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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 over view 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 set up 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)

A screenshot of the CSU portal login interface. It features a light grey background with a white border. On the left, the word "CAMPUS" is displayed in bold. To its right is a dropdown menu with the text "-Select a campus-" and a downward arrow. Further right is a "Login" button. In the bottom right corner of the form area, there is a link that says "Login Help".

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)

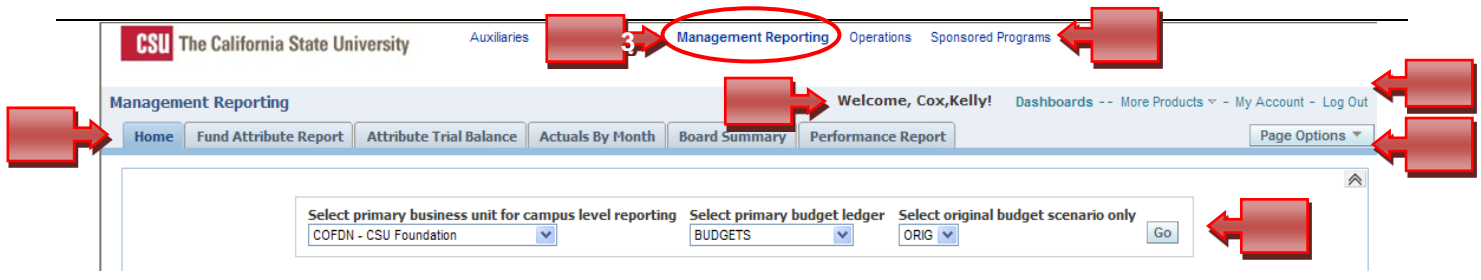
Depending on campus security access, users will have access to some or all of these dashboards.

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 primary business unit for campus level reporting	Select primary budget ledger	Select original budget scenario only	
STCMP - CSU Stanislaus	Standard Budget	ORIG	Go

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.

The screenshot displays the 'Report Filters' interface. At the top, there are dropdowns for 'Fiscal Year' (set to 2010) and 'Period (as of)' (set to 11). Below these are several filter categories, each with a 'Selected' and 'Not Selected' area. A red box highlights the 'Fund' filter, where the 'Selected' area contains a gray 'X'. Other filters include 'Fund CF Attribute Type', 'Nat Class Fdescr', 'Account Type', 'Account Tree Name', 'Account Category', 'Account', 'Program', 'Project', 'Class', 'Department', and 'Dept Level' (1 through 5). A 'Go' button is at the bottom right of the filter section. Below the filters is a 'Translate Period to Month' link. At the bottom of the interface, a status bar shows a clock icon, the text 'Searching... To cancel, click [here](#)', and a 'Return' button. A red arrow points from a text box to the 'here' link.

The clock icon indicates the report is processing.

To cancel processing, click the "here" link.

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.

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.

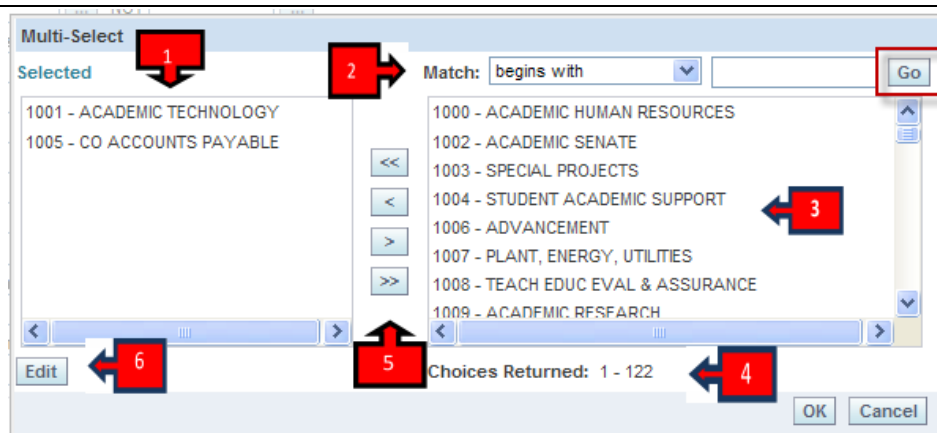
Filter	Filter Description
Fiscal Year	Campus Fiscal year. Indicated by the year. Determined by the calendar year associated with per 1, July.
Period	Report results will be for the Fiscal year indicated, and cumulative from Per 1 through the period indicated here. MTD column data will be for this period. YTD data will be from July 1 through this period.

Filter	Filter Description
CSU Fund	CSU Fund indicated on the FNAT key and associated with each PS Fund.
Fund CF Attribute Type	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.
Fund	Select Fund for BU on Home page. Be sure to remove the gray “X” from the Selected column.
“NOT” filters	NOT filter EXCLUDES selected values from results
Nat Class Fdescr	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.
Account Type	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
Account Tree Name	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.
Account Category	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.
Account, Program, Project, Class, Department	PS Chartfields. To return all applicable values, leave blank or indicate specific values to be returned.
Dept Level 1-5	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.
Per 0 or 1 (not on all rpts)	(not shown) Choose one. Indicates whether to include Per 0 in results, if available, or not.

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.

Item	Description
begins with	Finds items that begin with a string of letters, numbers, or symbols
ends with	Finds items that end with a string of letters, numbers, or symbols
Contains	Finds items that contain a string of letters, numbers, or symbols anywhere in the item
Is LIKE (pattern match)	Use % with "is LIKE" to represent one or more characters

Selection Buttons

Icon	Description
	Select all items listed
	Select highlighted item(s)
	De-select highlighted item(s)
	De-select all items

- 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:

Show Column 1: <input type="text" value="Fund CF Descr"/> Column 2: <input type="text" value="Acct Lvl 3 Descr"/> Column 3: <input type="text" value="Acct Lvl 4 Descr"/> <input type="button" value="Go"/>							
Select Report View: <input type="text" value="Summarized"/>							
Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 4 Descr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
Campus Programs	01-REVENUES	OTHER INCOME		0.00	0.00	0.00	
		SUPPORT AND REVENUE		(660,344.23)	0.00	660,344.23	
	01-REVENUES Total			(660,344.23)	0.00	660,344.23	
	02- EXPENSES	EXPENDITURES		136,541.57	0.00	(136,541.57)	
	02- EXPENSES Total			136,541.57	0.00	(136,541.57)	
	03-TRANSFERS	NET TRANSFERS		(29,507.17)	0.00	29,507.17	
	03-TRANSFERS Total			(29,507.17)	0.00	29,507.17	

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.

Acct Fdescr
Acct Cat Fdescr
Class Fdescr
Dept Fdescr
Fund Fdescr
Prog Fdescr
Proj Fdescr
Lvl 1 Fdescr
Lvl 2 Fdescr
Lvl 3 Fdescr
Lvl 4 Fdescr
Lvl 5 Fdescr
CSU Fund Fdescr
Acct Type Fdescr
FIRMS Obj Cd Fdescr
Scenario Fdescr
FIRMS Proj Cd Fdescr
Nat Class Fdescr
Bus Unit Fdescr
Fund CF Fdescr
Fund CF Value
Acct Lvl 1 Descr
Acct Lvl 2 Descr
Acct Lvl 3 Descr
Acct Lvl 4 Descr
Acct Lvl 5 Descr

dept Level 3

Period to Month

dept Level 5

Color

Show column selections for most Management Reporting dashboard reports.
See definitions on next page.

Fund CF Attribute Type is available on selected reports. See definition below.

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

Field Name	Field Description / Purpose
Scenario Fdescr	Scenario on the Budget journals
FIRMS Proj Cd Fdescr	FIRMS Project Code (ex. Capital Project Number)
Nat Class Fdescr	GAAP Natural Classification
Bus Unit Fdescr	Business Unit with description concatenated in one field. Reflects BU selected on the Home Tab
Fund CF Attribute Type	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
Fund CF Descr	Description only of the Fund Attribute Value
Fund CF Fdescr	Attribute Value with description concatenated in one field
Fund CF Value	Value only of the Fund Attribute Value
Acct Lvl 1 Descr	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
Acct Lvl 2 Descr	Account tree node Description from the Level 2 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.
Acct Lvl 3 Descr	Account tree node Description from the Level 3 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.
Acct Lvl 4 Descr	Account tree node Description from the Level 4 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.
Acct Lvl 5 Descr	Account tree node Description from the Level 4 Nodes on the tree selected in Filters. Warning from Acct Lvl 1 applies here.

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.

Show Column 1: Fund CF Descr Column 2: Acct Lvl 3 Descr Column 3: Acct Lvl 5 Descr Go

Select Report View: Summarized

Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 5 Descr	Actuals	Tot Enc	BBA	% Used
Institutional Support (FDN) Expenditures	Acad	Standard	50,154.02	0.00	(150,154.02)	
	Capital	Standard with Original Budget	0.00	0.00	0.00	
	Comm	Standard with Original Budget & Pre-Enc	662.16	0.00	(662.16)	
	Contr	Summarized with Budget Detail	32,579.64	22,031.00	(204,610.64)	
	Equipment	Filters	56,480.44	0.00	(56,480.44)	
	Financial Aid		8,600.00	0.00	(8,600.00)	
	Information Technology		0.00	0.00	0.00	

Summarized – Revised (Rev) Budget, Tot Actuals, Tot Enc, BBA (Budget Bal. Available)

Does not show Current Month Actuals or Pre-Enc

Show Column 1: Fund Fdescr Column 2: Class Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Summarized

Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SB001 - TF-GENERAL FUND SUPPORT	---	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay	0.00	0.00	0.00	0.00	
			601302 - SupStaffSal-Temp Help	3,200.00	0.00	(3,200.00)		
			601303 - SupStaffSal-Student Assistant	0.00	0.00	0.00	0.00	

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

Tip: Use this for a quick BBA report.

Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Summarized with Pre-Enc

Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay	0.00	0.00	0.00	0.00		0.00	0.00
	601302 - SupStaffSal-Temp Help	3,200.00	0.00	(3,200.00)	0.00		0.00	(3,200.00)
	601303 - SupStaffSal-Student Assistant	6,275.26	0.00	(6,275.26)	0.00		0.00	(6,275.26)

Standard

Adds MTD Actuals, MTD Enc, PY Actuals (Per 0), YTD Actuals (current)

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Standard

Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Acct Cat Fdescr	Acct Fdescr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
n-Acad.	601 - Regular Salaries and Wages					0.00	0.00	0.00	0.00	
	601033 - AcadSal-Part Time Faculty-Ay					0.00	0.00	0.00	0.00	
	601302 - SupStaffSal-Temp Help					3,200.00	3,200.00	0.00	(3,200.00)	
	601303 - SupStaffSal-Student Assistant					6,275.26	6,275.26	0.00	(6,275.26)	

Standard with Original Budget

Adds column for Orig. Budget

Fund CF Descr Column 2: Acct Lvl 3 Descr Column 3: Acct Lvl 5 Descr Go

Select Report View: Standard with Original Budget

Acct Lvl 3 Descr	MTD Actuals	MTD Enc	Orig Budget	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
Academic Salaries	76,211.32	0.00			0.00	150,154.02	150,154.02	0.00	(150,154.02)	
Projects					0.00		0.00	0.00		0.00
Capital Outlay Projects						662.16	662.16	0.00	(662.16)	
Communications										

Standard with Pre-Enc

Adds Pre-Enc and recalculates BBA

Fund Descr Column 2: Dept Descr Column 3: Acct Cat Descr Column 4: Acct Descr Go

Select Report View: Standard with Pre-Enc

Acct Cat Descr	Acct Descr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
601033 - AcadSal-Part Time Faculty-Ay						0.00	0.00	0.00	0.00	0.00	0.00	0.00
601302 - SupStaffSal-Temp						3,200.00	3,200.00	0.00	(3,200.00)		0.00	(3,200.00)

Standard with Original Budget and Pre-Enc

Adds Pre-Enc and recalculates BBA

Show Column 1: Fund CF Descr Column 2: Acct Lvl 3 Descr Column 3: Acct Lvl 5 Descr Go

Select Report View: Standard with Original Budget & Pre-Enc

Acct Lvl 5 Descr	MTD Actuals	MTD Enc	Orig Budget	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
Academic Salaries	76,211.32	0.00			0.00	150,154.02	150,154.02	0.00	(150,154.02)		0.00	(150,154.02)
Capital Outlay Projects					0.00		0.00	0.00		0.00		0.00
Communications						662.16	662.16	0.00	(662.16)		0.00	(662.16)

Summarized with Budget Detail

Adds MTD Budget, FY Budget and % Used FY. For campuses that budget by month.

