Data Warehouse
Hands-on Lab Session

November 2017

Channel Islands
CALIFORNIA STATE UNIVERSITY

Presenters

- Leo Cervantes
  - Sr. Staff Accountant - Treasury
- Anna Campbell
  - Financial Analyst – Grant Accounting

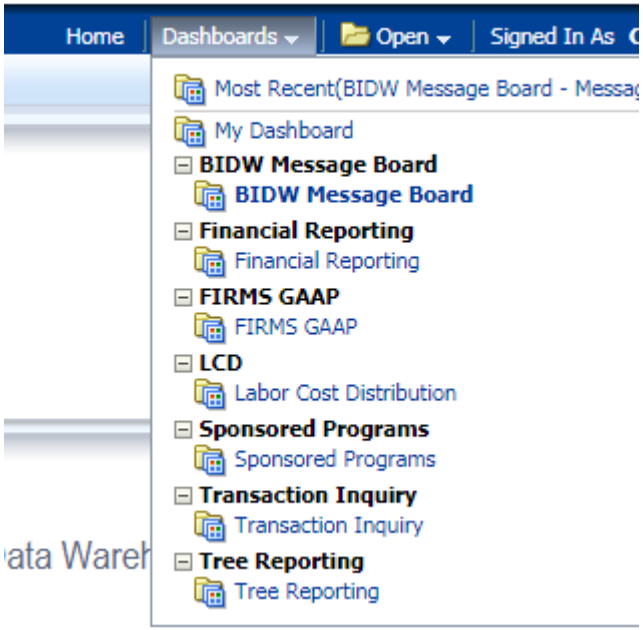
Channel Islands
CALIFORNIA STATE UNIVERSITY

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

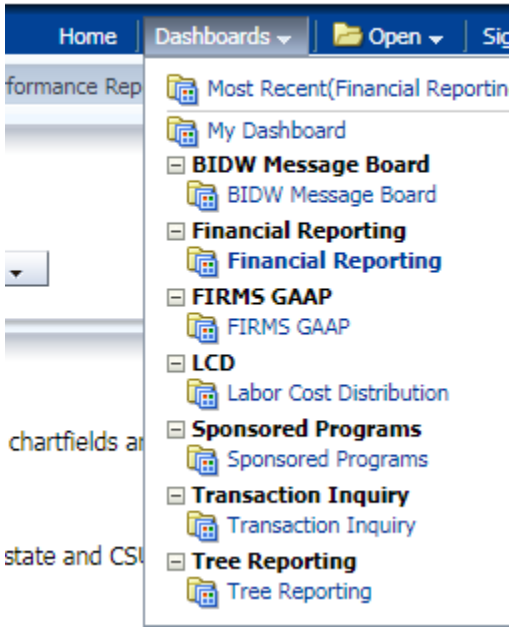
- Dashboard > BIDW Message Board

Is current as of:

- Should reflect 2:00 AM as of
- _____

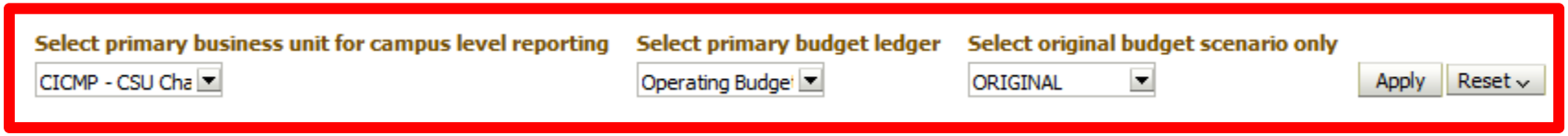
Exercise # 2 – Summary Reports

- Dashboard > Financial Reporting



Default Settings

- Set Default Settings



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

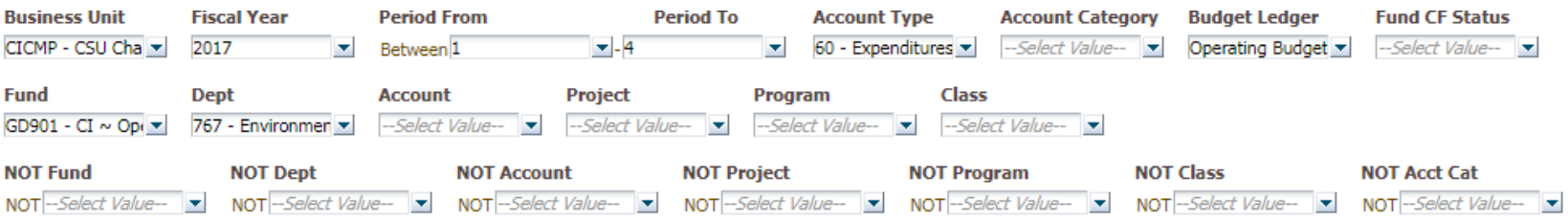
- Click "Apply"

