CSUDH

CSUDH Finance Data Warehouse – Phase 2 Training Manual

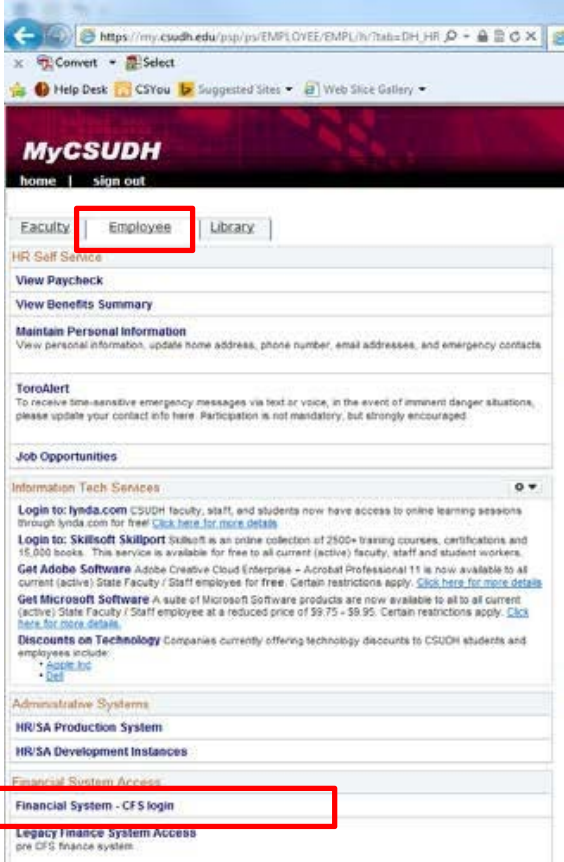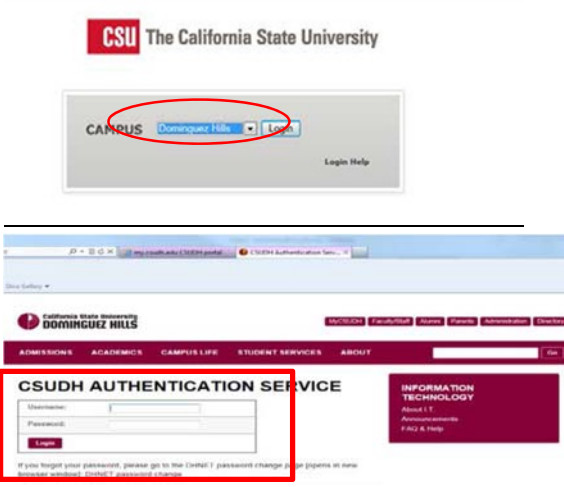**Last Revised:** 10-26-15
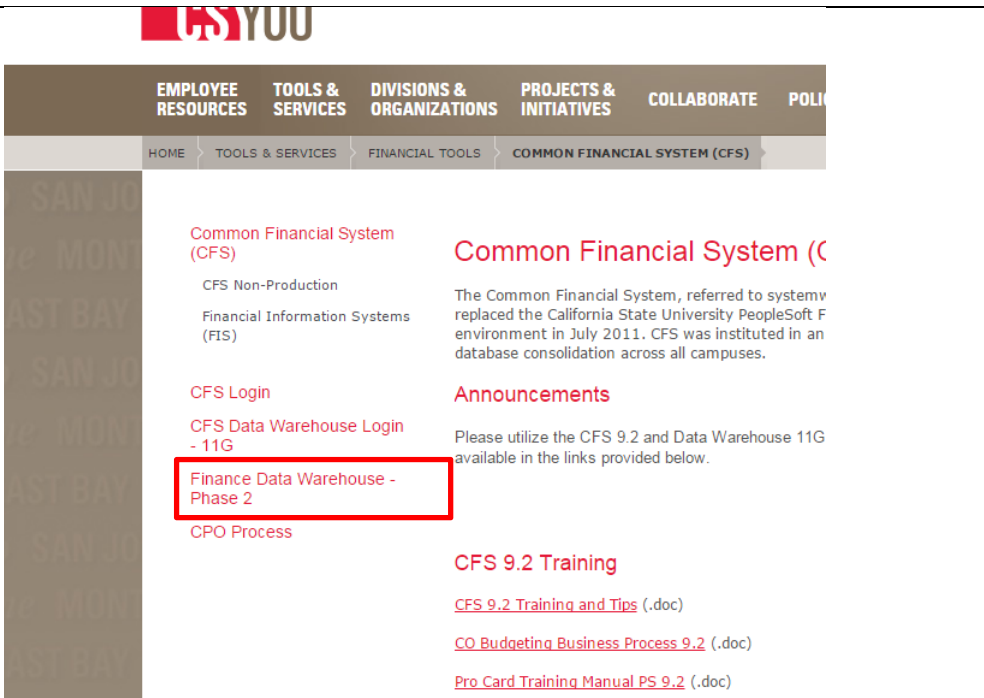
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1.0   Sign in to CFS Data Warehouse

Signing into the Common Financial System (CFS) Data Warehouse is like opening a secured page on a website.

Access your default browser window via the CSUDH Portal for the CFS Data Warehouse application.

Processing Steps / Field Name	Screenshot / Description
1. Enter your Campus ID and Password to access the CSUDH Portal, "MyCSUDH." 2. Click **Employee** tab and **Financial System – CFS Login** to sign in.	
3. Select Dominguez Hills and click **Login.** 4. Re-enter userid and password for CSUDH authentication.	

Processing Steps / Field Name	Screenshot / Description
1. The CSYOU Common Financial System (CFS) screen will appear. Click **Finance Data Warehouse – Phase 2**	

2.0   Home Page Interface

There are several changes to the Finance Data Warehouse – Phase 2 application features. Dashboards have been consolidated and redundant reports eliminated. However, the reports and/or the formats have not changed from the previous version, 11g.