Fund CF Descr Column 2: Acct Lvl 3 Descr Column 3: Acct Lvl 5 Descr Go

Select Report View: Summarized with Budget Detail

Acct Lvl 5 Descr	MTD Actuals	MTD Budget	Rev Budget	YTD Actuals	FY Budget	% used FY
Academic Salaries	76,211.32			150,154.02		

Filters

Shows the options selected for this report

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

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 10:27:27 AM

Show Columns to: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Filters

Acct Type is equal to 98, 60
and Fiscal Year is equal to 2010
and Fund Fdescr is equal to S0001 - TF-GENERAL FUND SUPPORT
and Dept Fdescr is equal to C0900 - CNS Dean-Acad. Instruction, C0901 - CNS Dean-Acad Admin, C0902 - CNS Dean-PubRel/Development, C0903 - CNS-Water Resources, C0905 - CNS - Astronomy, C0910 - CNS - Biology, C0915 - CNS - Chemistry, C0920 - CNS-Computer Sci & Engineering, C0925 - CNS - Earth Science, C0930 - CNS - Dept. of Development, C0935 - CNS - Health Science, C0940 - CNS - Industrial Technology, C0945 - CNS - Mathematics, C0950 - CNS - Nursing, C0955 - CNS - Kinesiology, C0960 - CNS - Physics, C0965 - CNS - Geology, C0970 - CNS - Animal House, C0999 - CNS-Instr Info Technology
and Bus Unit Fdescr is equal to SBCMP - CSU San Bernardino

Refresh Print Download

Return

Done

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.

Report Filters

Fiscal Year: 2010 Period (as of): 1

CSU Fund: Fund CF Attribute Type (Select Only One): PROGRAM_CD

Fund: Fund: NOT

Nat Class Fdescr: Nat Class: NOT

Account Type: Account Tree Name (Select Only One): SB_ACCT_ROI

Account Category: Account Category: NOT 603

Account: Account: NOT

Program: Project: Class:

Department: Dept Level 1: Dept Level 2: Dept Level 3: Dept Level 4: Dept Level 5: Go

Fund Attribute Report (3 Columns)

Business Unit = Foundation for C/S/5B, Fiscal Year = 2010, YTD Period = 1
 Time run: 5/31/2011 2:07:16 AM

Show Column 1: Fund CF Descr Column 2: Acct Lvl 3 Descr Column 3: Acct Lvl 5 Descr

Select Report View: Summarized

Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 5 Descr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used	
Institutional Support (FDR)	Expenditures	Academic Salaries		43,630.90	0.00	(43,630.90)		
		Capital Outlay Projects		0.00	0.00	0.00		
		Communications		(221.26)	0.00	221.26		
		Contractual Services		(2,300.00)	22,831.00	(19,731.00)		
		Equipment		0.00	48,154.46	(48,154.46)		
		Information Tech Costs		0.00	0.00	0.00		
		Mac Operating Expenses		100,247.42	91,006.90	(191,334.32)		
		Support Staff Salaries		50,137.30	0.00	(50,137.30)		
		Travel		22,795.20	0.00	(22,795.20)		
		Expenditures Total		214,289.56	161,272.36	(376,661.92)		
		Other Revenue and Expenditures: Other Oper Expense			24,944.16	0.00	(24,944.16)	
		Other Revenue and Expenditures Total			24,944.16	0.00	(24,944.16)	
		Institutional Support (FDR) Total			239,233.72	161,272.36	(400,606.08)	
Public Services (FDR)	Expenditures	Communications	13,000.00	0.00	0.00	13,000.00	0%	
		Equipment	2,000.00	0.00	0.00	2,000.00	0%	
		Mac Operating Expenses	50,520.00	1,593.56	0.00	48,926.44	3%	
		Support Staff Salaries	594,100.00	63,063.78	0.00	531,036.22	11%	
		Travel	36,000.00	0.00	0.00	36,000.00	0%	
		Expenditures Total	695,620.00	64,657.34	0.00	630,962.66	9%	

		Other Revenue and Expenditures: Other Oper Expense	47,064.00	2,224.21	0.00	44,839.79	5%	
		Other Revenue and Expenditures Total	47,064.00	2,224.21	0.00	44,839.79	5%	
		Public Services (FDR) Total	742,684.00	66,881.55	0.00	675,802.45	9%	
Scholarships (FDR)	Expenditures	Financial Aid		(5,962.00)	0.00	5,962.00		
		Misc Operating Expenses		1,252.96	0.00	(1,252.96)		
		Expenditures Total		(4,709.04)	0.00	4,709.04		
		Other Revenue and Expenditures: Other Oper Expense		(191.28)	0.00	191.28		
		Other Revenue and Expenditures Total		(191.28)	0.00	191.28		
		Scholarships (FDR) Total		(4,900.32)	0.00	4,900.32		
Student Services (FDR)	Expenditures	Academic Salaries		8,809.68	0.00	(8,809.68)		
		Communications	300.00	300.00	0.00	50.00	86%	
		Management & Supervisor Salaries	13,050.00	11,357.52	0.00	1,692.48	87%	
		Misc Operating Expenses	9,100.00	13,685.24	0.00	(4,585.24)	150%	
		Support Staff Salaries	35,590.00	116,798.04	0.00	(81,208.04)	326%	
		Travel		184.70	0.00	(184.70)		
		Utilities	584.00	724.12	0.00	(140.12)	124%	
			Expenditures Total	58,682.00	151,851.10	0.00	(93,169.10)	259%
		Other Revenue and Expenditures: Other Oper Expense		(30,372.00)	4,860.81	0.00	(35,232.81)	-10%
		Other Revenue and Expenditures Total		(30,372.00)	4,860.81	0.00	(35,232.81)	-10%
	Student Services (FDR) Total		28,310.00	156,711.91	0.00	(128,401.91)	554%	
	Grand Total		770,894.00	457,926.86	161,272.36	151,794.78	80%	

RefreshPrintDownload

Return

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.

Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 5 Descr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
Institutional Support (FDN)	Expenditures	Academic Salaries		43,630.90	0.00	(43,630.90)	
		Capital Outlay Projects		0.00	0.00	0.00	
		Communications		(221.26)	0.00	221.26	
		Contractual Services		(2,300.00)	22,031.00	(19,731.00)	
		Equipment		0.00	48,154.46	(48,154.46)	
		Information Tech Costs		0.00	0.00	0.00	
		Misc Operating Expenses		100,247.42	91,086.90	(191,334.32)	
		Support Staff Salaries		50,137.30	0.00	(50,137.30)	
		Travel		22,795.20	0.00	(22,795.20)	
	Expenditures Total			214,289.56	161,272.36	(375,561.92)	
	Other Revenue and Expenditures	Other Oper Expense		24,944.16	0.00	(24,944.16)	
	Other Revenue and Expenditures Total			24,944.16	0.00	(24,944.16)	
Institutional Support (FDN) Total				239,233.72	161,272.36	(400,506.08)	
Public Services (FDN)	Expenditures	Communications		13,000.00	0.00	13,000.00	0%
		Equipment		2,000.00	0.00	2,000.00	0%
		Misc Operating Expenses		50,520.00	1,593.56	48,926.44	3%

Sample of the drilldown:

Fiscal Year is equal to 2010
 and Fund Fdescr is equal to AL001 - Alumni Fund; 86301 - Bookstore; CC001 - Child Care Center; G0001 - General - Board Designated; G0002 - General - Gifts; G0003 - General - Scholarships; G0004 - General - Endowments; G0005 - General - Campus Programs; S0301 - LL20545 Long Brown BS Edu Prog; S0302 - GG20546-1011 Title IV BA S0305-11; S0303 - GG20547-1011 Title IV BA S0305-11; S0304 - GG20548-1011 SW Datanet; S0311 - S0305 - GG20549-1011 Mental Health; S0306 - GG20550-1011 Public Child S-11; S0307 - LL20551-1011 ST SA S-11; S0308 - GG20552-1011 Disability; S0309 - GG20553-1011 Workday; S0310 - LL20554-1011

and Period Acct is between 1 and 1
 and Acct Type Fdescr is equal to 60 - Expenditures
 and Bus Unit Fdescr is equal to SF008 - Foundation for C0008
 and Acct Type Fdescr is equal to 60 - Expenditures
 and Fund CF Attribute Type is equal to PROGRAM_CD
 and Fund CF Descr is equal to Public Services (FDN)
 and Ledger Grp Descr is equal to Standard Budget Detail Ledgers
 and Acct Lvl 3 Descr is equal to Expenditures
 and Acct Lvl 5 Descr is equal to Communications
 and Acct Tree Name is equal to SR_ACCT_BOLLYP
 and Acct Cat is not equal to 1 is not in 803

Drill Down: Revised Budget

Bus Unit	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Ln Descr	Fiscal Year	Period	Acct Src	Acct Lvl	Acct Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Proj Fdescr	Scenario Fdescr	Budget Amt	Date Posted
SF008	MJE - Manual Journal Entry	0000054309	2010-07-28	24	Comm-Tel Charge-Local	2010	1	800	--	604001 - Comm-Tel Usage - Local	S0310 - LL20554-1011	C1040 - CS05 - Psychology	---	---	LL20554 - CUGAR 1011	TD - Incollab-CUGAR 1011	13,000.00	2010-08-13
Grand Total																	13,000.00	

Approximate Row Count: 1

Return - Refresh - Print - Download - Create Bookmark Link

Total on the drill should match total amount from the report

Additional drilldown features:

Drill Down: Original Budget

Oracle Interactive Dashboards Manage My Budget Operations ProtoTypes

ProtoTypes

Welcome, couser21 Dashboards - My Account - Log Out

Dept Fdescr is equal to 1028 - CHANCELLOR'S OFFICE BUDGETS
 and Fiscal Year is equal to 2010
 and Acct Cat Fdescr is equal to 601 - Regular Salaries and Wages
 and Acct Fdescr is equal to 601201 - MPP SALARIES
 and Fund Fdescr is equal to 48501 - CSU OPERATING-GENERAL SUPPORT
 and Period Acct is between 1 and 4
 and Bus Unit Fdescr is equal to COCSU - CSU Office of the Chancellor

Drill Down: Original Budget

Bus Unit	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Ln Descr	Fiscal Year	Period	Acct Src	Acct Lvl	Acct Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Proj Fdescr	Scenario Fdescr	Budget Amt	Date Posted
COCSU	MJE - Manual Journal Entry	0000054309	2010-08-01	225	Base Budget	2010	2	COB		601201 - MPP SALARIES	48501 - CSU OPERATING-GENERAL SUPPORT	1028 - CHANCELLOR'S OFFICE BUDGETS	---	---	---	CRIG - BASE BUDGET-ORIGINAL SCENARIO	156,576.00	2010-08-13
Grand Total																	156,576.00	

Return - Refresh - Print - Download - Create Bookmark Link

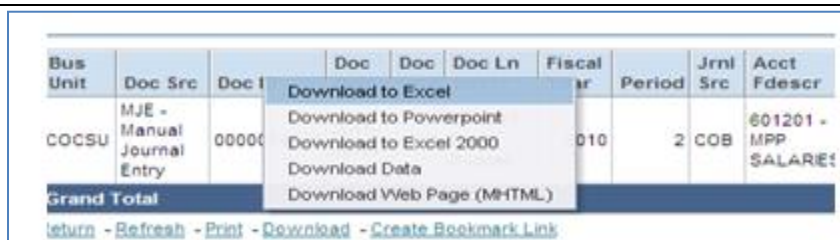
Sort = Click on any column header in the drilldown for a quick sort by that column. For more complex sorts, download to Excel and use the Excel Sort feature. (Red arrow.)

