Data Warehouse
Financial Reporting & Transaction Inquiry Overview

Sources:
Office of Budget & Resource Planning
Accounting Services
Chancellor's Office
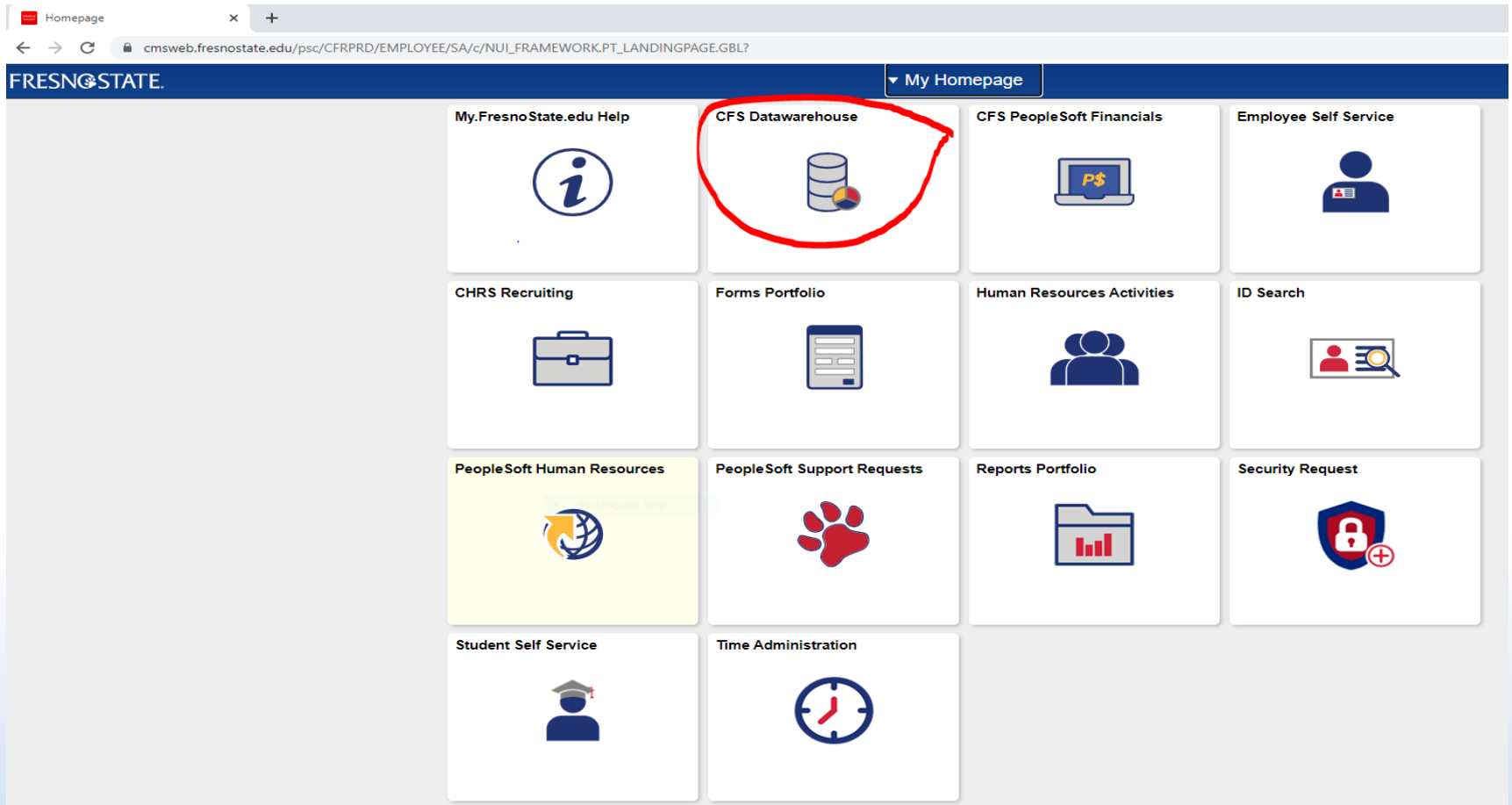
- All campuses have access to the Data Warehouse.

