The California State University
COMMON FINANCIAL SYSTEM

Finance Data Warehouse
Dashboard and Report Guide
MANAGE MY BUDGET

Last Revised: 1/19/11

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Introduction

The Finance Data Warehouse Dashboard and Report Guide provides detailed information about the content and layout of the dashboards and reports in the finance data warehouse (hereafter referred to as the “data warehouse”).

Related Documentation

In addition to this guide, users can review the following documents related to the data warehouse:

- Finance Data Warehouse User Guide
- Finance Data Warehouse Auxiliaries Dashboard Guide
- Finance Data Warehouse Operations Dashboard Guide
- Finance Data Warehouse Sponsored Programs Dashboard Guide
- Finance Data Warehouse Training Activities Guide
- Finance Data Warehouse Quick Start Reference Guide

Definitions

The following (optional) icons may be used to draw attention to information in this guide:

Stop:

Warning:

Important:

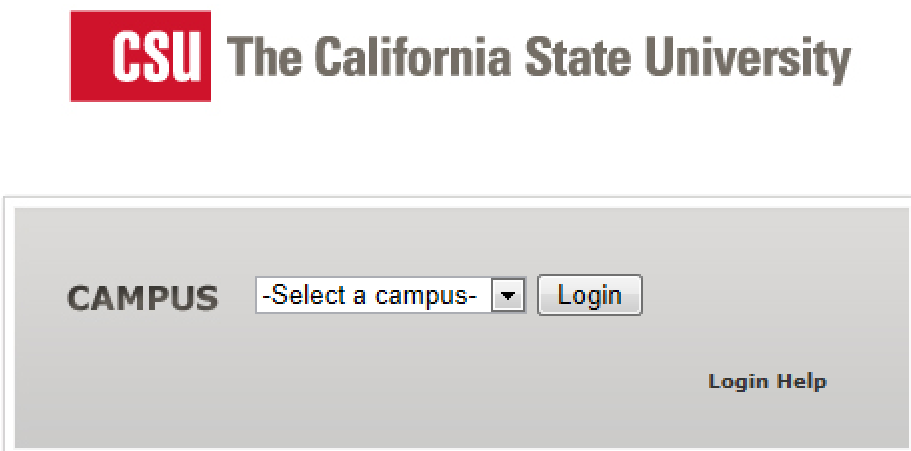
Note:

Overview

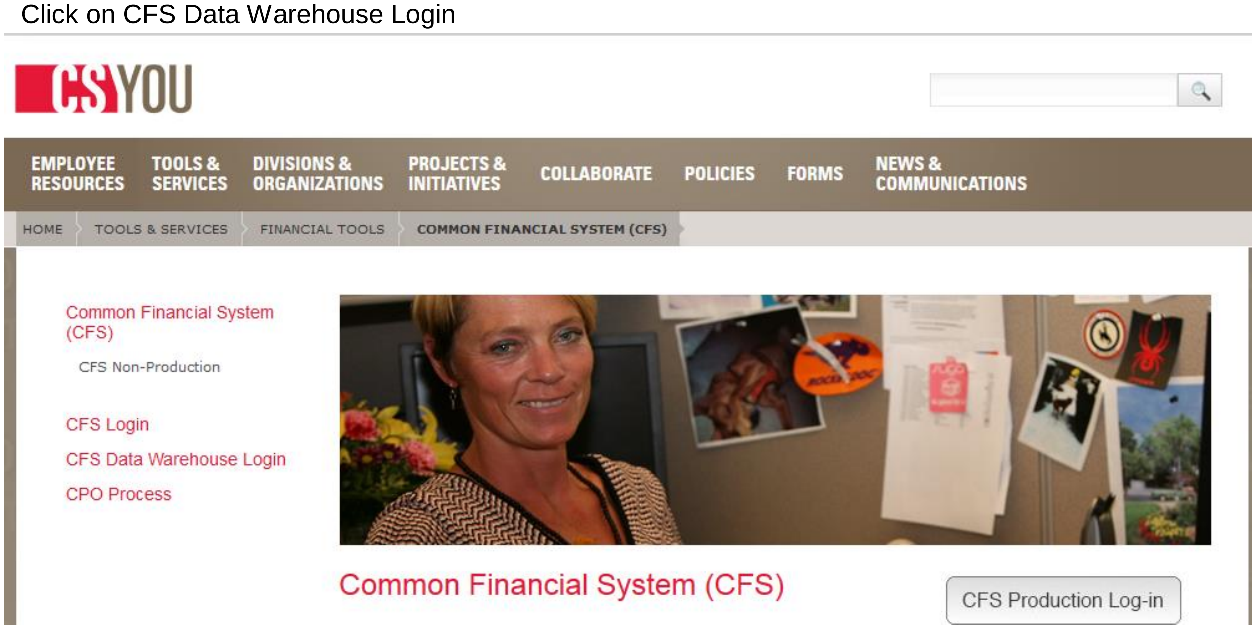
The Common Financial Reporting environment (hereafter referred to as the Finance Data Warehouse) contains reporting capabilities that provide campuses with a set of interactive dashboards containing common, core reporting capabilities required by campuses and the Chancellor's Office.

