Data Warehouse - Basics

- The Finance Data Warehouse is web-based; access it using a browser (e.g. **Google Chrome**).
- The Finance Data Warehouse is refreshed daily at 10pm from the CFS production database.
- The HOME Tab is your starting point to ensure that the correct Business Unit is set as the default.

Contents

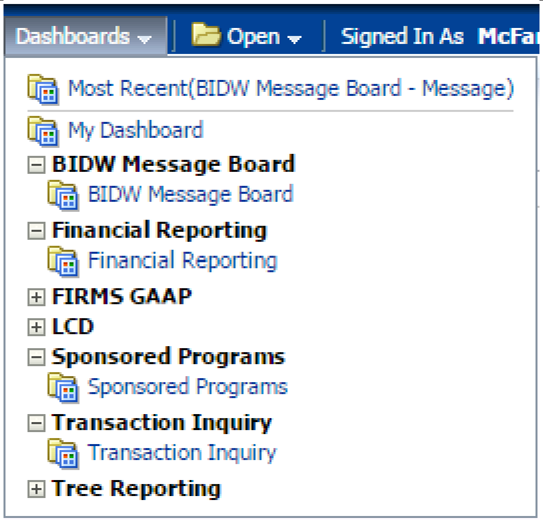
Navigation

CSUMB Dashboard

	1. Log into CSUMB Dashboard
	2. Select **Data Warehouse (Finance)** from **Shortcuts**.
	3. Select Monterey Bay from the dropdown list.
	4. Alternative: Log in at CSYou.calstate.edu.
	    a. Navigation: Tools & Services > Finance Tools > Finance Data Warehouse (FDW)
	    b. Select the Finance Data Warehouse Button.

Dashboards

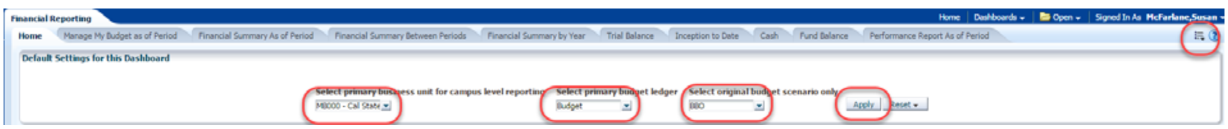
FUNCTION	DESCRIPTION
Dashboards	<u>**Based on Role:**</u> • **BIDW Message Board** – Displays the date and time of the most recent data refresh. • **Financial Reporting** – provides reports of budget, actual, encumbrances, pre-



encumbrances and balance available data.

- **Sponsored Programs** – designed for monitoring grants, contracts and projects by Auxiliaries.
- **Transaction Inquiry** – provides detailed reports containing the transaction data found in the summary financial reports.

Dashboard Defaults - Home

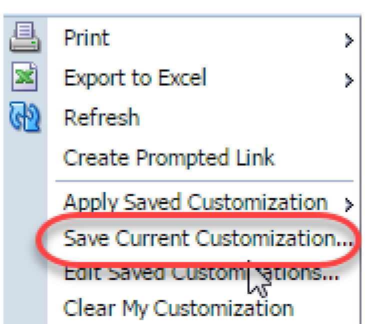


Home Tab:

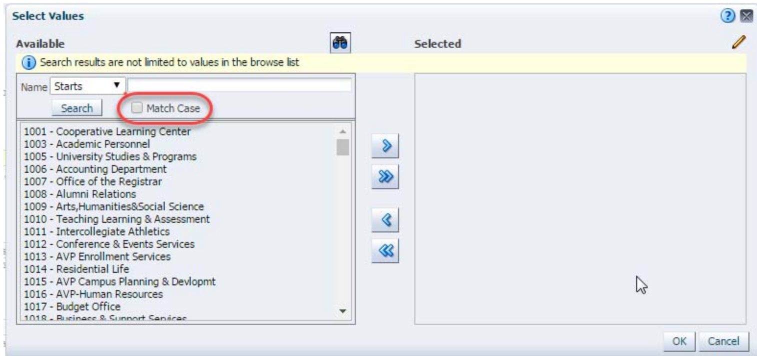
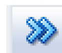
1. **Primary Business Unit** – select business unit most frequently used.
2. **Primary Budget Ledger** – Select "Budget" as default for all inquiries.
3. **Budget scenario** – Select BBO (to display base budget original for selected views).
4. **Apply** – click Apply to launch selection criteria.
5. Click **Page Options** to save and rename Customizations (below).