  Features include:

  - Summarized reports by ChartFields, _with drill down capability_.

  - Open PO's, _with drill down capability_.

  - Transactions by "posted date".

  - Department Hierarchy.

    - Report by Division, by College, by Department.

      - _Can select by one and report at lower level._

  - **NOTE: Data is one day old!**

- One of the main features of Finance Data Warehouse Phase 2 upgrade is the consolidation of three "Data Warehouse" dashboards – Manage My Budget, Operations, and Management Reporting – into two streamlined dashboards:
  - ➢ Financial Reporting – Manage My Budget, Management Reporting, and Operations report pages have been consolidated/relocated here with enhanced functionality.
  - ➢ Transaction Inquiry – all transaction inquiry pages are now located on this dashboard with a wider arrangement of filters and column selectors.
  - ➢ NOTE: Data is one day old!

Log in to the Data Warehouse

- Log into My Fresno State
- You will be directed to the Homepage select "CFS Datawarehouse"

Log in to the Data Warehouse

- Below is the default screen with Dashboard icons

- Or you can click the Dashboards drop down menu to display a list of available dashboards

Getting Started - Dashboards

- Dashboard Choices:
  - Financial Reporting
  - Firms Gaap
  - Sponsored Programs
  - Transactions Inquiry
  - Tree Reporting

- Your primary choices:
  - Financial Reporting
  - Transaction Inquiry

- Select Business Unit
- Select Standard Budget
- Click Apply

1. Click Options Dropdown
2. Save Current Customization

3. Save as "FRSNO"
4. Click the option "Me"
5. Check the box "Make this my default for this page"
6. Click "OK"
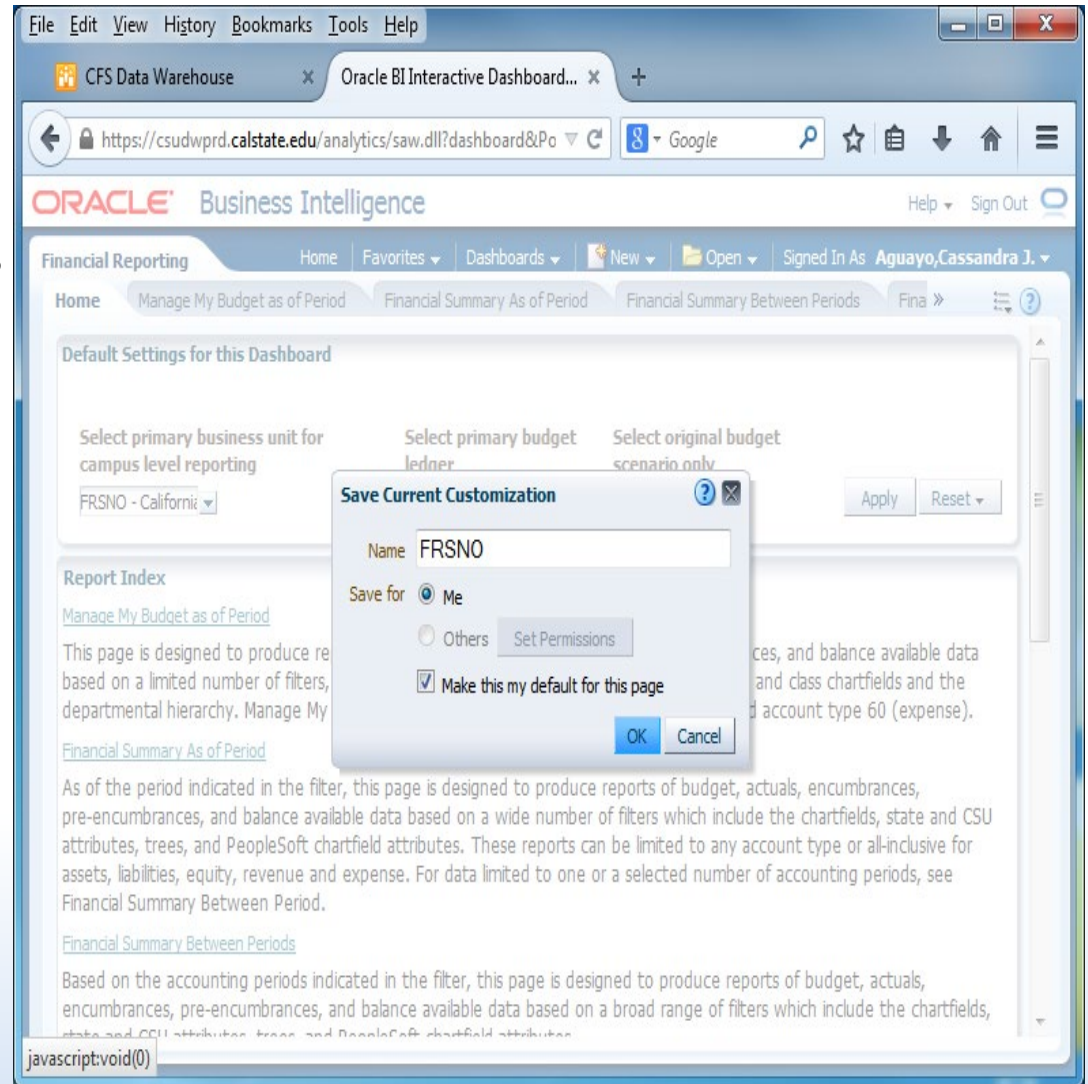
Five Steps to Report Results