The Finance Data Warehouse is accessed through the CSU Portal.

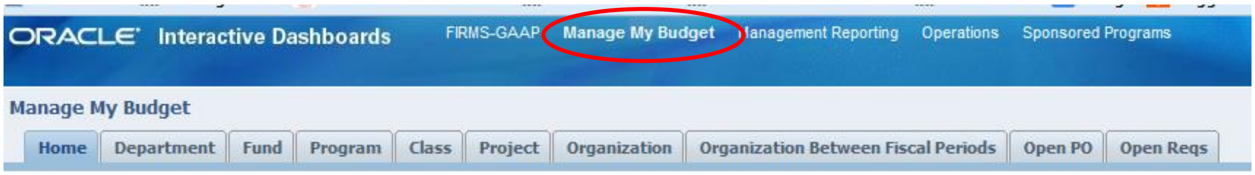
- Follow the correct navigation at your campus to go to the CSU Portal.
- Select your campus from the drop-down list.
- Click Login to enter the portal.



- Click on CFS Data Warehouse Login



Dashboard: Manage My Budget



The Manage My Budget dashboard contains 11 pages:

- Home
- Department
- Fund
- Program
- Class
- Project
- Organization
- Organization Between Fiscal Periods
- Open PO
- Open Reqs

The **Manage My Budget** dashboard contains reporting capabilities geared for users who are responsible for managing one or more department budgets. This dashboard has fewer search criteria options than the Operations dashboard.

Chartfields are used differently by individual campuses throughout the CSU. The **Manage My Budget** dashboard pages allow users to choose meaningful report criteria based on how chartfields are used at their campus. The chartfield pages are:

- Department
- Fund
- Program
- Class
- Project

Global Features

Navigating through Dashboard Pages and Reports

Dashboard Pages with Links to Report Pages

Some pages within the data warehouse contain a list of hyperlinks that allow you to select from a list of similar reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data.

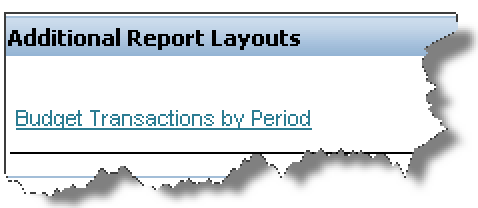
These report pages allow you the opportunity to create unique report filters and page options for each version of the main report. For example, you can have a different set of saved options for the 2 Columns version than you do in the 4 Columns version.

Dashboard Pages with One Main Report

Some dashboard pages are designed to display one main report. If other related reports are available, those reports are listed in the Additional Report Layouts section located immediately beneath the main report window. When listed in this guide, the report that appears on main page will appear in **bold**. The reports that are available via hyperlinks in the Additional Report Layouts section are listed below the main report.

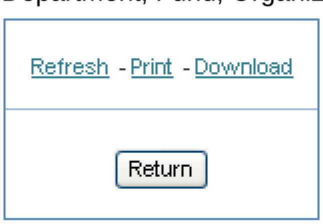
Example: Budget by Period (Column Selectors) is the name of the main report on the Budget Transactions page.

Example: The Budget Transactions by Period report is available in the Additional Report Layouts section.



Navigating to a Dashboard Page

- From the parent report, use the Return button to return to the main dashboard page (for example, Department, Fund, Organization).



- From any location, you can click a dashboard name hyperlink to return to a dashboard's Home Page.