Summary Reports

Pull the following report:

Financial Reporting > Financial Summary Between Periods

Specs:

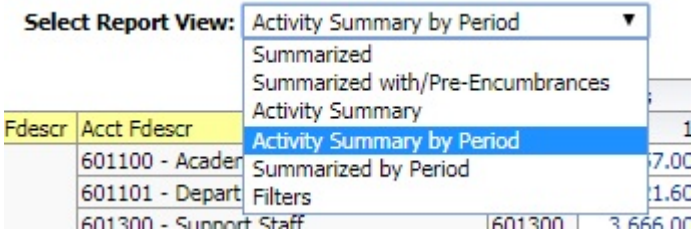


Pick one (1) dept that you reconcile.

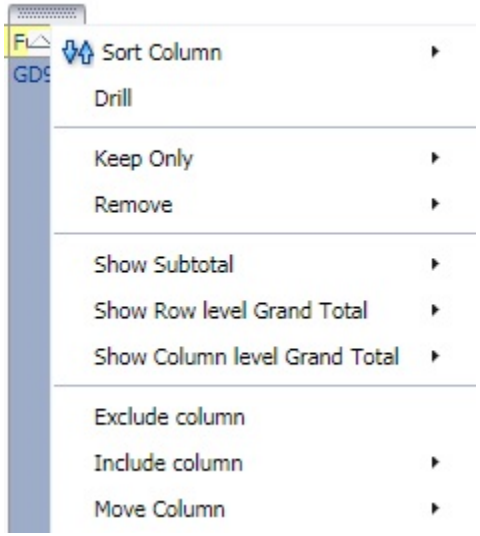
Practice Features & Saving

Customize the columns

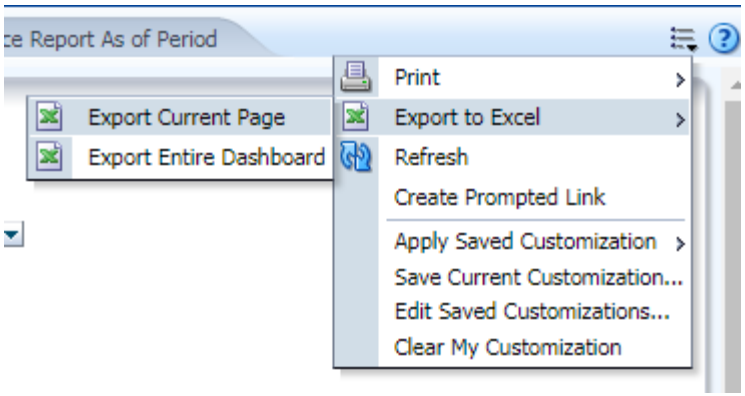
Customize the Report view