Return = back to the previous page (report).

Refresh = update the data.

Print = print the drilldown document. HTML or PDF format

Download = download to various formats such as Excel, PowerPoint, Excel 2000, Data or HTML



Create Bookmark Link = not used

Sample of a download to Excel:

The screenshot shows an Excel spreadsheet with a drilldown report. The report includes a summary of filters and a table of data. The filters listed are: Dept Fdescr is equal to 1020 - CHANCELLOR'S OFFICE BUDGETS, Fiscal Year is equal to 2010, Acct Cat Fdescr is equal to 601 - Regular Salaries and Wages, Acct Fdescr is equal to 601201 - MPP SALARIES, Fund Fdescr is equal to 48501 - CSU OPERATING-GENERAL SUPPORT, Period Abbr is between 1 and 4, and Bus Unit Fdescr is equal to COCSU - CSU Office of the Chancellor.

Bus Unit	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Ln Descr	Fiscal Year	Period	Jrnl Src	Acct Fdescr	Fund Fdescr
COCSU	MJE - Manual Journal Entry	54309	8/1/2010	225	2010/11 Base Budget	2010	2	COB	601201 - MPP SALARIES	48501 - CSU OPERATING
Grand Total										

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

- In any Home or report page, set all the filter items that you want to store in your saved selection and Click GO.
 - Home page or Report Filters (be sure to hit Go after selecting the desired filters)
 - Column Selectors (be sure to hit Go after selecting the desired column selectors)
 - Report View (be sure desired view result is showing)
- After the results display, click the **Page Options** button.
- 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).
 - If desired, enter a different Name for the selection.

- Choose **Make this my default for this page**.
- Click **OK**.

Create an Additional Saved Selection

- Individually set all the items that you want to store in your saved selection.
 - Report Filters (be sure to hit Go after selecting the desired report filters)
 - Column Selectors
 - Report View
 - You can save a new report with only one filter change if you like.
- After the results display, click the Page Options button.
- Click Save Current Selections followed by For Me . . .
- 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.
- Click OK.

Apply Saved Selections

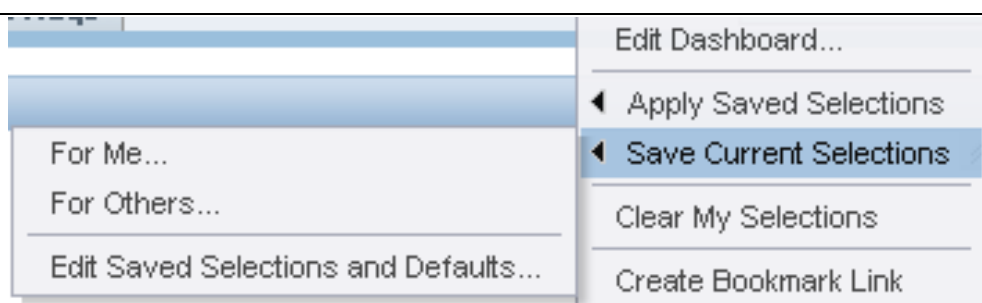
- Click Page Options > Apply Saved Selections > Your Selection Name
 The selection saved as the page default appears in bold.

- 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.

Saved Selections

My Default

☐ None - No Personal Selections

My Selections

☐ 2009 - 11 - SI001 - 948-485 Csu Op... - 125100 - Budget & Anal...  


☐ Fund by Dept by Acct Cat  

☒ **Fund by Dept Only**  

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.

Edit Saved Selections and Defaults



Rename, delete and control group access to Saved Selections, as well as specify which Saved Selection, if any, should be used as your default for the current Dashboard page.



Saved Selections



My Default

☐ None - No Personal Selections

My Selections

☒ **PROG_CD report with Acct tree lvls 3 and 5**  

☐ SBFDN TESTING  

☐ SP report with PROGRAM_CD attribute  

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.

Fund CF Attribute Type (Select Only One)

REPORTING_GI ...

Report Filters

Match: begins with

ESP_AGENCY
GAAP_OVERRIDE
PROGRAM_CD
REPORTING_GROUP

Choices Returned: 1

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.

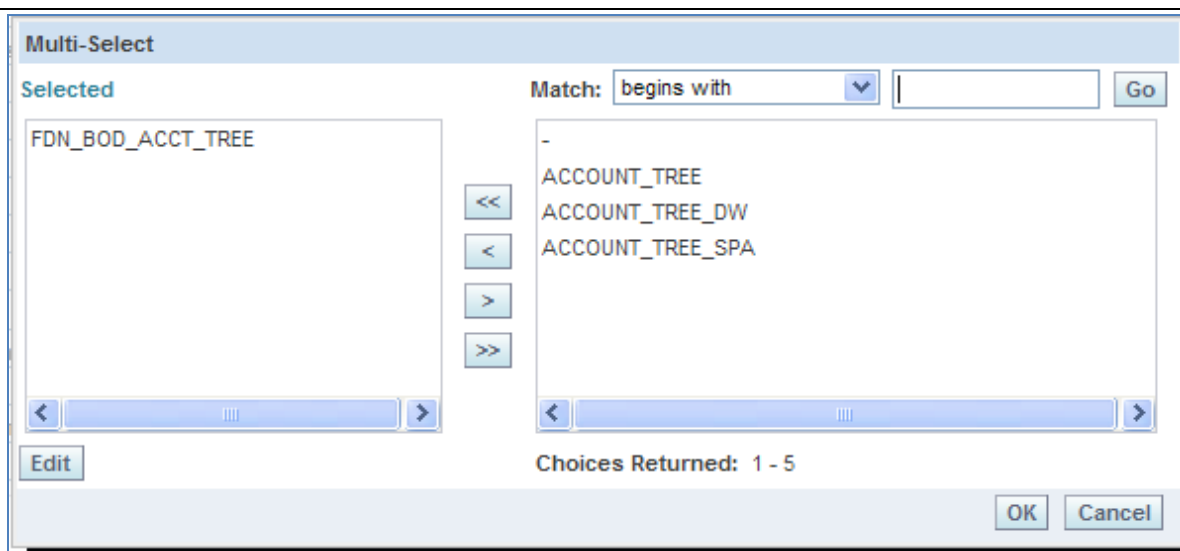
There are several account trees that can be created below is an example list:

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.

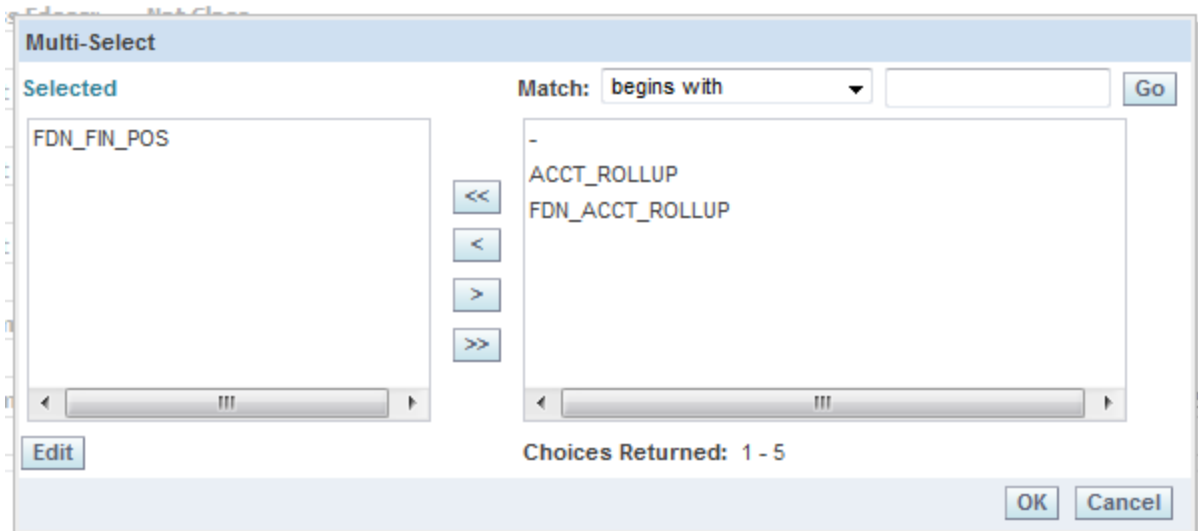
AUX_FASB_ACCT_TREE: Used for the FASB Reporting using the corresponding FASB report categories instead of GASB state groups.



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.



Multi-Select

Selected

FDN_FIN_POS

Match: begins with

Go

ACCT_ROLLUP

FDN_ACCT_ROLLUP

Edit

Choices Returned: 1 - 5

OK Cancel



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

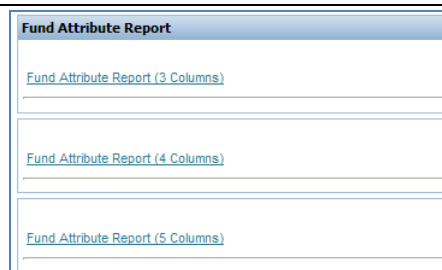


3.1 Fund Attribute Report



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**.

Report Filters

Fiscal Year: 2010 Period (as of): 6

CSU Fund: Fund CF Attribute Type (Select Only One)

Fund: Fund

Nat Class Fdescr: Nat Class

Account Type: Account Tree Name (Select Only One)

Account Category: Account Category

Account: Account

Program: Project: Class

Department: Dept Level 1: Dept Level 2: Dept Level 3: Dept Level 4: Dept Level 5: Go

Required if using the 'Fund CF ...'

Required if using the 'Acct Lvl 1 - 5'



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 Fdescr 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

Standard with Original Budget

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



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.