Navigating Through Drill Down Reports

Two-Tiered

- From a single-level drill down (two-tiered), you can return to the parent report using the return link at the bottom of the drill-down.

Three-Tiered

- A multi-level drill down has three tiers: the parent summary level report, the intermediate summary level report by period, and the bottom level detail transaction report. From the bottom tier, transaction detail, click the Return hyperlink to return the focus to the top-level report.
- From the bottom tier, use the browser back button to return to the second-tier of the report.

From any location, you can **click a dashboard name hyperlink** to return to a dashboard's Home Page.

Common Report Views

Report views present query results in a variety of different formats that contain different data columns. The following report views will present the following columns, as well as the columns chosen by the user through the column select feature.

Summarized

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
Rev Budget	Revised Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Summarized with Pre-Enc

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
Rev Budget	Revised Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/ Pre-Enc	Budget Balance Available with Pre-Encumbrance

Standard

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Original Budget

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Pre-Enc

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available

Standard with Original Budget & Pre-Enc

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Rev Budget	Revised Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available

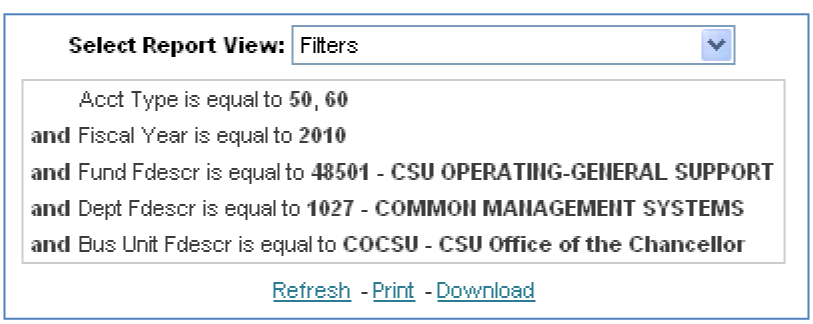
Summarized with Budget Detail

Column Label	Column Full Name
Column Selectors	*User-Selected Columns*
MTD Budget	Month-to-Date Budget
MTD Actuals	Month-to-Date Actuals
Rev Budget	Revised Budget
YTD Actuals	Year-to-Date Actuals
FY Budget	Fiscal Year Budget
% Used FY	Percent Used Fiscal Year

Account Types -- Revenue and Expense

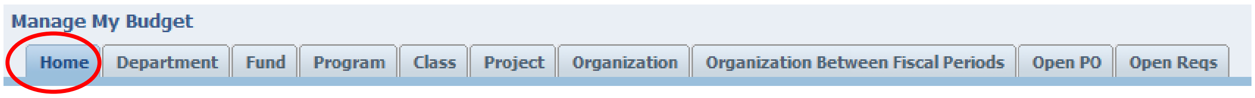
Many of the reports within the Manage My Budget dashboard contain hard-coded search criteria that restrict the results to revenue and expense data only. Use the Filters Report View in any report to see the underlying search criteria. Those reports that contain the Revenue and Expense logic will have the following account types:

- Acct Type is equal to 50, 60



1.0 Home

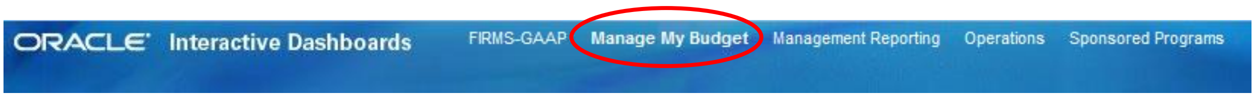
Overview



Dashboard settings are filters that will apply to ALL pages within a dashboard. Dashboard settings must be set for each available dashboard. You can also designate settings to be the default for the associated dashboard.

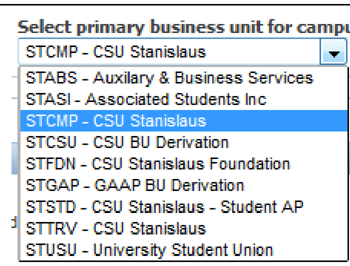
Set Dashboard Filters

1 Click on the Manage My Dashboard link to go to the Home page.



One or more dashboards will be available based on your user profile.

