# Data Warehouse
## Hands-on Lab Session

# March 2018

Channel Islands
CALIFORNIA STATE UNIVERSITY

# Presenters

- Leslie Brotcke
  - Accounting Manager

- Anna Campbell
  - Financial Analyst – Grant Accounting
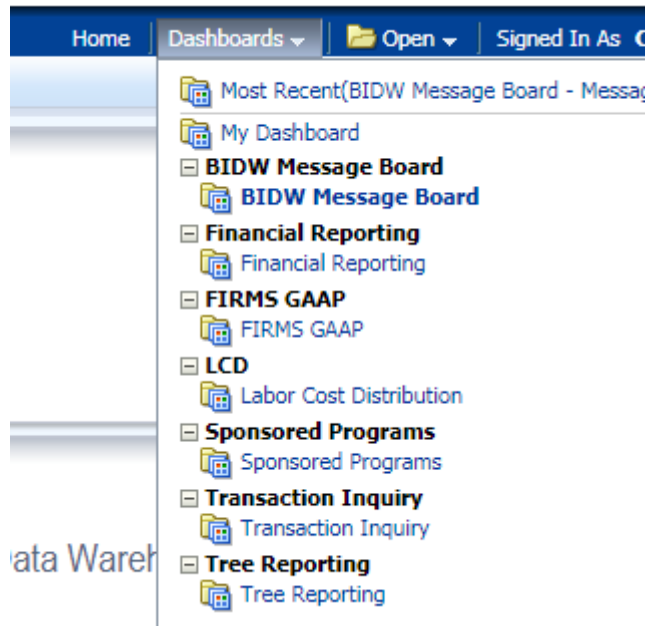
CSU Channel Islands
CALIFORNIA STATE UNIVERSITY

# Please Log into Computer

➢ Log into CI Financials

➢ Select Finance Data Warehouse Login

# Exercise #1
# – Checking the Data Date

➢ Dashboard > BIDW Message Board

# Exercise # 1
# - RESULTS
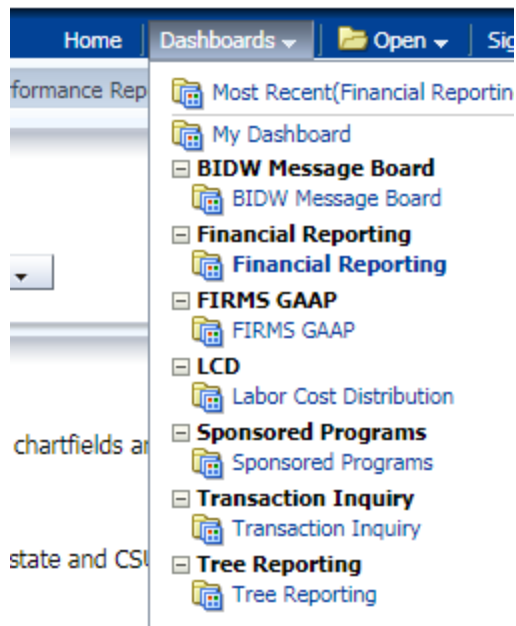
➢ Dashboard > BIDW Message Board

Is current as of:
- Should reflect 2:00 AM as of

- _____

# Exercise # 2 – Summary Reports

➢ Dashboard > Financial Reporting

# 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 Budge ▼ | ORIGINAL ▼ | Apply | Reset ⌄ |

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

- Click "Apply"

# Summary Reports

Pull the following report:
*Financial Reporting > Financial Summary Between Periods*
Specs:



| Business Unit | Fiscal Year | Period From | Period To | Account Type | Account Category | Budget Ledger | Fund CF Status |
|---|---|---|---|---|---|---|---|
| CICMP - CSU Cha | 2017 | Between 1 | -4 | 60 - Expenditures | --Select Value-- | Operating Budget | --Select Value-- |

| Fund | Dept | Account | Project | Program | Class |
|---|---|---|---|---|---|
| GD901 - CI ~ Op | 767 - Environmer | --Select Value-- | --Select Value-- | --Select Value-- | --Select Value-- |

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

Pick one (1) dept that you reconcile.

# Practice Features & Saving

Customize the columns

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

Customize the Report view

**Select Report View:** Activity Summary by Period ▼

Summarized
Summarized with/Pre-Encumbrances
Activity Summary
Activity Summary by Period
Summarized by Period
Filters

| Fdescr | Acct Fdescr | | |
|---|---|---|---|
| | 601100 - Acaden | | 7.00 |
| | 601101 - Depart | | 1.60 |
| | 601300 - Support Staff | 601300 | 3,666.00 |

Change the column subtotals

F △
GD9

- **Sort Column** ▶
- Drill
- **Keep Only** ▶
- **Remove** ▶
- **Show Subtotal** ▶
- **Show Row level Grand Total** ▶
- **Show Column level Grand Total** ▶
- **Exclude column**
- **Include column** ▶
- **Move Column** ▶

Save your Custom Report

ce Report As of Period

- Print ▶
- ☒ Export Current Page
- ☒ Export to Excel ▶
- ☒ Export Entire Dashboard
- Refresh
- Create Prompted Link
- Apply Saved Customization ▶
- Save Current Customization...
- Edit Saved Customizations...
- Clear My Customization

