Data Warehouse
Hands-on Lab Session

November 2018
Presenters

- Leslie Brotcke
  - Accounting Manager

- Leo Cervantes
  - Sr. Staff Accountant - Treasury
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

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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

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fiscal Year</th>
<th>Period (as of)</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CICMP - CSU Cha</td>
<td>2017</td>
<td>&lt;= 12</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>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 Acct Cat</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>
<td>--Select Value--</td>
<td>--Select Value--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Source</th>
<th>Doc ID</th>
<th>Document Date</th>
<th>Doc Line Descr</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>
</tr>
</tbody>
</table>
Exercise # 3.b
– OPEN Requisitions

Transaction Inquiry
[Image]

Report Index

Open Requisition Report
Open Requisitions listing with six column selectors
Open Requisition Views
Open Requisitions listing by various views

Business Unit
Fiscal Year
Period (as of)
Account Category
[Select Value]

Fund
Dept
Account
Project
Program
Class
NOT Fund
NOT Dept
NOT Account
NOT Project
NOT Program
NOT Class
NOT Acct Cat

Document Source
Doc ID
Document Date
Doc Line Descr
Supplier
Supplier Descr
[Select Value]
Exercise # 3.c
– Actuals Transactions

Transaction Inquiry

Report Index

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

Actuals Reporting by Attributes
Actuals Reporting by Attributes is a transactional display with six columns selected.

<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</td>
<td>12</td>
<td>60 - Expenditures</td>
<td>–Select Value–</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<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>
</table>
Exercise # 3.d
– Budget Transactions

<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</td>
<td>60</td>
<td>Select Value</td>
</tr>
<tr>
<td>Fund</td>
<td>Dept</td>
<td>Account</td>
<td>Project</td>
<td>Program</td>
<td>Class</td>
<td>Scenario</td>
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<tr>
<td>X</td>
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<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
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<tr>
<td>NOT Fund</td>
<td>NOT Dept</td>
<td>NOT Account</td>
<td>NOT Project</td>
<td>NOT Program</td>
<td>NOT Class</td>
<td></td>
</tr>
<tr>
<td>NOT--Select--</td>
<td>NOT--Select--</td>
<td>NOT--Select--</td>
<td>NOT--Select--</td>
<td>NOT--Select--</td>
<td>NOT--Select--</td>
<td></td>
</tr>
</tbody>
</table>

Doc ID   Doc Date   Jnl Source   Doc Line Descr
--Select-- --Select-- --Select-- --Select--
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

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Accounting Date</th>
<th>Doc ID</th>
<th>Doc Src Fdescr</th>
<th>Doc Ln Fdescr</th>
<th>Amount</th>
<th>Account Fdescr</th>
<th>Fund Fdescr</th>
<th>Dept Fdescr</th>
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</thead>
<tbody>
<tr>
<td>CICMP - CSU Channel Islands</td>
<td>2015</td>
<td>1</td>
<td>07/31/2015</td>
<td>12-AUG-6</td>
<td>00610221-1</td>
<td>Student-640-GF-</td>
<td>1,086.75</td>
<td>601303 - Student Assistant</td>
<td>Operating</td>
<td>640 - Technology &amp; Communication</td>
</tr>
<tr>
<td>CICMP - CSU Channel Islands</td>
<td>2015</td>
<td>1</td>
<td>07/31/2015</td>
<td>12-AUG-6</td>
<td>00794353-1</td>
<td>Student-225-GD-</td>
<td>674.50</td>
<td>601303 - Student Assistant</td>
<td>Operating</td>
<td>225 - Student Business Services</td>
</tr>
</tbody>
</table>

- Payroll transaction
- Contact Budget & Planning for assistance
# How to Read Drill Down Reports

- **Doc ID**

Use this column to reference the Voucher # or Journal # when speaking with Finance Staff.

<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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<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>
How to Read Drill Down Reports

- Allocations - 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?