- Home Page and Dashboards
- Home Default Settings
- Enhance Search Functionality
- Column Sort
- Breadcrumbs
- Pivots on Reports & Drills
- Saving Customizations
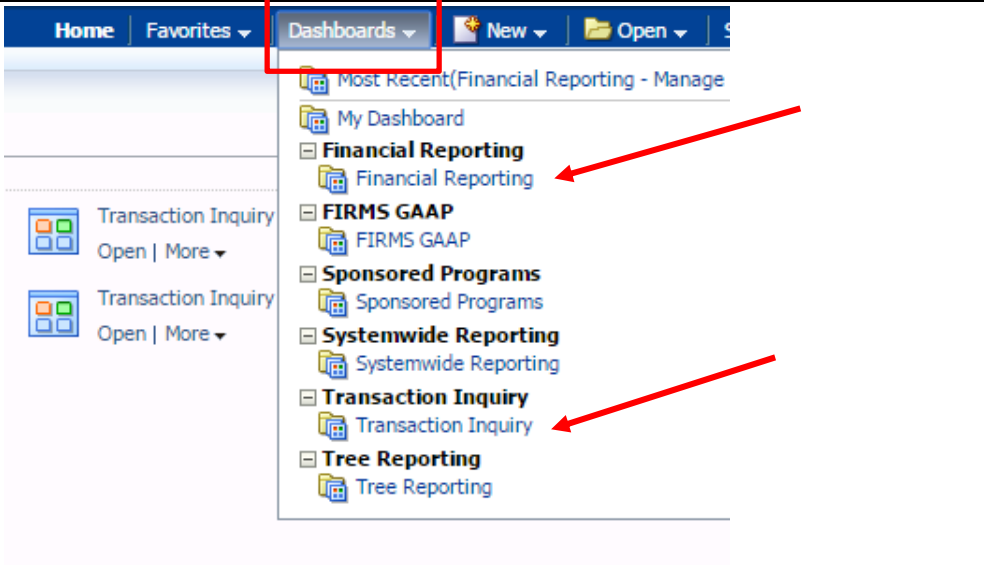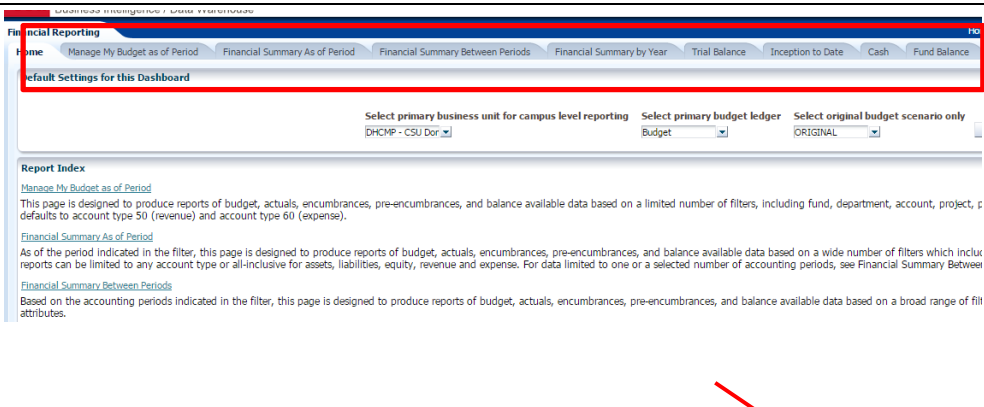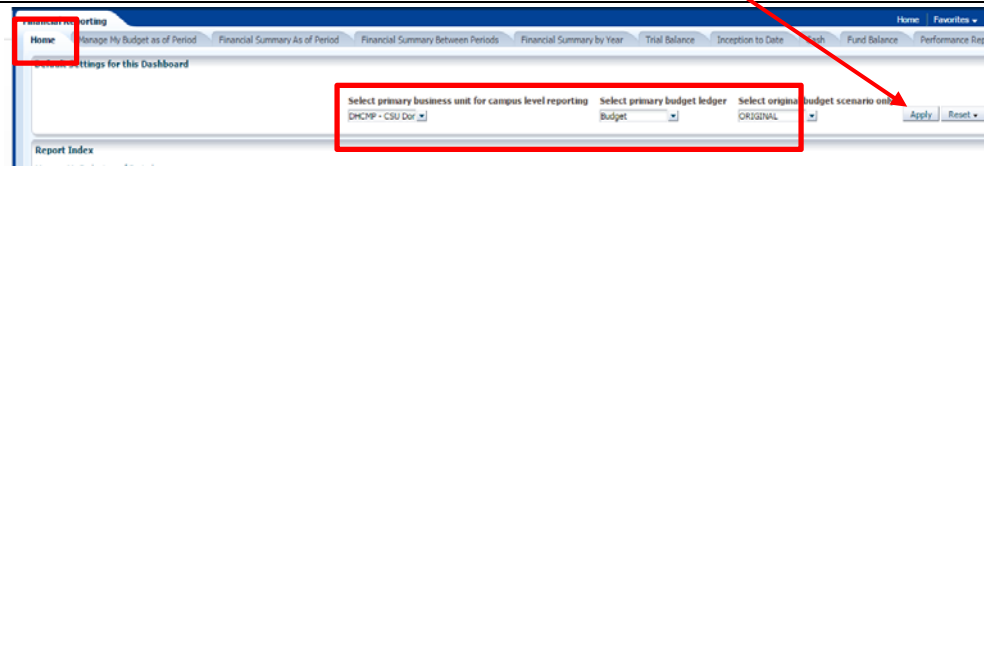
2.0.1 Home Page
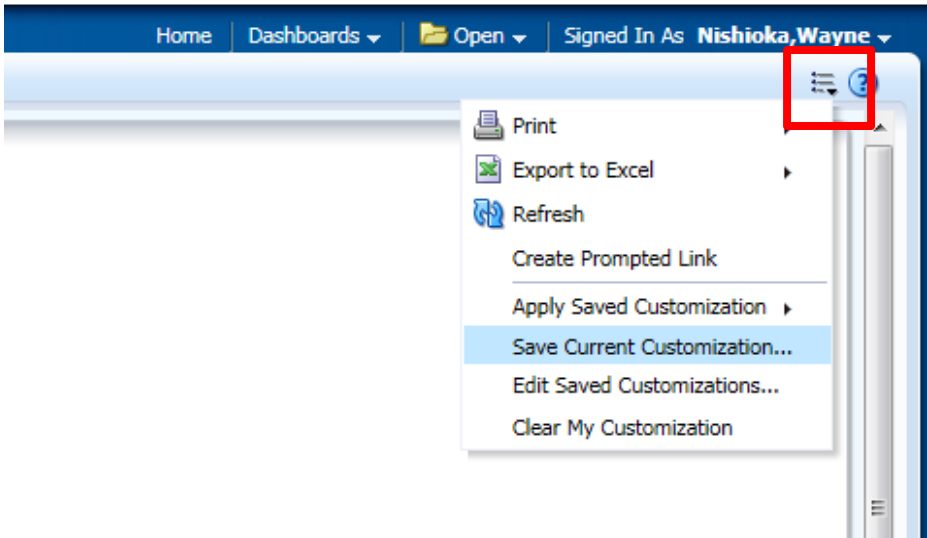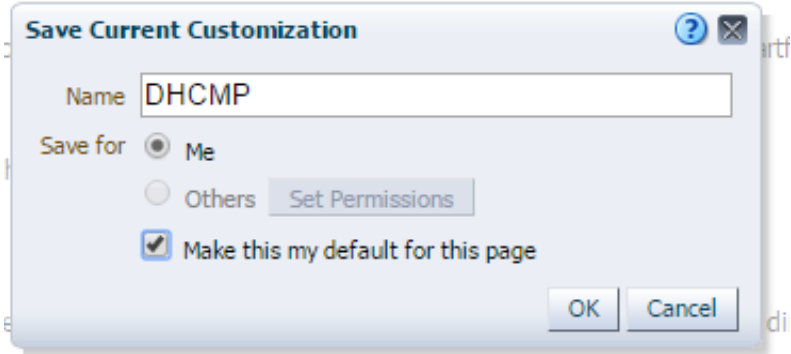
Once you have successfully logged in, you be directed to the Data Warehouse Home page. The "Recent" section allows users to run their most recent reports with the latest saved report filter selections. To access them, click on the blue links.

Processing Steps / Field Name	Screenshot / Description
The 'Recent' area shows reports that have been recently run.	

2.0.2   Individual Dashboard "Home" Default Settings

The Dashboards are the main areas in Data Warehouse where users will run reports from. This training guide focuses on two dashboards: Financial Reporting and Transactions Inquiry. Each dashboard has its own Home page where default settings are selected and saved. Reports will not display data (or will display incorrect data) if the appropriate Home default setting is not selected.

Processing Steps / Field Name	Screenshot / Description
The Dashboard pick list is located at the upper right-hand corner of the screen. 1. Click the down arrow to see a list of dashboards available. **Click on the dashboard you wish to use.**	
1. After selecting a Dashboard from the pick list per section 2.1 above, the following screen appears. Each tab represents a report that is available for users to generate. This example is using the Financial Reporting dashboard.	
Before proceeding to the various tabs, users first need to set the dashboard defaults. This is done from the Dashboard Home tab. Select the Business Unit: **DHCMP (or as appropriate)** 1. Select primary budget ledger = **Budget** 2. Original Budget Scenario only = **ORIGINAL** 3. Click the **Apply** button once completed.	

