## REVISION CONTROL

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
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<td>Click here to enter date.</td>
<td>Click here to enter First Initial and Last Name.</td>
<td>Release of New Document</td>
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</tr>
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</table>

### Review/Approval History

<table>
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<th>Action</th>
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<td>User Group / Review Team</td>
<td>Review and Input</td>
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</tr>
<tr>
<td>Click here to enter date reviewed by QA.</td>
<td>PMO QA</td>
<td>Standards Review</td>
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</tr>
<tr>
<td>Click here to enter date reviewed by App Manager.</td>
<td>Application Manager</td>
<td>Approved for Release</td>
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</tr>
</tbody>
</table>

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

<table>
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<th>Name of Individual Checking Screen Shots</th>
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Introduction

Management Reporting Dashboard

The Management Reporting dashboard replaces the Auxiliaries dashboard with enhanced and new reports. It contains 5 reports that can be used by Auxiliary organization as well as state side users. The reports contain filters and report options not found in the other CSU DW dashboards. These features make it easy to produce custom management reports for a variety of Auxiliary organization and campus needs.

During the development of these reports, it was determined that the Fund chartfield attribute and Account Trees could be utilized to customize unique reporting structures required by each campus. In particular, most campus Auxiliary Board reports are custom for their particular board and even vary between the Auxiliaries on a given campus. By adding Fund Attributes to campus funds and designing Account trees, a campus can generate any report structure they may need.

This document gives an overview of the Filters common to most of the Management reports, as well as the Show Column options and Report Views (where applicable). It also provides information and sample reports with setup info for each of the Management Reports.

Most Management Reporting pages can be used as is without the Fund Attribute or Account trees. However, these elements will need to be created to fully utilize the DW Management Reporting tool. This will require team effort from COA staff, Tree developers, Data Warehouse development staff and management to discuss and develop the structure needed to produce these custom reports. Please refer to the Data Warehouse Attribute Guides and Trees for the Data Warehouse Guide for further information on creating these items.

The Management Dashboard reports are:

Fund Attribute Report: Provides flexibility to pull information by Fund Attribute, Natural Class, Object code, any chartfield(s) or campus organizational level.

Attribute Trial Balance: Trial Balance report structure that has advanced result flexibility not found in other DW Trial Balance reports.

Actuals By Month: Similar to Fund Attribute Report filters but will show data by monthly summary in column structure.

Board Summary: Utilizes the ‘REPORTING_GROUP’ Fund Attribute to create a report that groups funds for various Board reports.

Performance Report: Combines filter flexibility with Prior year comparisons for Actuals and Budgets.

The new dashboard provides extremely versatile and powerful reporting capabilities for the end user. This guide is specifically for the Management Reporting Dashboard.

It is highly recommended to read the companion documents; Fund Attributes for the Data Warehouse and Trees for the Data Warehouse, prior to using these features in the Management reports.

This user guide is to be used with:

- CFS 9.0 DW Fund Attribute Auxiliary Reporting User Guide
- CFS 9.0 Data Warehouse Management Reporting Tree User Guide
1.0 Accessing the Data Warehouse

The Data Warehouse will be accessed through the CSU Portal. The CSU Portal is the site that will provide the campuses, including the Chancellor’s Office, the access to system wide applications and information.

The Portal uses the user id & password that you enter to log into your PC as the credentials for your access to PeopleSoft Financials and the Data Warehouse. It also contains information on what’s going on throughout the CO.

To access the portal – use the following link https://csyou.calstate.edu/Tools/Financial/common-financial-system/Pages/people-soft-tools.aspx

(Hint: copy and paste this link onto your desktop. It will leave an icon that you can click on to easily access this page)

---

Log into the Data Warehouse

1. Access the CSU Portal based on campus log-in process.
2. At the portal, select the Financial Reporting from the Menu bar
3. Click Login.
4. User access to Data Warehouse dashboards will depend on campus based security settings. Users who had access to the Original Auxiliaries dashboard should also have access to the Management Reporting dashboard. Contact your campus Finance Security administrator with any campus user access questions relating to the Data Warehouse.

2.0 Data Warehouse Overview

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

The Data Warehouse is comprised of several components:
1. The data warehouse tables
2. The report development tool (OBIEE)
3. The reports and dashboards

**Data Warehouse Tables**

Unlike the PeopleSoft transaction system which is designed for the rapid entry and retrieval of transaction data, a data warehouse is optimized for reporting. Every night, specific transaction tables from the PeopleSoft system are copied, combined, and simplified. These “transformed” tables are then loaded into the data warehouse.

**Dashboards**

A dashboard is a simple container for reports and other content. A dashboard allows multiple reports to be displayed in an organized and easy to read format. Dashboards are sometimes used to provide highly summarized and graphical content. Each dashboard has its own information and purpose representing different functional areas. The Data Warehouse contains five dashboards (report portals):

- Manage My Budget
- Operations
- Sponsored Programs
- Management Reporting (was Auxiliaries, both dashboards will be available for a short period of time during transition)
- FIRMS/GAAP (under development)

Depending on campus security access, users will have access to some or all of these dashboards.

This document addresses basic Data Warehouse navigation, functionality and features specific to the Management Dashboard.
2.1 Navigating Between Dashboards

The first point of entry to the warehouse is the “Home” page for the Manage My Budget dashboard.

The Management Reporting dashboard is shown. It was selected by clicking on the link at the top of the page (#3).

1. Available Dashboards Menu
2. User Name
3. Active Dashboard (Bold)
4. Page Options button
5. Log Out
6. Dashboard Pages (tabs)
7. Dashboard Defaults (Home page)

Within each dashboard, content is broken up by logical areas referred to as “pages.” Pages within a dashboard appear as tabs. Each dashboard contains its own unique pages.
2.2 Setting Dashboard Business Unit Default

Dashboard content is automatically associated with a user’s login. The available default options (on the Home page) are based on a user’s security privileges. Business Unit, Ledger and Scenarios are selected here based on campus structure and preferences. Consult your campus Data Warehouse Manager for information on your campus settings and user access. Settings that control the criteria used to filter report data can be set at the dashboard level and at the page level.

Dashboard defaults are set on the associated dashboard Home page and will apply to ALL pages within a dashboard. Dashboard settings must be set for each available dashboard.

Select Business Unit for campus level reporting: STCMP, STABS, STASI, STFDN, STUSU, etc.

Select the business unit to report against for all pages within the dashboard. If user has access to more than one business unit, all permitted business units will display in the dropdown. Available options determined by campus user security/role.

Select primary budget ledger: Standard Budget

The primary budget ledger column is used in many reports to determine which budget ledger to run. You can change the budget ledger filter at any time on the Home page, prior to selecting a report. Be sure to click GO to save any changes.

