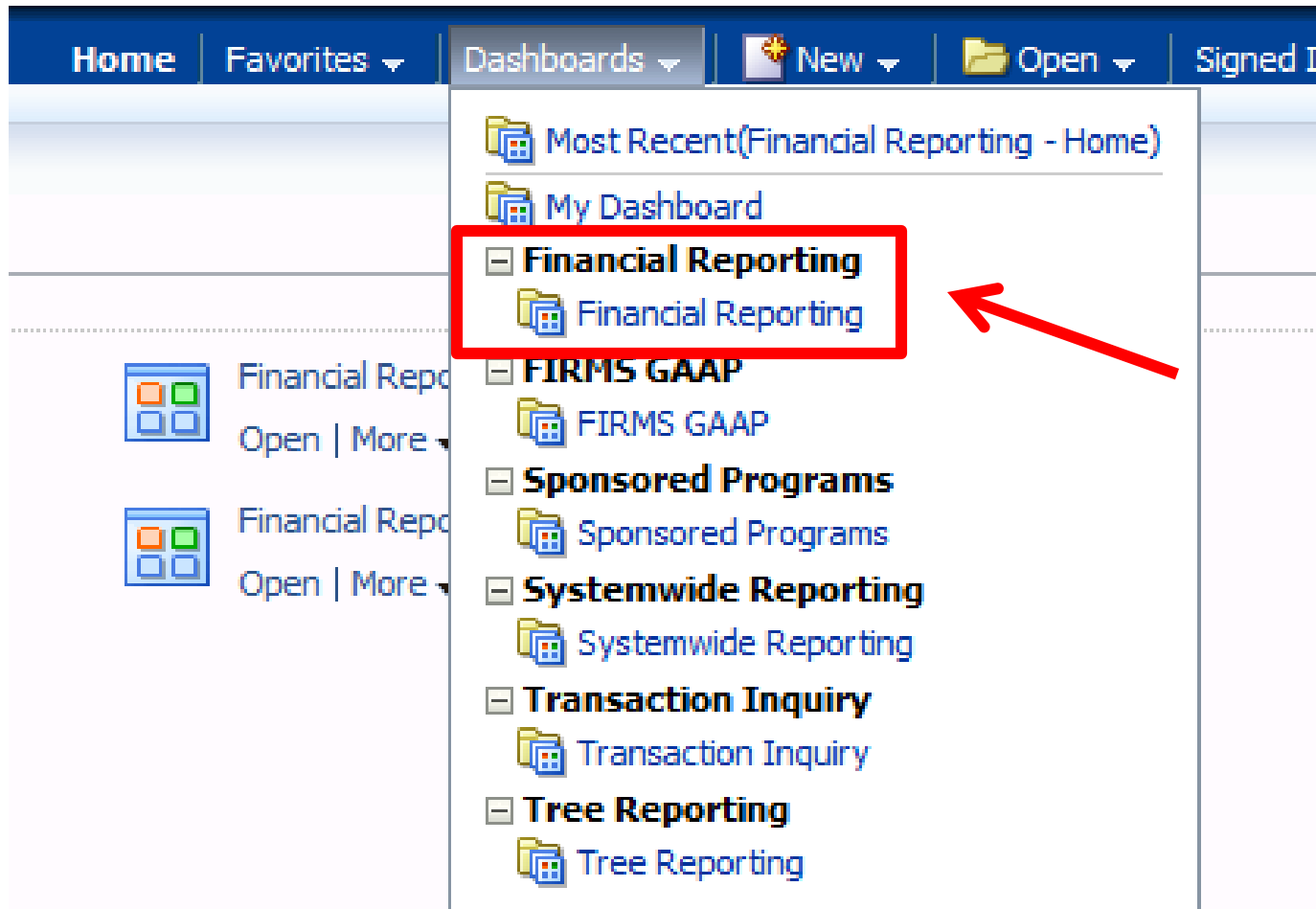


- Business Unit = CICMP (or AUX Business Unit)
- Budget Ledger = Operating Budget
- Budget Scenario = ORIGINAL

- Click “Apply”