After you establish your dashboard defaults, you are ready to generate a report.

There are five main activities involved with report production:

- Select the report
- Set the report filters
- Set the report format
- Drill through report data
- Capture report results (print /download)

Getting Started – Manage My Budget as of Period

- The Basics: one Dept, one Fund report
1. Set Filters:
    - Business Unit- FRSNO
    - Fiscal Year – accept default or make your selection
    - Period – accept default or make your selection
    - Account Type – normally defaults to 50 & 60
    - Budget Ledger – normally defaults to Standard Budget
    - Fund
    - Department

Manage My Budget as of Period

- Set Business Unit, Fiscal Year, Period, Account Type, and Budget Ledger
- Set Fund and Department
- NOT filters: Fund, Dept, Prog, Class & Not Acct Cat – use these filters if you do <u>not</u> want certain items included on the report…603811-603819 benefits
- Click Apply Filters

2. Save your file by clicking the drop down menu, select "Save Current Customizations", name your file, and select "Me"
3. Click "OK"

Manage My Budget as of Period

Report Results

Enhanced Report Results Features:

➢ Reports will default to three visible columns
➢ Hide/unhide columns for up to as many as six columns
➢ Add/remove subtotals to any and all columns, as needed.
➢ Just as in the old version, results can be stored as a Saved Customization.

New Feature: Hide and Display Columns

➢ To Hide – simply click the drop down menu on that column, click "Hide" and click "OK" for your selections to apply.

➢ To Display/add column – simply click the drop down menu on the column you want to display and make your selections and click "OK" in order to apply the column values and generate the report.

New Feature: Add/Remove Subtotals

➢ The first two columns in every report are formatted to display subtotals.