Select original budget scenario only: ORIG, leave blank for all, etc.

Select Original Budget Scenario Only.

Enter the name of the original budget scenario. This filter is used to determine what gets summarized in the original budget column on various reports.

Click Go. You must Click GO to save any setting changes before clicking on a report tab. Look for the processing bar or a page “blink” for confirmation. If a report doesn’t return the correct data or filter options aren’t what you expect, return to the Home page and confirm or reselect the B, ledger and Scenario information. Click GO again.

Note: Many campus users are accustomed to selecting the BU when they run a report in CFS PRD. In the Data Warehouse, the BU, Ledger and Scenario are selected ONLY on the Home page for the dashboard.

The following sections will cover navigation and features common to the Data Warehouse dashboards as well as specific to the Management Reporting dashboard.

Click the Fund Attribute Report tab to follow along.
2.3 Global Features

The following features are common to most of the reports within dashboard.

2.3.1 Report Safety Feature

When first entering a report page, the DW will automatically try to run the report. If there are no filters selected, this will cause the system to try to retrieve all the data available. To prevent this, the default value X is indicated in the Fund Filter. Since (it is hoped) no campus has a Fund of value “X”, this will return no results for this initial report.

The user must remove the gray “X” when they select the Funds for their report. In the filter, double click on the X in the Selected area to remove it. Be sure to replace it with your fund selections before running the report again.

This process will happen each time the user enters a report page if no Default report format has been created and selected by the user. The user may choose to let the system default run then make their report selection from formats they have saved for this page using the Page Options button. See section ___ for information on Page Options. If the user has indicated a default report for this page, that report will run when entering the report page.

Once the system or user default report has run, the user can make filter or Show column changes and re-run the report or select from their saved formats using the Page Options button.
2.3.2 Report Filters

Report filters shown are common to most of the Management Dashboards and will function the same way for all reports when available.

- **Pick lists** will show all of the values (ex. Department IDs, Funds, etc.) from ALL Business Units (BU). Be sure you know which chartfield values to select for the BU selected on the HOME tab. Or, select all the values that match, the results will show the correct values for the BU.

- Filter selections will limit results to those values. Filters left blank will return all applicable values relative to and depending on, the other filters selected. Be sure sufficient filters are selected to prevent returning too large of a data set. If this happens, the report processing will time-out and you will be able to revise your selections. You can also click the CANCEL button found near the processing “clock” to cancel a report.

- Filter Searches are CASE SENSITIVE.

- Filter values do not have to be consecutive when multiple values are desired.

---

![Report Filters](image)

Fund CF Attribute Type and Account Tree Name are required if you will be using them in your report results and in the Show columns. Please refer to your campus DW Report Manager or the companion documents for Trees and Fund Attributes for more detail information on these fields.

If selected, only Funds with the selected Fund Attribute will be returned. If an Account Tree is selected, only accounts in that tree will be returned.

Filters are defined on the following page.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Filter Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Campus Fiscal year. Indicated by the year. Determined by the calendar year associated with per 1, July.</td>
</tr>
<tr>
<td>Period</td>
<td>Report results will be for the Fiscal year indicated, and cumulative from Per 1 through the period indicated here. MTD column data will be for this period. YTD data will be from July 1 through this period.</td>
</tr>
<tr>
<td>Filter</td>
<td>Filter Description</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------</td>
</tr>
<tr>
<td>CSU Fund</td>
<td>CSU Fund indicated on the FNAT key and associated with each PS Fund.</td>
</tr>
<tr>
<td>Fund CF Attribute Type</td>
<td>Values will show here if Fund Attributes have been created. The user must ascertain if they are attached to the Fund chartfield for the BU being used. All Attributes in All BUs will show in the list. In the Filter, select a specific attribute to return results for Funds with that Attribute.</td>
</tr>
<tr>
<td>Fund</td>
<td>Select Fund for BU on Home page. Be sure to remove the gray “X” from the Selected column.</td>
</tr>
<tr>
<td>“NOT” filters</td>
<td>NOT filter EXCLUDES selected values from results</td>
</tr>
<tr>
<td>Nat Class Fdescr</td>
<td>This is the 7x Natural Classification number used for GAAP reporting. It is part of the ATT key information on the FIRMs Object code attached to all PS Account numbers. Select values to limit results by Natural Class.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Values selected will return only Accounts in that Type range. 10 – Assets, 20 – Liabilities, 30 – Fund Balance, 50 – Revenue, 60 – Expense, 70 – Natural Class. Use instead of the Account filter to see all accounts in a certain range type. Account Type is also an option for grouping results using the Show Columns.</td>
</tr>
<tr>
<td>Account Tree Name</td>
<td>Values show here if Account trees have Category DW_ACCT on the Tree Preferences in PRD. MAKE A SELECTION if you will be using the tree node descr in the report Results, Show Col. Selection boxes, Acct Lvl 1-5. Know what tree to use for your report. See Tree section in this document or refer to the FOA Management Reporting Tree document for more information on trees.</td>
</tr>
<tr>
<td>Account Category</td>
<td>Only Accounts associated with the selected values will appear in the results. Uses first 3 digits of FIRMS Object code for the Category. Account Category (Acct Cat) can also be selected for the results Show Columns.</td>
</tr>
<tr>
<td>Account, Program, Project, Class, Department</td>
<td>PS Chartfields. To return all applicable values, leave blank or indicate specific values to be returned.</td>
</tr>
<tr>
<td>Dept Level 1-5</td>
<td>Uses Dept Tree nodes to select department groups based on campus level Organization or other criteria. Dept Tree must be indicated on the BAT key page in the BU Definition section of PRD for each BU that will use it. If not, no level information will show here. Consult the campus DW Report Manager, COA Administrator or refer to the Data Warehouse Tree Guide for more info on Dept Trees used for this filter. Filter pick list will show nodes for the various levels of the tree. The tree should be reviewed for accuracy on a regular basis. This filter can be used INSTEAD OF the Department chartfield filter for selecting a group of departments.</td>
</tr>
<tr>
<td>Per 0 or 1 (not on all rpts)</td>
<td>(not shown) Choose one. Indicates whether to include Per 0 in results, if available, or not.</td>
</tr>
</tbody>
</table>
Multi-Select filter Field

Use the Multi-Select feature to select individual or multiple values within a multiple-select report filter field. The fields that contain the multi-select feature are indicated by an ellipsis (three dots). There are six main areas in the multi-select window:

1. Selected box—lists the active selections for the associated report filter field
2. Match options/criteria box—use to search and filter available options for the field (see below). Enter criteria in box to the right. Criteria field is CASE SENSITIVE. Enter value and Click GO. If No Results, check for case sensitivity.
3. Available Choices box—lists all choices related to the current field that are available to the reporting user. Match results show here. Double Click on values to move them to the left, Selected.
4. Choices Returned button (More)—Use to display the next set of available choices (256 items). Keep clicking to add available values to the Available choices. Scroll to the desired value or use the Match box to limit the selections shown.
5. Selection move buttons—use to move individual or multiple items between the Available choices and the Selected boxes.
6. Edit button—Use to manually enter report filter criteria. Criteria must be entered exactly as listed in available choices, so this option is best used with data copied from spreadsheet or other file. Do Not Use if you are not uploading data from an external spreadsheet or file.