Save the dashboard **Home** settings so users won't have to set this in the future (unless reports are being run from a different business unit). 1. Click on the Page Options icon (in the upper right hand corner). 2. Select Save Current Customizations	

3. Enter the name you wish to call your default page. 4. Check the "Make this my default for this page". Select OK.	
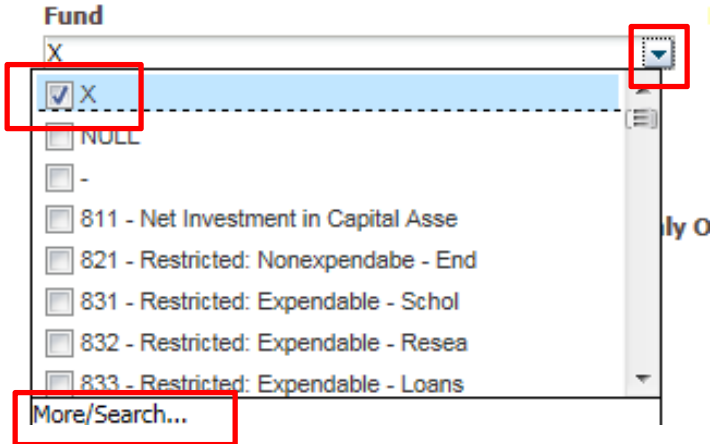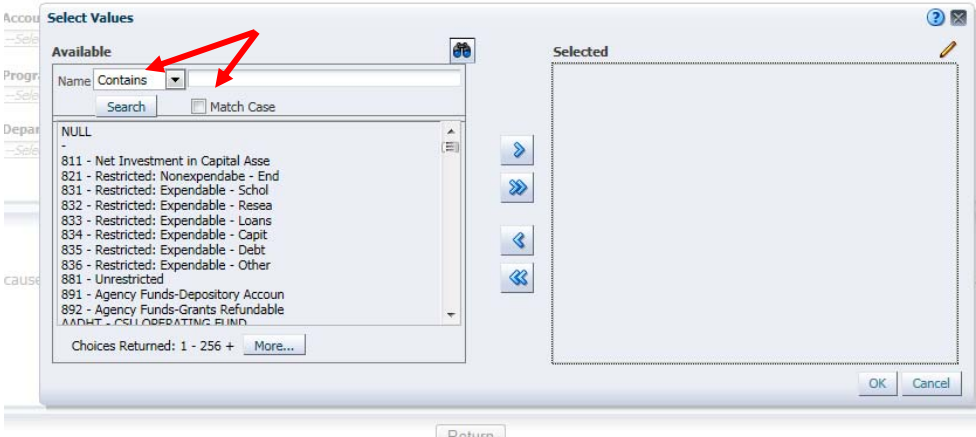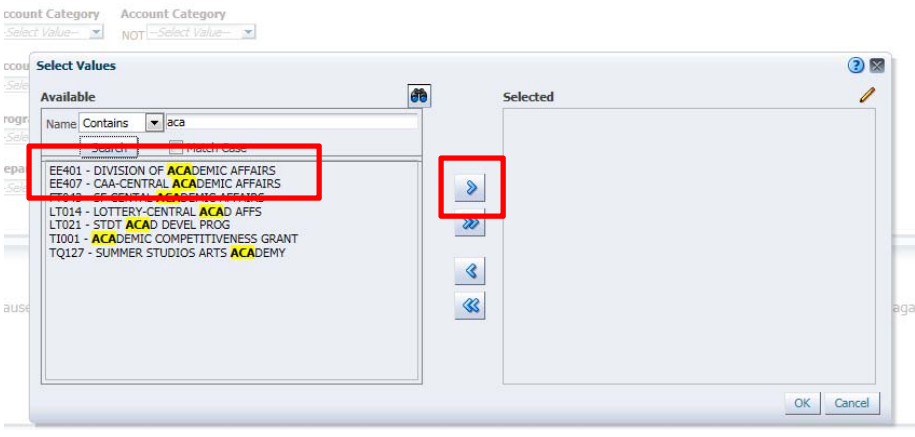
2.0.3 Breadcrumbs

At the bottom of the page, the menu navigation will display. This is known as "breadcrumbs". This feature may no longer be available for some of the Data Warehouse Phase 2 reports.

Processing Steps / Field Name	Screenshot / Description
Menu Navigation displays. You are able to select any of the menus within the breadcrumbs. This is helpful if you wish to go back a menu.	

2.0.4 Enhanced Search Functionality

The search functionality has been enhanced in 11g. By unchecking the 'Match Case' & using 'Contains' – you can run a broader search – see below. If the pick-list does not appear, click on More/Search and type in the selection criteria, then click search and select as appropriate.

Processing Steps / Field Name	Screenshot / Description
1. Select the "down" arrow to see the valid search choices. You can scroll down and find the value you are looking for. 2. If the list is too long and you want to perform a specific search select the More/Search. See below. 3. If the "Blank" value is checked (X), make sure to uncheck or no data will be returned.	**Fund** X ☑ X ☐ NULL ☐ - ☐ 811 - Net Investment in Capital Asse ☐ 821 - Restricted: Nonexpendabe - End ☐ 831 - Restricted: Expendable - Schol ☐ 832 - Restricted: Expendable - Resea ☐ 833 - Restricted: Expendable - Loans More/Search...
More/Search Feature To perform a broader search, you have the following options: 1. **Name** • Starts • Contains • Ends • Is Like (pattern match) 2. **Match Case** • Uncheck	**Select Values** **Available** Name [Contains ▾] [Search] ☐ Match Case NULL - 811 - Net Investment in Capital Asse 821 - Restricted: Nonexpendabe - End 831 - Restricted: Expendable - Schol 832 - Restricted: Expendable - Resea 833 - Restricted: Expendable - Loans 834 - Restricted: Expendable - Capit 835 - Restricted: Expendable - Debt 836 - Restricted: Expendable - Other 881 - Unrestricted 891 - Agency Funds-Depository Accoun 892 - Agency Funds-Grants Refundable AADHT - CSU OPERATING FUND Choices Returned: 1 - 256 + [More...] **Selected** [OK] [Cancel]
3. Enter the value you are searching for. 4. Select Search 5. Once you find what you are looking for you can do the following to get the value(s) to move to the Selected box: Double click the value Or Select the value, and then click on the "Move" icon Or Click on the "Move All" icon and the entire search	**Select Values** **Available** Name [Contains ▾] aca [Search] ☐ Match Case EE401 - DIVISION OF **ACA**DEMIC AFFAIRS EE407 - CAA-CENTRAL **ACA**DEMIC AFFAIRS LT012 - SF-CENTRAL **ACA**DEMIC AFFAIRS LT014 - LOTTERY-CENTRAL **ACA**D AFFS LT021 - STDT **ACA**D DEVEL PROG TI001 - **ACA**DEMIC COMPETITIVENESS GRANT TQ127 - SUMMER STUDIOS ARTS **ACA**DEMY **Selected** [OK] [Cancel]

Processing Steps / Field Name	Screenshot / Description
results will move to the Selected section.	

2.0.5 Column Sort

Once the report is generated, the option to sort by a column (ascending/descending) is available.

Processing Steps / Field Name	Screenshot / Description
Hover your cursor on the desired column. You will see an "Up" & "Down" arrow. This indicates you can Sort the column in Ascending or Descending order. Click on arrow to change sort.	

2.0.6 Columns in a Report – Exclude, Include, Sub-totals

On any report, a column can be Sorted, Excluded, Included, or moved to a different position. Users now also have the option to show or hide sub-totals for any of the yellow highlighted columns in their reports.

Processing Steps / Field Name	Screenshot / Description
1. Right Click on the column. Select action accordingly. This example is using the Financial Reporting: Manage My Budget as of Period report.	

2.0.7 Six Column Report Format with Ability to Hide Columns (NEW)

Data warehouse has a new feature where the 6 column view format is standard for all financial reports. Each column has a pick list of various chartfields or item descriptions to view data (e.g. fund, account, deptid, project code, program code, class code, etc…) Users can hide any columns not being used.

Processing Steps / Field Name	Screenshot / Description
This example is using the Financial Reporting: Manage My Budget as of Period Report	

2.0.8 Dept Tree Name: DH_DEPARTMENT (NEW)

A new filter is required for the Data Warehouse Phase 2 application. At the Report Filters menu, select DH_DEPARTMENT for this filter.

2.0.9 Saving Customizations

Once you have selected your report filters and are satisfied with the results, you can "Save Current Customizations". You can also make one of the "Save Current Customizations" a default for the page so the next time you select the specific Dashboard/Tab/Report the report filters you saved will be recognized and the report will be automatically generated.