➢ To add subtotals:
- Place cursor at the top of column where you want to add subtotals to
- Right click on yellow column heading to access the Columns shortcut menu.
- Choose "Show Subtotal" and "> after values"

➢ To remove subtotals:
- Place cursor at the top of column where you want to remove subtotals from

> To remove subtotals:
  - Place cursor at the top of column where you want to remove subtotals from
  - Right click on yellow column heading to access the Columns shortcut menu.
  - Choose "Show Subtotal" or "None" to remove
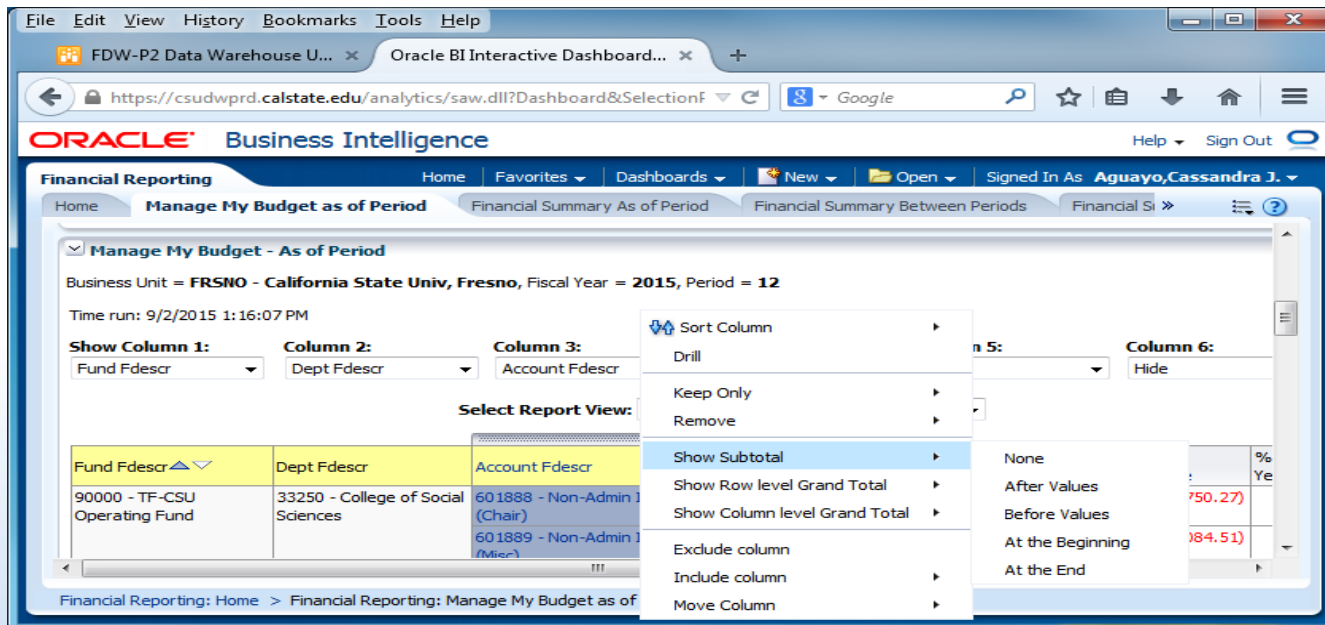
Drilldowns Improvement

- Column order is now consistent on Actuals and Budget, PO, and Requisition drilldowns.

Drilldowns Improvement

- Drill down columns have been reformatted to have priority columns on the left so they are easier to view.
- Additional fields have been added for Actuals and Budget drilldowns.
- Budget does not include PO or other Actuals specific columns
- Drilldown columns align on the left to the extent possible.