# Exercise#2 Results
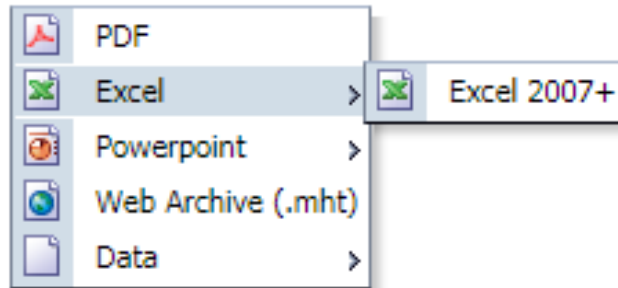


Export to Excel 2007

Open exported results

# Exercise # 3
# – Detailed Reports

➢ Dashboard > Transaction Inquiry

# Exercise # 3.a – OPEN Purchase Orders

# Exercise # 3.b
# – OPEN Requisitions

# Exercise # 3.c
# – Actuals Transactions

# Exercise # 3.d
# – Budget Transactions

**Transaction Inquiry**

| Home | Open PO Reports | Open Requisition Reports | Actuals Reports | **Budget Reports** |
|------|-----------------|--------------------------|-----------------|--------------------|

**Report Index**

Budget Transactions

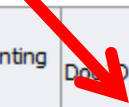Budget Transactions is a transactional display based on selected filters with several views.

Budget Reporting by Attributes

Budget Reporting by Attributes is the transactional display with six column selectors.

| Business Unit | Fiscal Year | Period From | Period To | Account Type | Account Category | Budget Ledger |
|---------------|-------------|-------------|-----------|--------------|------------------|---------------|
| CICMP - CSU Cha ▼ | 2017 ▼ | Between 1 ▼ | -12 ▼ | 50 - Revenues;60 ▼ | --Select Value-- ▼ | --Select Value-- ▼ |

| Fund | Dept | Account | Project | Program | Class | Scenario |
|------|------|---------|---------|---------|-------|----------|
| X ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ |

| NOT Fund | NOT Dept | NOT Account | NOT Project | NOT Program | NOT Class | N |
|----------|----------|-------------|-------------|-------------|-----------|---|
| NOT --Select Value-- ▼ | NOT --Select Value-- ▼ | NOT --Select Value-- ▼ | NOT --Select Value-- ▼ | NOT --Select Value-- ▼ | NOT --Select Value-- ▼ | N |

| Doc ID | Doc Date | Jrnl Source | Doc Line Descr |
|--------|----------|-------------|----------------|
| --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ |

# 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 | Pot-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 | Potable 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



- JET, RET, Deposit, or Accounting Entry

# How to Read Drill Down Reports

➢ HCM – HR Accounting Lines



- 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 | 0000543244 | 2014-07-01 | Electricity June |
| CICMP | MJE - Manual Journal Entry | 0000543244 | 2014-07-01 | Electricity - May |
| CICMP | VCH - AP Voucher Accounting | 00105280 | 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 <u>Voucher #</u> or <u>Journal #</u> when speaking with Finance Staff**

# How to Read Drill Down Reports

➢ Allocations - ALO

| Jrnl Descr | Jrnl Src | |
|---|---|---|
| July Benefit Allcoation | ALO | |
| Sep Benefit Allcoation | 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 #



**Use this column to reference PO # with Finance Staff**
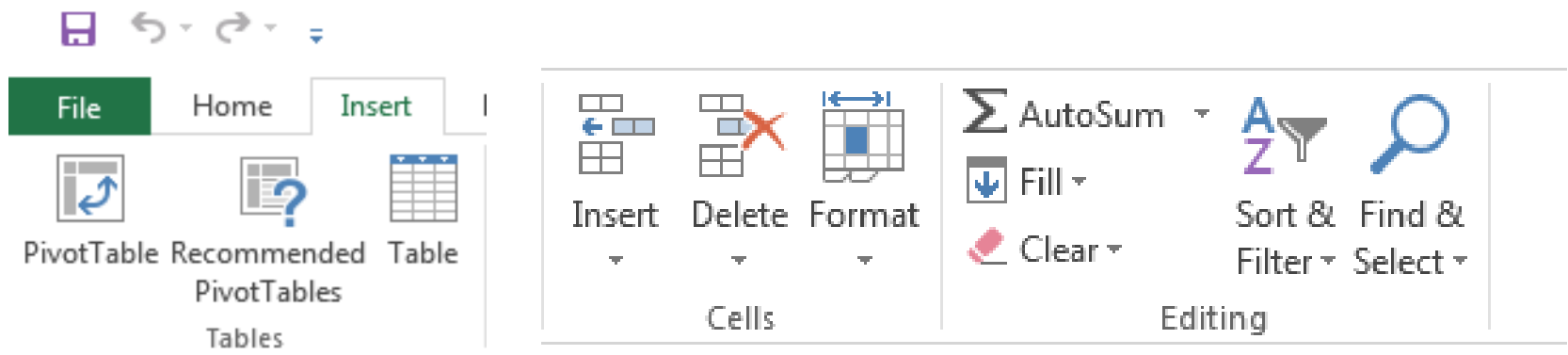
# How to Read Drill Down Reports

➤ 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 #**

# Exercise # 3
# Results



- Reconcile Financials using:
  - data warehouse
  - Pivot tables
  - Sort/filter functions

# Questions?