

Data Warehouse Hands-on Lab Session

November 2017



Presenters

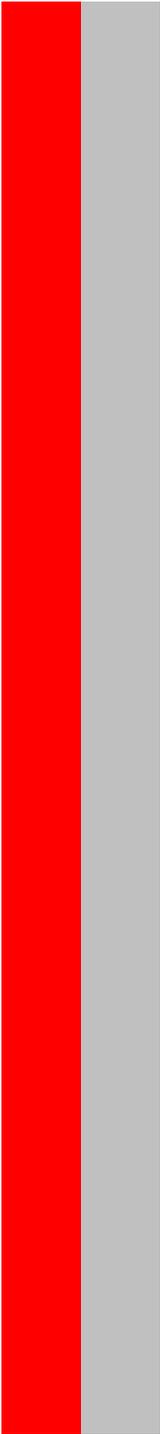
➤ Leo Cervantes

- Sr. Staff Accountant - Treasury

➤ Anna Campbell

- Financial Analyst – Grant Accounting





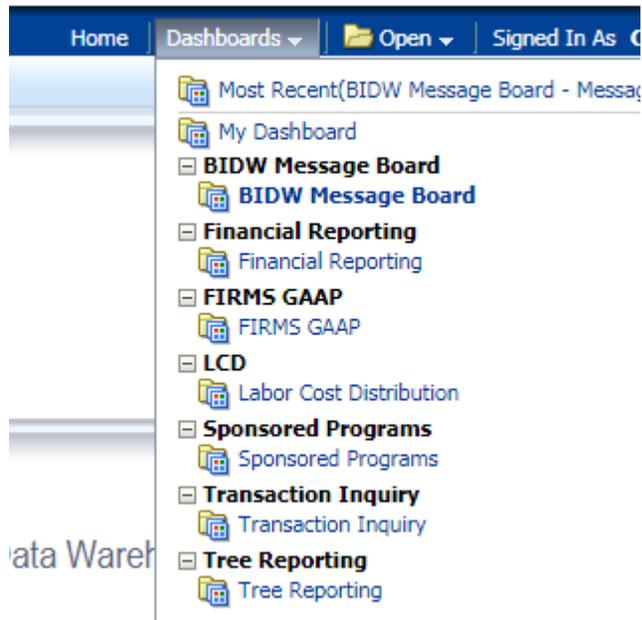
Please Log into Computer

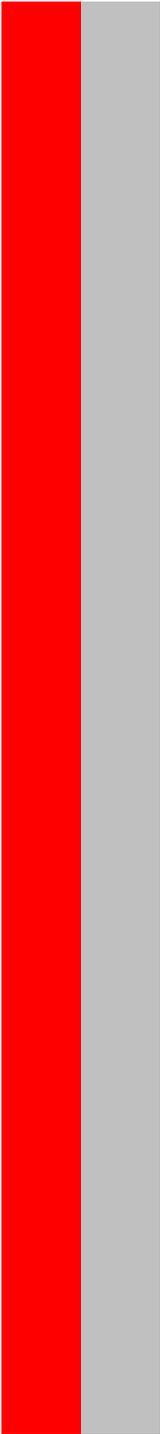
- **Log into CI Financials**
- **Select Finance Data Warehouse Login**

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

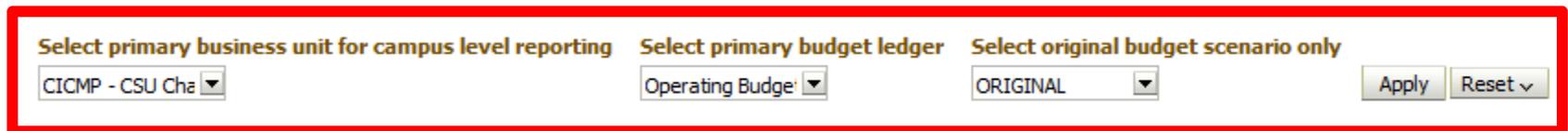
– Summary Reports

➤ Dashboard > Financial Reporting



Default Settings

➤ Set Default Settings



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



- 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 - Environmen	--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--							

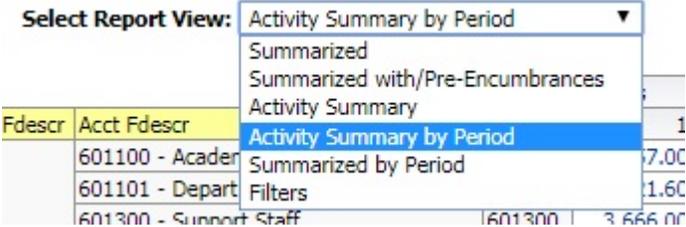
Pick one (1) dept that you reconcile.