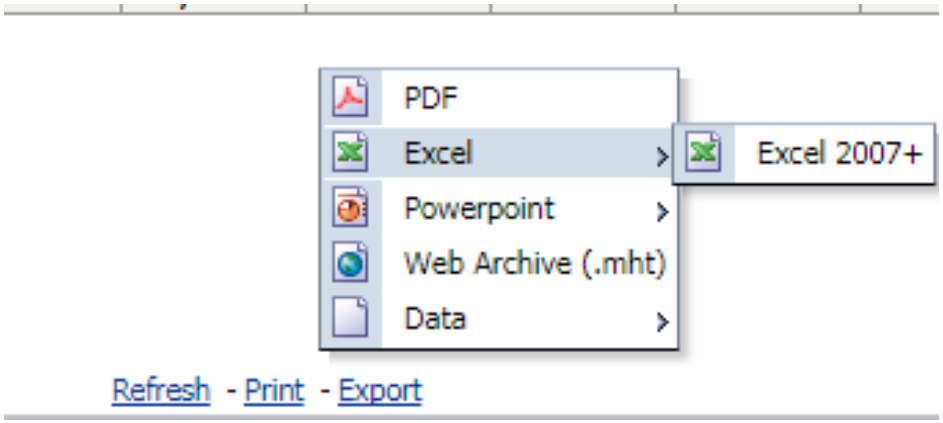
Change the column subtotals



Save your Custom Report



Exercise#2 Results

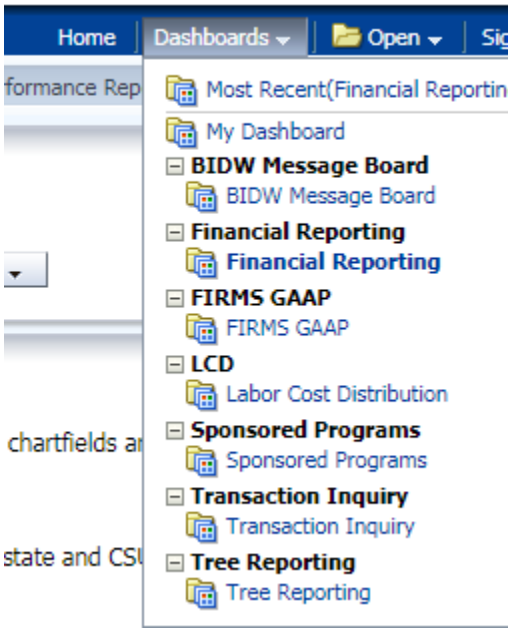


Export to Excel 2007

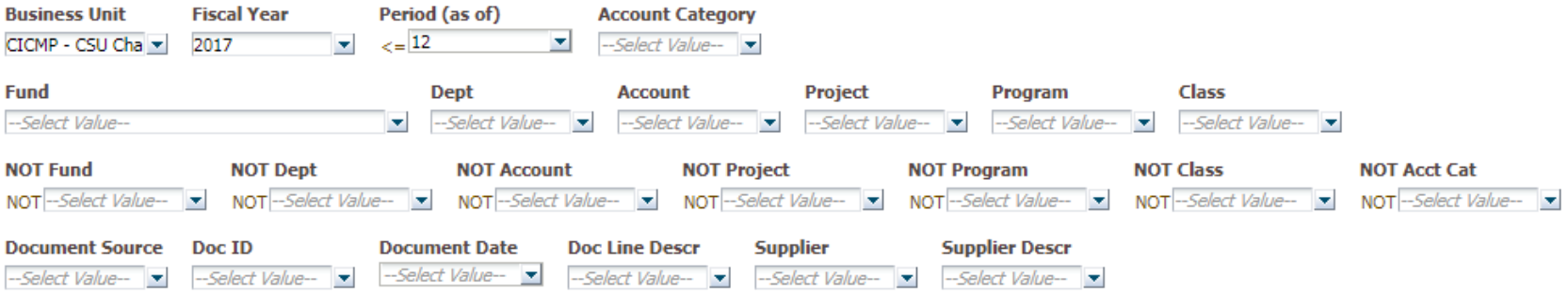
Open exported results

Exercise # 3 – Detailed Reports

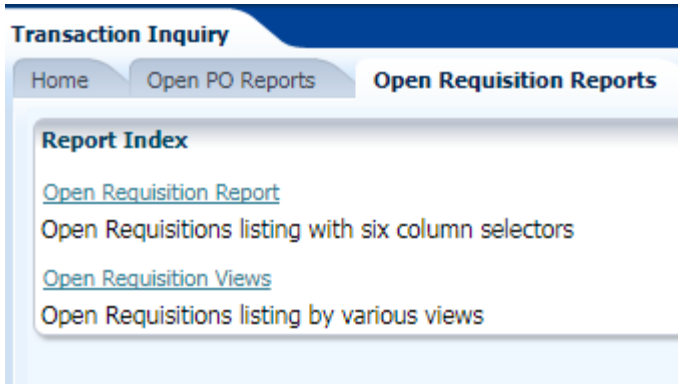
- Dashboard > Transaction Inquiry

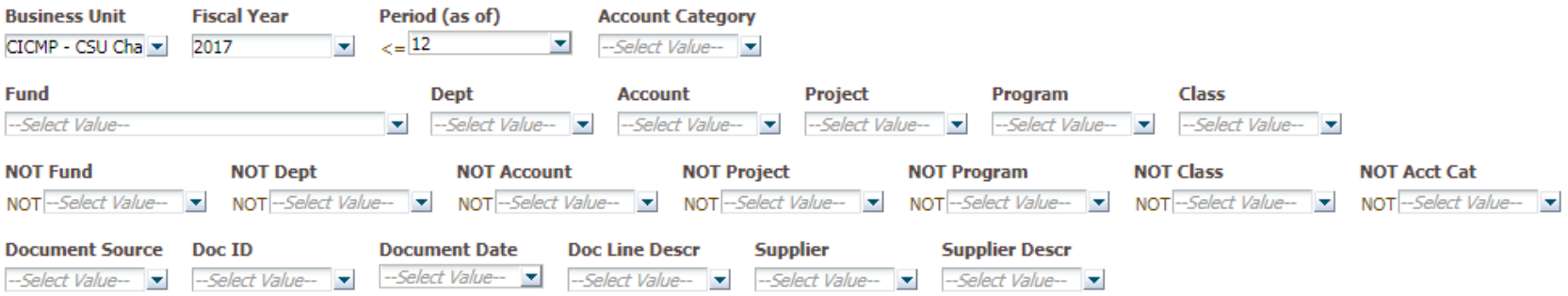


