Department/Project Detail Activity Reports

Tips:

- Staff use this report to view details of specified financial transactions for both State and Corporation funds.
- Using the **Transaction Inquiry Dashboard > Actuals Transactions** report allows the user to select only the Account numbers of interest. Account details to be accessible by drilling on a single value (e.g. either MTD Actuals, YTD Actuals or Encumbrance).

Navigation:

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.
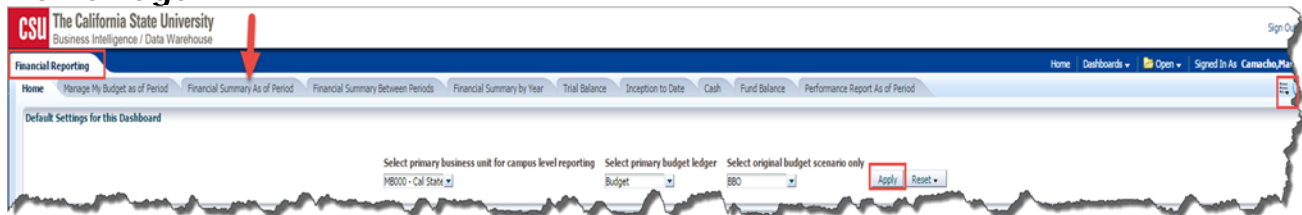

Home Page

Figure 1: Default settings for Financial Reporting Dashboard.

1. Ensure your default settings are correct (Figure 1):
   - **Business Unit** – select desired BU (e.g. MB000).
   - **Budget Ledger** – select Budget.
   - **Budget scenario** – select BBO (to view original budget in selected report views).
2. Click **Apply.**
3. Set these as your dashboard defaults (**Page options** > Save Current Selections > For Me > check "default").
4. Select the **Financial Summary As of Period** page/tab.

Organization page (Ledger Summary by Organization)

Select 2, 3, or 4 Column Report layout depending on level of detail desired (e.g. Including class codes or not).
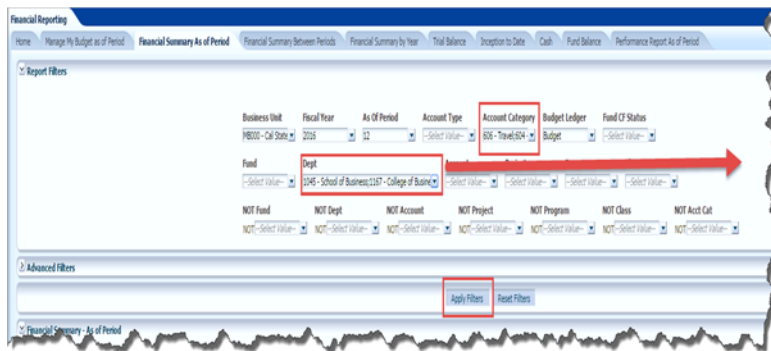
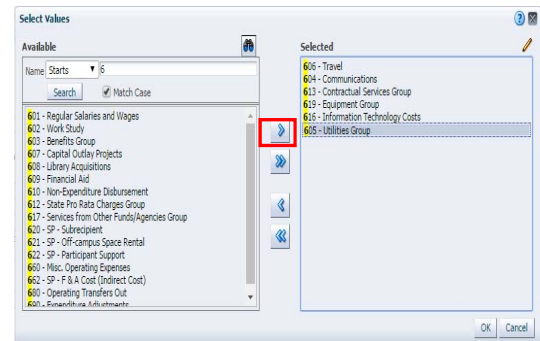# Report Filters

Figure 2: Report filters

Figure 3: Select range of accounts or account categories to include in the report

1. Set or update the **Report Filters**:

   - **Period (as of)** – set period if drilling on MTD Actuals, otherwise leave at Period = 12 to get YTD data in TYD Actuals column.

   - **Fund** - remove "X" and leave blank to return all funds for that department.

   - **Account Type, Account Category or Account –**
     Option 1: select specific account numbers to be included in drill down.
       - In the Account field, search for all that begin with 6 then select range of account numbers.
       - To select a range of numbers - select first number + Shift + select end to select a range of account numbers.
       - To select individual account numbers, select first number + Ctrl + click on additional numbers as needed. See Figure 3 for details.
     Option 2: select all Expenditure accounts
       - Select Account Type (instead of Account) or select the Account Categor(ies).

   - **Department / Project**- (select one or more departments or projects).

2. Click **Apply Filters**.
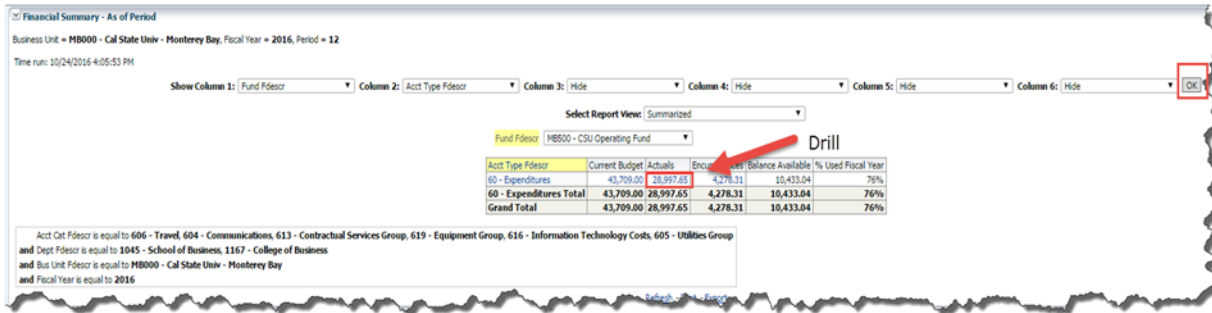
Column Selectors

Figure 4: Column Selectors

1. Set <u>column defaults</u> for your 2, 3 or 4 column report layout:
   - **Column 1** – use drop down to select highest chart field level (e.g. Fund). In this example the Fund has been used as a Prompt (Right Click on Fund Column > Move to > Prompt).
   - **Column 2** – use drop down to select secondary sort (e.g. Acct Type).
   - **Column 3** - hide
2. Click **OK**.