Processing Steps / Field Name	Screenshot / Description
5. Navigate to the Dashboard you wish to make your default. 6. After you select your report filters, click Page Options icon (in the upper right hand corner). 7. Select Save Current Customizations.	
8. Enter the name you wish to call your default page. 9. Check the "Make this my default for this page". 10. Select OK.	

Processing Steps / Field Name	Screenshot / Description
The next time you access the dashboard/tab/report your report results will automatically be generated.	
If you have many "Save Current Customizations", once you have accessed the dashboard/tab/report, select Apply Saved Customizations. Then select the one you wish to generate the report for. Once selected, the report will automatically be generated.	

3.0   Financial Summary as of Period – Division Reports

This section provides steps on how to run a financial summary report for divisions or directors who are responsible for multiple departments and want to view financials at a summarized level. This report will display budgets vs. actuals summarized by college or director and classification (revenues, salaries and OE).

1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Financial Summary as of Period"** tab. The following screen will appear:
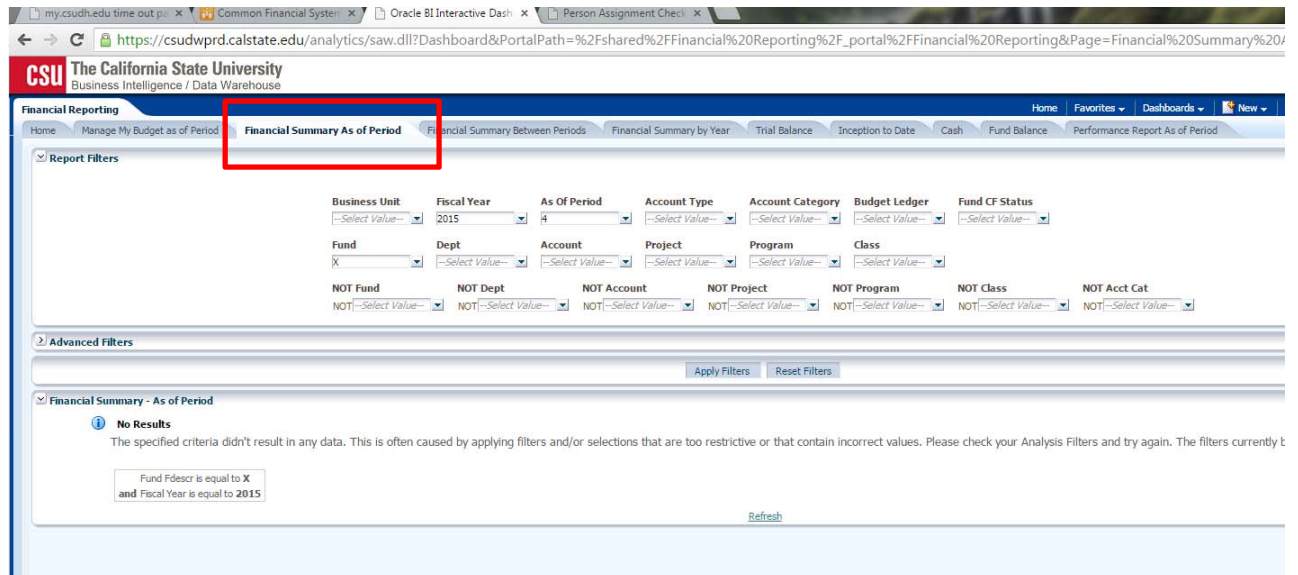
2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

- **Business Unit:** DHCMP
- **Fiscal Year** 2015
- **Period:** 3 (suggest default setting to Period 12 and change to current period as needed)
- **Account Type:** 50 – Revenues and 60 – Expenditures
- **Fund:** AADHT (uncheck box marked "X")
- **Department:** Select appropriate departments
- **Account Category NOT:** 603 (Benefits) - this excludes benefits from being displayed

- (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT
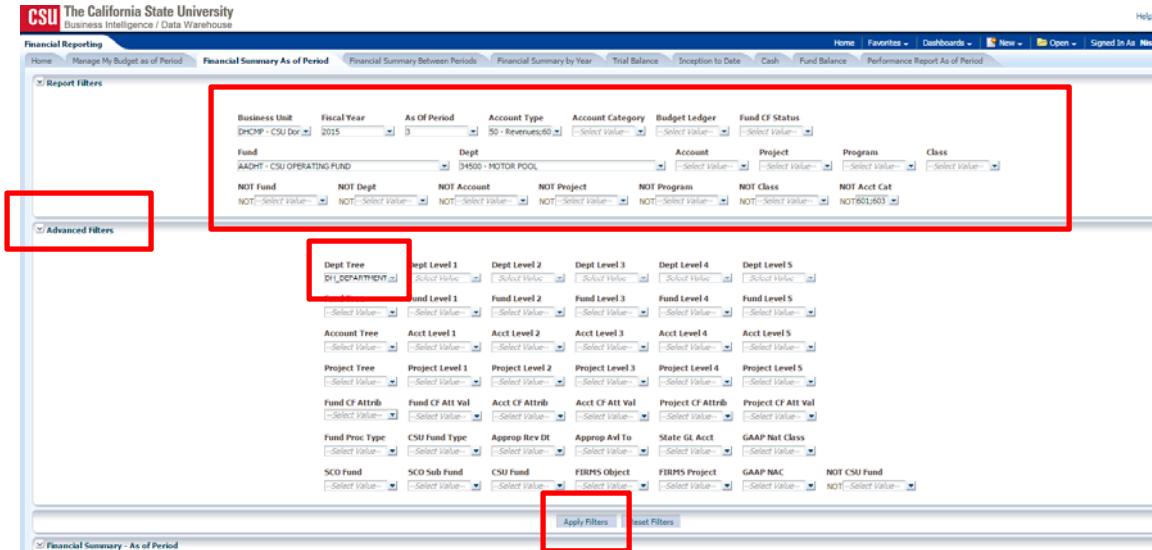
After filter selections are made, click on **Apply Filters** to run the report.

3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

Column 1: Fund Descr   **Column 2**: Dept Level 3 Fdescr   **Column 3**: Nat Class Fdescr
Columns 4-6: Hide

The **Dept Level** filter selected in Column 2 uses Dept Tree nodes to select department groups based on campus level organization or other criteria. **DH_DEPARTMENT** must also be selected for the Dept Tree Name Report Filter (sometimes in the Advanced Filter section) to run reports.

The **Nat Class Fdescr** filter selected in Column 3 is the Natural Classification number used for GAAP reporting, which sums budget and actuals by major grouping such as Revenues, Salaries and Supplies/Services.

Click OK.

4. **Select Report View:** Standard With Original Budget displays the financial summary report:

Report Columns	Definitions
Month To Date Actuals	Amount spent during the month or period of the Fiscal Year (FY) selected.
Month To Date Encumbrances	Purchase orders encumbered for the month or period of the FY selected.
Original Budget	Baseline budget in the "ORIGINAL" scenario during the FY selected.
Current Budget	Amount authorized to spend during the FY selected. This includes baseline and one-time allocations.
Prior Year(s) Actuals	Amount spent in prior years – used only for project codes that are set to roll-forward each year. Currently, this feature is not used at CSU Dominguez Hills.
Year To Date Actuals	Amount spent Year-to-Date (YTD) starting July 1 through the period selected for the FY selected.
Actuals	Total amount spent to date. (Based on the FY and Accounting period specified). This includes PY Actuals (Period 0), if applicable.
Encumbrances	Total Purchase Order remaining balance still open, but not invoiced.
Balance Available	Amount remaining to spend. The calculation is Current Budget less Actuals Less Encumbrances = Balance Available.
% Used Fiscal Year	Percent spent for the selected FY.