Match

Use Match to limit the list of available selections.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>begins with</td>
<td>Finds items that begin with a string of letters, numbers, or symbols</td>
</tr>
<tr>
<td>ends with</td>
<td>Finds items that end with a string of letters, numbers, or symbols</td>
</tr>
<tr>
<td>Contains</td>
<td>Finds items that contain a string of letters, numbers, or symbols anywhere in the item</td>
</tr>
<tr>
<td>Is LIKE (pattern match)</td>
<td>Use % with “is LIKE” to represent one or more characters</td>
</tr>
</tbody>
</table>
Selection Buttons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt;</td>
<td>Select all items listed</td>
</tr>
<tr>
<td>&lt;</td>
<td>Select highlighted item(s)</td>
</tr>
<tr>
<td>&gt;</td>
<td>De-select highlighted item(s)</td>
</tr>
<tr>
<td>&gt;&gt;</td>
<td>De-select all items</td>
</tr>
</tbody>
</table>

- Double-clicking can also be used to move an individual item into or out of the selected box
- Use the SHIFT key to select a continuous range of items
- Non-contiguous items can be selected using the CONTROL key (PC) or the COMMAND key (MAC)

“Show Column” Selectors

Report result columns in yellow indicate user-defined column content. The content shown in the yellow columns is selected by the user in the Show Column row (A). The number of yellow columns available for a report depends on the number selected when initially entering the report tab. This feature allows the user to determine what will show on the final report.

Once selected, click GO. The report will re-run and results will display the selected settings.

Fund CF Descr --Fund Chartfield Attribute Description, 2. Acct Lvl 3 Descr-- Custom Tree Account Level 3 (node) Description, 3. Acct Lvl 4 Descr-- Custom Tree Account Level 4 (node) Description

Example A:

The end user can select a different order for the column based on which ones are selected from the drop down.

Selecting items in different order for the yellow columns yields different results. This guide will recommend sample orders but the user is encouraged to envision a type of hierarchy from left to right when selecting column element order—each yellow column item to the right being a subset of the yellow column to its left.

In any report, each yellow column will have a subtotal except the last one on the right. The last yellow column is the summary level for the financial data to the right in the blue columns. Use this structure to help determine the hierarchy order of your yellow columns.
### Field Name | Field Description / Purpose
--- | ---
Acct Fdescr | Account chartfield with description concatenated in one field
Acct Cat Fdescr | 10-Assets, 20-Liabilities, etc
Class Fdescr | Class chartfield with description concatenated in one field
Dept Fdescr | Dept chartfield with description concatenated in one field
Fund Fdescr | Fund chartfield with description concatenated in one field
Prog Fdescr | Program chartfield with description concatenated in one field
Proj Fdescr | Project chartfield with description concatenated in one field
Lvl 1 Fdescr | Dept Tree Level 1 Nodes and description – Ex. All Campus Warning: Do not use unless the tree level and node has been selected in the filter area. Otherwise, this will return all values for all trees at this level.
Lvl 2 Fdescr | Dept Tree Level 2 nodes and description -- Ex. Division Same warning as Lvl 1
Lvl 3 Fdescr | Dept Tree Level 3 Nodes and description – Ex. Sub-Division Same warning as Lvl 1
Lvl 4 Fdescr | Dept Tree Level 4 Nodes and description– Ex. Sub-Sub – Division Same warning as Lvl 1
Lvl 5 Fdescr | Dept Tree Level 5 Nodes and description– Ex. Department Same warning as Lvl 1
CSU Fund Fdescr | CSU Fund and description concatenated in one field
Acct Type Fdescr | FIRMS Object Group—first 3 digits of the object code.
FIRMS Obj Cd Fdescr | FIRMS Object code and description concatenated in one field
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description / Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario Fdescr</td>
<td>Scenario on the Budget journals</td>
</tr>
<tr>
<td>FIRMS Proj Cd FDescr</td>
<td>FIRMS Project Code (ex. Capital Project Number)</td>
</tr>
<tr>
<td>Nat Class Fdescr</td>
<td>GAAP Natural Classification</td>
</tr>
<tr>
<td>Bus Unit Fdescr</td>
<td>Business Unit with description concatenated in one field. Reflects BU selected on the Home Tab</td>
</tr>
<tr>
<td>Fund CF Attribute Type</td>
<td>If available, shows the Attribute type selected in the filter area. If not selected, but used in the Show columns, all attribute types will be shown and could cause confusing or inaccurate results if not used properly</td>
</tr>
<tr>
<td>Fund CF Descr</td>
<td>Description only of the Fund Attribute Value</td>
</tr>
<tr>
<td>Fund CF Fdescr</td>
<td>Attribute Value with description concatenated in one field</td>
</tr>
<tr>
<td>Fund CF Value</td>
<td>Value only of the Fund Attribute Value</td>
</tr>
<tr>
<td>Acct Lvl 1 Descr</td>
<td>Account tree node Description from the Level 1 Nodes on the tree selected in Filters. WARNING-- If not selected, choosing this as a Show Column will result in all DW Acct tree level 1, 2, etc being shown in the report from all the available trees</td>
</tr>
<tr>
<td>Acct Lvl 2 Descr</td>
<td>Account tree node Description from the Level 2 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.</td>
</tr>
<tr>
<td>Acct Lvl 3 Descr</td>
<td>Account tree node Description from the Level 3 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.</td>
</tr>
<tr>
<td>Acct Lvl 4 Descr</td>
<td>Account tree node Description from the Level 4 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.</td>
</tr>
<tr>
<td>Acct Lvl 5 Descr</td>
<td>Account tree node Description from the Level 4 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.</td>
</tr>
</tbody>
</table>

### 2.3.3 Report View

The Report View selection box allows the user to select options that determine what and how the financial data will show for the report. This selection controls the columns with blue headings on the right side of the report results.

