The California State University
COMMON FINANCIAL SYSTEM

Finance Data Warehouse
Dashboard and Report Guide
OPERATIONS

Last Revised: **1/28/11**

REVISION CONTROL

Document Title:	Finance Data Warehouse Dashboard and Report Guide
Author:	Enterprise Reporting and Data Warehouse Services
File Reference:	Finance DW Dashboard Guide-OPS_REV2011.docx

Date	By	Action	Pages
7/16/10	ERDWS	New Document	
11/18/10	ERDWS	Update per recent dashboard changes	All
1/20/11	ERDWS	Updated per Release 1.5	All
1/28/11	ERDWS	Updated description of Cash report	25

Review/Approval History

Date	By	Action	Pages

Confidentiality Statement

This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).

Please add a new line, verifying that screen shots have been checked each time this document is published.

Publishing Date	Name of Individual Checking Screen Shots

Table of Contents

Page

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 Manage My Budget Dashboard Guide
- Finance Data Warehouse Sponsored Programs Dashboard Guide
- Finance Data Warehouse Training Activities Guide
- Finance Data Warehouse Quick Reference Guide

Definitions

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

Stop:

Warning:

Important:

Note:

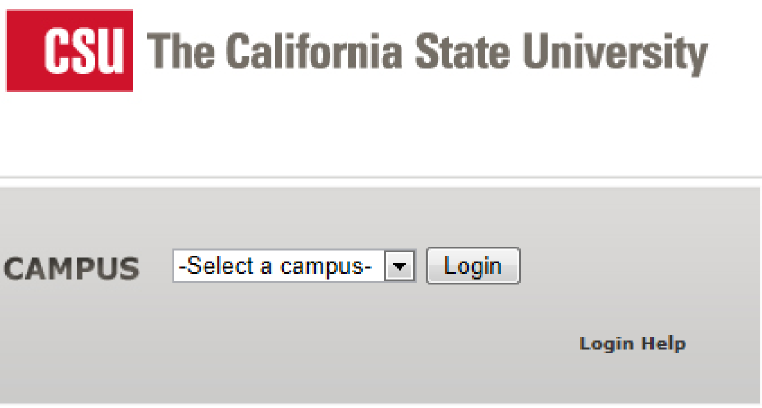
Getting Started

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.

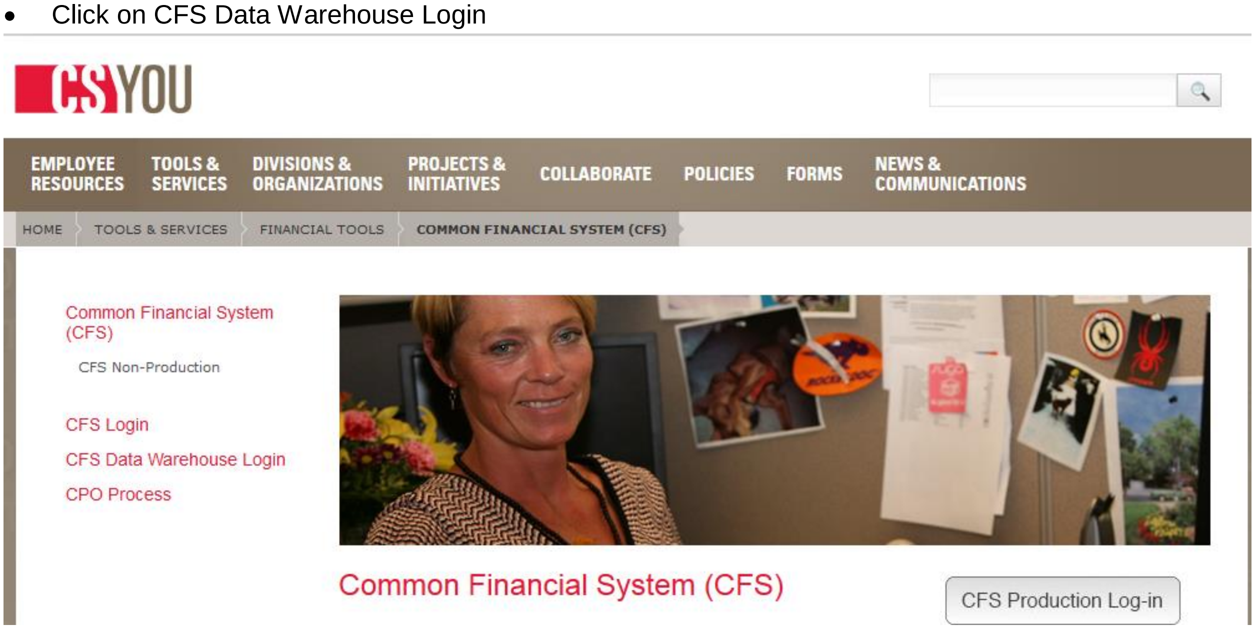
Log in to the Data Warehouse

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 on CFS Data Warehouse Login



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.

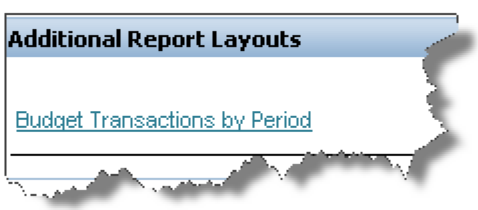
These report pages allow you the opportunity to create unique report filters and page options for each version of the main report. For example, you can have a different set of saved options for the 2 Columns version than you do in the 4 Columns version.

