

# Data Warehouse – Department Reports

## Tips:

- Department Reports are used to monitor Department level budgets (revenue and expenditures only).
- Department reports are used for State business units only (MB000 never for MB075).
- Filter for a single (or multiple) Department ID (report displays only one at a time).
- Data from the Data Warehouse is refreshed nighlty from the CFS production database.
- Selection criteria for column layouts are not saved until saved in the **Page Options** area for that report layout).

## Navigation:

- 1. MyCSUMB Dashboard > Shortcuts > Data Warehouse (Finance)
- 2. Finance Reporting Dashboard select the Manage My Budget as of Period dashboard.
- 3. **Home Tab** use the Home Tab to set, Apply and Save your **Customizations** as the default for the Manage My Budget Dashboard.

Home Page	
Financial Reporting         Financial Reporting           Home         Manage My Budget as of Period         Financial Summary As of Period         Financial Summary Between Periods         Financial Summary by Year         Trial Balance         Inception           Default Settings for this Dashboard         Select primary business unit for campus level reporting         Select primary business unit for campus level reporting         Select primary business unit for campus level reporting	Hone   Darbboards + 📄 Open +   Signed In As Camadan, Marie + to Date Cash Fund Balance Performance Report As of Period 🗮 🕖 budget ledger _ <u>Schect onional budget</u> scenario only
Notes - Col San - I	
Figure 1: Default settings for the Financial Reporting Dashboard.	
<ol> <li>Ensure your default settings are correct (Figure 1):         <ul> <li>Business Unit – select MB000 (do not use this</li> <li>Budget Ledger – select Budget.</li> <li>Budget Scenario – leave blank for <u>Revised Bu</u>Report View that shows <u>both</u> the Original Budge</li> </ul> </li> <li>Click Apply.</li> <li>Set these as your dashboard default Page Option</li> <li>Save Current Customization &gt; For Me &gt; check "Ma</li> </ol>	report for MB075 reporting). <u>dget column only</u> ; <b>OR</b> select BBO if you want to use a et and Revised Budget columns. <b>n</b> <b>i</b> ke this my default for this page".
	Save Current Customization

et Basic Filters	<ol> <li>Go to the Manage My Budget as of Period page ar set the report filters.</li> </ol>
ancial Reporting Home Favorites - Dashboards - Priod	2) Business Unit, if desired, you can choose a differer business unit than the one set on the Home Page. Yo can also select multiple business units You don't ha to go back to the dashboard home page to report on different business unit.
Y Report Filters	<ol> <li>Fiscal Year – use drop down to select fiscal year (7/1 /XX).</li> </ol>
Business Unit MB000 - Cal State     Fiscal Year     As of Period     Account Type       Fund     Dept     Account     Project	<ul> <li>4) Period (1-12) – reports are either a YTD report and allow the selection of the ending period; or a beginning and ending period can be specified. Example:Period 1=July</li> </ul>
MB500 - CSU Opt       1156 - Administration      Select Value      Select Value         NOT Fund       NOT Dept       NOT Account       NOT Project         NOT       NOT       NOT       NOT        Select Value      Select Value      Select Value	5) Fund – Some report filters contain an invalid value (such as "x" in the Fund field). This prevents a very I query from automatically starting when you first sele a particular report. Just remove the invalid value and select a valid fund(s).
Dept Tree Name     Dept Level 1     Dept Level 2     Dept Level 3      Select Value    Select Value    Select Value    Select Value	6) <b>Department</b> - select one or more departments.
Apply Filters Re	<ol> <li>Other Criteria – each report has a different set of fields from which to filter.</li> </ol>
LUP agenty But sanot Phints	8) <b>Apply Filters –</b> click Apply to launch request.

# Columns

	cal state Univ · Monterey E	ay, MB075 - University Corp	oration at MB, Fiscal 1	rear = 2016, Period = 12						
Fime run: 10/25/2016 4:06	5:05 PM									
how Column 1:	Column 2:	Column 3	2	Column 4:	Col	umn 5:		Column 6		
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MB500 - CSU Operating Fund	1156 - Administrative Systems Mgt	604 - Communications 606 - Travel	604001 - Telephone 606001 - Travel-In	Account Poescr			29.14 820.67	0.00	(29.14) (820.67)	- /
			606002 - Travel-Ou 606806 - Trvl Veh M	Project Edescr		2,748.00	0.00	0.00	2,748.00 (149.04)	
		613 - Contractual Services	613001 - Contractu	Class Educe			0.00	0.00	0.00	

#### Figure 3: Column Defaults

This is a basic version of the main report that contains six columns. Columns indicated with yellow format are associated with a column selector. The 3 default column selectors for Manage my Budget as of Period are:

- o Fund Fdescr
- o Dept Fdescr
- o Account Fdescr

There are 3 additional columns which default to hide option but are available for additional selection.

ness Unit = I	4B000 - Cal State Univ - Mor	iterey Bay,MB075 - Unive	ersity Co	rporation at MB, Fis	cal Year = <b>2016</b> ,	Period = 12				
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			Jereet							
	Fund Fdescr	Dept Fdescr		Acct Cat Fdescr	(	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
	MB500 - CSU Operating Fund	1156 - Administrative Syst	tems Mgt	604 - Communicatio	ns		29.14	0.00	(29.14)	0%
				606 - Travel		2,748.00	969.71	0.00	1,778.29	18%
				613 - Contractual Se	rvices Group		0.00	0.00	0.00	0%
				616 - Information Te	chnology Costs		0.00	0.00	0.00	0%
				619 - Equipment Gro	oup		0.00	0.00	0.00	0%
				660 - Misc. Operatin	g Expenses	12,039.00	157.06	0.00	11,881.94	1%
		1156 - Administrative S	Systems	Mgt Total		14,787.00	1,155.91	0.00	13,631.09	4%
	MB500 - CSU Operating Fu	ind Total				14,787.00	1,155.91	0.00	13,631.09	4%
	Grand Total					14,787.00	1,155.91	0.00	13,631.09	4%

#### **Column Descriptions:**

**NOTE:** Results displayed will depend on the Report View selected.

<u>% Used Fiscal Year</u> – Percent Used Fiscal Year. Percent of the budget that has been used for the fiscal year. Budget – Actuals – Encumbrances

<u>Acct Cat Fdescr</u> - Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.

<u>Actuals</u> – Amount of actuals recorded this reflects total transactions through the period specified (credit and debits) for that accounting line. Drilling on this value will result in details for all transactions.

Current Budget - Total Budget Amount.

**Balance Available (BBA)** – reflects remaining amount left of Revised budget after subtracting actual expenses and any encumbrances.

**Dept Fdesc** - Department ID value and full description.

**Encumbrances** – Encumbrances display any amount that was encumbered (as related to a Purchase Order) in the specific accounting period.

**Fund Fdesc** - Fund value and full description.

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Figure 2: Actuals Budget Drilldown from Department Report

- 2. Click **Return or use breadcrumbs** at the bottom of the drilldown page to return to the Department Report.
- 3. Click **Print** (.pdf or webpage) or **Download** (\*.xls, \*.ppt, \*.cvs, \*.html) at the bottom of the Department report or the drill down report if needed.

# **Additional Information:**

- 1. For more detailed instructions, please refer to: M:/Technology Training/Public/CFS Data Warehouse.
- 2. For information about training or for technical assistance, please contact <u>ASM@csumb.edu</u>.
- 3. An electronic copy is available on CSUMB's website at: <u>https://csumb.edu/employees/cms-finance-cfs</u> under Data Warehouse Documentation > Finance Data Warehouse Phase 2.