Drill Downs

1. If desired, **drill** on any cell with hyperlinked amounts to see details (Figure 5):
   - FY Actuals or Total Actuals
   - Total Pre-Encumbrance
2. Total Encumbrance

NOTE: Account Columns cannot be sorted numerically in Excel because they are merged fields. Do this easily in the drilldown table <u>before</u> downloading to Excel.

Figure 5: Example of drilldown results - YTD Actuals

- **Sort columns** – click the column header to sort any column. This helps group by Account or Date.
- **Download all to Excel** – click the Download > Excel Workbook link to download and save to Excel.

3. Click **Return** at the bottom of the drilldown page to return to the Department Report.

4. 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.

Using Sub-Total Function in Excel

1. Download drilldown report to Excel.
2. Save using a report type of Excel Workbook (single file web page the default).
3. Hide undesired columns (consider creating a macro for this repeated function).
4. Sort and filter as desired (e.g. select by Accounting Period).
5. Save again.
6. Select range to include column headings but NOT Grand Total Row.
7. Select Data > Subtotal
   a. At each change in: - select Acct Fdescr.
   b. Use function – select Sum.
   c. Add subtotal to – Select Actuals Amount.
   d. Select OK.
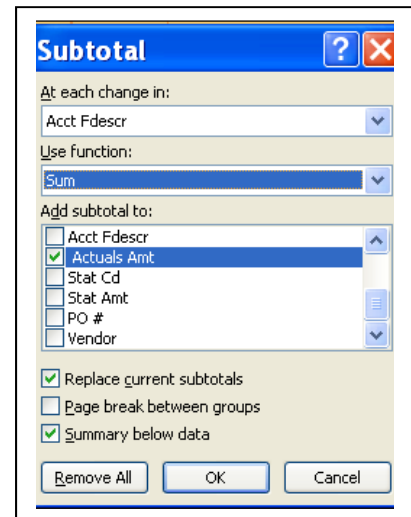8. New rows will be created at each change in Account number.
9. Format as desired.

Figure 6: Subtotal dialog box

	A	B	C	D	E	F	G	H	I	
	Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr
	MB000 - Cal St	2016	1	7/31/2016 0:00	925525	MJE - Manual Journal Entry	PHONE USAGE - JULY	15.10	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	1	7/31/2016 0:00	925525	MJE - Manual Journal Entry	PHONE USAGE - JULY	12.19	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	1	7/31/2016 0:00	925525	MJE - Manual Journal Entry	PHONE USAGE - JUNE	25.57	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	1	7/31/2016 0:00	925525	MJE - Manual Journal Entry	PHONE USAGE - JUNE	23.32	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	2	8/31/2016 0:00	944068	MJE - Manual Journal Entry	PHONE USAGE - AUGUST	39.48	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	2	8/31/2016 0:00	944068	MJE - Manual Journal Entry	PHONE USAGE - AUGUST	15.53	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	3	9/30/2016 0:00	955768	MJE - Manual Journal Entry	PHONE USAGE - SEPTEMBER	31.76	604001 - Telephone Usage	MB500 - CSU O
	MB000 - Cal St	2016	3	9/30/2016 0:00	955768	MJE - Manual Journal Entry	PHONE USAGE - SEPTEMBER	19.06	604001 - Telephone Usage	MB500 - CSU O
								182.01	**604001 - Telephone Usage Total**	
	MB000 - Cal St	2016	1	7/1/2016 0:00	895694	MJE - Manual Journal Entry	DahanN05/16 Svc Chg	(7.00)	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	1	7/31/2016 0:00	923829	MJE - Manual Journal Entry	DahanN 05/16 Svc Chg	7.00	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	1	7/31/2016 0:00	926529	MJE - Manual Journal Entry	DIGRGRIOD 08/04/16	156.20	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	2	8/31/2016 0:00	943588	MJE - Manual Journal Entry	DahanN 07/16 Svc Chg	5.00	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	2	8/31/2016 0:00	943588	MJE - Manual Journal Entry	DigrgrioD 07/16 Svc Chg	7.00	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	4	10/5/2016 0:00	33852	VCH - AP Voucher Accounting	TR45866 8/4-9/16 Anaheim	891.79	606001 - Travel-In State	MB500 - CSU O
	MB000 - Cal St	2016	4	10/18/2016 0:00	33971	VCH - AP Voucher Accounting	TR45910 9/15-16/16 Burlingame	266.68	606001 - Travel-In State	MB500 - CSU O
								1,326.67	**606001 - Travel-In State Total**	

Figure 7: Sample Results from Subtotal Command in Excel

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 ASM@csumb.edu

3. An electronic copy is available on CSUMB's website at: https://csumb.edu/employees/cms-finance-cfs under Data Warehouse Documentation > Finance Data Warehouse Phase 2.