Drilldowns Improvement

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Actuals Drilldown Columns

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr	Doc Date
FLCMP - CSU Fullerton	2014	1	7/31/2014	01-AUG-14	HCM - HR Accounting Lines	892459652-2 TempHelp10011-G- -	2,539.00	601302 - Temporary Help	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed	- - -	- - -	- - -	FTE	1.00	-	-	-	-	HRL0558764	-	-	-	-	- - -	7/31/2014

Jrnl Src	Posted Date	Journal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Code Fdescr	FIRMS Proj Fdescr	SCO Subfund Fdescr	Jrnl Ln #	Jrnl Class	Jrnl Class Descr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl Template	User ID	Doc Ln #	Doc Dst Ln #	Account Entry Type	Customer ID	Customer Name	Open Item Key	Reversal Date	PO Dst	PO Ln	PO Sch
-	8/2/2014	7/31/2014	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	601302 - Temporary Help	00000 - Non Capital Outlay Project	000 - x	541	-	-	5140780	-	HRACTUAL	-	14368	0	-	-	-	-	8/8/1988	0	0	0

Budget Drilldown Columns

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr	Doc Ln #	Scenario
FLCMP - CSU Fullerton	2014	4	10/21/2014	0000596119	MJE - Manual Journal Entry	INITIAL BASELINE - AA	129,972.00	601300 - Support Staff Salaries	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed	- - -	- - -	- - -	FTE	3.00	0	BI14-AA	N	-	FY 14-15 Initial Baseline - AA	-	-	16	INTL_BASE

Ledger Fdescr	Doc Date	Jrnl Src	Posted Date	Journal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Code Fdescr	FIRMS Proj Fdescr	SCO Subfund Fdescr	Reversal Date
BASE_BUD - Base Budget	10/21/2014	BJC	10/21/2014	10/21/2014	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	601300 - Support Staff Salaries	00000 - Non Capital Outlay Project	000 - x	8/8/1988

Report Views

➤ Report views available in the in the old version is also available in FDW-P2. Now it is user-friendly.

- Rev Budget is now Current Budget
- Enc is now Encumbrances
- BBA is now Balance Available
- MTD is now Month to Date
- PY Per 0 is now Inception to Date Actuals

cct Cat Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
01 - Regular Salaries and	601101 - AcadSal-Department Chair					

Acct Fdescr	Month to Date Actuals	Month to Date Encumbrance	Current Budget	Inception to Date Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year

New Dashboard: Transaction Inquiry

California State University, Fresno – Office of Budget & Resource Planning

New Dashboard: Transaction Inquiry

➢ Open PO Report: Set your filters and apply

California State University, Fresno – Office of Budget & Resource Planning

New Dashboard: Transaction Inquiry

➢ Open PO Report: Results

➢ Save

New Dashboard: Transaction Inquiry

- ➢ Actuals Transactions
- ➢ Actuals Reporting by Attributes

New Dashboard: Transaction Inquiry

➢ Actuals by Period

New Dashboard: Transaction Inquiry

➢ Actuals Reporting by Attributes

New Dashboard: Transaction Inquiry

- ➢ Budget Transactions
- ➢ Budget Reporting by Attributes

New Dashboard: Transaction Inquiry

- ➢ Budget Transactions

New Dashboard: Transaction Inquiry

➢ Budget Reporting by Attributes

California State University, Fresno – Office of Budget & Resource Planning

New Dashboard: Transaction Inquiry

➢ Encumbrance Transactions

➢ Encumbrance Reporting by Attributes

New Dashboard: Transaction Inquiry

➢ Encumbrance Transactions

New Dashboard: Transaction Inquiry

➢ Encumbrance Reporting by Attributes

PART II

Five Steps to Report Results

After you establish your dashboard defaults, you are ready to generate a report.

There are five main activities involved with report production:

- Select the report
- Set the report filters
- Set the report format
- Drill through report data
- Capture report results (print /download)

Trial Balance Selections

- ➤ This report is best used for Fund only views

- Prompt filter has down arrow. It will default to current period and year unless it is a save selection report. (Hint: Save as Period 12)

- Multiple Funds can be selected for this report. (Departments cannot be filtered in this)

- Click Apply Filters

Report Filters – Fund Selection Criteria

- Double-click on any value to move it into or out of the Selected box or use the arrow button.

- Enter first number of Fund to list all with that beginning number.