Saving Page Defaults

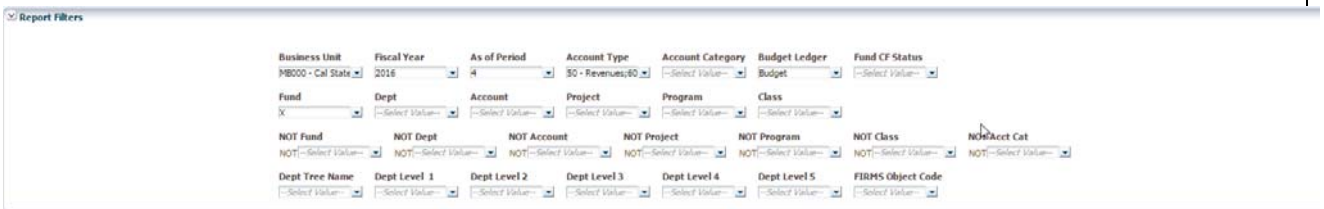
Saving selection criteria as defaults for individual report layouts ensures that the same settings automatically load when the user returns to that report at a later date.

Page Options 	Use the **Page Options** button use pre-saved Customizations (defaults) and or to save new selection criteria for a Dashboard or individual Tab (pages).
Saving Page Selections 	**Apply Saved Customization** – brings up a list of previously saved page settings. **Save Current Customization** – **For Me** – save current page settings for future use and/or set as a default for that specific tab. Rename the selections if desired by writing the new name in the Name field. **Edit Saved Customizations** – brings up list of previously saved page settings. Delete "default" designation and/or edit individual selections.

Changing Report Criteria

	1. Click  to open selection box. 2. Search criteria are **case sensitive** (e.g. MB500 NOT mb500). You can uncheck the Match Case box to override this. 3. Use "begins with" or "contains". 4. **%** before the criteria searches for match phrase. 5. Click  to search for criteria. 6. **Ctrl + left click** to select more than one criteria. 7.  - moves **all** criteria into the Selected box. 8.  - moves selected criteria into of the Selected box. 9. Double click on the selected item to move it into/out of the Selected box. 10. Click  to accept all selected criteria.
Funds	**Remove the "X"** – from the Fund selection if you want to intentionally search for activity in ALL funds or if you want to look specifically in one or more funds. Fund ID represents the first 5 digits of a Grant/Project ID for Corporation. **Case sensitive** – remember to use CAPS when searching for a University Fund or uncheck the Match Case box.
Department Levels	**Dept** – select one or more specific Dept ID's **Dept Level 1**- All Dept ID's **Dept Level 2**- Departments at the Division Level (e.g. 1PR, 2AA, 3IT) **Dept Level 3**- Departments at SubDivision Level (e.g. CAHSS, VP AF) **Dept Level 4-5** – not used at CSUMB

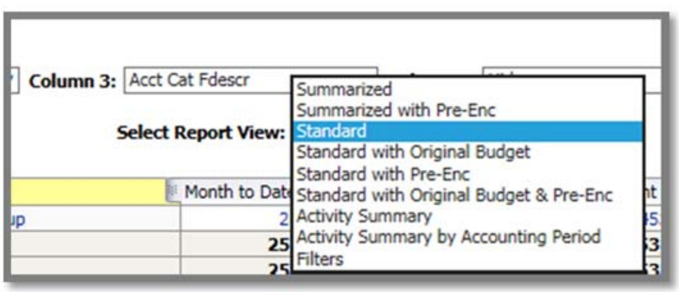
Department Report Filter (Sample)