Exercise # 3.a – OPEN Purchase Orders

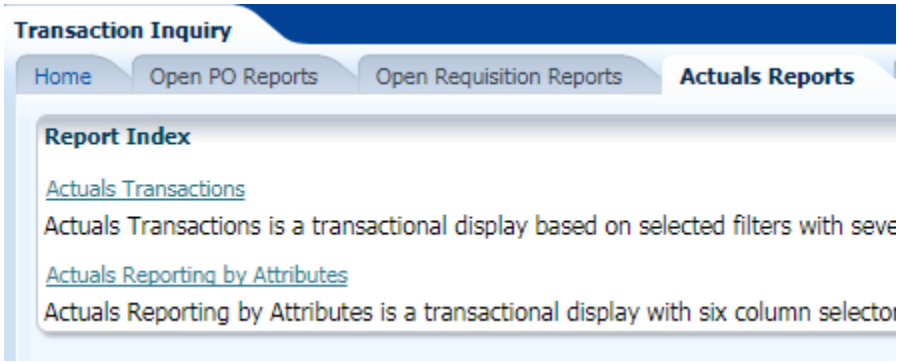


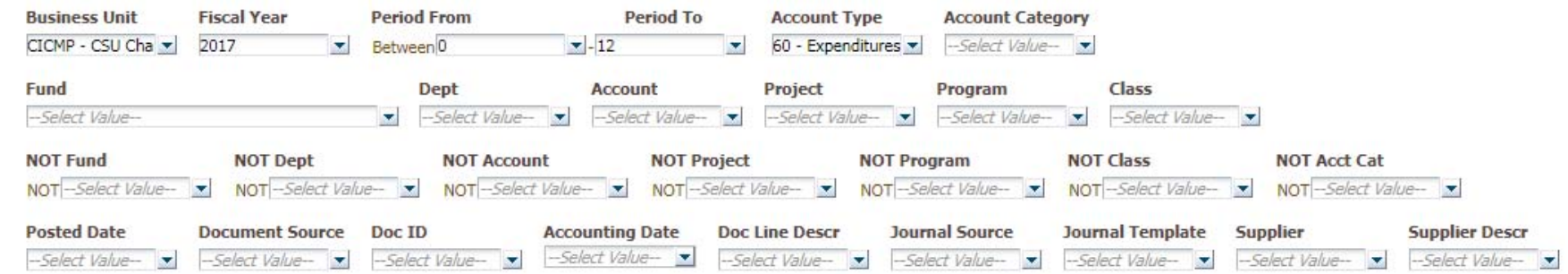
Exercise # 3.b – OPEN Requisitions



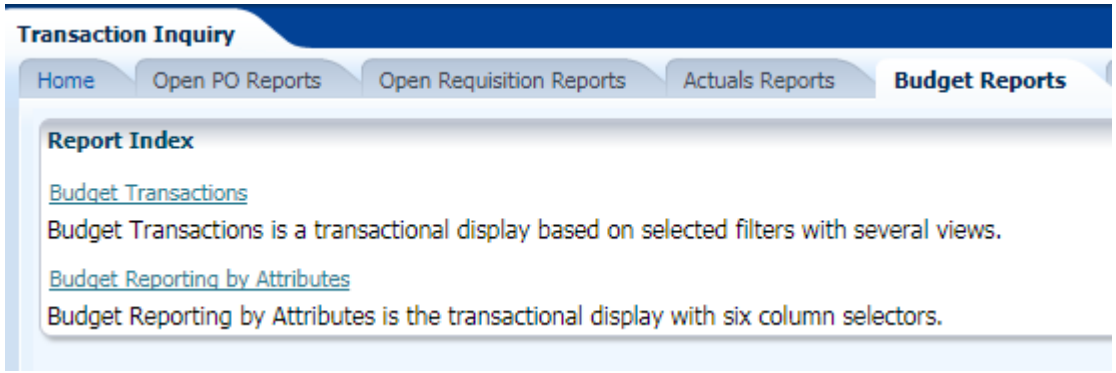


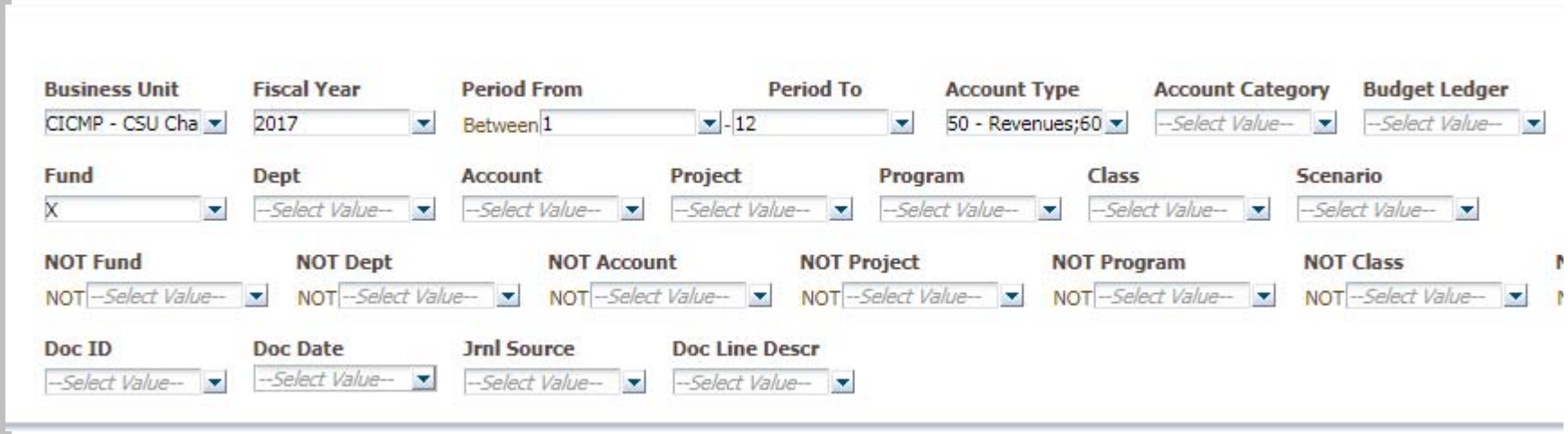
Exercise # 3.c – Actuals Transactions





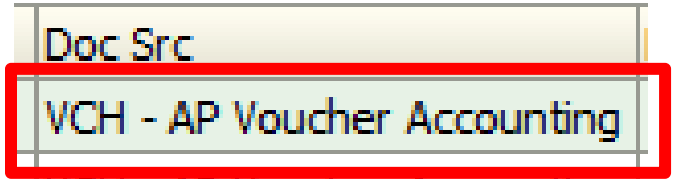
Exercise # 3.d – Budget Transactions





How to Read Drill Down Reports

- VCH – AP Voucher Accounting

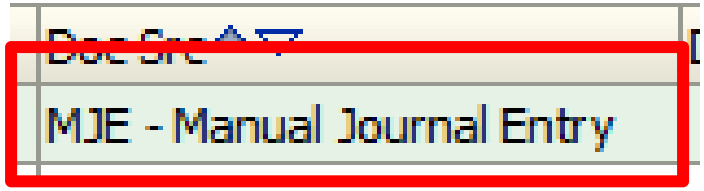


Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
CICMP - CSU Channel Islands	2015	2	08/12/2015	0011637	VCH - AP Voucher Accounting	Pot-meter charge 6/8-7/9/2015	381.72	605004 - 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