- Search is available in drop down box for 'Starts', 'Contains', 'Ends', and 'Is Like'. Unselect Match Case for more options. It does not identify the description. There is limited criteria in the selection box. If your search contains more . Remember to select 'Search'.

- When more than 256 results, hit the "More" button to display the next 256 choices. Otherwise, you may not find your choice. It is easier to use the 'Search' than to scroll.

- Click 'Ok" to save.

Selection Buttons	Use the buttons below to move items into the Selected Box.
<<	De-select all items.
<	De-select highlighted item(s)
>>	Select all items listed
>	Select highlighted item(s)

Trial Balance (6 columns)

➢ This report is good to view the available cash balance

- In the 6 Column Trial Balance, various columns can be added to suit different reporting needs

Cash Balance Report

- Choose your Fund Number

Cash Report

- Balance will show in Cash column. Report will only show the Cash balance.

- You can drill down for detailed information, in any field that shows an underline when you scroll over it

Financial Summary Between Periods

➢ Report is similar to Financial Summary As of Period, but it allows the user to choose periods to view

Financial Summary by Year

- Compares fields year by year. Periods and Department field can also be filtered.
- Select years and periods to compare
- Select Column order for the report
- Shows amounts posted from year to year and it allows the user to drill down

Export and Print

➢ Example is from Financial Summary As of Period

• Refresh, Print, and Export options are at the bottom of the page

Print to PDF

- The Print hyperlink located beneath the report will print the individual report in either PDF or HTML formats. Both are similar

		660898 - Prior Year Budget Carry Forwrd		0.00	0.00	0.00	
		660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)	
	41406 - Accounting Services Total			592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

📄 Printable PDF
🌐 Printable HTML
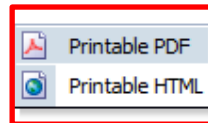
Refresh - Print - Export

Print PDF Results

- Printing to PDF provides a report similar to the results on the main screen

- Printing to HTML provides a printout screen similar to a screenshot. The result is a smaller output which can fit to one page

Exporting Data

- Exports all data on the screen to a variety of file formats including PDF, Excel, & CSV.

- Exporting to PDF results in a file similar to the print to PDF, but it can be saved as a file.

- Exporting to Excel presents the data in Excel along with report formats. Formulas are <u>not</u> transferred to Excel. It is only hardcoded numbers.

- Tab Delimited and CSV files will open in Excel without any formatting and can then be saved as an Excel file. Be sure to save as an Excel file. This export may include more data than shown on the screen.

	660812 - Non-Capitalized Equip/Furn		2,797.16	2,690.61	(5,487.77)	
	660814 - Office Supplies		1,786.83	0.00	(1,786.83)	
	660823 - Miscellaneous Costs		0.00	0.00	0.00	
	660850 - Repairs & Maintenance		0.00	0.00	0.00	
	660898 - Prior Year Budget Carry Forwrd		0.00	0.00	0.00	
	660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)	
41406 - Accounting Services Total			**592,964.70**	**1,165,894.78**	**(1,758,859.48)**	
90000 - TF-CSU Operating Fund Total			,964.70	**1,165,894.78**	**(1,758,859.48)**	
Grand Total			,964.70	**1,165,894.78**	**(1,758,859.48)**	