2 In the **Default Settings for this Dashboard** section, select your campus values, as appropriate.

<table>
<tr><td>Primary business unit</td><td>
</td></tr>
<tr><td>Primary budget</td><td>Choose your primary budget ledger</td></tr>
<tr><td>Budget scenario</td><td>Choose your original budget scenario (optional)</td></tr>
</table>

3 Click **Go** to execute your selection.

Save your Settings as Default

1 From the Page Options menu, choose Save Current Selections > For Me.

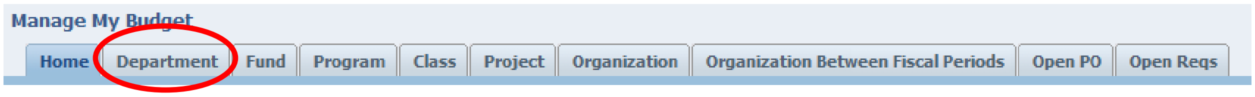
You can choose the default name or enter a name of your choice.

2 Choose Make this my default for this page.

The Manage My Budget dashboard is sourced from the campus ledger summary only. If you try to report on Legal or GAAP business units from this dashboard you will not get any results. Data for Legal and GAAP business units will be reported in a separate dashboard targeted for implementation in second quarter 2011.

2.0 Department

Overview



The Department page contains a list of hyperlinks that allow you to select from a list of Department reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Department page provides budget, encumbrance, and expenditure data for funds within a department. The Department page contains three reports:

- Revenue and Expense Summary by Department, Fund, and Account (2 Columns)
- Revenue and Expense Summary by Department, Fund, and Account (3 Columns)
- Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Common Report Elements

Report Filters	Fiscal Year Period (as of) Fund Department
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Dept Fdescr Acct Type Fdescr CSU Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Department, Fund, and Account

The standard report view includes account category, account, month-to-date encumbrances, month-to-date actual, BBA, and percent of BBA. There are three versions of this report with two, three, and four column selectors, respectively.

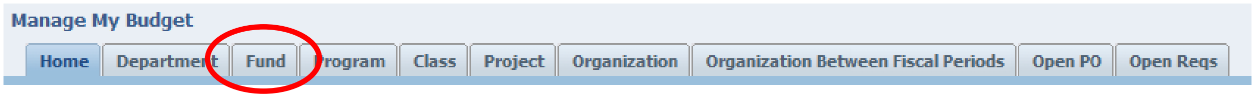
Drill Downs Available from the Department Results

Below is a list of the drill downs associated with Department reports:

- MTD Actuals
- MTD Encumbrances
- Orig Budget
- Rev Budget
- PY Actuals (Period 0)
- YTD Actuals
- Total Actuals
- Total Encumbrances
- Total Pre-Encumbrances

3.0 Fund

Overview



The Fund page contains a list of hyperlinks that allow you to select from a list of Fund reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Fund chartfield is the main driver for the Fund page. This Fund page contains three reports:

- Revenue and Expense Summary by Fund (2 Columns)
- Revenue and Expense Summary by Fund (3 Columns)
- Revenue and Expense Summary by Fund (4 Columns)

Common Report Elements

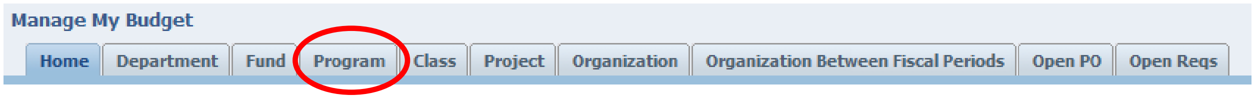
Report Filters	Fiscal Year Period (as of) Fund Department
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Dept Fdescr Acct Type Fdescr CSU Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Fund

This report provides budget, encumbrance, and expenditure data for funds. There are three versions of this report with two, three, and four column selectors, respectively.

4.0 Program

Overview



The Program page contains a list of hyperlinks that allow you to select from a list of Program reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Program chartfield is the main driver for the Program page. The Program page contains three reports:

- Revenue and Expense Summary by Program (2 Columns)
- Revenue and Expense Summary by Program (3 Columns)
- Revenue and Expense Summary by Program (4 Columns)

Common Report Elements

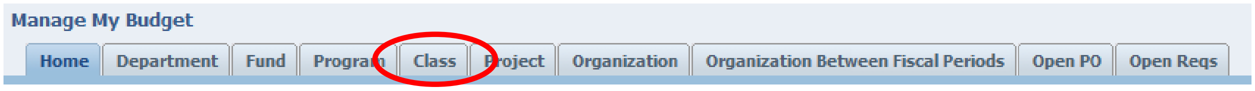
Report Filters	Fiscal Year Period (as of) Fund Department Program
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Dept Fdescr Acct Type Fdescr CSU Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Program: Revenue and Expense Summary by Program

This report provides budget, encumbrance, and expenditure data for programs. There are three versions of this report with two, three, and four column selectors, respectively.