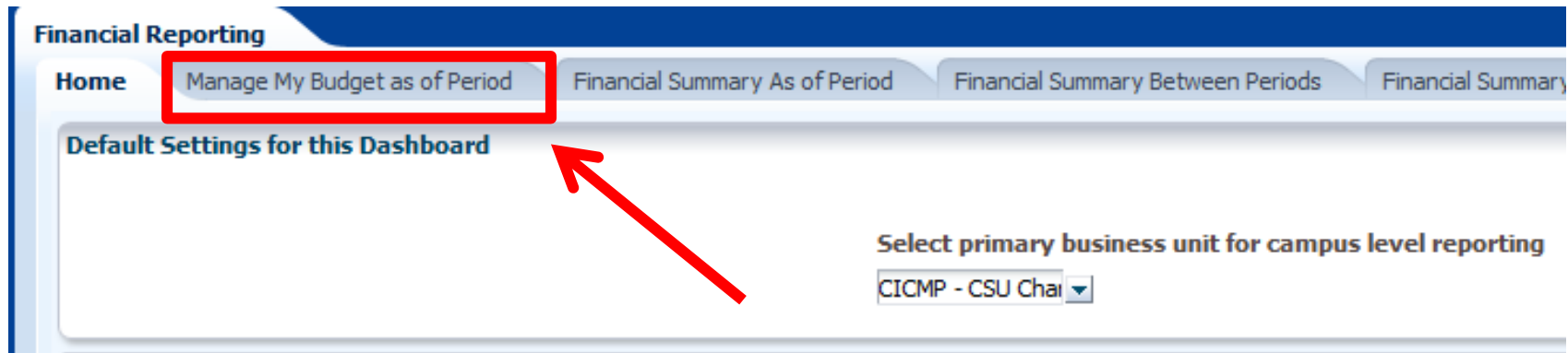
Department Reports

I. Select Dashboards > Financial Reporting



Department Reports

2. Select **Manage My Budget as of Period**



The screenshot shows the 'Financial Reporting' dashboard. The navigation tabs include 'Home', 'Manage My Budget as of Period', 'Financial Summary As of Period', 'Financial Summary Between Periods', and 'Financial Summary'. The 'Manage My Budget as of Period' tab is highlighted with a red rectangular box. Below the tabs, there is a section titled 'Default Settings for this Dashboard'. A red arrow points from the 'Manage My Budget as of Period' tab to this section. In the 'Default Settings' area, there is a label 'Select primary business unit for campus level reporting' and a dropdown menu currently showing 'CICMP - CSU Char'.

Department Reports

3. Select Report Filters

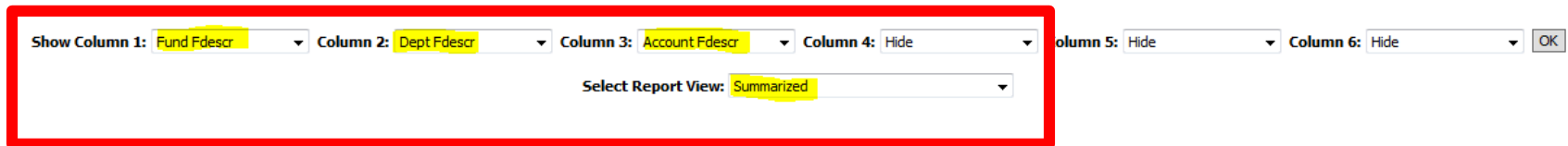
Business Unit CICMP - CSU Char	Fiscal Year 2015	As of Period 3	Account Type 50 - Revenues;60	Account Category --Select Value--	Budget Ledger Operating Budget
Fund X;GD901 - CI ~ O	Dept 360 - Utilities	Account --Select Value--	Project --Select Value--	Program --Select Value--	Class --Select Value--
NOT Fund NOT --Select Value--	NOT Dept NOT --Select Value--	NOT Account NOT --Select Value--	NOT Project NOT --Select Value--	NOT Program NOT --Select Value--	
Dept Tree Name --Select Value--	Dept Level 1 --Select Value--	Dept Level 2 --Select Value--	Dept Level 3 --Select Value--	Dept Level 4 --Select Value--	Dept Level 5 --Select Value--

Apply Filters Reset Filters

- Select Fund and Dept
- All other filters will auto-populate

Department Reports

4. Select Columns and Report View




The screenshot shows a report configuration interface. A red rectangular box highlights the first four columns and the report view selection. The columns are: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Account Fdescr, and Column 4: Hide. The report view is set to Summarized. Columns 5 and 6 are also visible but not highlighted, both set to Hide. An OK button is located at the far right.