PDF
Excel >
Powerpoint >
Web Archive (.mht)
Data >

Refresh - Print - Export

Example of Export to PDF

- ➢ This is a good tool to send the report to a manager
- • Select PDF as Export file type
- • After selecting the PDF file, a box will pop up asking to either open or save the file. Either option will work.
- • Click OK
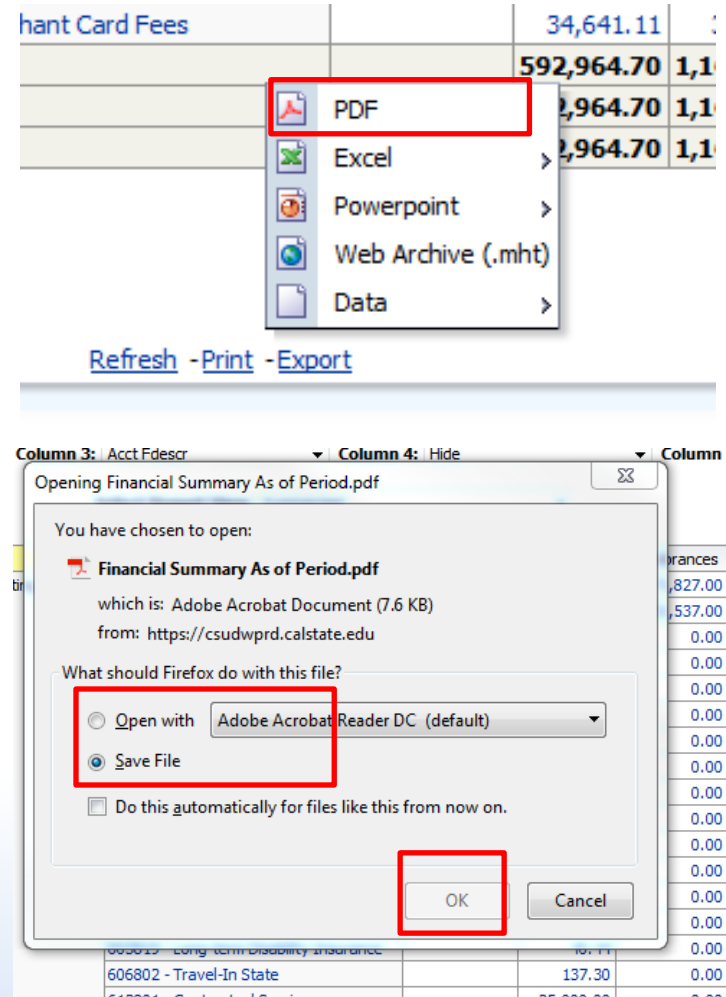
Example of Export to PDF Result

➤ This is the result from the Open option

• When choosing to Open the file, the file opens in Adobe Acrobat. The file can then be saved, printed, or sent based on your needs. The data cannot be changed in a PDF file.

Example of Export to Excel

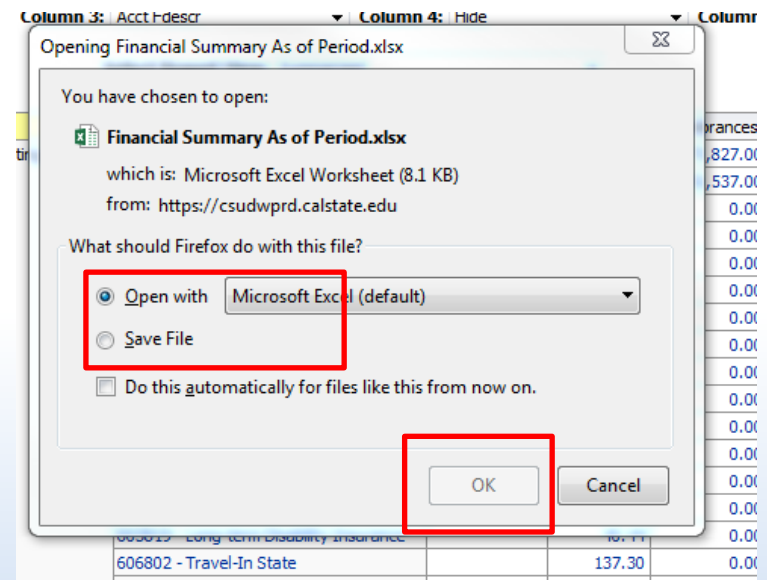- Select Export to Excel. Then select the Excel 2007+ format.