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

Column Label	Column Full Name
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)

Column Label	Column Full Name
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

Dashboard: Operations

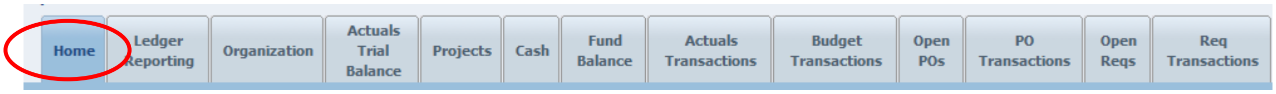
The Operations dashboard is geared toward the Finance power user. The Operations dashboard allows the user to filter reports based on selected fund attributes, account attributes, and campus unique department tree levels. The Operations dashboard includes Ledger and Trial Balance reporting. Unlike the Manage My Budget dashboard, the Operations dashboard is not limited to Revenue and Expense categories by default.

The Operations dashboard contains 14 pages:

- Home
- Ledger Reporting
- Organization
- Actuals Trial Balance
- Enhanced Trial Balance
- Projects
- Cash
- Fund Balance
- Actuals Transactions
- Budget Transactions
- Open POs
- PO Transactions
- Open Reqs
- Req Transactions

1.0 Home

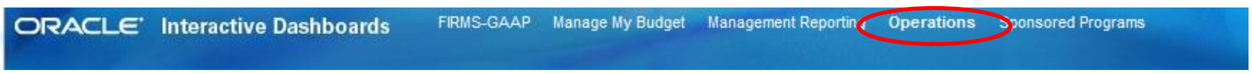
Overview



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.

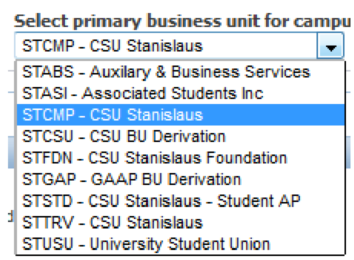
Set Dashboard Filters

1 Click on the name of any dashboard to go to that dashboard's 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.

Primary business unit	
Primary budget	Choose your primary budget ledger
Budget scenario	Choose your original budget scenario (optional)

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

<u>**Save your Settings as Default**</u>

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.

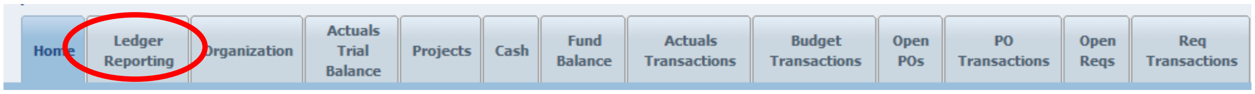
2 Choose **Make this my default for this page**.

3 Choose **OK**.

The Operations 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 Ledger Reporting

Overview



The Ledger Reporting page displays summary totals for selected chartfields and attributes. The Ledger Reporting page contains three reports:

- **Ledger Summary**
- Ledger Custom Summary
- Ledger Summary by Year

Common Report Elements

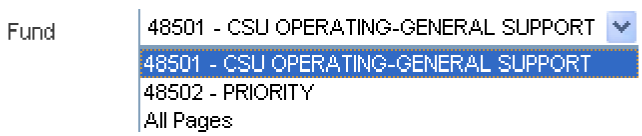
Report Filters	Fiscal Year Period Between (begin) and (end) CSU Fund SCO Fund Acct Cat Acct Type Fund Account Program Project Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr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

Report: Ledger Summary

The Ledger Summary report is a high level summary of PS Fund and can be used for validation of SAM6 at a campus fund level.

Report Views	Summary Pivot Summary by Fund Category Pivot Summary by Dept Lvl 1 Pivot Summary by Dept Lvl 2 Pivot Summary by Dept Lvl 3 Pivot Summary by Account Category Pivot Activity Summary by Account Period Filters View

If the report filter includes multiple funds, click on the page break drop-down to display the Ledger Summary report by individual fund. Or, select All Pages to display the report results for all funds.

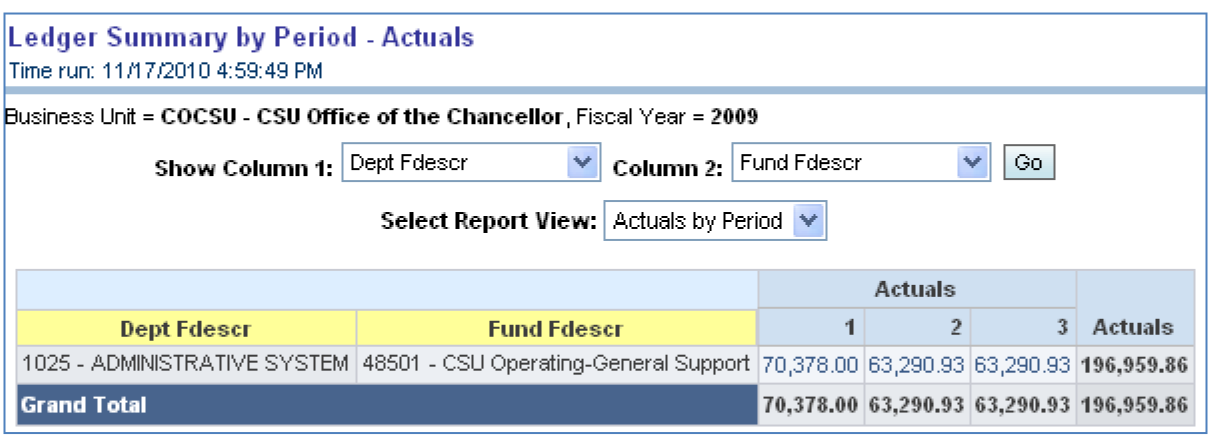


Drill Down: Ledger Summary

Reports on the Ledger Reporting page contain “three-tiered” reports. When you drill on a hyperlinked numeric value from with the Ledger Summary results, a second report tier will appear. This secondary report draws its report filters (search criteria) from the parent report. However, it has unique column selectors and report views. Depending on the column in which the hyperlinked value appears, one of the following reports will be generated:

- Ledger Summary by Period (Budget)
- Ledger Summary by Period (Actuals)
- Ledger Summary by Period (Encumbrances)
- Ledger Summary by Period (Pre-Encumbrances)

Each of the above reports will display the breakout of transactions by period. You can then drill down at the period level.