- Auto-populates to
 - Column 1 = Fund Fdescr
 - Column 2 = Dept Fdescr
 - Column 3 = Account Fdescr
 - Report View = Summarized

Department Reports

5. Select Columns and Report View (cont.)

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6:
Select Report View: Summarized



Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
60004 - CF - Operating	660 - Utili	60000 - Other Operating		(104.64)	0.00	104.64	
		580094 - Cost Recovery from 948	(5,000.01)	(4,289.68)	0.00	(710.33)	86%
		580095 - Cost Recovery from Auxiliaries	(9,158.76)	(1,591.56)	0.00	(7,567.20)	17%
		603001 - OASDI		0.00	0.00	0.00	
		605001 - Electricity - Usage	370,890.05	279,623.04	0.00	91,267.01	75%
		605002 - Natural Gas - Usage	4,243.27	1,679.90	0.00	2,563.37	40%
		605004 - Water - Usage	27,559.16	18,730.11	0.00	8,829.05	68%
		605005 - Sewage - Usage	43,746.81	23,859.18	0.00	19,887.63	55%
		605006 - Hazardous Waste	9,249.99	7,978.70	45,021.30	(43,750.01)	573%
		605090 - Other Utilities	875.01	0.00	0.00	875.01	0%

Department Reports

6. Column Headings

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
GD901 - CI ~ Operating	360 - Utilities	580090 - Other Operating Revenues		(181.64)	0.00	181.64	
		580094 - Cost Recovery from 948	(5,000.01)	(4,289.68)	0.00	(710.33)	86%
		580095 - Cost Recovery from Auxiliaries	(9,158.76)	(1,591.56)	0.00	(7,567.20)	17%
		603001 - OASDI		0.00	0.00	0.00	
		605001 - Electricity - Usage	370,890.05	279,623.04	0.00	91,267.01	75%
		605002 - Natural Gas - Usage	7,243.27	1,679.90	0.00	2,563.37	40%
		605004 - Water - Usage	27,559.16	18,730.11	0.00	8,829.05	68%
		605005 - Sewage - Usage	43,746.81	23,859.18	0.00	19,887.63	55%
		605006 - Hazardous Waste	9,249.99	7,978.70	45,021.30	(43,750.01)	573%
		605090 - Other Utilities	875.01	0.00	0.00	875.01	0%

- Current Budget = YTD Budget
- Actuals = YTD Actuals
- Encumbrances = Commitment to spend prior to the actual expenditure (reflected as a PO)
- Balance Available = YTD Actuals less YTD Budget
- % Used FY = % of Budget Used Fiscal Year-To-Date

Department Reports

7. Drill Down

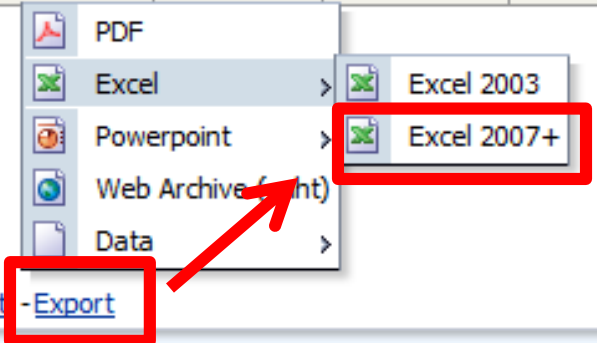
Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
GD901 - CI ~ Operating	360 - Utilities	580090 - Other Operating Revenues		(104.64)	0.00	104.64	
		580094 - Cost Recovery from 948	(5,000.01)	(4,289.68)	0.00	(710.33)	86%
		580095 - Cost Recovery from Auxiliaries	(9,158.76)	(1,591.56)	0.00	(7,567.20)	17%
		603001 - OASDI		0.00	0.00	0.00	
		605001 - Electricity - Usage	370,890.05	279,622.84	0.00	91,267.01	75%
		605002 - Natural Gas - Usage	4,243.27	1,679.90	0.00	2,563.37	40%
		605004 - Water - Usage	27,557.16	18,730.11	0.00	8,829.05	68%
		605005 - Sewage - Usage	47,746.81	23,859.18	0.00	19,887.63	55%
		605006 - Hazardous Waste	9,249.99	7,978.70	45,021.30	(43,750.01)	573%
		605090 - Other Utilities	875.01	0.00	0.00	875.01	0%