5. By changing the order of the same filter selections, a different view of the report is displayed.

The California State University
Business Intelligence / Data Warehouse

Help ▾ Sign Out

Report Filters

| Business Unit | Fiscal Year | As Of Period | Account Type | Account Category | Budget Ledger | Fund CF Status |
| DHCMP - CSU Dor ▾ | 2015 ▾ | 3 ▾ | 50 - Revenues;60 ▾ | --Select Value-- ▾ | Budget ▾ | --Select Value-- ▾ |

| Fund | Dept | Account | Project | Program | Class |
| AADHT - CSU OPE ▾ | 30200 - PUBLIC S ▾ | --Select Value-- ▾ | --Select Value-- ▾ | --Select Value-- ▾ | --Select Value-- ▾ |

| NOT Fund | NOT Dept | NOT Account | NOT Project | NOT Program | NOT Class | NOT Acct Cat |
| NOT --Select Value-- ▾ | NOT --Select Value-- ▾ | NOT --Select Value-- ▾ | NOT --Select Value-- ▾ | NOT --Select Value-- ▾ | NOT --Select Value-- ▾ | NOT 603 ▾ |

Advanced Filters

Apply Filters   Reset Filters

Financial Summary - As of Period

Business Unit = DHCMP - CSU Dominguez Hills, Fiscal Year = 2015, Period = 3

Time run: 10/22/2015 8:25:36 AM

Show Column 1: Fund Fdescr ▾ Column 2: Nat Class Fdescr ▾ Column 3: Dept Level 3 Fdescr ▾ Column 4: Hide ▾ Column 5: Hide ▾ Column 6: Hide ▾ OK

Select Report View: Standard with Original Budget ▾

| Fund Fdescr ▲▽	Nat Class Fdescr	Dept Level 3 Fdescr	Month to Date Actuals	Month to Date Encumbrance	Original Budget	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
AADHT - CSU OPERATING FUND	721001 - Student tuition and fees (net	PHYSICAL PLANT - Physical Plant	(330.00)	0.00	(2,200.00)	(2,200.00)		(840.00)	(840.00)	0.00	(1,360.00)	38%
	721001 - Student tuition and fees (net Total		(330.00)	0.00	(2,200.00)	(2,200.00)		(840.00)	(840.00)	0.00	(1,360.00)	38%
	721007 - Other operating revenues	ACCOUNTING - Accounting Services			0.00	0.00		0.00	0.00	0.00	0.00	
		HUMAN RESOURCES - Human Resources			0.00	0.00		0.00	0.00	0.00	0.00	
		PHYSICAL PLANT - Physical Plant	(356.72)	0.00	(7,500.00)	(7,500.00)		(2,395.47)	(2,395.47)	0.00	(5,104.53)	32%
		PROCUREMENT - Procurement & Contracts	(380.00)	0.00	(2,680.00)	(2,680.00)		(2,013.07)	(2,013.07)	0.00	(666.93)	75%
		UNIVERSITY POLICE - University Police and Parking	(2,812.00)	0.00	(82,100.00)	(82,100.00)		(29,677.35)	(29,677.35)	0.00	(52,422.65)	36%
	721007 - Other operating revenues Total		(3,548.72)	0.00	(92,280.00)	(92,280.00)		(34,085.89)	(34,085.89)	0.00	(58,194.11)	37%
	722001 - Salaries	ACCOUNTING - Accounting Services	107,988.03	0.00	1,185,931.00	1,185,931.00		333,411.85	333,411.85	0.00	852,519.15	28%
		HUMAN RESOURCES - Human Resources	52,651.53	0.00	708,948.00	708,948.00		160,269.12	160,269.12	0.00	548,678.88	23%
		PHYSICAL PLANT - Physical Plant	400,245.01	0.00	4,371,037.00	4,371,037.00		1,124,020.41	1,124,020.41	0.00	3,247,016.59	26%
		PROCUREMENT - Procurement & Contracts	100,527.79	0.00	834,939.00	834,939.00		259,803.02	259,803.02	0.00	575,135.98	31%
		UNIVERSITY POLICE - University Police and Parking	178,050.30	0.00	1,912,965.00	1,912,965.00		549,673.89	549,673.89	0.00	1,363,291.11	29%
	722001 - Salaries Total		839,462.66	0.00	9,013,820.00	9,013,820.00		2,427,178.29	2,427,178.29	0.00	6,586,641.71	27%
	722003 - Scholarships and Fellowships	UNIVERSITY POLICE - University Police and Parking			0.00	0.00		0.00	0.00	0.00	0.00	
	722003 - Scholarships and Fellowships Total				0.00	0.00		0.00	0.00	0.00	0.00	
	722004 - Supplies and Other Services	ACCOUNTING - Accounting Services	6,991.82	(4,017.87)	154,121.00	154,121.00	0.00	14,462.04	14,462.04	17,658.54	122,000.42	21%
		BUS INFO SYS - Business Info Systems					0.00		0.00	0.00	0.00	
		HUMAN RESOURCES - Human Resources	22,531.80	72,744.42	102,661.00	102,661.00	0.00	34,488.15	34,488.15	19,022.40	49,150.45	52%
		IT - Information Technology	0.00	41,088.67			0.00	0.00	0.00	41,088.67	(41,088.67)	
		PHYSICAL PLANT - Physical Plant	259,632.05	636,726.66	665,184.00	693,686.44	0.00	341,875.50	341,875.50	860,202.18	(508,391.24)	173%
		PROCUREMENT - Procurement & Contracts	(35,812.51)	456,277.19	124,399.00	124,399.00	0.00	(336,558.08)	(336,558.08)	419,894.60	41,062.48	67%
		UNIVERSITY POLICE - University Police and Parking	30,369.15	111,534.61	144,254.00	143,563.13	0.00	69,331.35	69,331.35	11,821.30	62,410.48	57%

6. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

4.0   Manage My Budget as of Period – Department Report by Account

This section provides steps on how to run a Manage My Budget as of Period Report from the Financial Reporting dashboard. The example provided below is a report of budget vs. actuals for a department at the cost account level.

1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 above (if not already done). Then select the **"Manage My Budget as of Period"** tab. The following screen will appear:
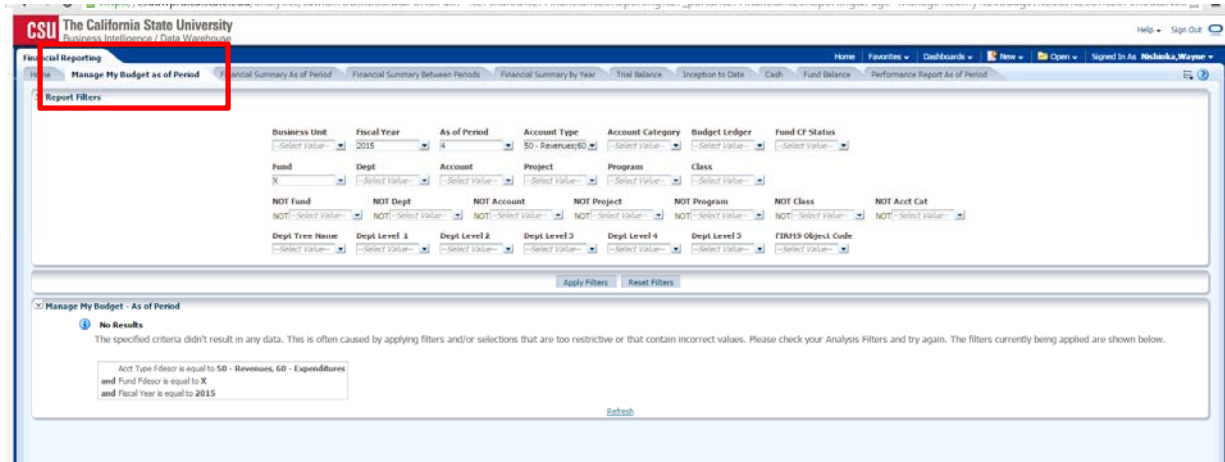
2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

- **Business Unit:** DHCMP
- **Fiscal Year** 2015
- **Period:** 3 (suggest default setting to Period 12 and change to current period as needed)
- **Fund:** AADHT (uncheck box marked "X")
- **Account Type:** 50 – Revenues and 60 – Expenditures
- **Account Category NOT:** 603 (Benefits) – this excludes benefits from being displayed
- **Department:** Select appropriate department
- **Dept Tree Name:** DH_DEPARTMENT (NEW)