5.0 Class

Overview



The Class page contains a list of hyperlinks that allow you to select from a list of Class reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Class chartfield is the main driver for the Class page. The Class page contains three reports:

- Revenue and Expense Summary by Class (2 Columns)
- Revenue and Expense Summary by Class (3 Columns)
- Revenue and Expense Summary by Class (4 Columns)

Common Report Elements

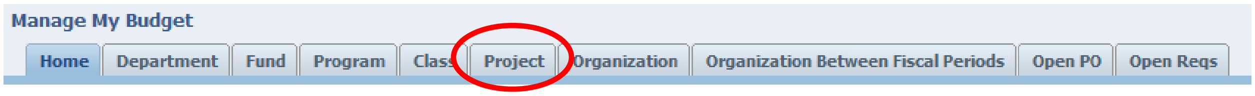
Report Filters	Fiscal Year Period (as of) Fund Department Class
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Dept Fdescr Acct Type Fdescr CSU Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Class

This report provides budget, encumbrance, and expenditure data by class. There are three versions of this report with two, three, and four column selectors, respectively.

6.0 Project

Overview



The Project page contains a list of hyperlinks that allow you to select from a list of Project reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Project chartfield is the main driver for the Project page. The Project page contains three reports:

- Revenue and Expense Summary by Project (2 Columns)
- Revenue and Expense Summary by Project (3 Columns)
- Revenue and Expense Summary by Project (4 Columns)

Common Report Elements

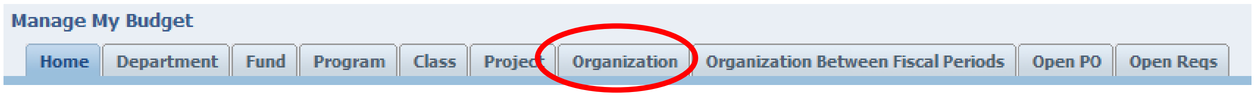
Report Filters	Fiscal Year Period (as of) Fund Department Project
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Dept Fdescr Acct Type Fdescr CSF Fund Fdescr FIRMS Obj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Project

This report provides budget, encumbrance, and expenditure data for projects. There are three versions of this report with two, three, and four column selectors, respectively.

7.0 Organization

Overview



Users who have responsibility for multiple departments require a different type of report. To meet that requirement, the organization page was created. The organization reports are based on campus departmental organization or finance department tree. The organization reports let you report on any combination of chartfields in addition to your department tree levels and CSU fund.

The Organization page contains a list of hyperlinks that allow you to select from a list of Organization reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. The Organization page contains three reports:

- Revenue and Expense Summary by Organization (2 Columns)
- Revenue and Expense Summary by Organization (3 Columns)
- Revenue and Expense Summary by Organization (4 Columns)
- Revenue and Expense Summary by Organization (5 Columns)

Common Report Elements

Report Filters	Fiscal Year Period (as of) CSU Fund Fund Account Program Project Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr CSF Fund Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Scenario Fdescr

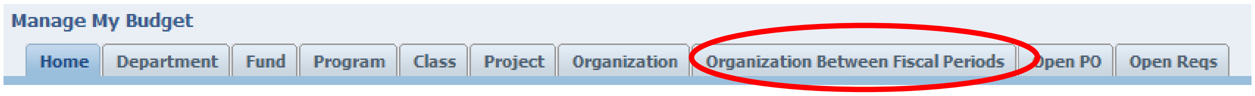
	FIRMS Proj Cd Fdescr
Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Organization

This report provides budget, encumbrance, and expenditure data by organization. There are four versions of this report with two, three, four, and five column selectors, respectively.

8.0 Organization Between Fiscal Periods

Overview



The reports in the Organization Between Fiscal Periods page are similar to the Organization reports with one main exception. The report filters within these reports allow the user to identify a Begin and End period as part of report search criteria.