Time run: 5/2/2011 12:13:10 PM

Show Column 1: Column 2: Column 3:

View:

Fund CF Value	Fund CF Fdescr	Fund Fdescr	Acct Type Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
---	RS001 - ALU	Acct Fdescr			0.00	0.00		0.00
		Acct Cat Fdescr						
		Class Fdescr						
		Dept Fdescr						
		Fund Fdescr						
		Proj Fdescr						
	RS001 - ALU	Proj Fdescr			0.00	0.00		0.00
	RS005 - TF	Lvl 1 Fdescr						
		Lvl 2 Fdescr			27,768.39	0.00	(27,768.39)	
		Lvl 3 Fdescr						
		Lvl 4 Fdescr						
		Lvl 5 Fdescr						
	RS006 - TF	Lvl 5 Fdescr						
		CSU Fund Fdescr			4,875.57	0.00	(4,875.57)	
		Acct Type Fdescr			0.00	0.00		0.00
	RS006 - TF	FRMS Obj Cd Fdescr			4,875.57	0.00	(4,875.57)	
	RS009 - TF	Scenario Fdescr			1,862.78	0.00	(1,862.78)	
	RS009 - TF	FRMS Proj Cd Fdescr						
	RS009 - TF	Nat Class Fdescr			1,862.78	0.00	(1,862.78)	
	RS010 - CO	Bus Unit Fdescr						
	RS011 - CO	Fund CF Fdescr			0.00	0.00		0.00
	RS012 - TF	Fund CF Fdescr			0.00	0.00		0.00
		Fund CF Value			0.00	0.00		0.00
	RS012 - TF	Acct Lvl 1 Fdescr						
	RS016 - TF	Acct Lvl 2 Fdescr						
		Acct Lvl 3 Fdescr						
		Acct Lvl 4 Fdescr						
		Acct Lvl 5 Fdescr						
		Acct Lvl 6 Fdescr						
		Acct Lvl 7 Fdescr						
		Acct Lvl 8 Fdescr						
		Acct Lvl 9 Fdescr						
		Acct Lvl 10 Fdescr						
		Acct Lvl 11 Fdescr						
		Acct Lvl 12 Fdescr						
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		Acct Lvl 213 Fdescr						

Sample Fund Attribute report with Filter setup

Report Filters											
Fiscal Year		Period (as of)									
2010		6									
CSU Fund		Fund CF Attribute Type (Select Only One)									
<input type="text"/>		<input type="text" value="'PROGRAM_CD'"/>									
Fund		Fund									
<input type="text" value="'ALU01 - Alumn'"/>		<input type="text" value="NOT"/>									
Nat Class Fdescr		Nat Class									
<input type="text"/>		<input type="text" value="NOT"/>									
Account Type		Account Tree Name (Select Only One)									
<input type="text" value="'60 - Expendit'"/>		<input type="text" value="'SB_ACCT_ROI'"/>									
Account Category		Account Category									
<input type="text"/>		<input type="text" value="NOT '603'"/>									
Account		Account									
<input type="text"/>		<input type="text" value="NOT"/>									
Program		Project		Class							
<input type="text"/>		<input type="text"/>		<input type="text"/>							
Department		Dept Level 1		Dept Level 2		Dept Level 3		Dept Level 4		Dept Level 5	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="button" value="Go"/>											

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

Fund Attribute Report (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6

Time run: 5/31/2011 2:05:27 AM

Show Column 1: Fund CF Descr

Column 2: Acct Lvl 3 Descr

Column 3: Acct Lvl 5 Descr

Go

Select Report View: Summarized

Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 5 Descr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used	
Institutional Support (FDN)	Expenditures	Academic Salaries		150,154.02	0.00	(150,154.02)		
		Capital Outlay Projects		0.00	0.00	0.00		
		Communications		662.16	0.00	(662.16)		
		Contractual Services		182,579.64	22,031.00	(204,610.64)		
		Equipment		56,480.44	0.00	(56,480.44)		
		Financial Aid		8,600.00	0.00	(8,600.00)		
		Information Tech Costs		0.00	0.00	0.00		
		Management & Suprvsr Salaries		1,000.00	0.00	(1,000.00)		
		Misc Operating Expenses	0.00	993,981.98	52,781.24	(1,046,763.22)		
		Support Staff Salaries		404,520.86	0.00	(404,520.86)		
		Travel		57,974.02	0.00	(57,974.02)		
		Expenditures Total		0.00	1,855,953.12	74,812.24	(1,930,765.36)	
		Other Revenue and Expenditures	Other Oper Expense		(4,926,098.02)	0.00	4,926,098.02	
	Other Revenue and Expenditures Total			(4,926,098.02)	0.00	4,926,098.02		
Institutional Support (FDN) Total			0.00	(3,070,144.90)	74,812.24	2,995,332.66		
Public Services (FDN)	Expenditures	Communications	13,000.00	4,979.46	0.00	8,020.54	38%	
		Equipment	2,000.00	0.00	0.00	2,000.00	0%	
		Misc Operating Expenses	617,520.00	380,557.78	0.00	236,962.22	62%	
		Support Staff Salaries	913,990.40	409,796.12	0.00	504,194.28	45%	
		Travel	36,000.00	19,692.90	0.00	16,307.10	55%	
		Expenditures Total	1,582,510.40	815,026.26	0.00	767,484.14	52%	
	Other Revenue and Expenditures	Other Oper Expense	70,752.00	29,300.06	0.00	41,451.94	41%	
Other Revenue and Expenditures Total		70,752.00	29,300.06	0.00	41,451.94	41%		
Public Services (FDN) Total			1,653,262.40	844,326.32	0.00	808,936.08	51%	
Scholarships (FDN)	Expenditures	Financial Aid		973,502.44	0.00	(973,502.44)		
		Misc Operating Expenses		32,897.92	0.00	(32,897.92)		
	Expenditures Total		1,006,400.36	0.00	(1,006,400.36)			
	Other Revenue and Expenditures	Other Oper Expense		(424,721.24)	0.00	424,721.24		
	Other Revenue and Expenditures Total			(424,721.24)	0.00	424,721.24		
Scholarships (FDN) Total				581,679.12	0.00	(581,679.12)		
Student Services (FDN)	Expenditures	Academic Salaries	440,560.68	8,800.68	0.00	431,760.00	2%	

Attribute Trial Balance


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[Attribute Trial Balance](#)
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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 use 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.

Report Filters					
Fiscal Year		Period (as of)			
2010 ▼		5 ▼			
Account Tree Name (Select Only One)		Fund CF Attribute Type (Select Only One)			
<input type="text"/> ...		<input type="text"/> ...			
Fund		CSU Fund		SCO Fund	
<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...
					Go

Required



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 Fdescr 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 Pre-Enc
- 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

Acct Type Fdescr	Acct Fdescr	Tot Actuals	Tot Enc
------------------	-------------	-------------	---------

Standard without Budget

Select Report View: Standard without Budget

Acct Fdescr	MTD Actuals	MTD Enc	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc
-------------	-------------	---------	-----------------------	-------------	-------------	---------

Show Column addition for this report

SCO Fund Fdescr
FIRMS Obj Cd Fdescr
Bus Unit Fdescr
Nat Class Fdescr
Fund CF Attribute Type
Fund CF Descr
Fund CF Fdescr
Fund CF Value

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.

Fiscal Year
2010

Period (as of)
4

Account Tree Name (Select Only One)
 *SB_ACCT_ROL

Fund CF Attribute Type (Select Only One)
 *PROGRAM_CD

Fund
 *S0307 - LL205

CSU Fund

SCO Fund

[Translate Period to Month](#)

Attribute Trial Balance Report(3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4
Time run: 5/31/2011 10:52:16 AM

Show Column 1: Fund Fdescr

Column 2: Acct Type Fdescr

Column 3: Acct Fdescr

Select Report View: Summarized

Fund Fdescr	Acct Type Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
S0307 - LL20551-10/11 BTSA 6/11	10 - Assets	101806 - Cash in Bank - CBB		(81,061.20)	0.00	81,061.20	
		101809 - Cash in Bank-CBB-Payroll		(613.60)	0.00	613.60	
		103002 - A/R-Reimb		0.00	0.00	0.00	
	10 - Assets Total			(81,674.80)	0.00	81,674.80	
	20 - Liabilities	201800 - Accounts Payable		(940.76)	0.00	940.76	
		201809 - A/P-Payroll Accruals		(3,838.92)	0.00	3,838.92	
		201812 - AP - Other Payables		(905.72)	0.00	905.72	
		201815 - Accrued Liab.-Wk. Comp.		(259.94)	0.00	259.94	
		208800 - AccruedComp-Salaries & Ben		(1,274.80)	0.00	1,274.80	
		250814 - OthrLiab-Retirement		0.00	0.00	0.00	

Done

Same report using **Summarized without Budget** Report View

Attribute Trial Balance Report(3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4
Time run: 5/31/2011 11:14:37 AM

Show Column 1: Fund Fdescr

Column 2: Acct Type Fdescr

Column 3: Acct Fdescr

Select Report View: Summarized without Budget

Fund Fdescr	Acct Type Fdescr	Acct Fdescr	Tot Actuals	Tot Enc
S0307 - LL20551-10/11 BTSA 6/11	10 - Assets	101806 - Cash in Bank - CBB	(81,061.20)	0.00
		101809 - Cash in Bank-CBB-Payroll	(613.60)	0.00
		103002 - A/R-Reimb	0.00	0.00
	10 - Assets Total		(81,674.80)	0.00
	20 - Liabilities	201800 - Accounts Payable	(940.76)	0.00
		201809 - A/P-Payroll Accruals	(3,838.92)	0.00
		201812 - AP - Other Payables	(905.72)	0.00
		201815 - Accrued Liab.-Wk. Comp.	(259.94)	0.00
		208800 - AccruedComp-Salaries & Ben	(1,274.80)	0.00
		250814 - OthrLiab-Retirement	0.00	0.00

Done

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.

Student Entries

Fiscal Year: Fiscal Year	Fiscal Year: Fiscal Year	Fiscal Year: Fiscal Year	
Account Type Name (Select Only One): Account Type Name (Select Only One)	Fund (Funds): Fund (Funds)	Fund (Funds): Fund (Funds)	
Fund: Fund	Fund: Fund	Fund: Fund	

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

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Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
2000	2001	2002	2003

[Print Report](#)

||
||
||

Try this Scenario:

You want to see the Funds assoc. with the listed Attribute values to validate the Prog. Attrib. was properly assigned to the Fund chartfield.

Since PROGRAM_CD was selected in the Filter, Show Col could be:

Col 1 -Fund CF Edescl

Col 2—Fund Descr (the fund chartfield), and

Col 3--Acct 1113

3.3 Actuals By Month

Management Reporting		Welcome, Cox,Kelly!		Dashboards -- More Products ▾ - My Account - Log Out	
Home	Fund Attribute Report	Attribute Trial Balance	Actuals By Month	Board Summary	Performance Report
Page Options ▾					

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)

Report Filters						
Fiscal Year	Period (as of)	Select the Starting Period				
2010 ▾	6 ▾	0 ▾				
CSU Fund	Fund CF Attribute Type (Select Only One)					
...	REPORTING_GI ...					
Fund	Fund					
...	NOT ...					
Nat Class Fdescr	Nat Class					
...	NOT ...					
Account Type	Account Tree Name (Select Only One)					
...	FDN_BOD_ACC ...					
Account Category	Account Category					
...	NOT ...					
Account	Account					
...	NOT ...					
Program	Project	Class				
...				
Department	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5	Go
...	



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 Fdescr 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-Expenditures
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.