Ledger Summary by Period - Actuals
Time run: 11/17/2010 4:59:49 PM

Business Unit = **COCSU - CSU Office of the Chancellor**, Fiscal Year = **2009**

Show Column 1: Dept Fdescr **Column 2:** Fund Fdescr Go

Select Report View: Actuals by Period

		Actuals			
Dept Fdescr	**Fund Fdescr**	1	2	3	Actuals
1025 - ADMINISTRATIVE SYSTEM	48501 - CSU Operating-General Support	70,378.00	63,290.93	63,290.93	**196,959.86**
Grand Total		**70,378.00**	**63,290.93**	**63,290.93**	**196,959.86**

Results are returned with a separate column for each period included in the report filter period range:

Two column selectors and two report views are available from any of the above reports. Drill on any hyperlinked numeric value to drill down to transaction detail for the associated period.

Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ln Ref	Jrnl Src	Open Item Key	Acct Fdescr	Fund Fdescr	Dept Fdes
CBK 0000495	2008-12-31	32	1	X0X0X	2008	6	2008-12-31	CBK 0049981	2008-12-31	-	496	-	-	-	660003 - Supplies and Services	SL001 - 948-485 CSU Operating Fund	12510 Budg Analy Busin Svs
CBK 0000498	2008-12-31	774	1	X0X0X	2008	6	2008-12-31	CBK 0049981	2008-12-31	-	310	-	-	-	660001 - Postage and Freight	SL001 - 948-485 CSU Operating Fund	1251 Budget Analyti Busi Sy

Navigating through Three-Tiered Reports

- From the bottom tier, transaction detail, click the Return hyperlink to return the focus to the top-level report.
- Form the bottom tier, use the browser back button to return to the second-tier of the report.

Report: Ledger Custom Summary

Additional Report Layouts

Ledger Custom Summary

Ledger Summary by Year

The Ledger Custom Summary contains five column selectors to allow user to select various chartfields/attributes. This report can be used to download a larger subset of ledger data. The Ledger Custom Summary report draws its report filters (search criteria) from the Ledger Reporting page filters. However, this report has unique report views.

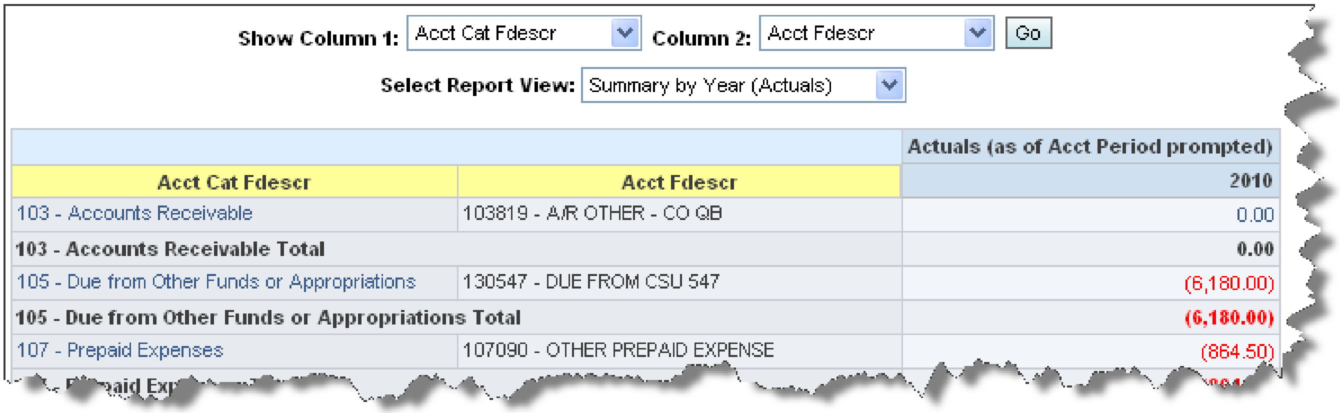
Report Views	Summary for Download Summary for Download with Pre-End Filters

Report: Ledger Summary by Year

The Ledger Summary by Year contains two column selectors to allow user to select various chartfields/attributes. This report displays the chosen column selector data and the last five years from the dates chosen in the report filters. This report can be used to do comparative analytics. The Ledger Summary by Year report draws its report filters (search criteria) from the Ledger Reporting page filters. However, this report has unique report views.

Report Views	Summary by Year (Actuals) Summary By Year (Budget Bal)

Report View: Summary by Year (Actuals)

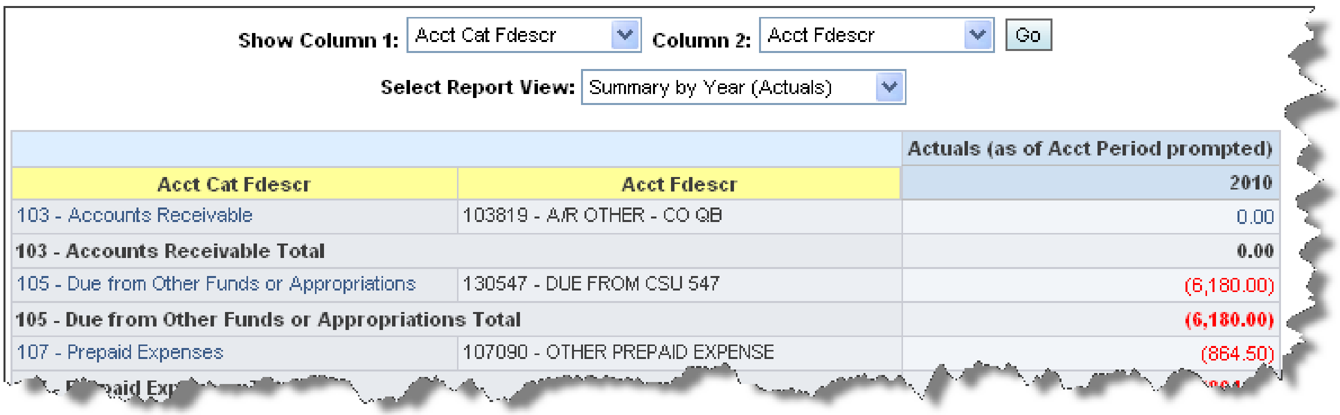


Show Column 1: Acct Cat Fdescr Column 2: Acct Fdescr Go

Select Report View: Summary by Year (Actuals)