Practice Features & Saving

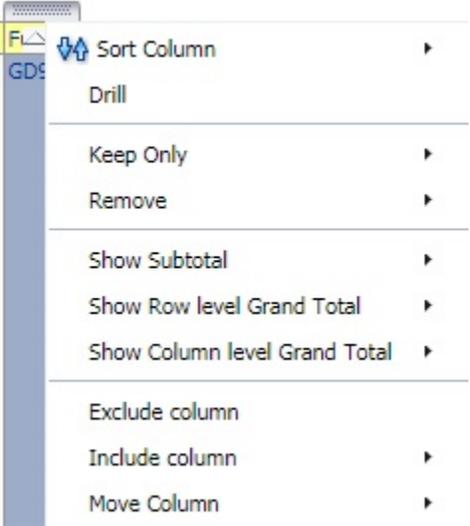
Customize the columns



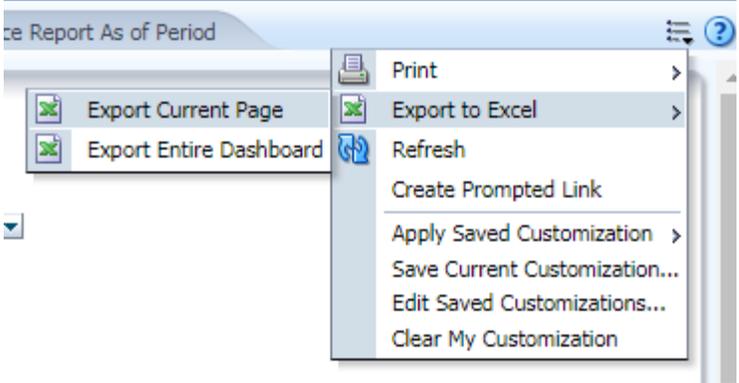
Customize the Report view



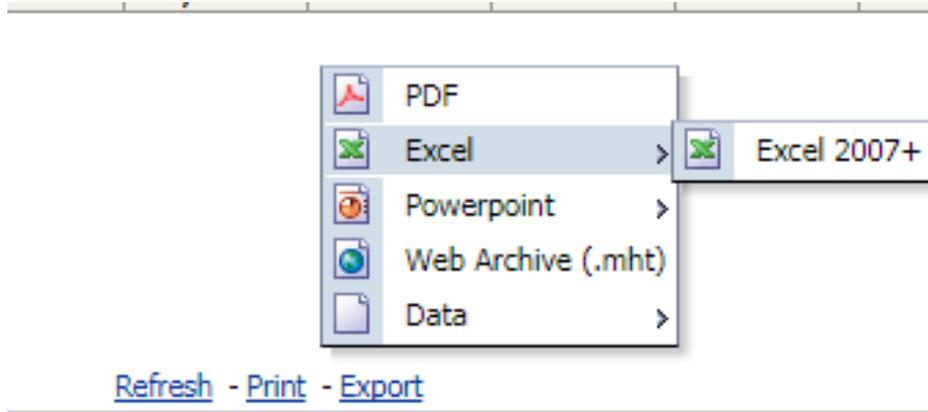
Change the column subtotals



Save your Custom Report



Exercise#2 Results



Export to Excel 2007

Open exported results

Exercise # 3

– Detailed Reports

➤ Dashboard > Transaction Inquiry



Exercise # 3.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.

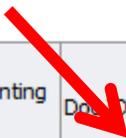
[Budget Reporting by Attributes](#)
Budget Reporting by Attributes is the transactional display with six column selectors.

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	
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	
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	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