- After selecting the Excel file as output, a box will either open or save to file. Either option will work.
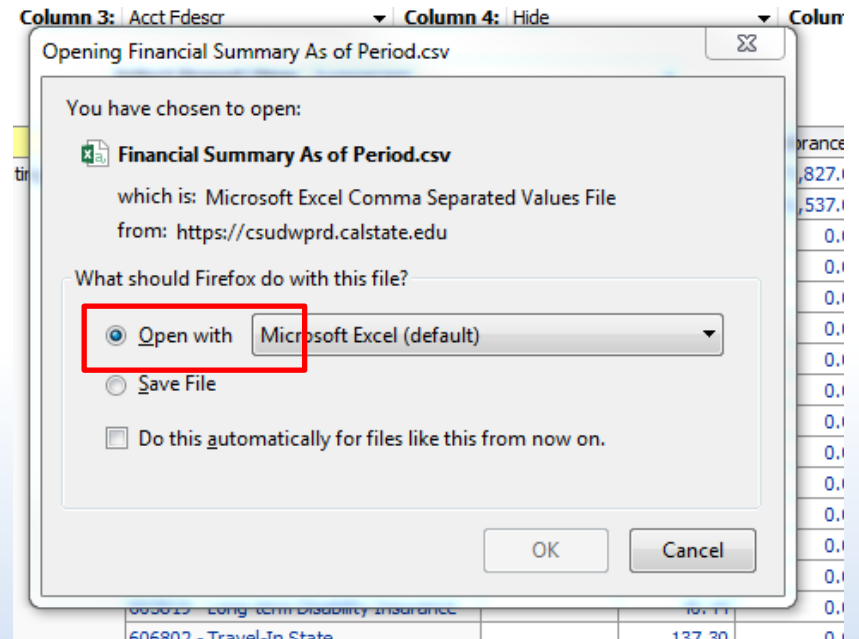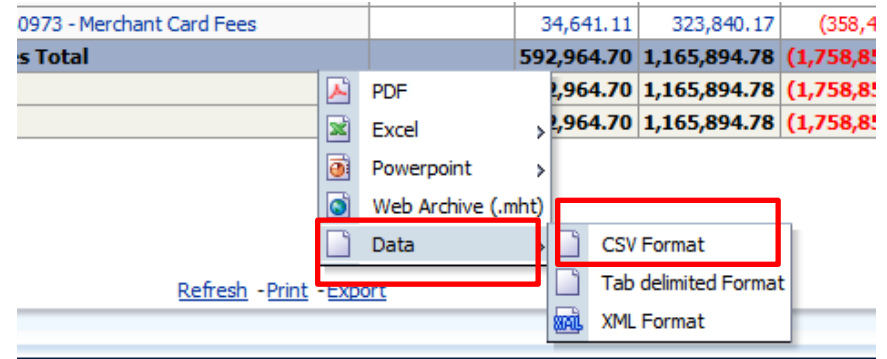
- Click OK

Example of Export to Excel Data Output

- The data is downloaded into Excel. The formatting can be manipulated from this point and can be saved as an Excel file.

- Formulas do not carry forward. Numbers are hardcoded.

- Select Export to Data – CSV Format
- Prompt will open the CSV file with Excel. There is also an option to save the file. Opening in Excel is recommended.

Example of Export to Data – CSV Format Output

- The CSV file opens to Excel as unformatted data. It can be manipulated from this point. Data includes information such as additional fields which may not be seen on the original output screen.

- <u>Remember to save the file as an Excel file when finished formatting</u>

Questions?

Contact Information

Accounting Services

P.J. Soligian	pjsoligian@csufresno.edu	559-278-8133
Lora Kutka	lkutka@csufresno.edu	559-278-4343

Office of Budget & Resource Planning

Jean Aguayo	jaguayo@csufresno.edu	559-278-7224
Lisa Chavez	lisachavez@csufresno.edu	559-278-5293
Pam Lewis	paml@csufresno.edu	559-278-5295