Acct Cat Fdescr	Acct Fdescr	Actuals (as of Acct Period prompted) 2010
103 - Accounts Receivable	103819 - A/R OTHER - CO QB	0.00
103 - Accounts Receivable Total		**0.00**
105 - Due from Other Funds or Appropriations	130547 - DUE FROM CSU 547	(6,180.00)
105 - Due from Other Funds or Appropriations Total		**(6,180.00)**
107 - Prepaid Expenses	107090 - OTHER PREPAID EXPENSE	(864.50)
[illegible]		[illegible]

Report View: Summary by Year (Budget Bal)



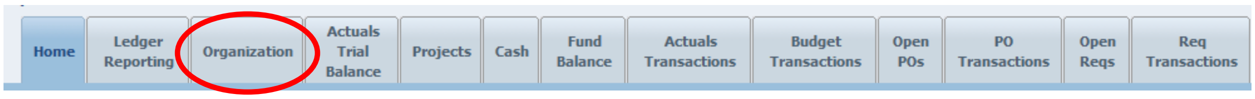
Show Column 1: Acct Cat Fdescr Column 2: Acct Fdescr Go

Select Report View: Summary by Year (Actuals)

Acct Cat Fdescr	Acct Fdescr	Actuals (as of Acct Period prompted) 2010
103 - Accounts Receivable	103819 - A/R OTHER - CO QB	0.00
103 - Accounts Receivable Total		**0.00**
105 - Due from Other Funds or Appropriations	130547 - DUE FROM CSU 547	(6,180.00)
105 - Due from Other Funds or Appropriations Total		**(6,180.00)**
107 - Prepaid Expenses	107090 - OTHER PREPAID EXPENSE	(864.50)
[illegible]		[illegible]

3.0 Organization

Overview



The Organization page is designed for organizational level reporting. This page allows for the inclusion or exclusion of any of the following chartfields--fund, account category, and account.

The Organization page contains four reports:

- Ledger Summary by Organization (2 Columns)
- Ledger Summary by Organization (3 Columns)
- Ledger Summary by Organization (4 Columns)
- Ledger Summary by Organization (5 Columns)

Common Report Elements

Report Filters	Fiscal Year Period (as of) CSU Fund Account Type Fund / NOT Fund Account Category / NOT Account Category Account / NOT Account Program Project Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr Account Fdescr Acct Cat Fdescr FIRMS Obj Cd Fdescr Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Fiscal Year Period Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Bus Unit Fdescr Campus 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: Ledger Summary by Organization

The reports on this page are useful if there are certain funds, account categories, or accounts that you do not want displayed on a report. There are four versions of this report with two, three, four, and five column selectors, respectively. These reports are available via the hyperlinks on the Organization page.

Excluding Fund, Account Category, and Account

The Organization page report filters allow you to exclude items in the fund, account, and account category fields.

- Example: Eliminate Salary and Benefits by adding 601 and 603 to the NOT Account Category field
- Example: Eliminate Reimbursed Activities by adding the appropriate fund number to the NOT fund field.

NOTE: The same field cannot be used to identify criteria to be included AND excluded. Therefore, separate fields are used to identify the item to include and the item to exclude.

601 - Regular Salaries and Wages
602 - Work Study
603 - Benefits Group
604 - Communications

601
602
603
604

The "Include" field is the Fdescr (code and description)

The "NOT" field is the code only

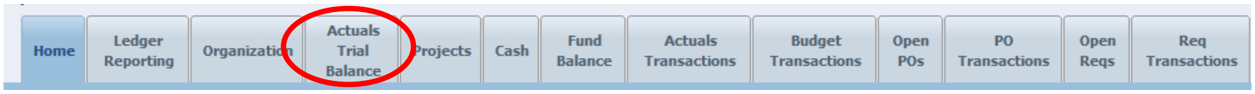
Drill Down Reports

Drill downs on the Organization page follow the standard conventions for hierarchical and numeric drills. Depending on report view is active and what column is drilled from the main report, one of the following drilldowns will appear:

- MTD Encumbrance
- OPs Organization MTD Actuals
- OPs Organization Prior Year Actuals
- OPs Organization Total Actuals
- OPs Organization Total Actuals
- OPs Organization YTD Actuals
- Original Budget
- Revised Budget
- YTD Encumbrance
- YTD Pre-encumbrance

4.0 Actuals Trial Balance

Overview



Actuals Trial Balance runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts.

The Actuals Trial Balance page contains one report:

- Actuals Trial Balance

Report Elements

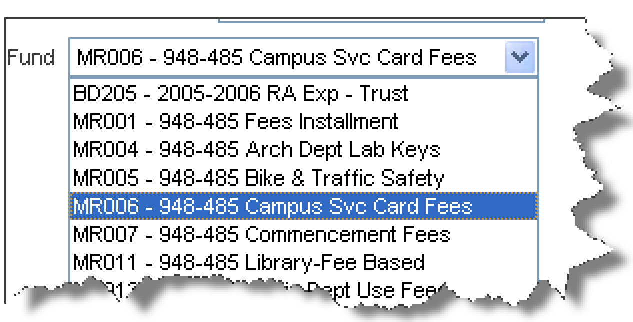
Report Filters	Fiscal Year Period Between [begin] and [end] Fund CSU Fund
Column Selectors	Acct Fdescr Acct Type Fdescr Acct Cat Fdescr FIRMS Obj Cd Fdescr State GL Acct Fdescr
Report Views	Summary by Fund Pivot Summary by CSU Fund Pivot All Funds Horizontal All Funds Vertical Filters View

Report: Actuals Trial Balance

This report displays balance sheet (trial balance) summary totals only. This report can be used to review the fiscal solvency of either a PS Fund or a CSU Fund. The report contains information such as cash balances, accounts receivable, equity, etc. All summary totals can be drilled on to obtain transaction details.