Report Filters													
Fiscal Year		Period (as of)											
2010		4											
CSU Fund				Fund CF Attribute Type (Select Only One)									
<input type="text"/>				<input type="text" value="PROGRAM_CD"/>									
Fund				Fund									
<input type="text" value="S0001 - FF102"/>				<input type="text" value="NOT"/>									
Nat Class Fdescr				Nat Class									
<input type="text"/>				<input type="text" value="NOT"/>									
Account Type				Account Tree Name (Select Only One)									
<input type="text" value="60 - Expenditur"/>				<input type="text"/>									
Account Category				Account Category									
<input type="text"/>				<input type="text" value="NOT"/>									
Account				Account									
<input type="text"/>				<input type="text" value="NOT"/>									
Program				Project				Class					
<input type="text"/>				<input type="text"/>				<input type="text"/>					
Department				Dept Level 1		Dept Level 2		Dept Level 3		Dept Level 4		Dept Level 5	
<input type="text"/>				<input type="text"/>		<input type="text"/>		<input type="text" value="C0700 - College"/>		<input type="text"/>		<input type="text"/>	
<input type="button" value="Go"/>													
Translate Period to Month													
Actuals By Month (3 Columns)													

Results

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

Actuals by Month (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4
Time run: 5/31/2011 1:01:56 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr

Select Report View Actuals by Month

Fund Fdescr	Dept Fdescr	Acct Fdescr	Actuals	1	2	3	4	Total Actuals
S0014 - FF20145- 10/11 QTQS 6/11	C0710 - COE - Educ Psych & Couns	601303 - SupStaffSal-Student Assistant	47,298.00	800.00	800.00	800.00	800.00	49,698.00
		601819 - AcadSal-Release Time-	163,500.00					163,500.00
		601826 - SupStaffSal-Salaries	225,407.62	14,011.80		8,916.60		248,336.02
		603001 - Ben-QASDI	16,149.36	918.33	49.60	602.43		17,719.72
		603007 - Ben-Workers Compensation	2,858.31	213.54	3.36	137.11		3,212.32
		603010 - Ben-Unemployment Comp	2,661.46	325.86	17.60	213.77		3,218.69
		603012 - Ben-Medicare	3,776.83	214.77	11.60	140.89		4,144.09
		603815 - Ben-Benefits-Others	0.00					0.00
		603816 - Ben-Bnf-Other-Release Time	35,970.00					35,970.00
		606801 - Travel-FND	13,077.63					13,077.63
		609822 - Scholarships	0.00					0.00
		613001 - Contract Services	106,600.00		18,600.00			125,200.00
		660003 - Supplies&Srvc-General	40,255.35	1,018.55	47.40	42.00		41,363.30
		660762 - ExpOthr-SPA Student Stipends	203,549.65	700.00		2,701.24		206,950.89
		660763 - GuestLectPresenter/Honoraria-	588.44					588.44
		660794 - FND-Indirect Cost	0.00	0.00	0.00			0.00
		662001 - FDN Indirect Cost-Federal	52,651.44	231.52	0.00	-6,416.70		46,466.26
	C0710 - COE - Educ Psych & Couns Total		914,344.09	18,434.37	19,529.56	7,137.34		959,445.36
S0014 - FF20145- 10/11 QTQS 6/11 Total			914,344.09	18,434.37	19,529.56	7,137.34		959,445.36
S0027 - FF20293-Gear UP-SDUSB 08/09	C0710 - COE - Educ Psych & Couns	601819 - AcadSal-Release Time-	54,203.00					54,203.00

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**

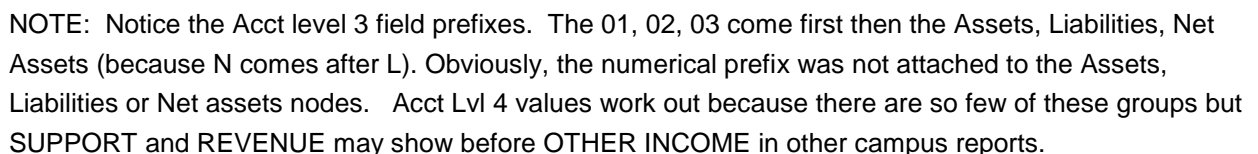
If I wanted to see some kind of Account break out or grouping within the Fund, I could go back and choose the 4 or 5 column report, use the same filters with a particular Account Tree and Show columns and use the Account Tree or Account Type, etc to group or use the Account field itself.

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 Depts**, --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).

Actuals By Month (3 Columns)											
Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4											
Time run: 5/31/2011 1:18:37 PM											
Column 1: Dept Fdscr		Column 2: Fund CF Fdscr		Column 3: Fund Fdscr		Go					
Select Report View Actuals by Month											
Dept Fdscr	Fund CF Fdscr	Fund Fdscr	Actuals				Total Actuals				
			1	2	3	4					
C0710 - COE - Educ Psych & Couns	0200 - Research (FDN)	S0175 - GG20360-Offndr Empl Continuum	47,302.87	2,860.71	7,237.16	895.06	58,295.80				
	0200 - Research (FDN) Total		47,302.87	2,860.71	7,237.16	895.06	58,295.80				
	0300 - Public Services (FDN)	S0014 - FF20145- 10/11 QTQS 6/11	914,344.09	18,434.37	19,529.56	7,137.34	959,445.36				
		S0027 - FF20293-Gear UP-SDUSB 08/09	1,061,314.85	82,766.78	53,561.12	25,471.32	1,223,114.07				
		S0059 - FF20437-Gear Up CSUSB-8/2010	514,932.37	34,529.37	3,596.60	1,796.17	554,854.51				
		S0060 - FF20438-Gear Up RialtoSD-8/10	654,761.37	36,283.93	5,559.29	-5,068.31	691,098.28				
		S0061 - FF20439-Gear Up CarterHS-8/10	29,469.03	1,674.00	937.11	-502.95	31,577.19				
		S0062 - FF20440-Gear Up Eisenhwr-8/10	19,507.92	1,654.62	687.96	-7.89	21,842.61				
		S0063 - FF20441-Gear Up RialtoHS-8/10	16,612.00	1,674.00	434.16	810.00	19,530.16				
		S0064 - FF20442-Gear Up CoachHHS-8/10	182,861.25	13,350.07	6,237.82	-5,592.39	196,856.75				
		S0065 - FF20443-GearUp Dea Mirage-8/10	148,046.09	14,382.54	3,596.69	-4,148.29	161,877.03				
		S0066 - FF20444-GearUp HeritagHS-8/10	123,066.77	10,582.28	4,538.23	-1,622.34	136,564.94				
		S0342 - FF20586-Gear up 10/11 CoachHS			19,974.03	20,705.68	40,679.71				
		S0343 - FF20587-Gear up 10/11 DMHS			23,933.96	18,643.07	42,577.03				
		S0344 - FF20588-Gear up 10/11 Heritage			15,833.15	12,481.30	28,314.45				
		S0345 - FF20589-Gear up 10/11 NuvviewBA			15,823.44	11,777.89	27,601.33				
		S0369 - GG20614-SB Day Reporting Ctr				38,733.60	38,733.60				
	0300 - Public Services (FDN) Total		5,624,294.43	479,674.08	378,947.06	456,864.44	6,939,780.01				
	0500 - Student Services (FDN)	S0167 - GG20319-Early Chldhd Edu 08/09	24,557.16		308.73	0.00	24,865.89				
		S0180 - GG20392-Mod/Sev Dabities 09/10	83,294.48	723.60	-27,170.05	25,152.92	82,000.95				
		S0181 - GG20393-Mod/Sev 09/10	79,454.65	0.00	30,656.00		110,110.65				
		S0186 - LL20399-09/10 BTSA 6/2010	305,511.00			61.95	305,572.95				
		S0307 - LL20551-10/11 BTSA 6/11	8,474.73	15,474.51	12,045.21	8,529.17	44,523.62				
		S0316 - LL20560-Moderat/Severe 6/11-F4	1,278.00	102.24	3,322.16	7,233.74	11,846.14				
		S0317 - GG20561-Moderat/Severe 6/11(S)	0.00				0.00				
		S0362 - FF20606-LongTermTraining 09/15									

COLUMN SELECTORS	Value
Column 1	Fund CF Value Descr
Column 2	Acct Tree level 3 (node descr)
Column 3	Acct Tree Level 4 (node Descr)



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.

Select Report View Actuals by Month

			Actuals							Total Actuals
Fund CF Descr	Acct Lvl 3 Descr	Acct Lvl 4 Descr	0	1	2	3	4	5	6	
Campus Programs	01-REVENUES	OTHER INCOME			0.00	0.00	0.00			0.00
		SUPPORT AND REVENUE		-13,928.09	-1,331.13	-227,978.94	-47,113.85	-75,290.78	-294,701.44	-660,344.23
	01-REVENUES Total			-13,928.09	-1,331.13	-227,978.94	-47,113.85	-75,290.78	-294,701.44	-660,344.23
	02- EXPENSES	EXPENDITURES		-28,752.15	41,870.41	21,782.07	15,289.26	62,678.58	23,673.40	136,541.57
	02- EXPENSES Total			-28,752.15	41,870.41	21,782.07	15,289.26	62,678.58	23,673.40	136,541.57
	03-TRANSFERS	NET TRANSFERS		-28,388.63		-1,118.54				-29,507.17
	03-TRANSFERS Total			-28,388.63		-1,118.54				-29,507.17
	ASSETS	CURRENT ASSETS	2,745,683.82	-131,501.73	-38,692.64	246,976.08	23,424.14	31,777.99	252,377.20	3,130,044.86
		NON CURRENT ASSETS	554,761.93							554,761.93
	ASSETS Total		3,300,445.75	-131,501.73	-38,692.64	246,976.08	23,424.14	31,777.99	252,377.20	3,684,806.79
	LIABILITIES	CURRENT LIABILITIES	-206,539.23	206,308.61	-37.57	-9,287.51	568.30	-21,076.21	21,076.21	-8,987.40
		NON CURRENT LIABILITIES	-90,061.12	-3,738.01	-1,809.07	-30,373.16	7,832.15	1,910.42	-2,425.37	-118,664.16
	LIABILITIES Total		-296,600.35	202,570.60	-1,846.64	-39,660.67	8,400.45	-19,165.79	18,650.84	-127,651.56
	NET ASSETS	CURRENT NET ASSETS	-3,003,845.40							-3,003,845.40
	NET ASSETS Total		-3,003,845.40							-3,003,845.40
Campus Programs Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

		Actuals							Total Actuals
Acct Cat Fdescr	Acct Fdescr	0	1	2	3	4	5	6	
101 - Cash in State Treasury and Agency Accounts	101804 - Cash in Bank-On-Line	4,250.00			400.00		300.00	50.00	5,000.00
	101805 - Cash in Bank-High Desert C.U.	0.00							0.00
	101806 - Cash in Bank - CBB	557,173.72	30,130.32	105,632.86	190,865.34	111,609.26	166,934.96	171,383.94	657,092.60
101 - Cash in State Treasury and Agency Accounts Total		561,423.72	30,130.32	105,632.86	191,265.34	111,609.26	166,634.96	171,333.94	662,092.60
102 - Temporary Investments	102809 - TI-Time Dep-Intermediate	176,000.00					176,000.00		0.00
102 - Temporary Investments Total		176,000.00					176,000.00		0.00
103 - Accounts Receivable	103007 - A/R-Other	19,102.00	-100.00		-19,002.00				0.00
	103826 - AR/BI Control Suspense	0.00			0.00				0.00
103 - Accounts Receivable Total		19,102.00	-100.00		-19,002.00				0.00
108 - Investments	101900 - Cash in Bank - Wells Fargo	3,758.00	1,000.00	1,400.00				700.00	6,858.00
108 - Investments Total		3,758.00	1,000.00	1,400.00				700.00	6,858.00
Total		760,283.72	31,030.32	107,032.86	172,263.34	111,609.26	342,634.96	170,633.94	668,950.60
	201800 - Accounts Payable			0.00	0.00	515,754.00	252,513.74	263,240.26	0.00

