

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	
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Default Settings for this Dushboard	
Select primary business unit for campus level reporting Select primary budget ledger Select original budget scenario only	- T
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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).

				Select Values			(2
al Reporting			(Available	#	Selected	
Marage My Budget as of Period Financial Summary As of Period	Financial Summary Between Periods Financial Summary by Year Tria	Balance Inception	on to Date Cash Fund Balance Performance Report As of Period	Name Starts		604 - Communications 613 - Contractual Services Group 619 - Equipment Group	
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		Apply Filters F	ieset Filters				OK Can

Figure 2: Report filters

- 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 <u>leave blank</u> 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 <u>begin with 6</u> 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 <u>Account Type</u> (instead of Account) or select the Account Categor(ies).
- **Department / Project** (select one or more departments or projects).
- 2. Click Apply Filters.

Financial Summary - As of Period		i i
siness Unit = MB000 - Cal State Univ - Monterey Bay, Fiscal Year = 2016, Period = 12		
ime run: 10/24/2016 4:05:53 PM		
Show Column 1: Fund Edescr Column 2: Acct Type Edescr	Column 3: Hide Column 4: Hide Column 5: Hide Column 6: Hide	Hide 🔹 OK
	Select Report Views: Summarized Fund Priess: Methods: Summarized Turn Priess: Methods: Summarized Comparison: Summarized C	E E
	60 - Expenditures Total 43,709.00 28,997.65 4,278.31 10,433.04 76%	₹.
	Grand Total 43,709.00 28,997.65 4,278.31 10,433.04 76%	
Acct Cit Fdescr is equal to 606 - Travel, 604 - Communications, 613 - Contractual Services Group, 619 - Equipment of and Dept Fdescr is equal to 1045 - School of Business, 1167 - College of Business and Bus Uth Fdescr is equal to 18000 - Cil State Unit - Nonterey Bus	Group, 616 - Information Technology Costs, 605 - Utilities Group	ž.

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.

Actuals I Time runi	Drill 0 10/24/3		12:42 PM																		
Approxim	ate Ro	w Cour	nt: 121																		
Business Unit	Piscal Year	Period	Accounting	Doc ID	Doc Src Pdescr	Doc Un Descr	Amount	Account Fdescr	Pund Pdesor	Dept Fdescr	Prog Fdescr	Class Pdescr	Project Fdescr	Stat Cd	Stat Arrit	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrel ID	Jeni (
MB000 - Cal State Univ - Monterey Bay	2016	1	7/1/2016 12:00:00 AM	0000895501	MOE - Manual Journal Entry	NARISWARIA 06/12/16		606802 - Foreign Travel	MB500 - CSU Operating Fund	School		1167D - Business Faculty & Staff Sppt			0.00					0000895501	DARG FY15 Airfa Acch
MB000 - Cal State Univ - Monterey Bay	2016	1	7/1/2016 12:00:00 AM	0000895694	MOE - Manual Journal Entry	DahanN05/16 Svc Chg	(7.00)	606001 - Travel-In State	MB500 - CSU Operating Pund	School		11670 - Business Paculty & Staff Sept			0.00					0000895694	PV11 2014 Trav Servi Char
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MB000 - Cal State Univ - Monterey Bay	2016	1	7/1/2016 12:00:00 AM		MDE - Manual Journal Entry	Gupt#85/16-5/18/16 Las Vegas		606002 - Travel-Out of State	MB500 - CSU Operating Fund	School		11670 - Business Faculty & Staff Sppt			0.00					0000897588	DAR FY15 Trav Term

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.

Subtotal	? 🗙
<u>A</u> t each change in:	
Acct Fdescr	*
Use function:	
Sum	~
Add subtotal to:	
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Replace <u>c</u> urrent subtotals Page break between groups Summary below data	
Remove All OK	Cancel

Figure 6: Subtotal dialog box

А	B	C	D	E	F	G	H	l 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
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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	

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.