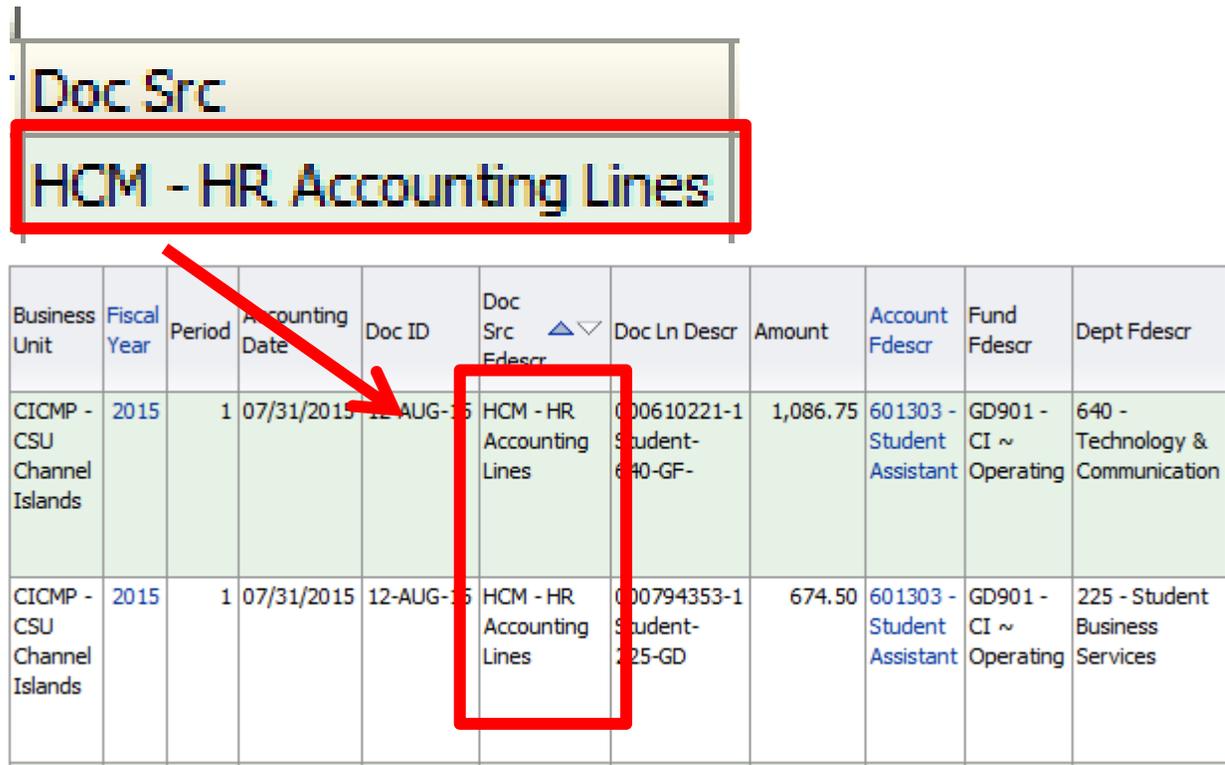
Doc Src
MJE - Manual Journal Entry

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



Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	P
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

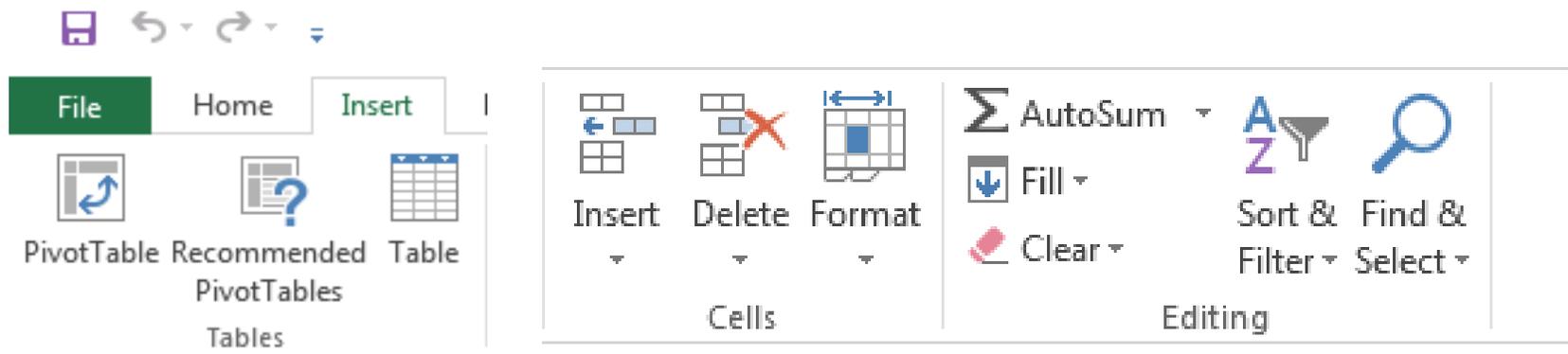
Jrnl Descr
FY13-14 YEAR-END ACCRUALS FS
FY13-14 YEAR-END ACCRUALS FS
RET # 14-012 CI Power CoGen Electrical & Thermal sales / May
RET # 14-024 CI Power - Electricity & Thermal - June 2014

**YE Accrual
Journal Entry**

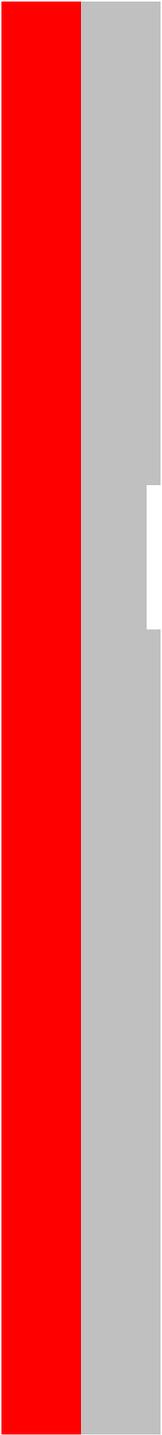
**RET – Refer to
RET #**

Exercise # 3

Results



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



Questions?