The Organization Between Fiscal Periods page contains a list of hyperlinks that allow you to select from a list of Organization reports. These reports are identical except for the number of columns that can be arranged with user-selected attributes for the display of report data. This page contains four reports:

- Revenue and Expense Summary by Organization (Between Periods) (2 Columns)
- Revenue and Expense Summary by Organization (Between Periods) (3 Columns)
- Revenue and Expense Summary by Organization (Between Periods) (4 Columns)
- Revenue and Expense Summary by Organization (Between Periods) (5 Columns)

Common Report Elements

Report Filters	Fiscal Year Period Between (begin / end) CSU Fund Fund Account Program Project Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr CSF Fund Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Scenario Fdescr FIRMS Proj Cd Fdescr

Report Views	Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report: Revenue and Expense Summary by Organization (Between Periods)

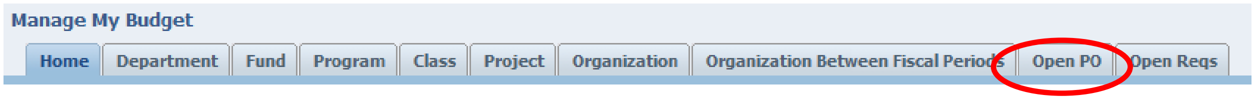
This report provides budget, encumbrance, and expenditure data for funds. There are four versions of this report with two, three, four, and five column selectors, respectively.

Additional Information

The Revenue and Expense Summary by Organization reports contain a customized report header that displays the begin period and end period selections. This report header is similar to the Filters report view. Remember, the report header contents are automatically included when printing or downloading any report.

9.0 Open PO

Overview



The Open PO page displays Open Purchase Order Totals at a selected point in time. This Open PO page contains two reports

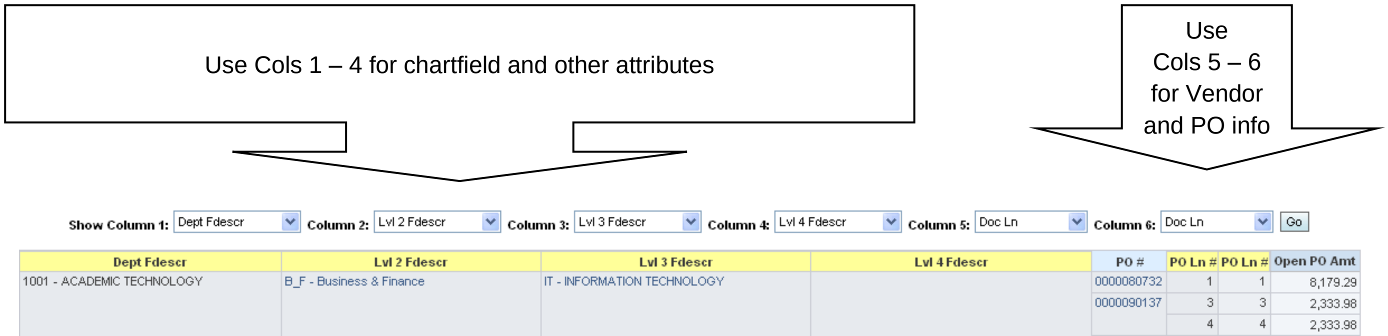
- **Open Purchase Orders (Column Selectors)**
- Open PO Summary

Common Report Elements

Report Filters	Fiscal Year Period (as of) Fund Account Project Program Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors (1-4)	Dept Fdescr Fund Fdescr Acct Fdescr Prog Fdescr Class Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr CSU Fund Fdescr Acct Cat Fdescr Acct Type Fdescr
Column Selectors (5-6)	Doc Ln Doc Ln Descr Vendor Sdescr Vendor Fdescr

Report: Open Purchase Orders (Column Selectors)

Using the column selectors in this report, the user can choose the columns to be included. There are six column selectors in the Open Purchase Orders report.



Dept Fdescr	Lvl 2 Fdescr	Lvl 3 Fdescr	Lvl 4 Fdescr	PO #	PO Ln #	PO Ln #	Open PO Amt
1001 - ACADEMIC TECHNOLOGY	B_F - Business & Finance	IT - INFORMATION TECHNOLOGY		0000080732	1	1	8,179.29
				0000090137	3	3	2,333.98
					4	4	2,333.98

Additional Notes

Your selections in Columns 5 and 6 will determine if you display any Open POs with one line per purchase order item or by PO Line number.