3.4 Board Summary

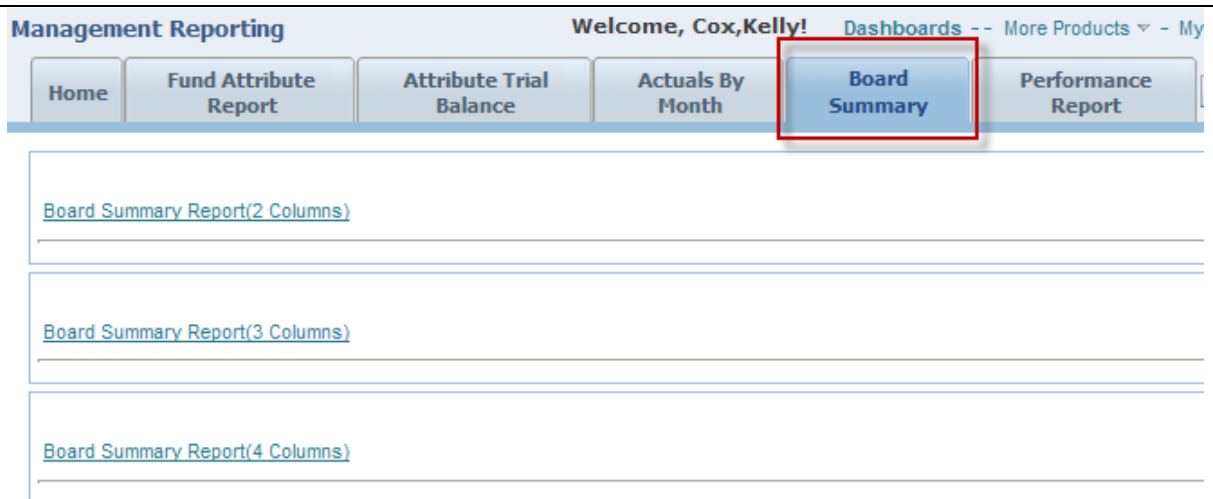


Overview

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 your data will be wrong.

Report Filters

In order to get results for this page your campus must set up the Reporting_Group Fund ChartField Attribute for the selected Business Unit.

Fiscal Year	Period (as of)	Select the Starting Period				
2010	11	0				
CSU Fund						
<input type="text" value="..."/>						
Fund		Fund	NOT			
<input type="text" value="X"/>		<input type="text" value="..."/>		<input type="text" value="..."/>		
Nat Class Fdescr		Nat Class	NOT			
<input type="text" value="..."/>		<input type="text" value="..."/>		<input type="text" value="..."/>		
Account Type	Account Tree Name (Select Only One)					
<input type="text" value="..."/>	<input type="text" value="..."/>					
Account Category		Account Category	NOT			
<input type="text" value="..."/>		<input type="text" value="..."/>		<input type="text" value="..."/>		
Account		Account	NOT			
<input type="text" value="..."/>		<input type="text" value="..."/>		<input type="text" value="..."/>		
Program		Project		Class		
<input type="text" value="..."/>		<input type="text" value="..."/>		<input type="text" value="..."/>		
Department	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5	
<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>	

Required if using
the Acct Lvl 1 - 5

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.

			YTD Actuals							
Acct Lvl 2 Descr	Acct Lvl 3 Descr	Acct Lvl 4 Descr	Campus Programs	Charitable Gift Annuity	Endowment Funds	General Fund	Inflation Reinvestment	Scholarship Funds	Quasi Endowments	YTD Actuals Total
BALANCE SHEET	ASSETS	CURRENT ASSETS	3,130,044.86		7,912,634.53	2,932,957.11	94,207.62	3,139,446.53	91,563.10	17,300,853.75
		NON CURRENT ASSETS	554,761.93	4,637,467.64	55,555.53	105,702.18		5,578.23		5,359,065.51
	ASSETS Total		3,684,806.79	4,637,467.64	7,968,190.06	3,038,659.29	94,207.62	3,145,024.76	91,563.10	22,659,919.26
	LIABILITIES	CURRENT LIABILITIES	(8,987.40)			8,949.32				(38.08)
		NON CURRENT LIABILITIES	(118,664.16)	(4,637,467.64)		(105,702.18)				(4,861,833.98)
	LIABILITIES Total		(127,651.56)	(4,637,467.64)		(96,752.86)				(4,861,872.06)
BALANCE SHEET Total			3,557,155.23	0.00	7,968,190.06	2,941,906.43	94,207.62	3,145,024.76	91,563.10	17,798,047.20
INCOME STATEMENT	01-REVENUES	FOUNDATION PROGRAMS				(22,500.00)				(22,500.00)
		OTHER INCOME	0.00							0.00
		SUPPORT AND REVENUE	(660,344.23)		(1,668,438.09)	(400,264.24)	(12,869.81)	(349,400.03)	(12,508.54)	(3,103,824.94)
	01-REVENUES Total		(660,344.23)		(1,668,438.09)	(422,764.24)	(12,869.81)	(349,400.03)	(12,508.54)	(3,126,324.94)
	02- EXPENSES	EXPENDITURES	136,541.57			56,556.42		353,800.00		546,897.99
		02- EXPENSES Total		136,541.57			56,556.42		353,800.00	
	03- TRANSFERS	NET TRANSFERS	(29,507.17)		1,049,379.09	29,507.17	104,432.91	(1,074,757.44)	(79,054.56)	0.00
		03-TRANSFERS Total		(29,507.17)		1,049,379.09	29,507.17	104,432.91	(1,074,757.44)	(79,054.56)
INCOME STATEMENT Total			(553,309.83)		(619,059.00)	(336,700.65)	91,563.10	(1,070,357.47)	(91,563.10)	(2,579,426.95)
NET ASSETS	NET ASSETS	CURRENT NET ASSETS	(3,003,845.40)		(7,349,131.06)	(2,605,205.78)	(185,770.72)	(2,074,667.29)		(15,218,620.25)
	NET ASSETS Total		(3,003,845.40)		(7,349,131.06)	(2,605,205.78)	(185,770.72)	(2,074,667.29)		(15,218,620.25)
NET ASSETS Total			(3,003,845.40)		(7,349,131.06)	(2,605,205.78)	(185,770.72)	(2,074,667.29)		(15,218,620.25)
Grand Total			0.00	0.00	0.00	(0.00)	0.00	0.00	(0.00)	0.00

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 Fund 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.

Report Filters					
In order to get results for this page your campus must set up the Reporting_Group Fund ChartField Attribute for the selected Business Unit.					
Fiscal Year	Period (as of)	Select the Starting Period			
2010	6	0			
CSU Fund					
Fund	Fund	NOT			
Nat Class Fdescr	Nat Class	NOT			
Account Type	Account Tree Name (Select Only One)				
'10 - Assets'	'SB_ACCT_ROI'				
Account Category	Account Category				
	NOT				
Account	Account				
	NOT				
Program	Project	Class			
Department	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5
			'C0600 - College'		
Go					

Board Summary (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6

Time run: 5/31/2011 2:27:34 PM

Show Column 1: Lvl 3 Fdescr Column 2: Fund Fdescr Column 3: Acct Cat Fdescr Go

Select the View Reporting Group (Descr)

			YTD Actuals			
Lvl 3 Fdescr	Fund Fdescr	Acct Cat Fdescr	Designated Gift Funds	Endowments	Scholarships	YTD Actuals Total
C0600 - College of Bus/PubAdm-Dean	GEN02 - General - Gifts	101 - Cash in State Treasury and Agency Accounts	500.00			500.00
		108 - Investments	973,400.92			973,400.92
	GEN02 - General - Gifts Total		973,900.92			973,900.92
	GEN04 - General - Endowments	108 - Investments		2,711,421.32		2,711,421.32
	GEN04 - General - Endowments Total			2,711,421.32		2,711,421.32
C0600 - College of Bus/PubAdm-Dean Total			973,900.92	2,711,421.32		3,685,322.24
C0700 - College of Education - Dean	GEN02 - General - Gifts	110 - Fixed Assets	56,435.56			56,435.56
		190 - Other Assets	(4,516.76)			(4,516.76)
	GEN02 - General - Gifts Total		51,918.80			51,918.80
	GEN03 - General - Scholarships	103 - Accounts Receivable			0.00	0.00
	GEN03 - General - Scholarships Total				0.00	0.00
GEN04 - General - Endowments		108 - Investments		3,237,953.78		3,237,953.78
GEN04 - General - Endowments Total				3,237,953.78		3,237,953.78
C0700 - College of Education - Dean Total			51,918.80	3,237,953.78	0.00	3,289,872.58
Grand Total			1,025,819.72	5,949,375.10	0.00	6,975,194.82

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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.

Oracle BI Interactive Dashboards - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://cowewapdw01.calstate.edu:9704/analytics/saw.dll?Dashboard&_scid=5N*7LzWzac

Most Visited Getting Started Latest Headlines 92373 Weather Forecas... Microsoft Exchange - ... California State Univer... Krikorian Premiere The...

Oracle BI Interactive Dashboards x Inbox - Outlook Web Access Light x

Report Filters

In order to get results for this page your campus must set up the Reporting_Group Fund ChartField Attribute for the selected Business Unit.

Fiscal Year: 2010 Period (as of): 6 Select the Starting Period: 0

CSU Fund: []

Fund: [] Fund: []

Nat Class Fdescr: [] Nat Class: []

Account Type: [10 - Assets, 2] Account Tree Name (Select Only One): [SB_ACCT_ROI]

Account Category: [] Account Category: []

Account: [] Account: []

Program: [] Project: [] Class: []

Department: [] Dept Level 1: [] Dept Level 2: [] Dept Level 3: [] Dept Level 4: [] Dept Level 5: [] Go

Board Summary (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6

Time run: 5/31/2011 3:15:06 PM

Show Column 1: Acct Lvl 3 Descr Column 2: Acct Lvl 4 Descr Column 3: Acct Lvl 5 Descr Go

Done

McAfee SiteAdvisor



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.

Sample 2 cont.