The Report View options cover various reporting structures commonly used on CSU campuses. Users should select the option best suited to their campus. Once selected, the report will automatically change to that format.
**Summarized** – Revised (Rev) Budget, Tot Actuals, Tot Enc, BBA (Budget Bal. Available)

Does not show Current Month Actuals or Pre-Enc

**Summarized with Pre-Enc** Adds pre-enc and recalculates BBA

Tip: Use this for a quick BBA report.

**Standard**

Adds MTD Actuals, MTD Enc, PY Actuals (Per 0), YTD Actuals (current)
### Standard with Original Budget
Adds column for Orig. Budget

<table>
<thead>
<tr>
<th>MTD Actuals</th>
<th>MTD Enc</th>
<th>Orig Budget</th>
<th>Rev Budget</th>
<th>PY Actuals (Period 0)</th>
<th>YTD Actuals</th>
<th>Tot Actuals</th>
<th>Tot Enc</th>
<th>BBA</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>76,211.32</td>
<td>0.00</td>
<td>150,154.02</td>
<td>0.00</td>
<td>150,154.02</td>
<td>0.00</td>
<td>(150,154.02)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Standard with Pre-Enc
Adds Pre-Enc and recalculates BBA

### Standard with Original Budget and Pre-Enc
Adds Pre-Enc and recalculates BBA

### Summarized with Budget Detail
Adds MTD Budget, FY Budget and % Used FY. For campuses that budget by month.
Filters
Shows the options selected for this report

2.3.4 Report Results
After clicking GO in the filter area, the report will run and results will show below the filter area. Change Show Columns and Report Views as desired.
2.3.5 Drill Down

Drilldown is the process of going from the summary report level to the detail transactions behind the selected number. This feature is available under the blue column headings for numbers that turn into links (13,000) when the cursor is moved over them. The end user can drill down by clicking on the number.

The drilldown feature is not available for calculated fields.

Note: If the right yellow column is Account or some Account group, the drill for that row will just be for that Account or that Account group. To view all accounts in a single drill, Change the yellow columns to a higher level of the hierarchy, i.e., Fund/Dept/Class/Account could be changed to Fund/Dept/dept/dept to see all accounts in the drilldown for a given dept within the fund. You can also choose a lesser column report and make the same Fund/Dept selection.
Sample of the drilldown:

<table>
<thead>
<tr>
<th>Fund C Descr</th>
<th>Acct Lvl 3 Descr</th>
<th>Acct Lvl 5 Descr</th>
<th>Rev</th>
<th>Actuats</th>
<th>Tot Enc</th>
<th>BBA</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Support (FDI)</td>
<td>Expenditures</td>
<td></td>
<td>Academic Salaries</td>
<td>43,630.00</td>
<td>0.00</td>
<td>(43,630.00)</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Capital Outlay Projects</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Communications</td>
<td>(221.26)</td>
<td>0.00</td>
<td>221.26</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contractual Services</td>
<td>(3,300.00)</td>
<td>22,031.00</td>
<td>(19,731.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Equipment</td>
<td>0.00</td>
<td>46,154.46</td>
<td>(46,154.46)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Information Tech Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Misc Operating Expenses</td>
<td>100,247.42</td>
<td>1,086,900.00</td>
<td>(191,334.32)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Support Staff Salaries</td>
<td>50,137.30</td>
<td>0.00</td>
<td>(50,137.30)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>22,795.20</td>
<td>0.00</td>
<td>(22,795.20)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditures Total</td>
<td></td>
<td>Communications</td>
<td>13,200.00</td>
<td>0.00</td>
<td>13,200.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Equipment</td>
<td>2,000.00</td>
<td>0.00</td>
<td>2,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Misc Operating Expenses</td>
<td>50,120.00</td>
<td>1,593.56</td>
<td>48,926.44</td>
<td>3%</td>
</tr>
</tbody>
</table>

Total on the drill should match total amount from the report

Additional drilldown features:

Sort = Click on any column header in the drilldown for a quick sort by that column. For more complex sorts, download to Excel and use the Excel Sort feature. (Red arrow.)

Return = back to the previous page (report).

Refresh = update the data.
2.3.6 Page Options button

The Page Options button is used to save page and report settings for future use. You can also set the page default here. The button is visible on all Data Warehouse pages but should only be used from within a report tab/page once filters and settings have been selected and the report has been run. On the Home page, filter selections should be made and the GO button clicked before saving any page or setting defaults.

Using the Saved Selection, you can store certain features used to generate the report on a specific page. Report filters, report views, and column selectors can all be stored in a saved selection as a Page Option.

You can save as many different combinations of these items as you want for an individual dashboard page. You can also choose a saved selection as the default for a page. Saved selections can be renamed or deleted, as necessary.
Create a Saved Selection and Save as Page Default

1. In any Home or report page, set all the filter items that you want to store in your saved selection and Click GO.
   A. Home page or Report Filters (be sure to hit Go after selecting the desired filters)
   B. Column Selectors (be sure to hit Go after selecting the desired column selectors)
   C. Report View (be sure desired view result is showing)
2. After the results display, click the Page Options button.
3. Click Save Current Selections followed by For Me . . .
   OBIEE will present a default Name based on selected report filter values (much like “bookmarks” or “Favorites” on the web).

   1. If desired, enter a different Name for the selection.

   2. Choose Make this my default for this page.

   3. Click OK.

Create an Additional Saved Selection

1. Individually set all the items that you want to store in your saved selection.
   A. Report Filters (be sure to hit Go after selecting the desired report filters)
   B. Column Selectors
   C. Report View
   D. You can save a new report with only one filter change if you like.
2. After the results display, click the Page Options button.
3. Click Save Current Selections followed by For Me . . .
4. Enter a different name for the selection. Name should be something that identifies this particular structure since it will become part of a list or report formats for this report page. Do NOT choose the “my default” checkbox.
5. Click OK.

Apply Saved Selections

1. Click Page Options > Apply Saved Selections > Your Selection Name
   The selection saved as the page default appears in bold.
A. A default saved selection will be activated (run) the first time that you access a page within an OBIEE session OR when moving back and forth between dashboards.
B. Saved selections are specific to an individual dashboard PAGE.
C. There is no limit to the number of saved selections per page.

2. Switch back and forth between the two saved selections as needed.

**Change Page Default Selection**

1. Click the Page Options button.
2. From the Save Current selections option, select Edit Saved Selections and Defaults.

The Edit Saved Selections and Defaults dialog will display.

3. Change the page default to Fund by Dept Only by clicking the radio button for that report.

4. Click OK to save your changes.
   
   A. After moving between dashboards it might be necessary to reactivate your business unit and primary budget ledger dashboard settings by clicking Go from the Home page.