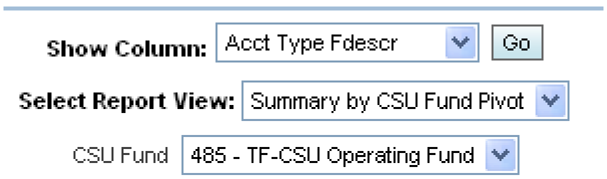
<u>Report View: Summary by Fund Pivot</u>

If the report filter includes a CSU Fund, then this view would show all PS Funds as a selection.



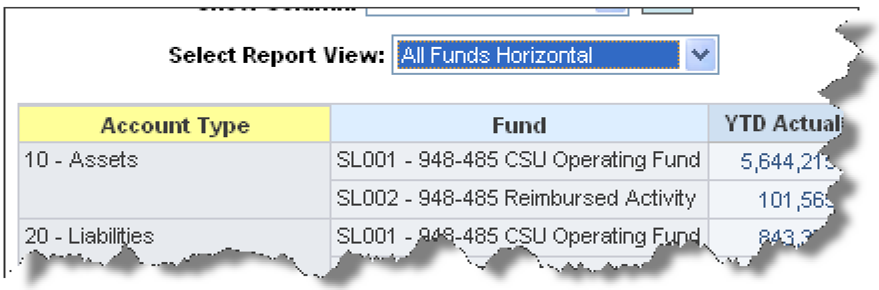
Report View: Summary by CSU Fund Pivot

Shows a trial balance at the CSU Fund level which equates to FIRMS and the SAM7 report. If the report filter includes a CSU Fund, then this view would show all PS Funds as a selection.



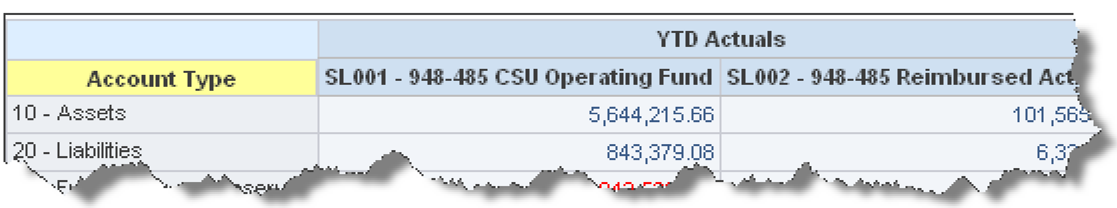
Report View: All Funds Horizontal

Shows multiple trial balances side-by-side. It is very helpful to select by CSU Fund and see all the PS Funds within the CSU Fund for an overview of the activity at the campus level.



Report View: All Funds Vertical

Operates the same as the All Funds Horizontal report view. This view is used when there are too many funds to view horizontally.



Report (Tier 2): Revenue and Expense Summary by Period—Actuals Trial Balance

Reports on the Actuals Trial Balance page contain "three-tiered" reports. When you drill on a hyperlinked numeric value from with the Actuals Trial Balance Summary results, a second report tier will appear. This secondary report draws its report filters (search criteria) from the Actual Trials Balance report filters. From the main Actuals Trial Balance report, click on any value in the YTD Actuals column to go to the following report:

- Revenue and Expense Summary by Period – Actuals Trial Balance

Revenue and Expense Summary by Period - Actuals Trial Balance

Time run: 11/18/2010 11:55:18 AM

Business Unit = **COCSU - CSU Office of the Chancellor**, Fiscal Year = **2010**

Show Column 1: Acct Type Fdescr **Column 2:** Func

Select Report View: Actuals by Period

Acct Type Fdescr	Fund Fdescr	0	1
10 - Assets	48501 - CSU Operating-General Support	19,770,668.36	(1,174,879.58)
Grand Total		**19,770,668.36**	**(1,174,879.58)**

This report has two column selectors. It displays Actuals by period for the period range defined in the Actuals Trial Balance page filters. Drill on any hyperlinked number to drill down to the MTD Trial Balance Actuals report.

Fund Fdescr is equal to SL002 - 948-485 Reimbursed Activity
and Dept Fdescr is equal to - - -
and Acct Type Fdescr is equal to 20 - Liabilities
and Bus Unit Fdescr is equal to SLCMP - San Luis Obispo
and Period is equal to 4
and Fiscal Year is equal to 2009
and Bus Unit Fdescr is equal to SLCMP - San Luis Obispo
and Trial Balance Criteria is equal to YES

Drill Down: MTD Trial Balance Actuals

Time run: 6/1/2010 1:40:35 PM

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ln Ref	Jrnl Src	Open Item Key
SLCMP	MJE - Manual Journal Entry	SLJ 0055681	2009-10-20	1	0	UT P-CARD AUG 09 UT P-CARD AUG	2009	4	2009-10-20	SLJ 0055681	2009-10-20	slmora-P-CARD UT AUG 09	1	-	ARO	-

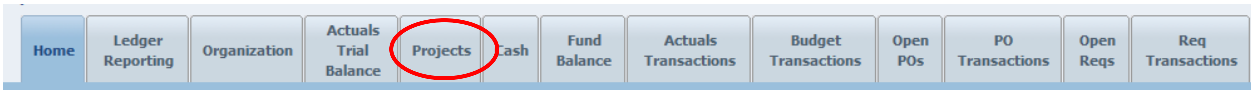
GL BU	Acct Fdescr	Fund Fdescr	Dept Fdescr	Dept ID	Prog Fdescr	Class Fdescr	Proj Fdescr	Actuals Amt	Stat Cd	Stat Amt	PO #	PO Ln #	PO Sch #	PO Dst Ln #	CSU Ref 1	CSU Ref 2	Vendor
SLCMP	201800 - Use Tax Payable	SL002 - 948-485 Reimbursed Activity	- - -	-	- - -	- - -	- - -	(371.69)	-	0.00	-	0	0	0	-	-	- - -

<u>Navigating through Three-Tiered Reports</u>

- 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.