When all report filters are selected, click **Apply Filters** to generate the report.
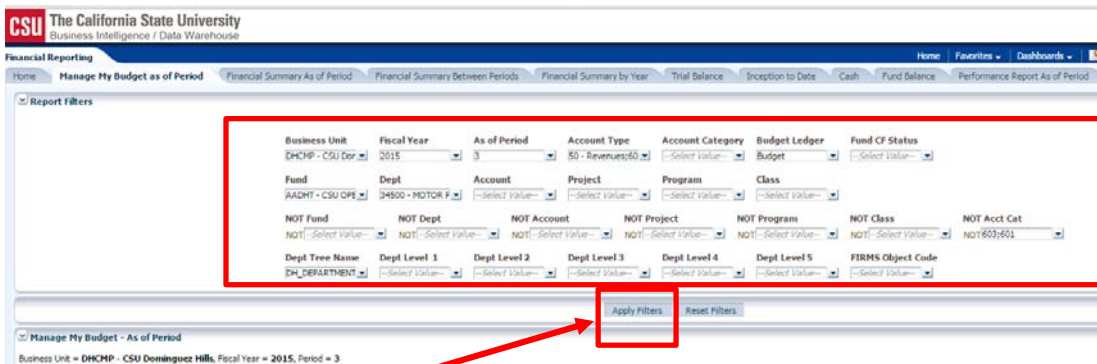
3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

Column 1: Fund Descr   **Column 2**: Dept Level 3 Fdescr   **Column 3**: Dept Fdescr
Columns 4-6: Hide

The **Dept Level** filter selected in Column 2 uses Dept Tree nodes to select department groups based on campus level organization or other criteria. **DH_DEPARTMENT** must also be selected for the Dept Tree Name Report Filter (sometimes in the Advanced Filter section) to run reports.

Click OK.

4. **Select Report View:** Standard With Original Budget   displays the following department report:

Columns	Definitions
Month To Date Actuals	Amount spent during the month or period of the Fiscal Year (FY) selected.
Month To Date Encumbrances	Purchase orders encumbered for the month or period of the FY selected.
Original Budget	Baseline budget in the "ORIGINAL" scenario during the FY selected.
Current Budget	Amount authorized to spend during the FY selected. This includes baseline and one-time allocations.
Prior Year(s) Actuals	Amount spent in prior years – used only for project codes that are set to roll-forward each year. Currently, this feature is not used at CSU Dominguez Hills.
Year To Date Actuals	Amount spent Year-to-Date (YTD) starting July 1 through the period selected for the FY selected.
Actuals	Total amount spent to date. (Based on the FY and Accounting period specified). This includes PY Actuals (Period 0), if applicable.
Encumbrances	Total Purchase Order remaining balance still open, but not invoiced.

Columns	Definitions
Balance Available	Amount remaining to spend. The calculation is Current Budget less Actuals Less Encumbrances = Balance Available.
% Used Fiscal Year	Percent spent for the selected FY.

5. Colleges and Divisions may use the same report to view summaries of multiple departments by selecting the Dept Level 3 filter in one of the column views. The following example displays financials by Fund, Dept Level 3 and Account Category.
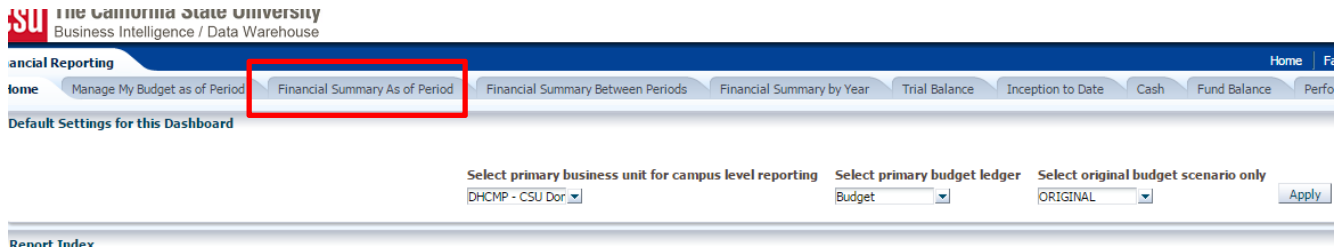

6. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

5.0 Financial Reporting – Financial Summary as of Period (Actuals by Month)

This section provides steps on how to run an Actuals By Month Report from the Financial Reporting dashboard, which provides monthly actuals information for the criteria selected (e.g. period, fiscal year, department, fund, etc…)
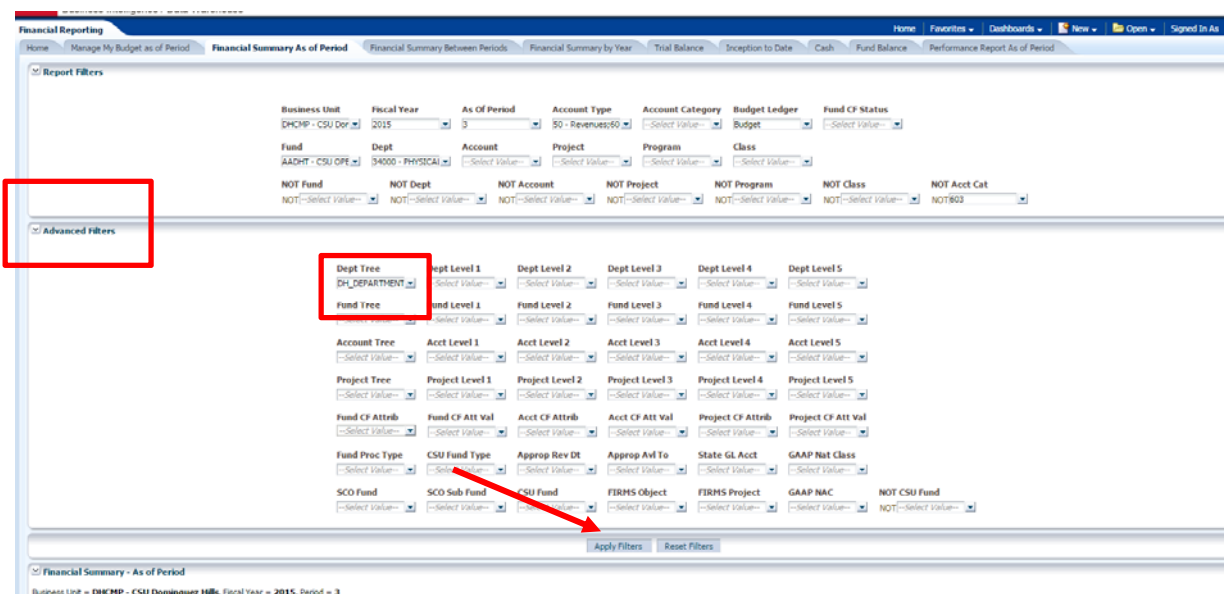
1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Financial Summary as of Period"** tab. The following screen will appear:

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

- **Business Unit:** DHCMP
- **Fiscal Year:** 2015
- **Period:** 3 (suggest default setting to Period 12 and change to current period as needed)
- **Fund:** AADHT (uncheck box marked "X")
- **Account Type:** 50 – Revenues and 60 – Expenditures
- **Account Category NOT:** 603 (Benefits) – this excludes benefits from being displayed
- **Department:** Select as appropriate

- (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT

After selecting report filters, click **Apply Filters** to generate the report.

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3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

>   **Column 1**: Fund Descr   **Column 2**: Dept Fdescr   **Column 3**: Account Fdescr
>   **Columns 4-6**: Hide

Click OK.