Business Unit – defaults from Home page configuration. To override this setting, select applicable Business Unit.
Fiscal Year – use drop down to select fiscal year (7/1/xx).
As of Period – reports are either Year To Date report and allow the selection of the ending period; or a beginning and ending period can be specified.
Account Type – defaults to 50-Revenues & 60-Expenses; select 10-Assets, 20-Liabilities and/or 30-Fund Equity and Reserves to include balance sheet accounts.
Account Category – summarizes Account chartfield into a higher level type (e.g. 606 – Travel)
Budget Ledger – defaults from Home page configuration.
Fund – select one or more Funds. Leaving this field blank will search for all funds that meet other filter criteria (e.g. list all funds hitting the Department ID specified).
Department - select one or more departments.
NOT Filters – excludes selected values from report
Other Criteria – each report has a different set of chartfields from which to filter.
Apply – click Apply to launch request BEFORE setting the column and report view criteria on lower part of the page.

Report Views (Sample)

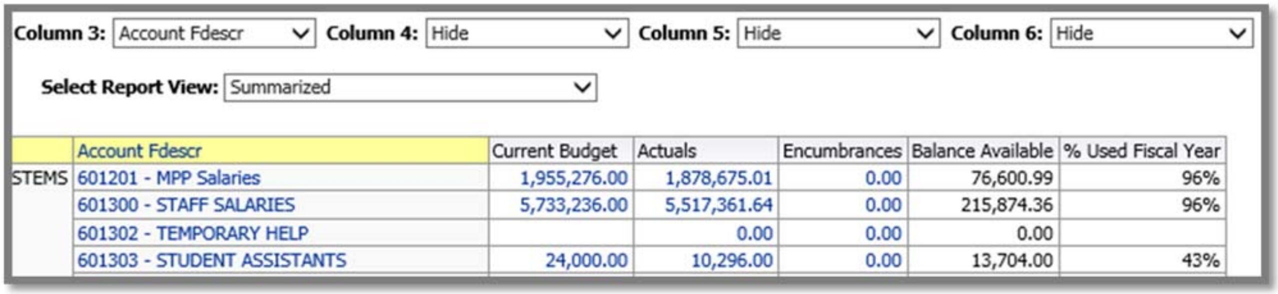
Report views present report results with different columns of information to display data for a specific purpose. Each report has its own set of views to help organize report data.



After you have generated a report, choose a Report View. Each Report View contains a predefined set of columns that will appear in your report results after the column selectors.

- Each report view contains multiple columns. Users may use all or none, depending on report needs.
- Start selection criteria from left to right (highest level sort to most detailed.)
- The column selected at the far right will determine what chart field level you can drill on.
- Users may switch from one report view to another depending on the level of detail desired.
- Save page settings using the report view most commonly needed so that the page will load automatically when you navigate to that page.

Example: Summarized



Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6: Hide

Select Report View: Summarized

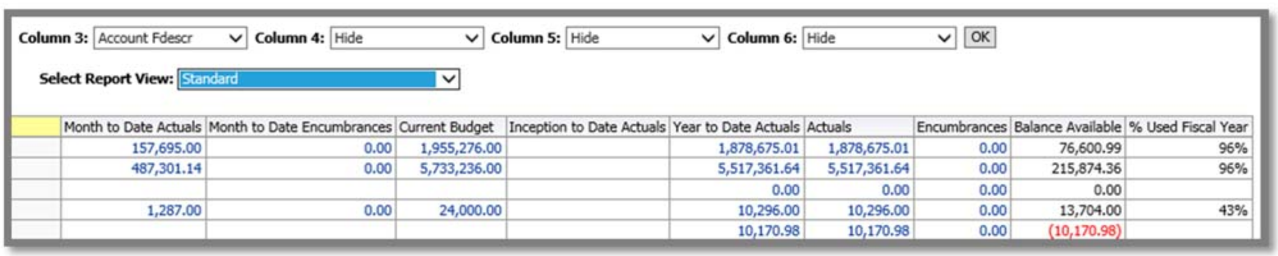
	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
STEMS	601201 - MPP Salaries	1,955,276.00	1,878,675.01	0.00	76,600.99	96%
	601300 - STAFF SALARIES	5,733,236.00	5,517,361.64	0.00	215,874.36	96%
	601302 - TEMPORARY HELP		0.00	0.00	0.00	
	601303 - STUDENT ASSISTANTS	24,000.00	10,296.00	0.00	13,704.00	43%