- Click on number to drill down for description

Department Reports

9. Drill Down (cont.)

	360 - Utilities Total	775,178.96	411,437.52	113,028.99	250,7
	GD901 - CI ~ Operating Total	775,178.96	411,437.52	113,028.99	250,7
	Grand Total	775,178.96	411,437.52	113,028.99	250,7



Refresh - Print - **Export**

- PDF
- Excel** >
 - Excel 2003
 - Excel 2007+**
- Powerpoint >
- Web Archive (html)
- Data >

- Export to “Excel”

Other Helpful Reports

- Financial Reporting > **Financial Summary Between Periods**

Financial Reporting

Home | Manage My Budget as of Period | Financial Summary As of Period | **Financial Summary Between Periods**

Business Unit	Fiscal Year	Period From	Period To	Account Type	Account Category	Budget Ledger
CICMP - CSU Cha	2015	Between 3	-3	--Select Value--	--Select Value--	Operating Budget
Fund	Dept	Account	Project	Program	Class	
X;GD901 - CI ~ O	360 - Utilities	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class	
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	

- Can pull for specific periods
- Must indicate Fund and Department

Other Helpful Reports

➤ Financial Reporting > **Inception to Date**

The screenshot displays a web-based financial reporting interface. At the top, there is a navigation bar with four tabs: 'Financial Summary Between Periods', 'Financial Summary by Year', 'Trial Balance', and 'Inception to Date'. The 'Inception to Date' tab is highlighted with a red border. Below the navigation bar, there are several rows of dropdown menus for filtering the report. The first row includes 'Business Unit' (CICMP - CSU Char), 'Account Type' (--Select Value--), 'Account Category' (--Select Value--), 'Budget Ledger' (Operating Budget), and 'Fund CF Status' (--Select Value--). The second row includes 'Fund' (X;GD901 - CI ~ O), 'Dept' (360 - Utilities), 'Account' (--Select Value--), 'Project' (--Select Value--), and 'Program' (--Select Value--). The 'Fund' and 'Dept' dropdowns in the second row are highlighted with a red border. The third row includes 'NOT Fund' (NOT --Select Value--), 'NOT Dept' (NOT --Select Value--), 'NOT Account' (NOT --Select Value--), and 'NOT Project' (NOT --Select Value--).

- Inception = 07/01/2010
- Must indicate Fund and Department

Other Helpful Reports

- Financial Reporting > **Financial Summary by Year**

Financial Summary Between Periods **Financial Summary by Year** Trial Balance Inception to Date

Business Unit: CICMP - CSU Char

Fiscal Year: Between 2010 - 2015

Period From: Between 0 - 12

Period To: 12

Fund: X;GD901 - CI ~ O

Dept: 360 - Utilities

Account: --Select Value--

Project: --Select Value--

Program: --Select Value--

Class: --Select Value--

NOT Fund: NOT --Select Value--

NOT Dept: NOT --Select Value--

NOT Account: NOT --Select Value--

NOT Project: NOT --Select Value--

NOT Program: NOT --Select Value--

- Can pull for specific years
- Must indicate Fund and Department

Other Helpful Reports

- Financial Reporting > **Performance Report As of Period**

The screenshot shows a web interface for generating a report. At the top, there are four tabs: 'Inception to Date', 'Cash', 'Fund Balance', and 'Performance Report As of Period'. The 'Performance Report As of Period' tab is selected and highlighted with a red box. Below the tabs are several dropdown menus for filtering the report. The 'Starting Period' and 'As Of Period' dropdowns are highlighted with a red box. The 'Fund' and 'Dept' dropdowns are also highlighted with a red box. The 'Account' and 'Project' dropdowns are not highlighted.

Business Unit	Fiscal Year	Starting Period	As Of Period
CICMP - CSU Char	2015	0	3

Fund	Dept	Account	Project
X;GD901 - CI ~ O	360 - Utilities	--Select Value--	--Select Value--

- Can pull for specific periods
- Must indicate Fund and Department
- Shows YTD Actuals and Prior Year YTD Actuals

Other Helpful Reports

- Financial Reporting > **Performance Report As of Period** (cont.)