At any time, active page selections can be reset to the page default settings. There is however a catch. Choosing Clear My Selections removes the dashboard filters also. If you accidentally clear the default business unit during an OBIEE session, you will need to reissue the dashboard default settings.
Change the name of saved report formats

Click on the Rename Icon and enter new name in the field. Click OK to save change, Cancel to go back without saving.

Delete a saved Name

Click the Red X to the right of the Name to delete. BE SURE you want to delete the Name. There is no cancel or “undo” once the name has been deleted.

2.4 Fund Attributes

The basis for the Management Reporting Dashboard is to utilize the CFS functionality Chartfield Attributes, specifically Fund Attributes. Attributes in general, can be created and attached to any chartfield. Chartfields can have more than one kind of Attribute. Attributes give the ability to group the particular chartfield for various reporting or query purposes specific to a campus or external need.

For the Data Warehouse, the intent of using the REPORTING_GROUP Fund attribute (in conjunction with a specific Account Tree) is to allow users to generate reports specific to their campus quickly and easily using the DW. This may eliminate the need to manually create reports and the DW format can be saved for different Business Units, ex. ASI, FDN, SUN.

In the Management Reports dashboard, the DW will bring in all attributes attached to the Fund Chartfield as filter options on selected reports. The Board Summary report uses the newly defined Fund Attribute REPORTING_GROUP to group funds by campus defined category for reporting. The Fund Attribute PROGRAM_CD is used to aid Auxiliaries (who don’t use the CDIP derivation process to attach Program codes to transactions for FIRMS reporting), in reporting on Grants for Sponsored Programs.

In report results, the attribute Value Descr or Value Fdescr can be used as column headings in the report (yellow columns) and can be selected in the Report View selection box on some reports.

All Fund Attributes used for all BUs will be shown in the dropdown. Choose one attribute in the filter area to be used in the results before running the report. Only funds with this attribute will be in the results. Be sure to choose the attribute that is attached to funds in the BU selected on the Home Tab.
Only one can be selected for each report you run.

There are several attribute values that can be created for a given Attribute such as REPORTING_GROUP. Below is an example list:

Attribute Value = Description

DS = DINING SERVICES
GF = GENERAL FUND
RS = RETAIL SERVICES
CP = CAMPUS PROGRAMS
SP = SCHOLARSHIP PROGRAMS
EF = ENDOWMENT PROGRAMS
CG = CHARITABLE GIFT PROGRAM

Please refer to the CFS 9.0 User Guide for Auxiliary Fund Attribute Reporting for specific information on setting up Fund Attributes PROGRAM_CD and REPORTING_GROUP and using them in the DW.
2.5 Account Tree

Another key component of the Management Reporting Dashboard functionality is to utilize multiple Account Trees. This allows the campus to create more than one way to group PS accounts to meet the campus or auxiliary business reporting needs. The campus’ main Account Tree, ACCOUNT_TREE (or ACCT_ROLLUP, etc) focuses on the systemwide requirements for State, FIRMS and GASB reporting. The functionality to allow multiple trees allows the Auxiliary to fulfill its board reporting, management reporting and FASB reporting requirements.

There are several account trees that can be created below is an example list:

FDN_BOD_ACCT_TREE: Used for the Foundation Board Reporting.

ACCOUNT_TREE or ACCT_ROLLUP tree: Used for the campus department Reporting using campus node descriptions instead of FIRMS.

ACCOUNT_TREE_SPA: Used for the Sponsored Programs Administration Reporting using campus node descriptions instead of FIRMS.

AUX_FASB_ACCT_TREE: Used for the FASB Reporting using the corresponding FASB report categories instead of GASB state groups.

STANISLAUS NOTE:

Stanislaus currently has ACCT_ROLLUP and FDN_ACCT_ROLLUP trees defined for campus department reporting using campus node descriptions.

Stanislaus currently has FDN_FIN_POS defined for Foundation Financial Position reporting - Foundation Board reports.
NOTE: Acct Level results are in Alpha order, not the order they are shown in the tree or what Accountants would expect. Tree nodes would need to have a prefix added to the Description field for each node to indicate the order of results desired.

Please refer to the Data Warehouse Tree Guide for more information on Account and Department trees.
3.0 Management Reporting

The Management Reporting dashboard is designed for creating Board and Management Reports by use of Fund Attribute and special account trees designed for specific reports.

The Management Reporting dashboard contains 5 report pages/tabs:

1. Fund Attribute Report
2. Attribute
3. Trial Balance
4. Actuals by Month
5. Board Summary
6. Performance Report

3.1 Fund Attribute Report

Overview

The Fund Attribute Report provides budget, encumbrance, and expenditure data for funds within a department. This report offers 3-5 column selection formats (yellow columns)

Report Filters

In order to produce correct results the Fund CF Attribute Type and the Account Tree must be selected.

NOTE: If you fail to select these two items and you use them in your column selectors your data will be wrong.
WARNING: Don’t use Fund CF Descr column selector unless the Attribute has been designated in the Filters above. If no Attribute is selected but Fund CF Descr, Value or Fdescrip is selected for a Show column, the system will create a total section for each Attribute value attached to the Fund. You will get the wrong data!

WARNING: Don’t use the Acct Lvl Show column fields unless you have specified the Account tree to use up in the Filter area. Otherwise, it will pull from several trees and create different subtotal sections for each. You will get the wrong data!

Report Views

NOTE: The Fund CF dropdown options refer to the Fund CF Attribute value and descr, not the attribute itself that was selected in the filters above. Refer to the previous section on Show Column options for further information on these selections.
Sample Fund Attribute report with Filter setup

**Show columns selected**

1. Using the fund Attribute PROGRAM_CD with values assigned to the Fund. Shows only the Value `Descr`. Field will show in the alpha numeric order of the Value `Descr`. Refer to DW Fund Attribute guide for more information.

2. Using the ACCT_ROLLUP tree level 3 node `descr`. Note the “alpha” order rather than the logical order you may expect.

4. Using the ACCT_ROLLUP tree level 5 node `descr` Note: same as col. 2 above.
Report View --- Summarized

Attribute Trial Balance

Overview

The Attribute Trial Balance Report offers more filters and Show column options than other DW dashboard Trial Balance reports. It is used to report on balance sheet and current year Income Stmt summary totals. However, this report is unique in that it includes the Report View option of Actuals without Budget (no Rev Budget or BBA or % used columns). This report is the only one with a Report View that includes Standard and Summarized with no Budget data.

Attribute Trial Balance 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, Revenue and Expense, etc. All summary totals can be drilled on to obtain transaction details.

The report can also be used to quickly create a Trial Balance format for a list of individual Funds, or groups of funds based on Fund Attributes or department trees. Account information can be shown by Nat Class, Object code, Object group, tree level groups as well as the account chartfield.