Summarized Report View

Columns selectors plus:

- Current Budget
- Actuals
- Encumbrances
- Balance Available
- % Used Fiscal Year

Example: Standard



Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6: Hide OK

Select Report View: Standard

	Month to Date Actuals	Month to Date Encumbrances	Current Budget	Inception to Date Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
	157,695.00	0.00	1,955,276.00		1,878,675.01	1,878,675.01	0.00	76,600.99	96%
	487,301.14	0.00	5,733,236.00		5,517,361.64	5,517,361.64	0.00	215,874.36	96%
					0.00	0.00	0.00	0.00	
	1,287.00	0.00	24,000.00		10,296.00	10,296.00	0.00	13,704.00	43%
					10,170.98	10,170.98	0.00	(10,170.98)	

Standard Report View

Column selectors plus:

- Month to Date Actuals
- Month to Date Encumbrances
- Current Budget
- Inception to Date Actuals
- Actuals
- Encumbrances
- Balance Available
- % Used Fiscal Year

ACTUALS Drilldown Columns

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

Actuals Drill Down Columns (continued)

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

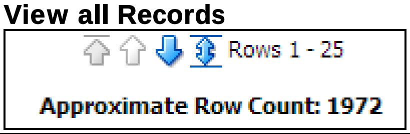
Budget Drill Down Columns

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

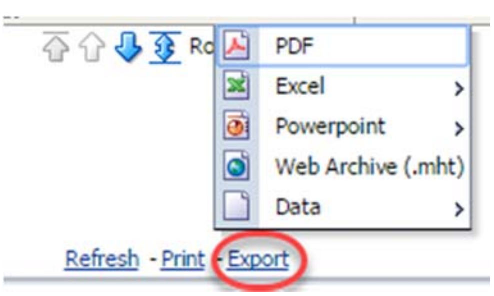
Budget Drill Down Columns (continued)

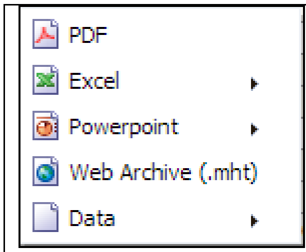
Ledger Fdescr	Doc Date	Jrnl Src	Posted Date	Journal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Code Fdescr	FIRMS Proj Fdescr	SCO Subfund Fdescr	Reversal Date
BASE_BUD - Base Budget	10/21/2014	BJC	10/21/2014	10/21/2014	0948 - Calif State University Trust Fund	485 - TF- CSU Operating Fund	601300 -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

Where to Drill	Any hyperlinked value may be drilled on. Drilling on a hyperlinked numeric value will take you to the details of that selected amount.
Design Considerations	Anticipate what level of detail you want to see in your drilldown when designing the layout of the report. The chartfield used for the column to the left will be drilled on. **TIP:** You can select the same column chartfields more than once.
Drilldown Layouts	Drilldowns have been designed with standardized column order across all types of drills. This improves usability and increases ease of combining data from multiple files when downloading. • Drilldown columns display priority columns on the left so they are easier to view. • Drilldown columns align on the left to the extent possible. The highlighted columns are in the same order in both Actuals and Budget drilldowns. • Scroll to the right to see columns that are specific to the associated drill. The Budget drilldown does not include PO or other Actuals specific columns.

Document Source & Description (also used as filters in the Operations Dashboard, Actuals Transactions Tab)	**MJE** - Manual Journal Entry **VCH** - AP Voucher Accounting **CSU** - CSU Accounting Lines (Telecom, Postage, etc.) **HCM** - HR Accounting Lines **SFJ** - Student Financials Journals **ENC** - Encumbrance Activity from a PO **REQ** - Pre Encumbrance Activity from a Requisition
Journal Masks (used as filters in the Operations Dashboard, Actuals Transactions Tab)	**ADD*** Asset Additions **ADJ*** Asset Adjustments **ADP*** ADP Auxiliary Payroll **AP** Cash Clearing - AP **APA** AP Accrual **APC** AP Closure **APP** AP Payments **APX** AP Cancel Checks **CAS** CashNet Interface **CLM** Claimable Voucher Distribution Line **CLR** Claim Reconciliation **CLX** Cancel Claim Payments **CNV** Conversion Entries (from legacy) **DEPR*** Asset Depreciation **JNZ** Jenzabar feed **PAY** Payroll feed from HR **PST** Postage Interface **RET*** Asset Retirement **SF** Student Financials Interface **TEL** Telecom Journal
Return and Breadcrumbs	Click the Return link on the bottom of the report to return to the primary level report for that Tab.
View all Records 	The first 25 rows display by default. Use the down arrow to view the next 25 records. Use the combo arrow to view up to 500,000 records.