Fund Fdescr ▲▼	Dept Fdescr	Acct Fdescr	Year to Date Actuals	Prior Year Year to Date Actuals	% Change Year to Date
GD901 - CI ~ Operating	360 - Utilities	305002 - Fund Balance-Cont Approp	1,555,844.89	0.00	100.00%
		580090 - Other Operating Revenues	(104.64)	(371.04)	(71.80%)
		580094 - Cost Recovery from 948	(4,289.68)	(5,878.76)	(27.03%)
		580095 - Cost Recovery from Auxiliaries	(1,591.56)	3,294.65	(148.31%)
		601300 - Support Staff	0.00	0.00	0.00%
		601301 - Overtime	0.00	5,443.47	(100.00%)
		601303 - Student Assistant	0.00	1,241.85	(100.00%)
		601801 - Special Consultants	0.00	224.00	(100.00%)
		601802 - Stipends Bonus Allow	0.00	19.29	(100.00%)
		603001 - OASDI	0.00	338.69	(100.00%)
		603012 - Medicare	0.00	100.47	(100.00%)
		604800 - Cell Phone Usage	0.00	59.15	(100.00%)
		605001 - Electricity - Usage	279,623.04	111,720.27	150.29%

- Shows YTD Actuals and Prior Year YTD Actuals

Other Helpful Reports

- Financial Reporting > **Performance Report As of Period** (cont.)

Fund Fdescr ▲ ▼	Dept Fdescr	Acct Fdescr	Year to Date Actuals	Prior Year Year to Date Actuals	% Change Year to Date
GD901 - CI ~ Operating	360 - Utilities	305002 - Fund Balance-Cont Approp	1,555,844.89	0.00	100.00%
		580090 - Other Operating Revenues	(104.64)	(371.04)	(71.80%)
		580094 - Cost Recovery from 948	(4,289.68)	(5,878.76)	(27.03%)
		580095 - Cost Recovery from Auxiliaries	(1,591.56)	3,294.65	(148.31%)
		601300 - Support Staff	0.00	0.00	0.00%
		601301 - Overtime	0.00	5,443.47	(100.00%)
		601303 - Student Assistant	0.00	1,241.85	(100.00%)
		601801 - Special Consultants	0.00	224.00	(100.00%)
		601802 - Stipends Bonus Allow	0.00	19.29	(100.00%)
		603001 - OASDI	0.00	338.69	(100.00%)
		603012 - Medicare	0.00	100.47	(100.00%)
		604800 - Cell Phone Usage	0.00	59.15	(100.00%)
		605001 - Electricity - Usage	279,623.04	111,720.27	150.29%

- Shows YTD Actuals and Prior Year YTD Actuals

Other Helpful Reports

➤ Transaction Inquiry > **Open PO Reports**

Business Unit
Fiscal Year
Period (as of)
Account Category

Fund
Dept
Account
Project
Program

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln Descr	Open PO Amt	
GD901 - CI ~ Operating	360 - Utilities	605006 - Hazardous Waste	0000014477	Facilities Waste	5,400.00	
				Facilities Waste 04/15	(1,105.00)	
				Packaging transport 04/15	(11,871.10)	
				Packaging, transport, & dispos	20,576.10	
			605806 - Trash	0000016725	Packaging, transport & disposa	20,712.40
			0000015183	Additional trash removal servi	11,191.98	
				Weekly trash and recyle for ma	1,463.17	
			0000016701	Additional trash removal servi	12,774.34	
				Harrison Trash July 2015 Bill	(1,628.63)	
				Weekly trash and recyle for ma	14,657.67	
		0000017085	3-yr bin (1-time dump)	80.00		

- Doc ID = PO Number

Other Helpful Reports

➤ Transaction Inquiry > **Actuals Reports**

Business Unit **Fiscal Year** **Period From** **Period To**

Fund **Dept** **Account** **Project** **Progr**

Select Report View:

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	F
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000722768	MJE - Manual Journal Entry	CI Power - YE ACCRUAL	(19,611.00)	605807 - Thermal Usage	GD901 - CI ~ Operating	360 - Utilities	-
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000722768	MJE - Manual Journal Entry	CI Power and SCE - YE ACCRUAL	(92,581.00)	605001 - Electricity - Usage	GD901 - CI ~ Operating	360 - Utilities	-

- Actual transactions only

Other Helpful Reports

➤ Transaction Inquiry > Budget Reports

Business Unit **Fiscal Year** **Period From** **Period To**

Fund **Dept** **Account** **Project** **Progr**

Select Report View:

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr	Doc Ln #	Scenario	Ledger Fdescr
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000744012	MJE - Manual Journal Entry	FY15-16 Central Budget	(1,666.67)	580094 - Cost Recovery from 948	GD901 - CI ~ Operating	360 - Utilities	---	---	---	-	0	0	-	N	-	FY15-16 Central Budget	-	-	3	ORIGINAL	OPER_BUD - Operating Budget
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000744012	MJE - Manual Journal Entry	FY15-16 Central Budget	(3,052.92)	580095 - Cost Recovery from Auxiliaries	GD901 - CI ~ Operating	360 - Utilities	---	---	---	-	0	0	-	N	-	FY15-16 Central Budget	-	-	2	ORIGINAL	OPER_BUD - Operating Budget
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000744012	MJE - Manual Journal Entry	FY15-16 Central Budget	108,551.47	605001 - Cost Recovery from 948	GD901 - CI ~ Operating	360 - Utilities	---	---	---	-	0	0	-	N	-	FY15-16 Central Budget	-	-	17	ORIGINAL	OPER_BUD - Operating Budget

- Budget transactions only

How to Read Drill Down Reports

➤ VCH – AP Voucher Accounting

Doc Src
VCH - AP Voucher Accounting



Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
CICMP - CSU Channel Islands	2015	2	08/12/2015	0011637	VCH - AP Voucher Accounting	Port-meter charge 6/8-7/9/2015	381.72	605004 - Water - Usage	GD901 - CI ~ Operating	360 - Utilities	0000000106	CAMROSAWAT-001	28-07/15	APA0746034
CICMP - CSU Channel Islands	2015	2	08/12/2015	0011637	VCH - AP Voucher Accounting	Portable water 6/8-7/9/2015	9,628.25	605004 - Water - Usage	GD901 - CI ~ Operating	360 - Utilities	0000000106	CAMROSAWAT-001	28-07/15	APA0746034
Grand Total							10,009.97							