Board Summary (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6
Time run: 5/31/2011 3:15:06 PM

Show Column 1: Acct Lvl 3 DescrColumn 2: Acct Lvl 4 DescrColumn 3: Acct Lvl 5 DescrGo

Select the View Reporting Group (Descr)

			YTD Actuals									
Acct Lvl 3 Descr	Acct Lvl 4 Descr	Acct Lvl 5 Descr	Board Designated Programs	Campus Programs	Children's Center	Commercial Operations	Designated Gift Funds	Endowments	Scholarships	Special Programs	YTD Actuals Total	
Assets	Accounts Receivable	A/R Abatements		0.00	0.00	0.00	0.00				0.00	
		A/R Reimb	0.00	1,640.72	323,571.72	603,959.26	5,498,000.02		0.00	0.00	6,427,971.72	
	Accounts Receivable Total		0.00	1,640.72	323,571.72	603,959.26	5,498,000.02		0.00	0.00	6,427,971.72	
	Accumulated Depreciation	AccumDepr-Bldgs				(1,870,168.04)					(1,870,168.04)	
		AccumDepr-Equipment				(2,874.78)	(1,802,768.42)				(1,865,193.76)	
		AccumDepr-Leasehold Impr					(509,395.54)				(509,395.54)	
	Accumulated Depreciation Total					(2,874.78)	(4,182,332.00)				(4,244,757.34)	
	Cash in Stat Treasury & Agency	Cash in AgencyAccts-Banks/S&L	(1,490,484.70)	(294,534.36)	284,420.38	(21,183.00)	8,842,036.31	3,141,546.88	662,092.60	412,799.86	11,536,693.97	
		Cash on Hand			200.00	0.00	500.00				700.00	
		General Cash					0.00				0.00	
	Cash in Stat Treasury & Agency Total		(1,490,484.70)	(294,534.36)	284,620.38	(21,183.00)	8,842,536.31	3,141,546.88	662,092.60	412,799.86	11,537,393.97	
	Due from OtherApprop.Accts,Sub	DueFr-Oth Apprps Accts Sub-Fnd			0.00	(0.01)					(0.01)	
	Due from OtherApprop.Accts,Sub Total				0.00	(0.01)					(0.01)	
	Fixed Assets	Construction Work-in-Progress						2,052,416.14			2,052,416.14	
		Fixed Assets					0.00	190,762.00	1,931,899.24		2,122,661.24	
		FixedAssets-Buildings					3,822,857.66				3,822,857.66	
		FixedAssets-Equipment			31,182.00		2,180,348.92	574,179.30			2,785,710.22	
		FixedAssets-Imprvts Othr Bldgs					0.00				0.00	
		FixedAssets-Land							9,280.00		9,280.00	
		FixedAssets-Leasehold Imprmnt					637,607.64				637,607.64	
	Fixed Assets Total				31,182.00	6,640,814.22	2,817,357.44	1,941,179.24			11,430,532.90	
	Inventory	Inventory					0.00				0.00	
	Inventory Total						0.00				0.00	

Assets Total			(1,490,484.70)	214,921.48	636,499.32	3,045,138.97	27,046,402.51	53,056,726.86	668,950.60	1,030,300.96	84,210,456.00
Expenditures	Operating Expend & Equip	Capital Outlay Projects					0.00				0.00
		Communications				2,001.60	3,110.68	662.16			5,774.44
		Contractual Services					5,211.92	182,579.64			187,791.56
		Equipment		0.00			5,175.86	56,480.44			61,656.30
		Financial Aid						8,600.00		973,502.44	986,102.44
		Information Tech Costs			0.00			0.00			0.00
		Misc Operating Expenses	54,993.28	6,632.36	57,317.76		177,227.22	776,558.34	155,798.00	32,897.92	1,309,980.44
		Travel	1,200.00		740.26			56,774.02			61,232.04
		Utilities			6,074.60						6,074.60
	Operating Expend & Equip Total		56,193.28	6,632.36	66,134.22	190,725.68	1,081,654.60	155,798.00	1,006,400.36	55,073.32	2,618,611.82
	Personal Services	Academic Salaries			0.00			150,154.02			150,154.02
		Benefits			100,608.86	36,399.82	146,481.66			62.40	283,552.74
		Management & Suprvsr Salaries			68,145.12		1,000.00				69,145.12
		Support Staff Salaries			193,094.16	105,233.56	404,520.86			621.00	703,469.58
	Personal Services Total				361,848.14	141,633.38	702,156.54			683.40	1,206,321.46
Expenditures Total			56,193.28	6,632.36	427,982.36	332,359.06	1,783,811.14	155,798.00	1,006,400.36	55,756.72	3,824,933.28
Fund Balance	Fund Balance/Retained Earnings	FndBal-Retained Earnings	1,449,328.44	(219,466.90)	(102,862.24)	(1,897,621.71)	(26,863,947.30)	(43,734,419.04)	(753,015.50)	(1,020,435.10)	(73,142,439.35)
	Fund Balance/Retained Earnings Total		1,449,328.44	(219,466.90)	(102,862.24)	(1,897,621.71)	(26,863,947.30)	(43,734,419.04)	(753,015.50)	(1,020,435.10)	(73,142,439.35)
Fund Balance Total			1,449,328.44	(219,466.90)	(102,862.24)	(1,897,621.71)	(26,863,947.30)	(43,734,419.04)	(753,015.50)	(1,020,435.10)	(73,142,439.35)

Liabilities	Current Liabilities	Accounts Payable	(300.00)	(49,140.04)	(424,010.76)	(32,418.04)	(40,376.06)	0.00	(24,000.00)	0.00	(570,244.90)
		Accrued Compensation			(32,429.94)	(39,192.72)	(14,860.54)				(86,483.20)
		Due to Other Approp. Acct	(1,198.00)	(14,843.52)	(302.06)	(940.28)	(22,547.68)		(7,268.22)	(1,934.00)	(49,033.76)
		Liabilities for Deposits				0.00					0.00
		Other Current Liabilities	0.00	841.18	(90,788.44)	(207,113.96)	(96,514.94)			0.00	(393,554.16)
	Current Liabilities Total		(1,498.00)	(63,142.38)	(547,509.20)	(279,665.00)	(174,299.22)	0.00	(31,268.22)	(1,934.00)	(1,099,316.02)
	Long-Term Liabilities	Other Long-Term Liabilities			(290.38)	(118,772.10)	0.00	(59,305.68)	(2,628,151.46)		(2,806,519.62)
	Long-Term Liabilities Total				(290.38)	(118,772.10)	0.00	(59,305.68)	(2,628,151.46)		(2,806,519.62)
Liabilities Total			(1,498.00)	(63,432.76)	(666,281.30)	(279,665.00)	(233,604.90)	(2,628,151.46)	(31,268.22)	(1,934.00)	(3,905,835.64)
New Accts for 2009-10	New Accts for 2009-10	New Accts for 2009-10				0.00					0.00
New Accts for 2009-10 Total						0.00					0.00
Other Revenue and Expenditures	Other Revenue and Expenses	Other Oper Expense	(13,539.02)	69,257.80	15,000.00	(174,992.72)	333,961.64	(5,315,778.44)	(424,721.24)	(21,684.15)	(5,532,496.13)
	Other Revenue and Expenses Total		(13,539.02)	69,257.80	15,000.00	(174,992.72)	333,961.64	(5,315,778.44)	(424,721.24)	(21,684.15)	(5,532,496.13)
Other Revenue and Expenditures Total			(13,539.02)	69,257.80	15,000.00	(174,992.72)	333,961.64	(5,315,778.44)	(424,721.24)	(21,684.15)	(5,532,496.13)
Revenue	Foundation Revenues	FDN Rev-Other Non-Op Revenue		(3,955.99)			(1,058,324.25)	(768,087.96)	(233,173.00)	(6,930.00)	(2,070,471.20)
		FDN Revenue-Other Oper Revenue		0.00	(162,669.07)	(509,154.30)				(15,366.14)	(687,189.51)
		Foundation Revenues	(3,955.99)	(162,669.07)	(512,609.30)		(1,058,324.25)	(768,087.96)	(233,173.00)	(22,296.14)	(2,761,115.71)
	Foundation Revenues Total		(7,911.98)	(325,338.14)	(1,021,763.60)		(2,116,648.50)	(1,536,175.92)	(466,346.00)	(44,592.28)	(5,518,776.42)
	Other Financial Sources	Other Non-Operating Revenue		0.00							0.00
	Other Financial Sources Total			0.00							0.00
Revenue Total				(7,911.98)	(325,338.14)	(1,021,763.60)	(2,116,648.50)	(1,536,175.92)	(466,346.00)	(44,592.28)	(5,518,776.42)
Grand Total			0.00	0.00	(15,000.00)	3,455.00	(50,025.41)	0.00	0.00	(2,587.85)	(64,158.28)

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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.

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6
Time run: 5/31/2011 3:15:06 PM

			YTD Actuals								YTD Actuals Total
Acct Lvl 3 Descr	Acct Lvl 4 Descr	Acct Lvl 5 Descr	Board Designated Programs	Campus Programs	Children's Center	Commercial Operations	Designated Gift Funds	Endowments	Scholarships	Special Programs	
Assets	Accounts Receivable	A/R Abatements		0.00	0.00	0.00	0.00				0.00
		A/R Reimb	0.00	1,640.72	323,571.72	603,959.26	5,498,800.02		0.00	0.00	6,427,971.72
	Accounts Receivable Total		0.00	1,640.72	323,571.72	603,959.26	5,498,800.02		0.00	0.00	6,427,971.72
	Accumulated Depreciation	AccumDepr-Bldgs			(1,870,168.04)	(1,870,168.04)					(1,870,168.04)
		AccumDepr-Equipment			(2,874.78)	(1,802,768.42)	(59,550.56)				(1,865,193.76)
		AccumDepr-Leasehold Impr				(509,395.54)					(509,395.54)
	Accumulated Depreciation Total				(2,874.78)	(4,182,332.00)	(59,550.56)				(4,244,757.34)
	Cash in Stat Treasury & Agency	Cash In AgencyAccts-Banks/S&L	(1,490,484.70)	(294,534.36)	284,420.38	(21,183.00)	8,842,036.31	3,141,546.88	662,092.60	412,799.86	11,536,693.97
		Cash on Hand			200.00	0.00	500.00				700.00
		General Cash				0.00					0.00
	Cash in Stat Treasury & Agency Total		(1,490,484.70)	(294,534.36)	284,620.38	(21,183.00)	8,842,536.31	3,141,546.88	662,092.60	412,799.86	11,537,393.97
	Due from OtherApprop,Accts,Sub	DueFr-Oth Apprps Accts Sub-Fnd			0.00	(0.01)					(0.01)
	Due from OtherApprop,Accts,Sub Total				0.00	(0.01)					(0.01)
	Fixed Assets	Construction Work-in-Progress					2,052,416.14				2,052,416.14
		Fixed Assets				0.00	190,762.00	1,931,899.24			2,122,661.24
		FixedAssts-Buildings				3,822,857.66					3,822,857.66
		FixedAssts-Equipment			31,182.00	2,180,348.92	574,179.30				2,785,710.22
		FixedAssts-Imprvts Othr Bldgs				0.00					0.00

Done

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.

Board Summary (3 Columns)

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 6
Time run: 5/31/2011 3:36:35 PM

Show Column 1: Acct Lvl 3 Descr Column 2: Acct Lvl 4 Descr Column 3: Acct Lvl 5 Descr Go

Select the View YTD Actual

Acct Lvl 3 Descr	Acct Lvl 4 Descr	Acct Lvl 5 Descr	YTD Actuals
Assets	Accounts Receivable	A/R Abatements	0.00
		A/R Reimb	6,427,971.72
	Accounts Receivable Total		6,427,971.72
	Accumulated Depreciation	AccumDepr-Bldgs	(1,870,168.04)
		AccumDepr-Equipment	(1,865,193.76)
		AccumDepr-Leasehold Impr	(509,395.54)
	Accumulated Depreciation Total		(4,244,757.34)
	Cash in Stat Treasury & Agency	Cash In AgencyAccts-Banks/S&L	11,536,693.97
		Cash on Hand	700.00
		General Cash	0.00
	Cash in Stat Treasury & Agency Total		11,537,393.97
	Due from OtherApprop,Accts,Sub	DueFr-Oth Apprps Accts Sub-Fnd	(0.01)
	Due from OtherApprop,Accts,Sub Total		(0.01)
	Fixed Assets	Construction Work-in-Progress	2,052,416.14
		Fixed Assets	2,122,661.24
		FixedAssts-Buildings	3,822,857.66
		FixedAssts-Equipment	2,785,710.22
		FixedAssts-Imprvts Othr Bldgs	0.00
		FixedAssts-Land	9,280.00
		FixedAssts-Leasehold Imprmnt	637,607.64

3.5 Performance Report

The screenshot shows the top navigation bar of the CFS 9.0 Management Reporting Dashboard. The 'Performance Report' link is highlighted with a red box. Other links in the navigation bar include Home, Fund Attribute Report, Attribute Trial Balance, Actuals By Month, Board Summary, and Page Options. The top header includes the CSU logo and links for Auxiliaries Programs, Manage My Budget, Management Reporting, Operations, and Sponsored.