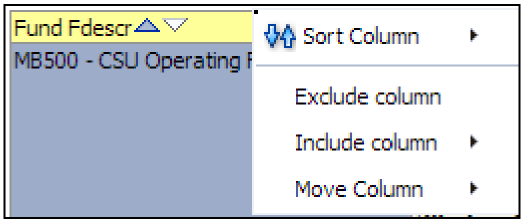
Download and Saving Options

Export and Print (top right in Page Options) 	Download options (listed to the left) are available from all reports and drilldown results. Click the Export link located at the bottom of each report and select desired download option.
Print (bottom of page)	Selecting the PDF, Excel or Powerpoint option retains the report formatting.

	Selecting the Data option removes all formatting. Choose CSV Format, Tab Delimited Format or XML Format.

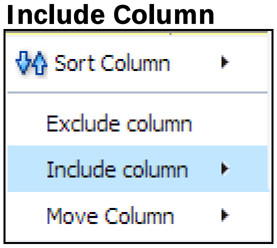
Manipulating Columns

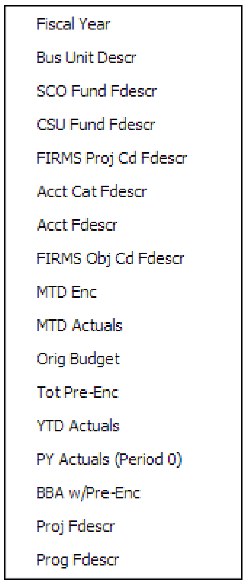
Exclude Column



1. Hover over the top of a column. A grey bar will appear.
2. Right click on the bar.
3. Select Sort, Exclude, Include or Move Column

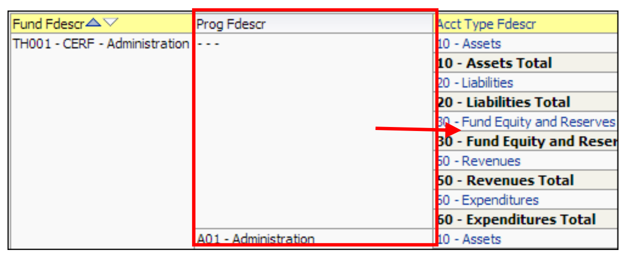
Include Column



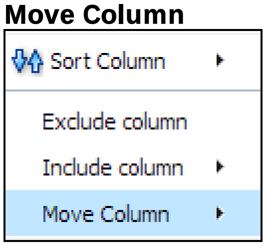


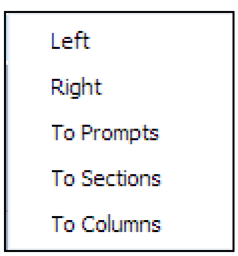
Select Include column to:

1. A new Column will be inserted to the RIGHT of the column selected.
2. Select Include Column
3. Select desired filed from the resulting list.
4. New column with related data will be inserted.
5. Date in the column to the right will be sorted according to the newly inserted column.