5.0 Projects

Overview



The Projects page displays actual and encumbrance summary totals from a project-to-date perspective. Because the CSU business rules require that budgets are re-entered each year, budget data cannot be summed across multiple years as it would be counted multiple times. Therefore, these pages (what pages) do not include budget information. To see the balance of a particular project, the Ledger Reporting page should be used.

The Projects page contains one report:

- Project Summary

Report Elements

Report Filters	Fund Account CSU Fund Program Project Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Fiscal Year Period Class Fdescr Proj Fdescr Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr
Report Views	Fund Projects Class Summary Project Actuals By Year Project Encumbrances By Year Project Summary By Fund Project Summary Filters

Report: Project Summary

The Project Summary report displays Actuals and Encumbrance summary totals only. The report can be used to track project activity over multiple years. All summary totals can be drilled to obtain transaction details. Once a campus has implemented CFS and the longer that transaction data accumulates, the more meaningful this report will be.

Report View: Funds Projects Class Summary

Fund	Project	Lvl 2 Fdescr	Lvl 4 Fdescr	PTD Enc	PTD Actuals	Sum	PTD Pre-enc
48501 - CSU Operating-General Support	- - -	B_F - Business & Finance	CMS - Common Management Services	(404,181.78)	13,830,893.36	13,426,711.58	0.00
			DEVELOPMENT - Development	(4,872.67)	736,846.29	731,973.62	0.00

Select Report View: Project Actuals By Year

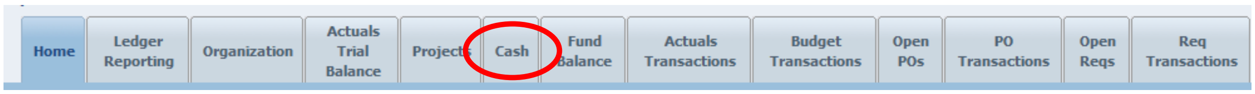
Project - - -

Report View: Prior Actuals by Year

			PTD Actuals		
Fund	Lvl 2 Fdescr	Lvl 4 Fdescr	2009	2010	PTD Actuals Total
48501 - CSU Operating-General Support	B_F - Business & Finance	CMS - Common Management Services	13,830,558.14	335.22	**13,830,893.36**
		DEVELOPMENT - Development	736,834.65	11.64	**736,846.29**
	B_F - Business & Finance Total		**14,567,392.79**	**346.86**	**14,567,739.65**

6.0 Cash

Overview



The report filters on the Cash page allow for the exclusion of the FIRMS Object Code and Account fields.

The Cash page contains one report:

- Cash

Report Elements

Report Filters	Fiscal Year Period (as of) Fund CSU Fund SCO Fund NOT FIRMS Obj Cd NOT Account
Column Selectors	SCO Fund Fdescr CSU Fund Fdescr Fund Fdescr
Report Views	Summary View Detail View Filters

Report: Cash

The Cash report includes all cash and fund balance clearing accounts. This report allows you to report on SCO, CSU, or PeopleSoft funds to help determine if a negative cash balance exists. The purpose of the Cash report is to monitor that each Trust Fund maintains a positive cash balance as required by SUAM 3710.1.

The Cash report contains three column selectors and two report views.

Report View: Summary View

The Summary View includes all cash accounts and allows for exclusion by FIRMS Object Code as necessary.

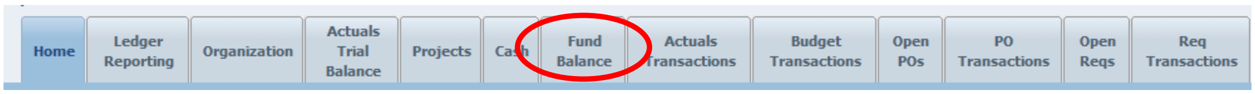
Report View: Detail View

The Detail View includes two additional columns of information related to cash and fund balance accounts. Example:

Cash	
101001 - GENERAL CASH	101901 - CO CASH/INVESTMENT POOL

7.0 Fund Balance

Overview



The Fund Balance page is designed to pull in whatever SCO, CSU, or PeopleSoft fund is chosen to help determine if a negative cash balance exists. One of the uses of the fund balance report is to monitor that each Trust Fund maintains a positive fund balance as required by SUAM 3710.1.

The Fund Balance page contains one report:

- Fund Balance

Report Elements

Report Filters	Fiscal Year Period (as of) Fund CSU Fund SCO Fund
Column Selectors	SCO Fund Fdescr CSU Fund Fdescr Fund Fdescr
Report Views	Summary View Encumbrance View Filters

Report: Fund Balance

The Fund Balance report contains three column selectors and displays a beginning fund balance, year-to-date revenue, year-to-date expense, and an ending fund balance. Default report filters are:

- Account Type: Revenues (50), Expenditures (60)
- FIRMS Obj Cd =
  305002 – Fund Balance-Continuing Appropriations
  305021 – Retained Earnings
  304001 – Reserve for Bond Retirements

Drill Down Reports

Drill Down: Beginning Fund Balance

From the Fund Balance report, click on a numeric value in the Beginning Fund Balance column. The Beginning Fund Balance drill down report contains three unique Report Views:

- Report View: Actual Transactions Limited Columns
- Report View: Actual Transactions Limited Columns with Subtotals
- Report View: Actuals Detail View

Drill Down: Fund Balance Revenue

From the Fund Balance report, click on a numeric value in the YTD Revenue column to drill to Fund Balance Revenue.

