Data Warehouse
Hands-on Lab Session

March 2018
Presenters

➢ Leslie Brotcke
  ▪ Accounting Manager

➢ Anna Campbell
  ▪ Financial Analyst – Grant Accounting
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

- 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:**

Pick one (1) dept that you reconcile.
Practice Features & Saving

Customize the columns

Customize the Report view

Change the column subtotals

Save your Custom Report
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

Transaction Inquiry
Home Open PO Reports Open Requisition Reports Actuals Reports

Report Index
Actuals Transactions
Actuals Transactions is a transactional display based on selected filters with sev...
Actuals Reporting by Attributes
Actuals Reporting by Attributes is a transactional display with six column selecto

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fiscal Year</th>
<th>Period From</th>
<th>Period To</th>
<th>Account Type</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CICMP - CSU Cha</td>
<td>2017</td>
<td>Between 0</td>
<td>12</td>
<td>60 - Expenditures</td>
<td>--Select Value--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Project</th>
<th>Program</th>
<th>Class</th>
<th>Posted Date</th>
<th>Document Source</th>
<th>Doc ID</th>
<th>Accounting Date</th>
<th>Doc Line Descr</th>
<th>Journal Source</th>
<th>Journal Template</th>
<th>Supplier</th>
<th>Supplier Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
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<td>--Select Value--</td>
<td>--Select Value--</td>
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</tbody>
</table>
### Exercise # 3.d – Budget Transactions

**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.

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<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fiscal Year</th>
<th>Period From</th>
<th>Period To</th>
<th>Account Type</th>
<th>Account Category</th>
<th>Budget Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>CICMP - CSU Cha</td>
<td>2017</td>
<td>Between 1</td>
<td>-12</td>
<td>50 - Revenues; 60</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Project</th>
<th>Program</th>
<th>Class</th>
<th>Scenario</th>
</tr>
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<tbody>
<tr>
<td>X</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
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<td>--Select Value--</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NOT Fund</th>
<th>NOT Dept</th>
<th>NOT Account</th>
<th>NOT Project</th>
<th>NOT Program</th>
<th>NOT Class</th>
<th>NOT Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Doc Date</th>
<th>Jnl Source</th>
<th>Doc Line Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
<td>--Select Value--</td>
</tr>
</tbody>
</table>
How to Read Drill Down Reports

- VCH – AP Voucher Accounting

- 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**

<table>
<thead>
<tr>
<th>GL BU</th>
<th>Doc Src</th>
<th>Doc ID</th>
<th>Doc Date</th>
<th>Doc Ln Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CICMP</td>
<td>MJE - Manual Journal Entry</td>
<td>0000543244</td>
<td>2014-07-01</td>
<td>Electricity June</td>
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<tr>
<td>CICMP</td>
<td>VCH - AP Voucher Accounting</td>
<td>00105945</td>
<td>2014-08-14</td>
<td>533733 - August 2014 Billing</td>
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<tr>
<td>CICMP</td>
<td>VCH - AP Voucher Accounting</td>
<td>00106426</td>
<td>2014-09-13</td>
<td>533733 September 2014 Billing</td>
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</tbody>
</table>

Use this column to reference the **Voucher #** or **Journal #** when speaking with Finance Staff.
How to Read Drill Down Reports

- **Allocations - ALO**

<table>
<thead>
<tr>
<th>Jrnl Descr</th>
<th>Jrnl Src</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July Benefit Allocation</td>
<td>ALO</td>
<td></td>
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<tr>
<td>Sep Benefit Allocation</td>
<td>ALO</td>
<td></td>
</tr>
</tbody>
</table>

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

- YE Accrual Journal Entry

- RET – Refer to RET #
Exercise # 3
Results

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