- To display POs with one line per purchase order, choose select **Vendor Sdescr** and/or **Vendor Fdescr** in Columns 5 and 6
- To display POs by PO line number, choose **PO Ln #** and/or **Doc Ln Descr** in Columns 5 and 6

Report: Open PO Summary

Use the Open PO Summary report to display open purchase order totals by PO line number, line description, vendor, and chartfields. The purchase order totals by PO tie to the encumbrance totals on the Revenue and Expense Summary reports.

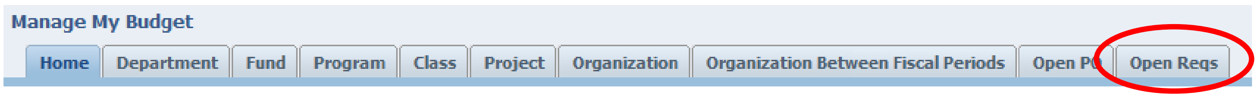
Report Views	Open PO By Fund Open PO By Account Open PO By Program Open PO By Project Open PO By Class Open PO By Department Open PO By Vendor

Drill Down – PO Transactions

From either the Open Purchase Order (Column Selectors) report or the Open PO Summary report, you can drill on a PO number to obtain all transaction detail that supports the current open amount.

10.0 Open Reqs

Overview



This Open Reqs page report provides budget, encumbrance, and expenditure data for funds. The Open Reqs page contains two reports:

- **Open Requisitions (Column Selectors)**
- Open Requisition Summary

Common Report Elements

Report Filters	Fiscal Year Period (as of) PO # Fund Account Project Program Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Dept Fdescr Fund Fdescr Acct Fdescr Prog Fdescr Proj Fdescr Class Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr

Report Views	Summarized Summarized with Pre-Enc Standard Standard with Original Budget Standard with Pre-Enc Standard with Original Budget & Pre-Enc Summarized with Budget Detail Filters

Report Filters	
Fiscal Year: 2009; Period (as of): 11; PO #; Fund: 'X'; Account; Project; Program; Class; Department; Dept Level 1; Dept Level 2; Dept Level 3; Dept Level 4; Dept Level 5; Go	
Column Selectors (1-4)	Dept Fdescr Fund Fdescr Acct Fdescr Prog Fdescr Proj Fdescr Class Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr
Column Selectors (5-6)	Doc Ln Doc Ln Descr Vendor Sdescr Vendor Fdescr

Report: Open Requisitions (Column Selectors)

Using the column selectors in this report, the user can choose the columns to be included. There are six column selectors in the Open Requisitions report.

Use Cols 1 – 4 for chartfield and other attributes

Use Cols 5 – 6 for Vendor and Doc

Show Column 1: Dept Fdescr **Column 2:** Fund Fdescr **Column 3:** Acct Fdescr **Column 4:** Prog Fdescr **Column 5:** Doc Ln **Column 6:** Doc Ln Go

Dept Fdescr	Fund Fdescr	Acct Fdescr	Prog Fdescr	Req ID	Doc Ln	Doc Ln	PO ID	Open Req Amt
100500 - CAFES-Horticulture & Crop Sci	SL002 - 948-485 Reimbursed Activity	660800 - SS - Furniture (003)	R2000 - CPSUF-CPSU Foundation	2007101213	4	4	2007201612	(1,655.15)
							-	1,655.15
					1	1	-	5,679.96
					2	2	-	2,902.50
					3	3	-	1,227.72
		660800 - SS - Furniture (003) Total						**9,810.18**
	SL002 - 948-485 Reimbursed Activity Total							**9,810.18**
100500 - CAFES-Horticulture & Crop Sci Total								**9,810.18**

Report: Open Requisition Summary

Use the Requisition Summary report to display open requisition totals by Doc line number, line description, vendor, and chartfields.

Report Views	Req By Fund Req By Account Req By Program Req By Project Req By Class Req By Department

Drill Down – Req Transactions

From either the Open Requisitions (Column Selectors) report or the Open Requisitions Summary report, you can drill on a Req ID to obtain all detail on the open requisition total.