Data Warehouse
Hands-on Lab Session

November 2018

Channel Islands
CALIFORNIA STATE UNIVERSITY

Presenters

➢ Leslie Brotcke
  ▪ Accounting Manager

➢ Leo Cervantes
  ▪ Sr. Staff Accountant - Treasury
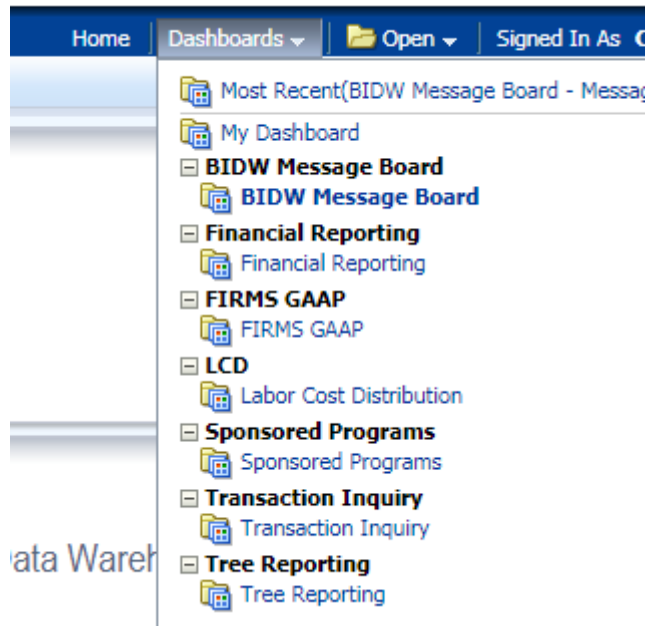
CSU Channel Islands
CALIFORNIA STATE UNIVERSITY

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

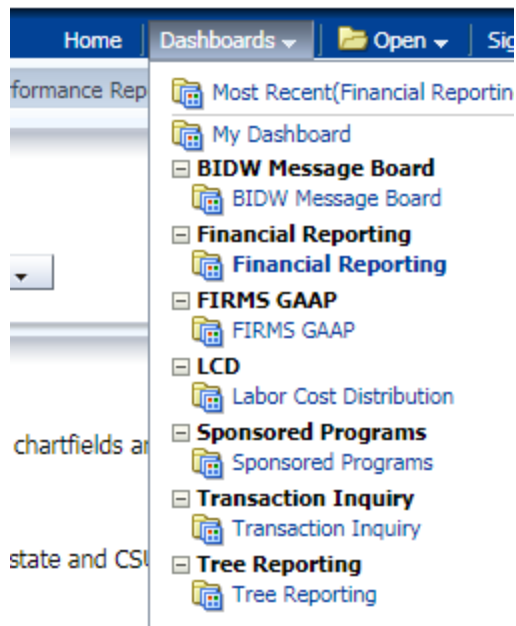➢ Dashboard > BIDW Message Board

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			1
	601100 - Acaden		7.00
	601101 - Depart		1.60
	601300 - Support Staff	601300	3,666.00

Change the column subtotals

F△	Sort Column	▶
GD	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

Transaction Inquiry

| Home | Open PO Reports | **Open Requisition Reports** |

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
CICMP - CSU Cha	2017	<= 12	--Select Value--

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

Document Source	Doc ID	Document Date	Doc Line Descr	Supplier	Supplier Descr
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

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 seve...

Actuals Reporting by Attributes

Actuals Reporting by Attributes is a transactional display with six column selector...

Business Unit	Fiscal Year	Period From	Period To	Account Type	Account Category
CICMP - CSU Cha ▼	2017 ▼	Between 0 ▼	-12 ▼	60 - Expenditures ▼	--Select Value-- ▼

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

Posted Date	Document Source	Doc ID	Accounting Date	Doc Line Descr	Journal Source	Journal Template	Supplier	Supplier Descr
--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼

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

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
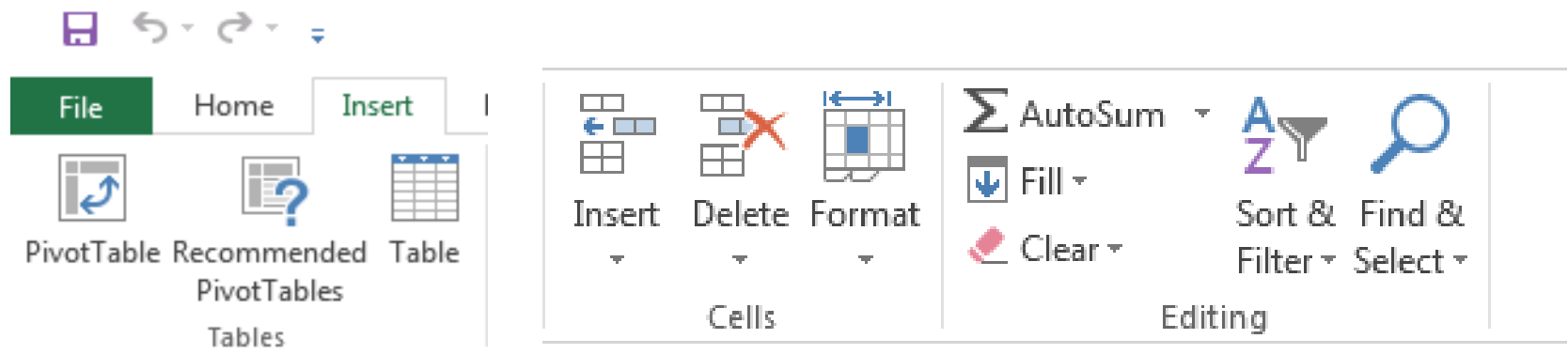
How to Read Drill Down Reports

➢ Accruals and RETs

Exercise # 3
Results

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

Questions?