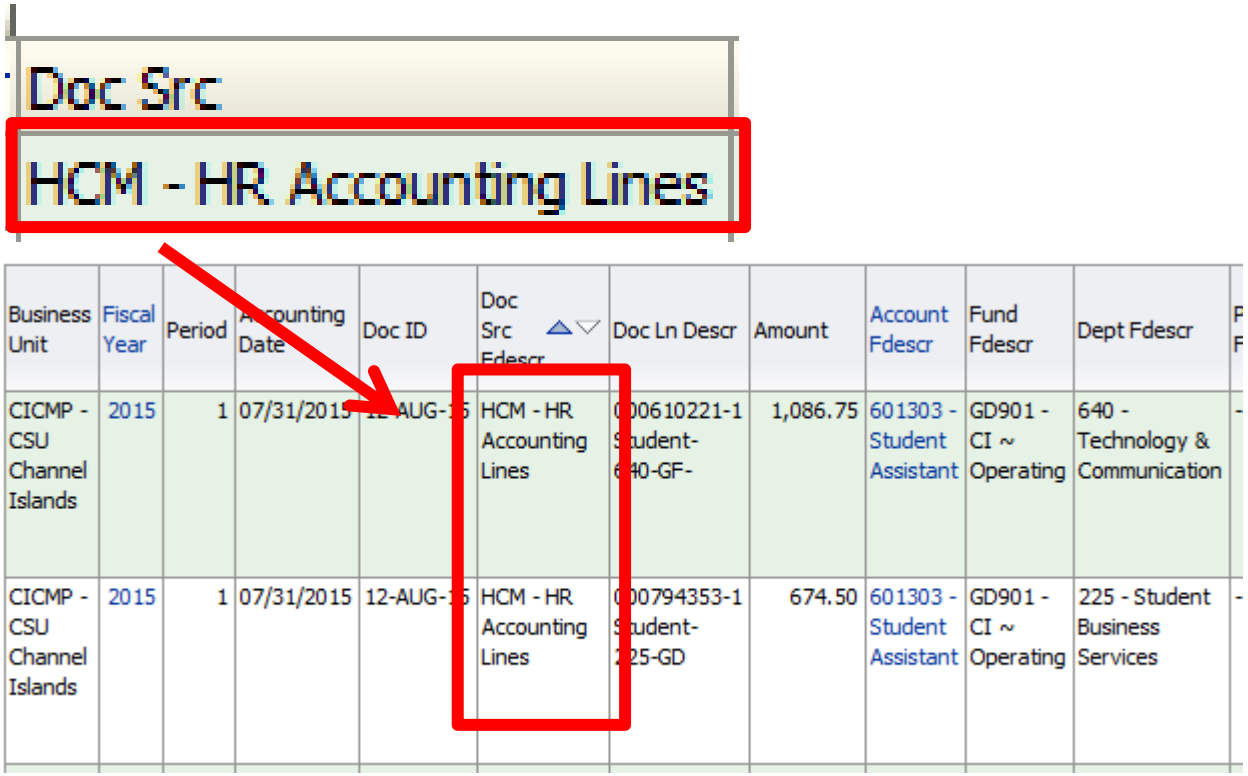


Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICMP - CSU Channel Islands	2015	1	07/01/2015	0000721509	MJE - Manual Journal Entry	Chronicle of Higher Education	(155.00)	608005 - Subscriptions	GD901 - CI ~ Operating	540 - Admissions and Recruitment
CICMP - CSU Channel Islands	2015	1	07/31/2015	0000742637	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



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	07/31/2015	12-AUG-15	HCM - HR Accounting Lines	0000610221-1 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	0000794353-1 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

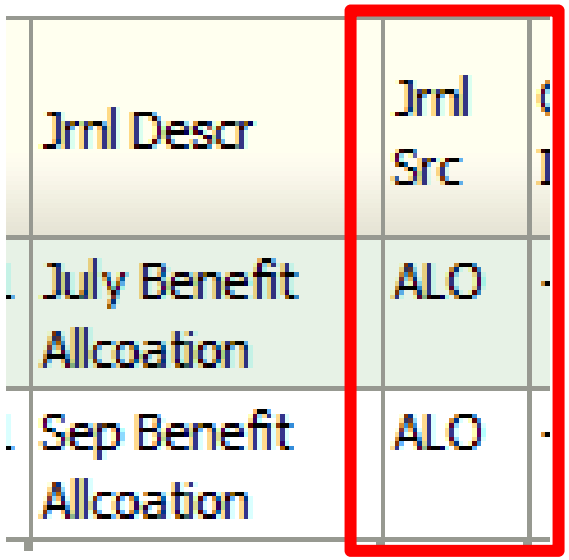
- Doc ID

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln Descr
CICMP	MJE - Manual Journal Entry	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 Voucher # or Journal # when speaking with Finance Staff