Drill Down: Beginning Fund Expenditures

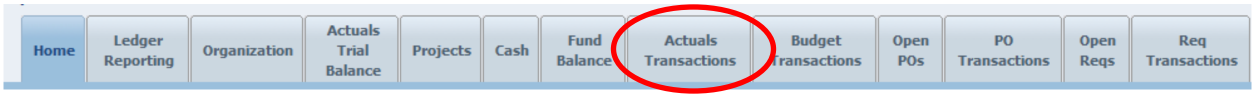
From the Fund Balance report, click on a numeric value in the YTD Expenses column to drill to Fund Balance Expenditures.

Drill Down: Total Encumbrance Activity (Encumbrance View only)

From the Fund Balance report, click on a numeric value in the Total Enc column to drill to Total Encumbrance Activity.

8.0 Actual Transactions

Overview



The Actuals Transactions page displays actual transaction activity based on the selected report filters. The Actual Transactions page contains one report:

- Actuals Transactions by Period

Report Elements

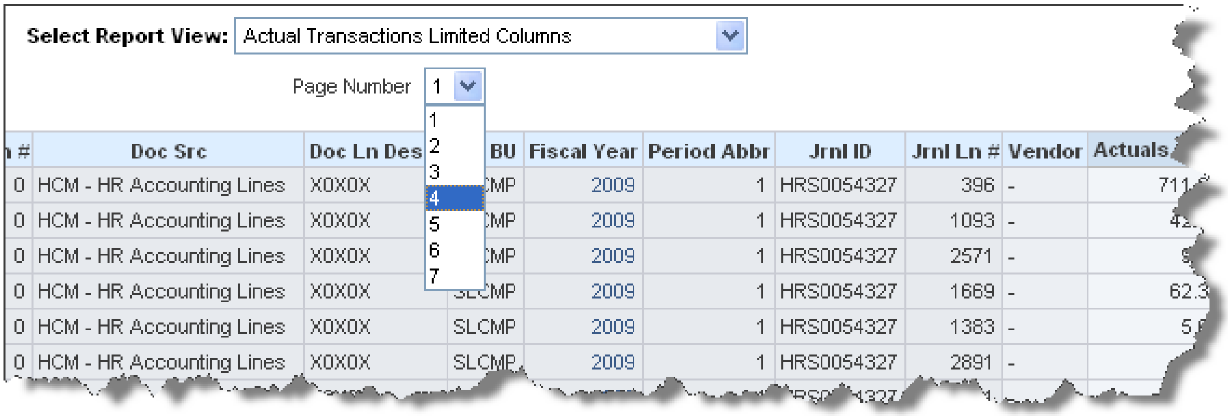
Report Filters	Fiscal Year Period Between [begin] and [end] Posted Date Document Source Journal Source Document ID Vendor Vendor Descr Document Line Descr CSU Fund Fund Account Acct Type Class Project Program Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Report Views	Actual Transactions Limited Columns Actual Transactions Limited Columns With Subtotals Download All Rows to Excel Filters

Report: Actuals Transactions by Period

This query displays transactions according to selected report filters. This report can be used to track detail activity, to reconcile department finances, and/or to research a particular transaction or set of transactions. Use this query to download transaction data.

Report View: Actual Transactions Limited Columns

This report view returns limited transaction columns that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.



Report View: Actual Transactions Limited Columns With Subtotals

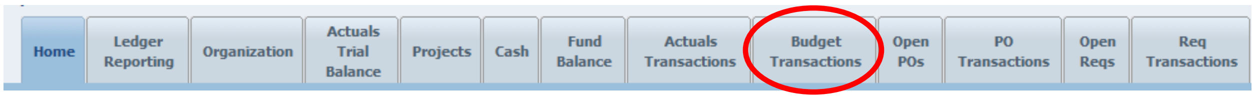
This report view returns limited transaction columns with subtotals that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.

Report View: Download All Rows to Excel

This report view returns all transaction columns and all rows. Using the action links located below the report, choose Print or Download to Excel to print or download the entire data set.

9.0 Budget Transactions

Overview



The Budget Transactions page displays budget transaction activity based on the selected report filters. The Budget Transactions page contains two reports:

- **Budget by Period (Column Selectors)**
- Budget Transactions by Period

Common Report Elements

Report Filters	Fiscal Year Period Between [begin] and [end] Posted Date Document Source Journal Source Document ID Document Line Descr Fund Account Acct Cat Class Project Program Scenario Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5
Column Selectors	Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Dept Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr Fiscal Year Period Ledger Fdescr Ledger Grp Fdescr

Report: Budget by Period (Column Selectors)

This report contains six column selectors each containing the column selectors pictured above in the table above.

Report Views	Budget Custom Summary Filters View

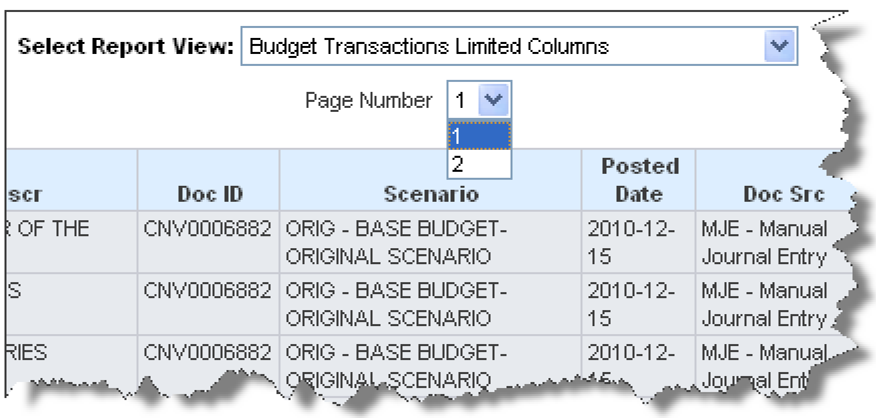
Report: Budget Transactions by Period

Shows budget transaction activity by period and allows for subtotals and downloading.