This report is available in 2, 3, and 4 Show Column formats
Report Filters
The Fund, CSU Fund and SCO Fund filters are available as on other reports and DW Enhanced Trial Balance reports.

In order to use Fund Attributes and Account tree node descriptions in your results, you MUST select the Fund CF Attribute Type and the Account Tree in the filter area prior to running the report.

The report can be run with or without using these filters. Please see NOTE and warnings below.

**NOTE:** REQUIRED only if you use them in the Show Columns. If you fail to select these two items in the filter area, DO NOT use them as show Column selections in your results.

**WARNING:** Don’t use Fund CF Descr column selector unless the Attribute has been designated in the Filters above. If no Attribute is selected but Fund CF Descr, Value or Fdescrip is selected for a Show column, the system will create a total section for each Attribute value attached to the Fund. You will get the wrong data!

**WARNING:** Don’t use the Acct Lvl Show column fields unless you have specified the Account tree to use up in the Filter area. Otherwise, it will pull from several trees and create different subtotal sections for each. You will get the wrong data!

Report Views
The report has seven views (BLUE data columns) as shown below.

- Summarized
- Summarized without Budget
- Summarized with Pre-Enc
- Standard
- Standard without Budget
- Standard with Original Budget
- Standard with Original Budget & Pre-Enc
- Filters

The report views are standard with the addition of Summarized without Budget and Standard without Budget, available only in the Attribute Trial Balance report. These views eliminate the clutter of extra, unused budget-related financial columns when the funds do not use budgets.
Summarized without Budget

Selected columns plus:

```
Select Report View: Summarized without Budget

<table>
<thead>
<tr>
<th>Acct Type Fdescr</th>
<th>Acct Fdescr</th>
<th>Tot Actuals</th>
<th>Tot Enc</th>
</tr>
</thead>
</table>
```

Standard without Budget

```
Select Report View: Standard without Budget

<table>
<thead>
<tr>
<th>Acct Fdescr</th>
<th>MTD Actuals</th>
<th>MTD Enc</th>
<th>PY Actuals (Period 0)</th>
<th>YTD Actuals</th>
<th>Tot Actuals</th>
<th>Tot Enc</th>
</tr>
</thead>
</table>
```

Show Column addition for this report

```
[Image of column addition]
```

Fund CF Attribute Type is available on this report. See sample 2 below.

3.2 Attribute Trial Balance REPORT SAMPLES

Attribute Trial Balance SAMPLE 1--Regular trial balance for selected funds

- Show the Fund, group by Acct type and show PS Account numbers
- Subtotals at the Fund and Acct Type levels
- Filters
  - Account tree and Program Code attribute and Fund
  - Show columns: did not use either of these features
- Report View
  - Standard

NOTE: With this report view, notice the blank columns for budget and %used. BBA is useless as well.
Same report using **Summarized without Budget** Report View
Attribute Trial Balance SAMPLE 2–All SBFDN Fund values for a given Fund Attribute type

- Summarize at a campus group level using an Account tree
- BU SBFDN was selected on the Home tab
- Filters
  - Account tree and Program Code Attribute, Fund was left blank (i.e. all)
  - This means the results will pull only funds with the PROGRAM_CD Attribute for the selected BU (Home page). The Account tree selected will be used in the results if the Acct Lvl options are used (shown).

**Show Columns**

1. Fund CF Attribute Type will show PROGRAM_CD because it was selected in the filter.
2. Fund CF Fdescr will show the Attrib. Value and its Descr. (FIRMS Program codes set up as attrib. values)
3. Acct Lvl 3 Descr will pull the level 3 node Descr from the Account tree selected in the filter.

**Report View**

Summarized without Budget

Note: Budget may be used in the Revenue and Expense Accts for Grants. It will not show using this view.
3.3 Actuals By Month

Overview
The Actuals by Month report is used to see activity trends from the beginning of the selected year through the period selected. User can drill into each period represented for detail on that period specifically. The report has only one view. The Actuals by Month page contains 3-5 report column options.

Filter area and requirements are the same as the Fund Attribute Report page.

- Filter area includes
- Select by Fund CF Attribute
- Account Tree for DW (DW_ACCT) Category
- 3 NOT field filters
- All the usual filters including Dept Level Org Tree (BAT key page in PRD)

WARNING: Don't use Fund CF Descr column selector unless the Attribute has been designated in the Filters above. If no Attribute is selected but Fund CF Descr, Value or Fdescrip is selected for a Show column, the system will create a total section for each Attribute value attached to the Fund. You will get the wrong data!

WARNING: Don't use the Acct Lvl Show column fields unless you have specified the Account tree to use up in the Filter area. Otherwise, it will pull from several trees and create different subtotal sections for each. You will get the wrong data!
Sample Report 1

Scenario: I want to see all the Grants for the College of Education by DeptID and I want to know what program code is assigned to each one to fill out a report for my college. I only need Expense data.

Filter selection

1. Choose the PROGRAM_CD Attribute — you only want Funds that have this attribute, not any others such as REPORTING_GROUP.
2. Choose all the Sponsored Programs Grant Funds range (or enter the CSU fund or individual funds) because each dept also has Gift funds and I don’t want to include those in this report.
3. Choose Account Type—60-Expenses
4. Dept Level 3—C0700 College of Education dept group (so I don’t have to know all the DeptIDs. I have to hope the tree is accurate!)

TIP: Contact the Tree Manager to obtain a copy of the tree and verify your college or department location and values are accurate.
Results

Simple but not quite what I want. 1—Fund CF, 2—DeptID, 3—Account

Sample 2—Here is a Better Show Column format for what I want to see.

- I wanted to know by DeptID so that is **Show Col 1**
- Then, within a DeptID, by Program_CD **Value** and I know that there could be several Funds for each program. **Show Col 2**
- Then, within the Program grouping, I wanted to know the Funds and their total expenses by month. **Show Col 3**

If I wanted to see some kind of Account break out or grouping within the Fund, I could go back and choose the 4 or 5 column report, use the same filters with a particular Account Tree and Show columns and use the Account Tree or Account Type, etc to group or use the Account field itself.