Unit = DHCMP - CSU Dominguez Hills, Fiscal Year = 2015, Period = 3							
10/2/2015 2:01:24 PM							

Show Column 1: Fund Fdescr ▾ Column 2: Dept Fdescr ▾ Column 3: Acct Fdescr ▾ Column 4: Hide ▾ Column 5: Hide ▾ Column 6: Hide ▾ OK

Select Report View: Activity Summary by Accounting Period ▾

Fund Fdescr △▽	Dept Fdescr	Acct Fdescr	Actuals Period 0	1	2	3	Actuals Period
AADHT - CSU OPERATING FUND	30000 - VP ADMINISTRATION & FINANCE	601201 - MANAGEMENT/SUPERVISOR SALARIES		18,750.00	18,750.00	18,750.00	56,250.00
		601300 - SUPPORT STAFF SALARIES		4,672.00	4,672.00	4,672.00	14,016.00

4. **Select Report View**: Activity Summary by Accounting Period displays the Actuals by Month Report (Period 1 = July, the start of the fiscal year).

As of Period

CSU Dominguez Hills, Fiscal Year = 2015, Period = 3

06:27 PM

Column 1: Fund Fdescr ▾ Column 2: Dept Fdescr ▾ Column 3: Acct Fdescr ▾ Column 4: Hide ▾ Column 5: Hide ▾ Column 6: Hide ▾

Select Report View: Activity Summary by Accounting Period ▾

Fund Fdescr △▽	Dept Fdescr	Acct Fdescr	Actuals Period 0	1	2	3	Actuals Period
AADHT - CSU OPERATING FUND	34500 - MOTOR POOL	660003 - SUPPLIES AND SERVICES*	0.00	(395.00)	4,885.07	4,219.16	8,709.23
		660009 - PROFESSIONAL DEVELOPMENT		0.00			0.00
		660021 - REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
		660832 - INVENTORY C/B		32.50	15.84		48.34
	34500 - MOTOR POOL Total		0.00	(362.50)	4,900.91	4,219.16	8,757.57
AADHT - CSU OPERATING FUND Total			0.00	(362.50)	4,900.91	4,219.16	8,757.57
Grand Total			0.00	(362.50)	4,900.91	4,219.16	8,757.57

al to / is not in 601, 603

| Columns	Definitions
Actuals 0 – 5 (up to 12)	Monthly actuals for the selected FY are displayed. The numbers represent each month of the FY with 1 being July and 12 is June. 0 = Prior Year Rollforward (primarily not applicable to CSUDH at this time)
Actuals Period	Sum of period selected.

5. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

6.0   Financial Reporting – Financial Summary by Year

This section provides steps on how to run a Financial Summary by Year from the Financial Reporting dashboard to display year-to-year comparison data. It will help users see how much was spent in the reporting period selected, and compare those expenditures to the same period in the prior years.

1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Financial Summary by Year"** tab. The following screen will appear:
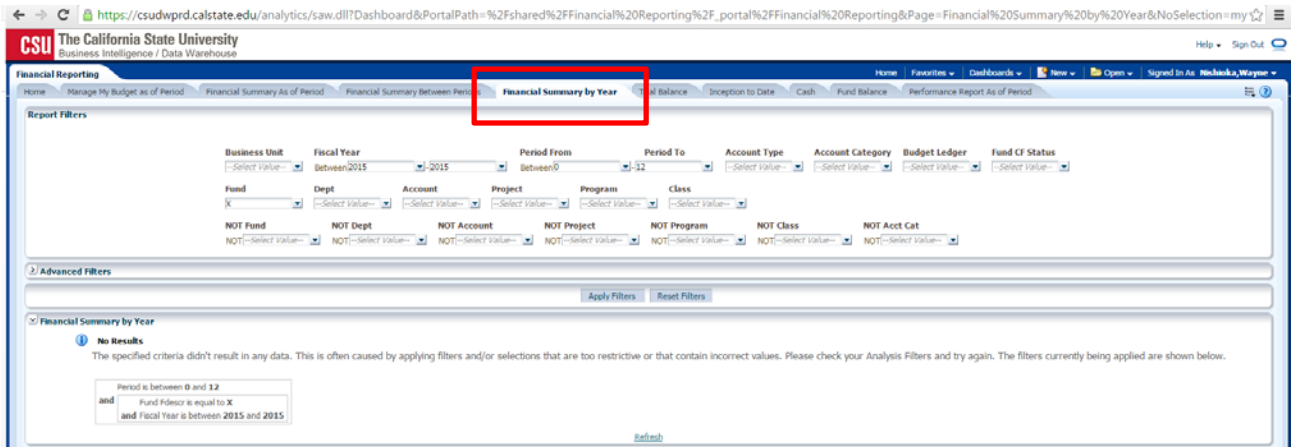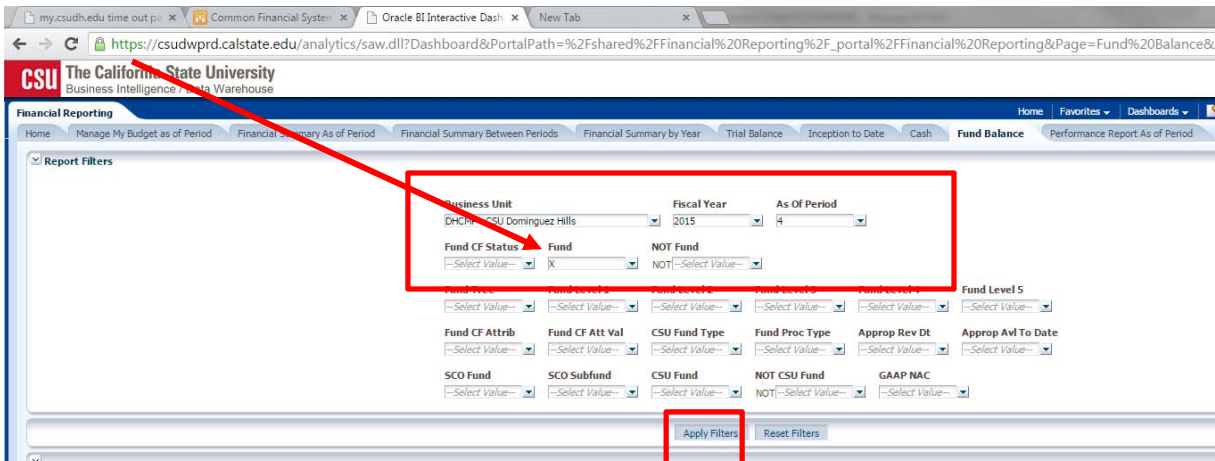

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used:

- **Business Unit:** DHCMP
- **Fiscal Year** 2015
- **Period From:** 0
- **Period To:** 3 (recommend Period 12 default and change to current period as needed)
- **Account Type:** 50 – Revenues and 60 – Expenditures
- **Fund:** AADHT (uncheck box marked "X")
- **Department:** Select as appropriate
- **Account Category NOT:** 603 (Benefits)