- Check or wire issued by Accounts Payable

How to Read Drill Down Reports

➤ MJE – Manual Journal Entry

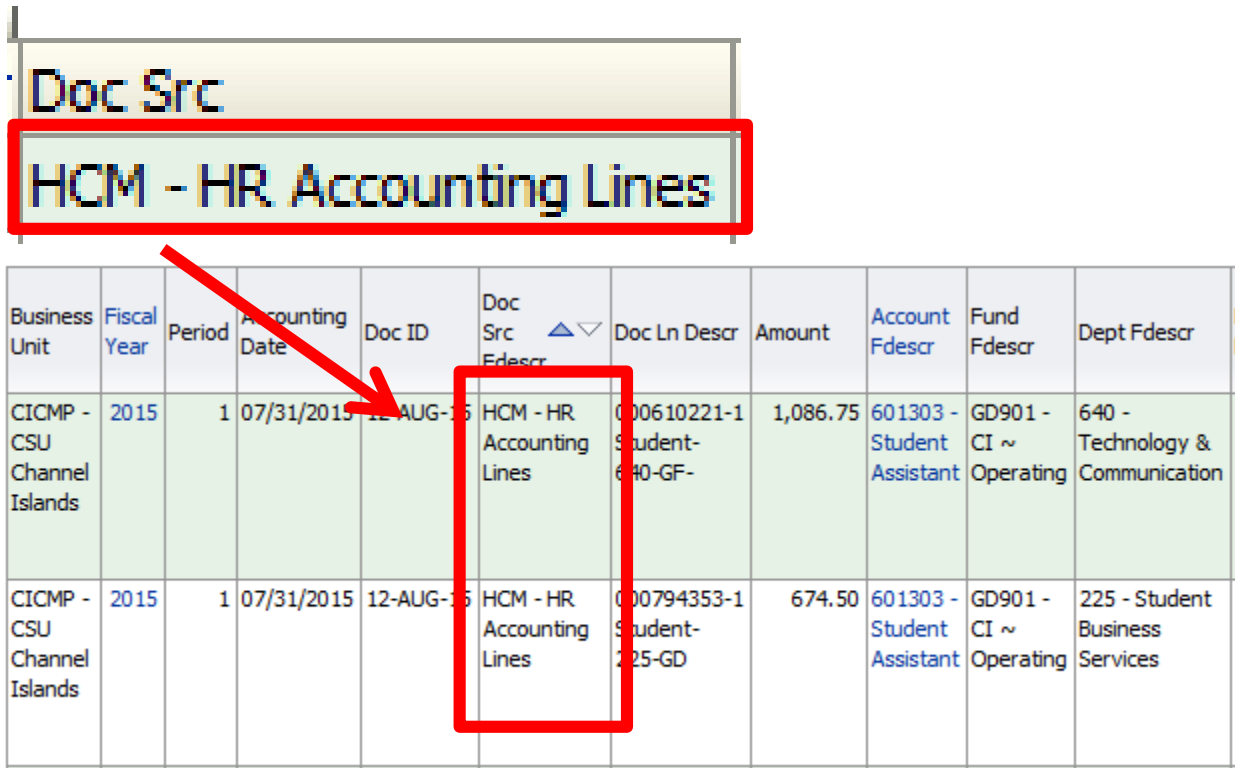
Doc Src
MJE - Manual Journal Entry

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000721509	MJE - Manual Journal Entry	Chronide of Higher Education	(155.00)	608005 - Subscriptions	GD901 - CI ~ Operating	540 - Admissions and Recruitment
CICMP - CSU Channel Islands	2015	1	07/31/2015	0000742633	MJE - Manual Journal Entry	CPO14-4050 Subcr with IEEE PO	2,302.25	608005 - Subscriptions	GD901 - CI ~ Operating	840 - Library

- JET, RET, Deposit, or Accounting Entry

How to Read Drill Down Reports

➤ HCM – HR Accounting Lines



The screenshot shows a drill-down report with a dropdown menu for 'Doc Src' and a table of accounting lines. The dropdown menu is open, showing 'HCM - HR Accounting Lines' selected. The table below has columns for Business Unit, Fiscal Year, Period, Accounting Date, Doc ID, Doc Src, Doc Ln Descr, Amount, Account Fdescr, Fund Fdescr, and Dept Fdescr. Two rows are visible, both with 'HCM - HR Accounting Lines' in the Doc Src column.

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICMP - CSU Channel Islands	2015	1	07/31/2015	12-AUG-15	HCM - HR Accounting Lines	000610221-1 Student-640-GF-	1,086.75	601303 - Student Assistant	GD901 - CI ~ Operating	640 - Technology & Communication
CICMP - CSU Channel Islands	2015	1	07/31/2015	12-AUG-15	HCM - HR Accounting Lines	000794353-1 Student-225-GD	674.50	601303 - Student Assistant	GD901 - CI ~ Operating	225 - Student Business Services

- Payroll transaction
- Contact Budget & Planning for assistance

How to Read Drill Down Reports

➤ Doc ID

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln Descr
CICMP	MJE - Manual Journal Entry	<u>0000543244</u>	2014-07-01	Electricity June
CICMP	MJE - Manual Journal Entry	0000543244	2014-07-01	Electricity - May
CICMP	VCH - AP Voucher Accounting	<u>00105280</u>	2014-07-16	533733 - July 2014 Billing
CICMP	VCH - AP Voucher Accounting	00105945	2014-08-14	533733- August 2014 Billing
CICMP	VCH - AP Voucher Accounting	00106426	2014-09-13	533733 September 2014 Billing

Use this column to reference the Voucher #

or

Journal # when speaking with Finance Staff

How to Read Drill Down Reports

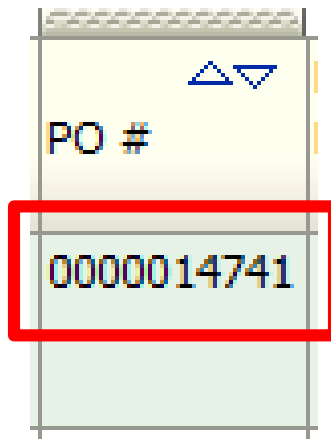
➤ Allocations - ALO

Jrnl Descr	Jrnl Src	
July Benefit Allocation	ALO	.
Sep Benefit Allocation	ALO	.

ALO refers to an auto-generated journal entry for benefits, grants/contracts, and Extended Education

How to Read Drill Down Reports

- Purchase Order – PO #



PO #
0000014741

**Use this column
to reference PO #
with Finance Staff**

How to Read Drill Down Reports

➤ Accruals and RETs

Jrnl Descr
FY13-14 YEAR-END ACCRUALS FS
FY13-14 YEAR-END ACCRUALS FS
RET # 14-012 CI Power CoGen Electrical & Thermal sales / May
RET # 14-024 CI Power - Electricity & Thermal - June 2014

**YE Accrual
Journal Entry**

**RET – Refer to
RET #**