SAVE THE REPORT format

- **To save this filter and report format**, use Page Options, Save Current Selections, For Me and label it College of Education.
- **To save the filter and format for another college**, select Dept level 3 and another College group, click GO. The results format will remain. Click Page Options, Save Current Selections > For Me> and Name it Grants for College XXX, Click OK.
- **To save the Filters and report format for a particular Dept or Deps**, --Clear the Dept Level filter selections, enter the desired Dept in the Dept field. Click GO and repeat the process above for saving the filter and format for this Dept(s).
Sample of the Actuals by Month Section

This report is using the 3 column report and Show Columns

<table>
<thead>
<tr>
<th>COLUMN SELECTORS</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1</td>
<td>Fund CF Value Descr</td>
</tr>
<tr>
<td>Column 2</td>
<td>Acct Tree level 3 (node descr)</td>
</tr>
<tr>
<td>Column 3</td>
<td>Acct Tree Level 4 (node Descr)</td>
</tr>
</tbody>
</table>

NOTE: Notice the Acct level 3 field prefixes. The 01, 02, 03 come first then the Assets, Liabilities, Net Assets (because N comes after L). Obviously, the numerical prefix was not attached to the Assets, Liabilities or Net assets nodes. Acct Lvl 4 values work out because there are so few of these groups but SUPPORT and REVENUE may show before OTHER INCOME in other campus reports.
The End user cannot fix these issues by themselves. Then need to contact the DW Report Manager to see if there are other filters that can be used. If not, the DW Report Manager will need to evaluate and contact the Tree Manager to request renaming of the Account Tree Nodes in question. Depending on the size and depth of the tree, it could take several days to weeks depending on priorities.

Notes on how financial data shows—Relevant to all reports

In the report results below, the credit amounts are shown with a minus sign, -, rather than brackets ( ). The more columns with large data values that show, the less room there is to show the data. When the amount field is a credit, sometimes this is shown with a negative or minus sign. The minus sign may wrap to the row above the amount if space is limited. Although a credit balance shows in red, this could still cause some confusion in reading the amounts for people unfamiliar with the data. Especially if the report is printed in black and white, which is often the case.
3.4 Board Summary

Overview

The Board Summary was designed to display Fund Attribute Groups as column headings across the top of the report. This is one of the preferred displays required for Board Directors financial statements. The Board Summary page contains three reports. This report provides budget, encumbrance, and expenditure data by class. There are three versions of this report with two, three, and four column selectors.

Note: In order to get results for this page your campus must set up the Reporting_Group Fund CF Attribute for the selected Business Unit.
Report Filters

In order to produce correct results the Fund CF Attribute Type and the Account Tree must be selected. If you fail to select these two items you data will be wrong.

Starting Period

The ‘Starting Period’ indicates whether or not you want to include period zero transactions. For example, for capital project funds period zero holds the prior year activity and is used to determine how the multi year project is performing related to budget.

- Select Starting Period = 0 for all Balance Sheet reports
- Select Starting Period = 1 for Income statement reports to see only current year data only.

Report Views:

- Reporting Group (Descr)
- Reporting Group (Fdescr)
- Filters

**WARNING:** Don’t use the Acct Lvl Show column fields unless you have specified the Account tree to use up in the Filter area. Otherwise, it will pull from several trees and create different subtotal sections for each. You will get the wrong data!
**Reporting Group (Descr):** This view presents only the CF Attribute Description and not the CF Attribute value.

<table>
<thead>
<tr>
<th>Reporting Group (Descr): This view presents only the CF Attribute Description and not the CF Attribute value.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="" /></td>
</tr>
</tbody>
</table>

This is an example of the report that is generated based on the above criteria.

You can see that the Reporting Group attribute that was created is now showing vertically across the top with YTD totals by attribute and a column for Total YTD actuals. The horizontal categories you see are being pulled in from the Account Tree that was created for the DW (Please see ‘Building Trees for the DW’ user guide).

**Board Summary Report Samples**

**Scenario:** I am a College Dean. The Provost wants to know total balances for our College on our different types of gift Funds reported to the board.

If your campus has assigned the Fund Attribute `REPORTING_GROUP` to all of your Auxiliary Gift funds, you will be able to use this report to pull the data in the scenario above. If not, it could be difficult and time consuming to do.

To use this report in a variety of ways, each campus will need to determine the values they need for the `REPORTING_GROUP` attribute, based on internal and external needs. The end user will need to be aware of the values and how to use them for this report.

The goal of the `REPORTING_GROUP` Fund Attribute values was to allow for easier and quicker creation of Board Reports for the different campus Auxiliaries who are on CFS and using the Data Warehouse (as opposed to a campus owned data warehouse). Once established and assigned to all the funds, Departments may find the `REPORTING_GROUP` attribute values useful if they are trained how to use them.
TIP: On the sample campus for this report, The user may want to know the actual Project related to the Fund and Dept. The report could be re run using 4 or 5 columns and the same filter set up. Col 3 would be the Project Fdescr and Col 4 and/or Col 5 could reflect Account groupings using a tree or Account related Show column options.
Board Report Sample 2

Board Report using Account tree levels to group and create subtotals and the REPORTING_GROUP attribute as column headings.

NOTE: The tree used for this report needs to have the node Descr revised with numeric or Alpha prefixes to retain the standard order of the tree, if the tree is built in the recognized account structure order.

This is illustrated in the report below using the various Account tree levels.
All reports can easily be downloaded to PDF to quickly print for a meeting.
SAMPLE 3—PDF of the above report

Report is formatted to fit the page. Use PDF functions to scroll and print pages.

Sample 4—Using YTD Report View

Only the far right YTD Actuals column now shows.

This View could be used with other Yellow column selectors to create a report for just YTD data.
3.5 Performance Report

Overview
The Performance Report is used to compare current year to prior year data by month and YTD balances. The Performance Report is the only report with this capability in the CFS DW. There are two, three, and four column report options.

Filters are similar to most of the other Management Report filters discussed earlier. The Starting Period filter is similar to the Include Per 0 filter seen earlier.

Starting Period Filter
The ‘Starting Period’ indicates whether or not you want to include period zero transactions. For example, for capital project funds period zero holds the prior year activity and is used to determine how the multi year project is performing related to budget.

- Select Starting Period = 0 for all Balance Sheet reports
- Select Starting Period = 1 for Income statement reports to see only current year data.
- Select per 0 for reports that will combine both types of Accounts.

Report Views:
- Actuals
- Budget with Percentage
- Budget with Actuals
- Filters
**WARNING:** Don’t use Fund CF Descr column selector unless the Attribute has been designated in the Filters above. If no Attribute is selected but Fund CF Descr, Value or Fdescrip is selected for a Show column, the system will create a total section for each Attribute value attached to the Fund. You will get the wrong data!

**WARNING:** Don’t use the Acct Lvl Show column fields unless you have specified the Account tree to use up in the Filter area. Otherwise, it will pull from several trees and create different subtotal sections for each. You will get the wrong data!

**Report Samples for the Performance Report**

**Sample 1**

I want to compare CY and PY as of Per 4 for 2 Aux funds. I know these 2 funds have the Program code attribute and I may want to use it in my report.