Report Views	Budget Transactions Limited Columns Budget Transactions Limited Columns With Subtotals Download All Rows to Excel Filters View

<u>Report View: Budget Transactions Limited Columns</u>

This report view returns limited transaction columns that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.



<u>Report View: Budget Transactions Limited Columns With Subtotals</u>

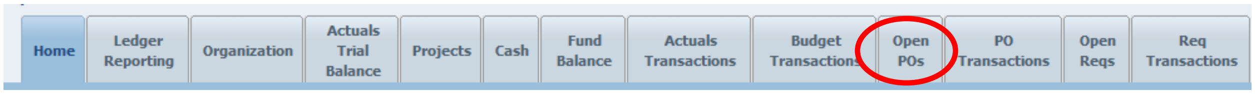
This report view returns limited transaction columns with subtotals that are displayed 100 rows per page. Use the Page Number drop down to move to a different page. Using the action links located below the report, choose Print or Download to Excel to print or download only the displayed rows.

<u>Report View: Download All Rows to Excel</u>

This report view returns all transaction columns and all rows. Using the action links located below the report, choose Print or Download to Excel to print or download the entire data set.

10.0 Open POs

Overview



The Open POs page displays Open Purchase Order based on the report filters. The Open POs page contains two reports:

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

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	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 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)

The Open Purchase Orders (Columns Selectors) report contains six user-defined column selectors. Columns 1-4 contain chartfield and other attributes. Columns 5 and 6 allow users to choose vendor and document data. The PO number can be drilled to obtain all the transaction detail that supports the current open amount.

Report: Open Purchase Orders

This report displays Open Purchase Order totals by PO #, line description, vendor, and chartfields. The PO number can be drilled to obtain all the transaction detail that supports the current open amount.

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

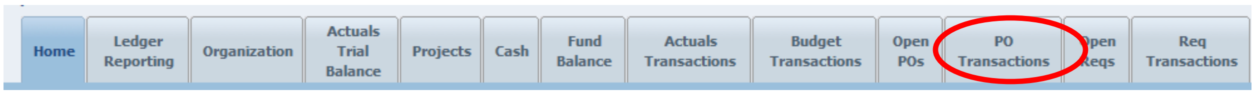
If you search on multiple funds and if there are data for those funds, the Open Purchase Orders report will break by fund.

<u>Drill Down: PO Transactions</u>

From the Open Purchase Orders (Column Selectors) results set, click the hyperlink associated with any PO # to drill to PO transaction detail.

11.0 PO Transactions

Overview



The PO Transaction page displays PO transactions based on the selected report filters. The PO Transactions page contains one report:

- Purchase Order Transactions

Report Elements

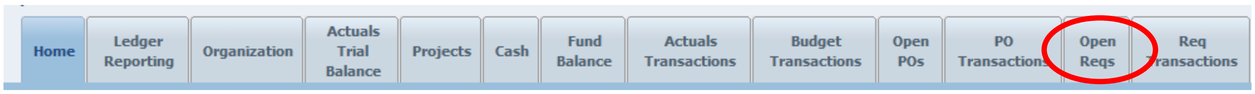
Report Filters	Fiscal Year Period (as of) Document Source Journal Source Document ID Document Date Document Line Descr Fund Account Class Project / Grant Program Vendor Description Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5

Report: Purchase Order Transactions

Enter report filters and click Go to generate a table of PO transaction detail data in format ready for download.

12.0 Open Reqs

Overview



The Open Reqs page displays open requisition activity based on the selected report filters. The Open Reqs page contains two reports:

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

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

Report: Open Requisitions (Column Selectors)

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

The Open Requisitions (Columns Selectors) report contains six user-defined column selectors. Columns 1-4 contain chartfield and other attributes. Columns 5 and 6 allow users to choose vendor and document data. The Req ID can be drilled to obtain all the transaction detail that supports the open req amount.

Report: Open Requisitions

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

This report displays Open Requisition totals by Req ID, line description, vendor, and chartfields. The Req number can be drilled to obtain all the transaction detail that supports the current open req amount.

Req Transactions

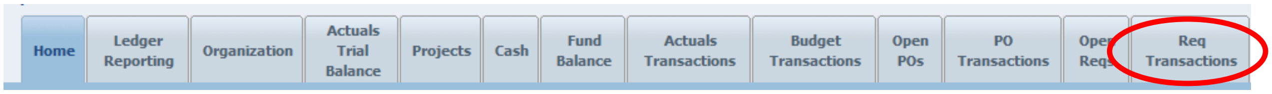
Time run: 7/13/2010 2:18:27 PM

Business_Unit = **SLCMP - San Luis Obispo**, Fiscal Year (as of) = **2009**, Period (as of) = **5**

Req #	Req Ln #	Req Dst #	Req Sch	Bus Unit Fdescr	Fiscal Year	Period Descr	Doc Ln Descr	Pre-Enc Amt	Doc Src Descr	Account	Fund
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	0.00	Encumbrance Activity from a PO	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity
2007100740	1	1	1	SLCMP - San Luis Obispo	2008	01-July	X0X0X	3,900.00	Pre Encumbrance from a Requisition	403002 - Reserve for Encumbrance	SL002 - 948-485 Reimbursed Activity

13.0 Req Transactions

Overview



The Req Transactions page displays requisition transactions based on the selected report filters. The Req Transactions page contains one report:

- Requisition Transactions

Report Elements

Report Filters	Fiscal Year Period (as of) Document Source Document ID PO # Document Date Document Line Descr Fund Account Class Project / Grant Program Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5

Report: Requisition Transactions

This report can be used to track detail pre-encumbrance activity, to reconcile a department's finances, and/or to research a particular transaction or set of transactions. Use this query to download pre-encumbrance transaction data.