How to Read Drill Down Reports

- Allocations - ALO

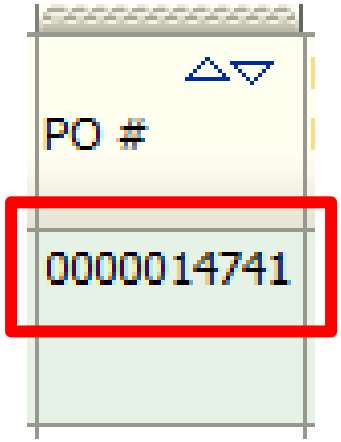


Jrnl Descr	Jrnl Src
July Benefit Allcoation	ALO
Sep Benefit Allcoation	ALO

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

How to Read Drill Down Reports

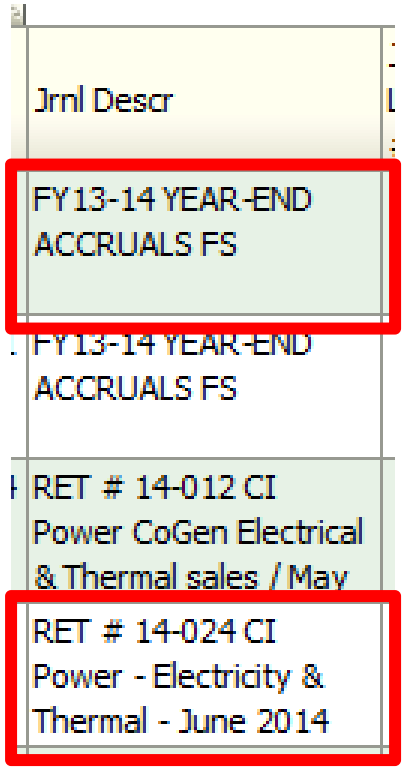
- Purchase Order – PO #



Use this column to reference PO # with Finance Staff

How to Read Drill Down Reports

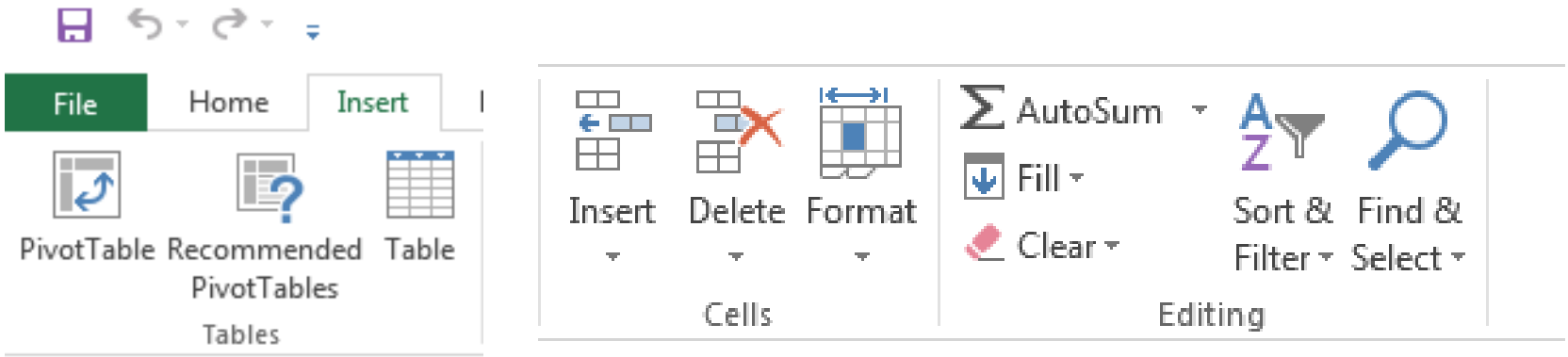
- Accruals and RETs



YE Accrual Journal Entry

RET – Refer to RET #

Exercise # 3
Results



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

Questions?