<table>
<thead>
<tr>
<th>REPORT FILTER</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM_CD</td>
<td>Select specific funds</td>
</tr>
</tbody>
</table>

1. Click **GO**

---

**Sample 1a—Results with Actuals Report View**

This view compares MTD Actuals from CY to same month last year and calculates % change. It compares YTD Actuals to PY YTD Actuals and calculates % change.

---

**Set Column Selectors**

<table>
<thead>
<tr>
<th>COLUMN SELECTORS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1</td>
<td>Fund CF Fdescr</td>
</tr>
</tbody>
</table>
### COLUMN SELECTORS

<table>
<thead>
<tr>
<th>Column 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Fdescr</td>
<td></td>
</tr>
<tr>
<td>Column 3</td>
<td>Acct Type</td>
</tr>
</tbody>
</table>

---

**Sample 1b—Results with Budget with Percentage**

This view can be used by campuses who budget monthly and with funds that use Budget.

In this result, these are new Grant funds that didn’t exist last year so there is no data to compare to. The Sample campus does not budget by month so this view would not be useful for them.
Sample 1c—Budget with Actuals

This Report View calculates a % change for CY actuals to budget and a $ change for CY Actuals vs. PY Actuals. Also YTD Actuals vs. YTD Budget $ change and CY YTD Actuals vs. PY YTD Actuals Actuals vs. Actuals $ change.

In this result, these are new Grant funds that didn’t exist last year so there is no data to compare to. The Sample campus does not budget by month so the MTD Actuals vs. Budget calc may not be useful. However, the YTD comparisons may prove useful. The report could be downloaded to excel and the MTD columns deleted. The user would need to test this out and validate the data for accuracy.
4.0 Summary

The CFS Data Warehouse Management Reporting Dashboard is a powerful reporting tool. Report options can be found on these reports that are not found in the other dashboards. To fully utilize the unique functionality of these reports, the campus must take on the task of committing to using the CFS Data Warehouse and revising or adding COA structure (Fund Attributes and Account and Dept trees) that are needed to use the reports.

The Management Reporting dashboard is not just for Auxiliaries, but all campus programs if the COA and trees are structured for the purpose.

It is incumbent upon the campus, to identify and task the individuals mentioned in Appendix B of this guide with:

- Learning the Data Warehouse, its dashboards and specifically the Management Dashboard.
- Review the companion documents on Fund Attributes and Trees for the Data Warehouse and utilize them for the campus.
- Implement the Fund Attributes PROGRAM_CD and REPORTING GROUP
- Design Trees or modify existing Trees for use in the DW Management reports based on campus need.
- Once the reports are functioning with these features, create training guides for end users and train them how to use the reports.

This guide is meant to be used with the CFS DW Fund Attribute Guide and the CFS DW Tree Guide.

Appendix A—Common Abbreviations

<table>
<thead>
<tr>
<th>COLUMN LABEL</th>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTD</td>
<td>Month-to-Date</td>
<td>Includes the month balances for the period (as of) selected in the report filters with the ability to drill to supporting transactions</td>
</tr>
<tr>
<td>YTD</td>
<td>Year-to-Date</td>
<td>Includes period 1 thru period (as of). Does not include period 0</td>
</tr>
<tr>
<td>PTD</td>
<td>Project-to-Date</td>
<td>Inception-to-date. Ignores period 0 and period 999</td>
</tr>
<tr>
<td>BBA</td>
<td>Budget Balance Available</td>
<td>Revised budget less Total Actuals less Tot Enc less Pre Enc = BBA</td>
</tr>
<tr>
<td>PY Actuals</td>
<td>Prior Year Actuals</td>
<td>Includes period 0 for the fiscal year selected in the report filters</td>
</tr>
<tr>
<td>TOT</td>
<td>Total</td>
<td>Includes period 0 if applicable thru period (as of)</td>
</tr>
<tr>
<td>Tot Enc</td>
<td>Total Encumbrances(POs)</td>
<td>Total amount of open Encumbrances (Purchase Orders) as of the FY and Per requested in the report.</td>
</tr>
<tr>
<td>Tot Pre Enc</td>
<td>Total Pre-Encumbrances(Reqs)</td>
<td>Total amount of open Pre-Encumbrances (Requisitions) as of the FY and Per requested in the report.  The appropriate Report View must be selected to include Pre Enc in report results.  If included, Pre Enc amount is also deducted from the BBA.  An additional BBA Calc column will be shown. Not all Campuses include Pre Enc in their BBA calc.</td>
</tr>
</tbody>
</table>
Appendix B—Campus Personnel required for the Data Warehouse

Campus personnel requirements
This section identifies several people that will need to be utilized when creating data warehouse reports with Trees. These duties/skills may be found in one or more persons at a campus.

Tree Manager
Builds and Maintains Trees for state and Aux. Bus. Coordinates with COA Administrator and Reporting Manager for reporting needs.

- As with most campus trees, trees used in the DW will need to be maintained on a regular basis to keep them up to date.
- Campus reporting needs will be identified and evaluated for compatibility with the DW. This will include the need to build a new or modify existing Account and Department trees. Each campus will need to evaluate their own reporting and tree requirements.
- Each campus is responsible for setting up and maintaining their DW trees and campus specific training documents.

Chart of Accounts (COA) Administrator
Builds and maintains the campus Chart of Accounts. Has working knowledge of FIRMS FNATS, Object codes, Program codes and how they are used for FIRMS reporting to the CO. Works with the Auxiliary COA Admin. or has a working knowledge of Aux. COA structure and reporting needs. Supports Accounting and Budget.

- Works with Tree Manager and Reporting Manager to ensure data integrity.
- New Account and Department chartfields will need to be incorporated into all applicable DW trees.
- Changes to FIRMS, GAAP, IPEDS and other reporting structures will need to be reflected in related trees.
- Creates and manages Fund Attributes for DW reporting and to work with Trees.

Reporting, Documentation and Training Manager (Reporting Manager)
Has knowledge of campus reports and works with Tree Manager, COA Admin., programmers, management, department users and other campus resources to create and maintain campus specific reports.

- Is, or works with, the campus liaison to the CFS Data Warehouse.
- May develop campus DW reports and train campus users on the process and structure.
- Will be campus contact for campus users for questions and trouble-shooting regarding the DW reports.
- Develops campus documentation for maintenance and use of DW reports. Documentation may be for the Tree Manager, COA Admin or campus end users.
- May present training courses to campus users covering various campus reporting needs.

Each campus will need a person or persons who perform these duties and have these skills in some form on their campus to use the DW successfully.

These people (or person) will function as a team to develop the Data Warehouse structures needed for the campus and Auxiliary programs that will use the Data Warehouse for reporting purposes.