Move Column



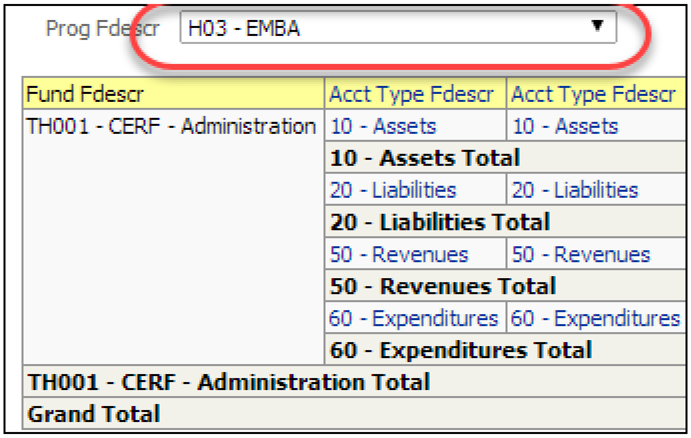


Select Move Column to:

1. Move it to the left or the right
2. Use the Column field description as a **prompt** (filter) for the report
3. Use the Column field description to break into **sections**
4. Use the Column field description to create **new column headings** (e.g. accounting periods as new column headings).

Columns as Prompts

Prompt



Prog Fdescr: H03 - EMBA

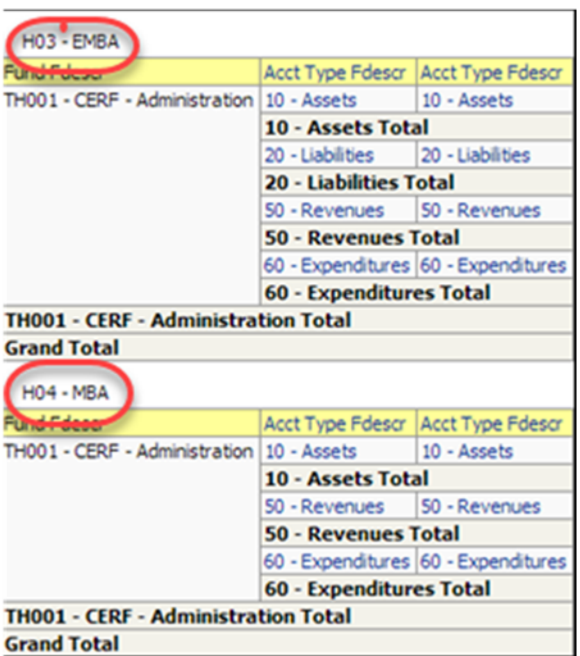
Fund Fdescr	Acct Type Fdescr	Acct Type Fdescr
TH001 - CERF - Administration	10 - Assets	10 - Assets
	10 - Assets Total	
	20 - Liabilities	20 - Liabilities
	20 - Liabilities Total	
	50 - Revenues	50 - Revenues
	50 - Revenues Total	
	60 - Expenditures	60 - Expenditures
	60 - Expenditures Total	
TH001 - CERF - Administration Total		
Grand Total		

Use a Column as a Prompt:

1. Using a Prompt allows you to view results for a single value (e.g. Program Code) at a time.
2. Right click on the column bar that you want to use as a prompt (filter)
3. The column will be removed.
4. The Column description will appear at the top of the report as a Prompt.
5. Use the drop down to change the prompt. The table results will be updated for that value.

Columns as Section Breaks

Section



H03 - EMBA

Fund Fdescr	Acct Type Fdescr	Acct Type Fdescr
TH001 - CERF - Administration	10 - Assets	10 - Assets
	10 - Assets Total	
	20 - Liabilities	20 - Liabilities
	20 - Liabilities Total	
	50 - Revenues	50 - Revenues
	50 - Revenues Total	
	60 - Expenditures	60 - Expenditures
	60 - Expenditures Total	
TH001 - CERF - Administration Total		
Grand Total		

H04 - MBA

Fund Fdescr	Acct Type Fdescr	Acct Type Fdescr
TH001 - CERF - Administration	10 - Assets	10 - Assets
	10 - Assets Total	
	50 - Revenues	50 - Revenues
	50 - Revenues Total	
	60 - Expenditures	60 - Expenditures
	60 - Expenditures Total	
TH001 - CERF - Administration Total		
Grand Total		

Use a Column to make Section Breaks:

1. Right click on the column bar that you want to use as a Section.
2. The column will be removed.
3. A new Section will be created for each different value for the selected field.
4. In this example, the Section was created for a Program Code. A separate Section is created for each different Program Code.