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.

The screenshot shows the 'Report Filters' form. It contains various input fields for filtering the report. Two red arrows point to the 'Fund CF Attribute Type' and 'Account Tree Name' fields, both of which are marked as 'Required'. The 'Fund CF Attribute Type' field has a dropdown menu with 'REPORTING_GI' selected. The 'Account Tree Name' field has a dropdown menu with 'FDN_BOD_ACC' selected. Other fields include Fiscal Year (2010), Period (as of) (6), Select the Starting Period (0), CSU Fund, Fund, Nat Class Fdescr, Nat Class, Account Type, Account Category, Account, Program, Project, Class, Department, Dept Level 1, Dept Level 2, Dept Level 3, Dept Level 4, Dept Level 5, and a Go button.

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 Fdescr 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.

REPORT FILTER	VALUE
PROGRAM_CD	Select specific funds

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.

Select View: Actuals						
Type Fdescr	MTD Actuals	PY MTD Actuals	% Change MTD	YTD Actuals	PY YTD Actuals	% Change YTD
Assets	111,638.29	93,856.46	18.95%	13,261,886.03	29,376,332.71	(54.86%)
Liabilities	(60,725.56)	2,088.55	(3,007.55%)	(136,674.93)	(32,735.40)	317.51%

Set Column Selectors

COLUMN SELECTORS	Description
Column 1	Fund CF Fdescr

COLUMN SELECTORS	Description
Column 2	Fund Fdescr
Column 3	Acct Type

Performance Report (3 Columns)

Performance Report (3 Columns)
Time run: 5/31/2011 4:01:09 PM
Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4

Show Column 1: Fund CF Fdescr Column 2: Fund Fdescr Column 3: Acct Type Fdescr Go

Select View: Actuals

Fund CF Fdescr	Fund Fdescr	Acct Type Fdescr	MTD Actuals	PY MTD Actuals	% Change MTD	YTD Actuals	PY YTD Actuals	% Change YTD
0600 - Institutional Support (FDN)	GEN02 - General - Gifts	10 - Assets	111,638.29	93,856.46	18.95%	13,261,806.03	29,376,332.71	(54.88%)
		20 - Liabilities	(90,725.96)	2,088.55	(3,007.55%)	(136,674.93)	(32,735.43)	(317.51%)
		30 - Fund Equity and Reserves	0.00	0.00	0.00%	(13,431,973.65)	(29,263,683.96)	(54.10%)
		40 - Budgetary	0.00	0.00	0.00%	0.00	0.00	0.00%
		50 - Revenues	(205,430.58)	(305,437.23)	(32.74%)	(459,165.80)	(1,452,055.43)	(68.38%)
		60 - Expenditures	154,517.85	209,492.22	(26.24%)	766,928.35	1,372,142.08	(44.18%)
	GEN02 - General - Gifts Total		0.00	0.00	0.00%	0.00	0.00	0.00%
	GEN05 - General - Campus Programs	10 - Assets	33,386.86	69,003.36	(51.62%)	115,919.02	1,382,388.92	(91.10%)
		20 - Liabilities	(33,261.86)	17,578.78	(289.22%)	(37,569.05)	(13,633.15)	(171.59%)
		30 - Fund Equity and Reserves	0.00	0.00	0.00%	(159,733.45)	(1,141,933.29)	(95.39%)
		40 - Budgetary	0.00	0.00	0.00%	0.00	0.00	0.00%
		50 - Revenues	(199.22)	(89,571.74)	(99.70%)	(5,470.23)	(215,476.39)	(97.48%)
		60 - Expenditures	74.24	2,909.60	(97.52%)	36,853.71	68,861.91	(46.48%)
	GEN05 - General - Campus Programs Total		0.00	0.00	0.00%	0.00	0.00	0.00%
0600 - Institutional Support (FDN) Total			0.00	0.00	0.00%	0.00	0.00	0.00%

Sample 1b—Results with Budget with Percentage

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

Select View: Budget with Percentage

MTD Actuals	MTD Budget	% Chg MTD Actls-Bdg	PY MTD Actuals	% Change MTD	YTD Actuals	YTD Budget	PY YTD Actuals	% Change YTD	% Chg YTD Actls Bdg
(49,445.57)	0.00	100.00%	0.00	100.00%	(40,837.40)	0.00	0.00	100.00%	100.00%

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.

Performance Report (3 Columns)

Performance Report (3 Columns)
Time run: 5/31/2011 4:17:25 PM
Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4

Show Column 1: Fund CF Fdescr Column 2: Fund Fdescr Column 3: Acct Type Fdescr Go

Select View: Budget with Percentage

Fund CF Fdescr	Fund Fdescr	Acct Type Fdescr	MTD Actuals	MTD Budget	% Chg MTD Actls-Bdg	PY MTD Actuals	% Change MTD	YTD Actuals	YTD Budget	PY YTD Actuals	% Change YTD	% Chg YTD Actls Bdg
0500 - Student Services (FDN)	S0307 - LL20551-10/11 BTSA 6/11	10 - Assets	(49,445.57)	0.00	100.00%	0.00	100.00%	(40,837.40)	0.00	0.00	100.00%	100.00%
		20 - Liabilities	2,554.63	0.00	100.00%	0.00	100.00%	(3,686.22)	0.00	0.00	100.00%	100.00%
		50 - Revenues	38,361.77	0.00	100.00%	0.00	100.00%	0.00	(373,821.00)	0.00	0.00%	(100.00%)
		60 - Expenditures	8,529.17	0.00	100.00%	0.00	100.00%	44,523.62	373,821.00	0.00	100.00%	(88.09%)
	S0307 - LL20551-10/11 BTSA 6/11 Total		0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%
	S0308 - GG20552-Workability 10/11	10 - Assets	(45,563.62)	0.00	100.00%	0.00	100.00%	(32,158.48)	0.00	0.00	100.00%	100.00%
		20 - Liabilities	(1,725.58)	0.00	100.00%	0.00	100.00%	(13,220.43)	0.00	0.00	100.00%	100.00%
		50 - Revenues	23,699.91	0.00	100.00%	0.00	100.00%	(38,133.15)	(315,616.00)	0.00	100.00%	(87.92%)
		60 - Expenditures	23,589.29	0.00	100.00%	0.00	100.00%	83,512.06	315,616.00	0.00	100.00%	(73.54%)
	S0308 - GG20552-Workability 10/11 Total		0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%
0500 - Student Services (FDN) Total			0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%
Grand Total			0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%

Refresh - Print - Download

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.

Select View Budget with Actuals											
Acct Type Fdescr	MTD Actuals	MTD Budget	\$ Chg Actls-Bdgt	PY MTD Actuals	\$ Chg MTD PY Actls	YTD Actuals	YTD Budget	\$ Chg YTD Actls Bdgt	PY YTD Actuals	\$ Chg YTD PY Actls	
10 - Assets	(49,445.57)	0.00	49,445.57%	0.00	(49,445.57)	(40,837.40)	0.00	40,837.40	0.00	(40,837.40)	
20 - Liabilities	2,554.63	0.00	(2,554.63%)	0.00	2,554.63	(3,686.22)	0.00	3,686.22	0.00	(3,686.22)	
50 - Revenues	38,361.77	0.00	(38,361.77%)	0.00	38,361.77	0.00	(373,621.00)	(373,621.00)	0.00	0.00	
60 - Expenditures	8,529.17	0.00	(8,529.17%)	0.00	8,529.17	44,523.62	373,621.00	329,297.38	0.00	44,523.62	
Total	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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.

Performance Report (3 Columns)

Performance Report (3 Columns)

Time run: 5/31/2011 4:27:02 PM

Business Unit = Foundation for CSUSB, Fiscal Year = 2010, YTD Period = 4

Show Column 1: Fund CF Fdescr

Column 2: Fund Fdescr

Column 3: Acct Type Fdescr

Go

Select View Budget with Actuals

Fund CF Fdescr	Fund Fdescr	Acct Type Fdescr	MTD Actuals	MTD Budget	\$ Chg Actls-Bdgt	PY MTD Actuals	\$ Chg MTD PY Actls	YTD Actuals	YTD Budget	\$ Chg YTD Actls Bdgt	PY YTD Actuals	\$ Chg YTD PY Actls
0500 - Student Services (FDN)	S0307 - LL20551-10/11 BTSA 6/11	10 - Assets	(49,445.57)	0.00	49,445.57%	0.00	(49,445.57)	(40,837.40)	0.00	40,837.40	0.00	(40,837.40)
		20 - Liabilities	2,554.63	0.00	(2,554.63%)	0.00	2,554.63	(3,686.22)	0.00	3,686.22	0.00	(3,686.22)
		50 - Revenues	38,361.77	0.00	(38,361.77%)	0.00	38,361.77	0.00	(373,621.00)	(373,621.00)	0.00	0.00
		60 - Expenditures	8,529.17	0.00	(8,529.17%)	0.00	8,529.17	44,523.62	373,621.00	329,297.38	0.00	44,523.62
		S0307 - LL20551-10/11 BTSA 6/11 Total	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	S0308 - GG20552-Workability 10/11	10 - Assets	(45,563.62)	0.00	45,563.62%	0.00	(45,563.62)	(32,158.48)	0.00	32,158.48	0.00	(32,158.48)
		20 - Liabilities	(1,725.58)	0.00	1,725.58%	0.00	(1,725.58)	(13,220.43)	0.00	13,220.43	0.00	(13,220.43)
		50 - Revenues	23,699.91	0.00	(23,699.91%)	0.00	23,699.91	(38,133.15)	(315,616.00)	(277,482.85)	0.00	(38,133.15)
		60 - Expenditures	23,589.29	0.00	(23,589.29%)	0.00	23,589.29	83,512.06	315,616.00	232,103.94	0.00	83,512.06
	S0308 - GG20552-Workability 10/11 Total		0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0500 - Student Services (FDN) Total		0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Total		0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Refresh - Print - Download

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

COLUMN LABEL	TERM	DEFINITION
MTD	Month-to-Date	Includes the month balances for the period (as of) selected in the report filters with the ability to drill to supporting transactions
YTD	Year-to-Date	Includes period 1 thru period (as of). Does not include period 0
PTD	Project-to-Date	Inception-to-date. Ignores period 0 and period 999
BBA	Budget Balance Available	Revised budget less Total Actuals less Tot Enc less Pre Enc = BBA
PY Actuals	Prior Year Actuals	Includes period 0 for the fiscal year selected in the report filters
TOT	Total	Includes period 0 if applicable thru period (as of)
Tot Enc	Total Encumbrances(POs)	Total amount of open Encumbrances (Purchase Orders) as of the FY and Per requested in the report.
Tot Pre Enc	Total Pre-Encumbrances(Reqs)	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.

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.