- (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT

After selecting report filters, click **Apply Filters** to generate the report.
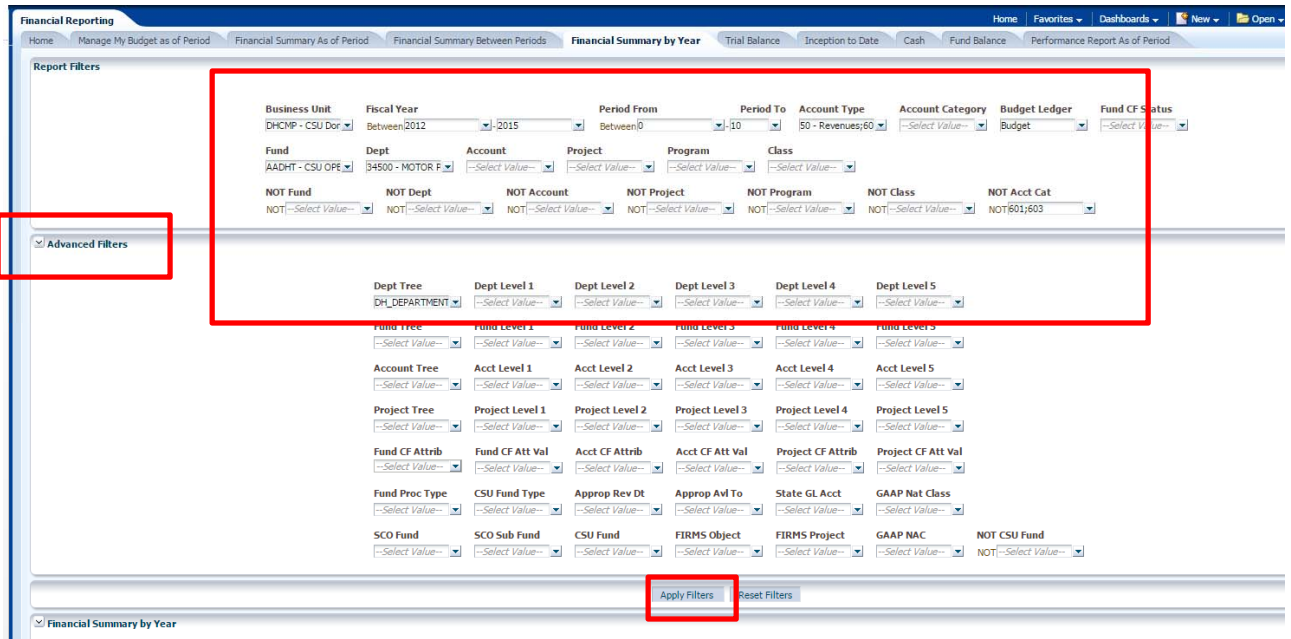
3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

> **Column 1**: Fund Descr   **Column 2**: Dept Fdescr   **Column 3**: Acct Cat Fdescr
> **Columns 4-6**: Hide

> Click OK.

4. **Select View**: Summary by Year (Actuals) displays actuals by fiscal year for the selected filters.

Columns	Definitions
Actuals	Amount spent between the "starting" and "as of" periods for the FY selected.

5. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

7.0   Financial Reporting - Fund Balance Report

This section provides steps on how to run a Fund Balance report, which displays the remaining balance for selected funds.
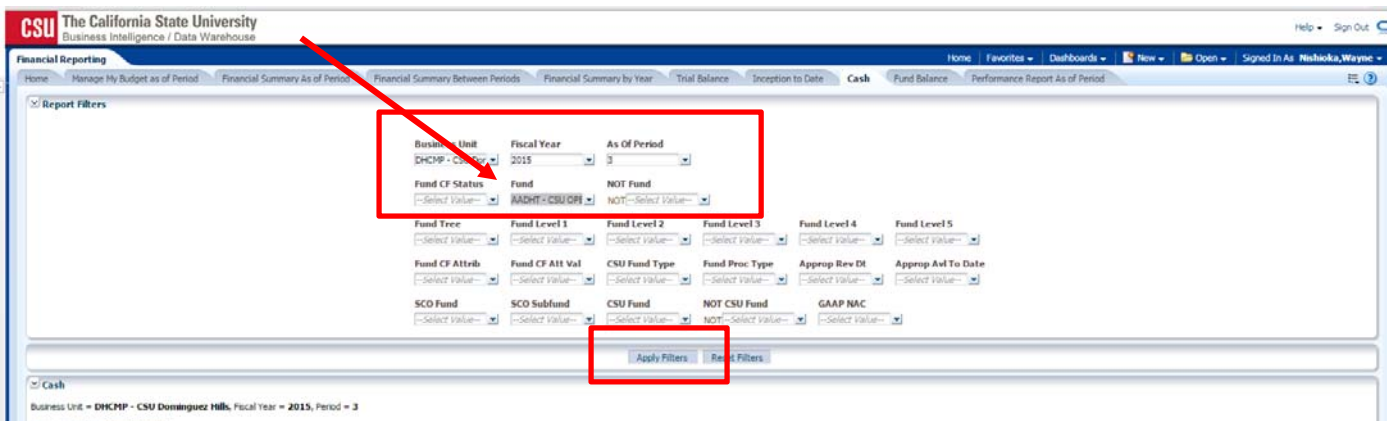
1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Fund Balance"** tab. The following screen will appear:
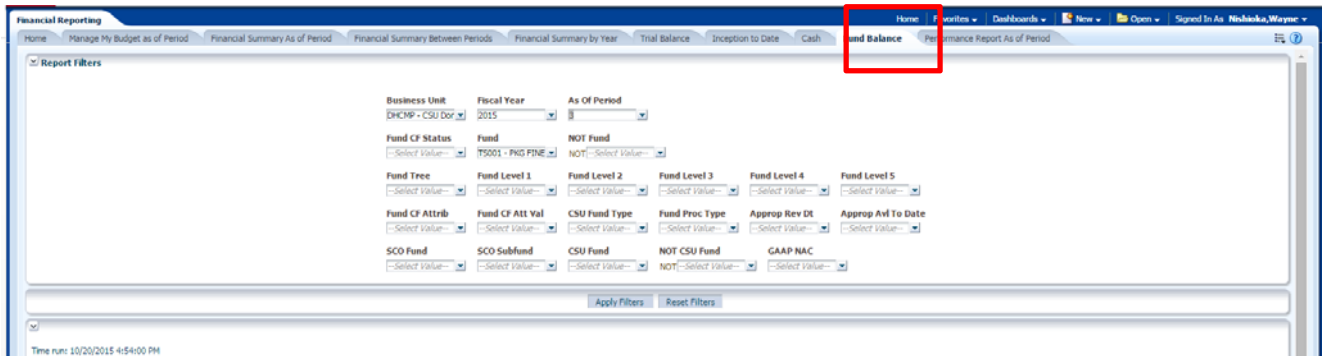
2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.
3.

- **Business Unit:** DHCMP
- **Fiscal Year**: 2015
- **As of Period** = 3 (suggest default setting to Period 12 and change to current period as needed)
- **Fund** = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"

After selecting report filters, click **Apply Filters** to generate the report.

3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

> **Column 1**: SCO Fund Descr   **Column 2**: CSU Fund Fdescr   **Column 3**: Fund Fdescr
> **Columns 4-6**: Hide

Click OK.

4. **Select Report View** = Encumbrance View.

Columns	Definitions
Beginning Fund Balance	Remaining unspent funds from last year. A negative amount means there is money left. A positive number means the fund is overspent.
Year to Date Revenue	Amount of money collected/received to date. (Based on the FY and Accounting period specified). Revenues are normally recorded as a negative number (credit balance).
Year to Date Expenses	Amount spent to date. (Based on the FY and Accounting period specified). Expenses are normally recorded as a positive number (debit balance).
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Ending Fund Balance	= Beginning Fund Balance plus YTD Revenues less YTD Expenses and Encumbrances. The ending fund balance represents the amount remaining to spend as of the period selected. A negative number means there is money left. A positive number means the fund is overspent.

5. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

8.0   Cash Report

This section provides steps on how to run a Cash Report that displays the cash balance available within a Fund.

1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Cash"** tab. The following screen will appear:

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

    - **Business Unit:** DHCMP
    - **Fiscal Year**: 2015
    - **As of Period** = 3 (suggest default setting to Period 12 and change to current period as needed)
    - **Fund** = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"

    After selecting report filters, click **Apply Filters** to generate the report.

3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

Column 1: SCO Fund Descr   **Column 2**: CSU Fund Fdescr   **Column 3**: Fund Fdescr
Columns 4-6: Hide

Click OK.

4. **Select Report View** = Summary View.

= DHCMP - CSU Dominguez Hills, Fiscal Year = 2015, Period = 3

22 2015 5:03:19 PM

Show Column 1: SCO Fund Fdescr   Column 2: CSU Fund Fdescr   Column 3: Fund Fdescr   Column 4: Hide   Column 5: Hide   Column

Select Report View: Summary View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Cash
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	AADHT - CSU OPERATING FUND	21,376,715.03
	485 - TF-CSU Operating Fund Total		**21,376,715.03**
0948 - Calif State University Trust Fund Total			**21,376,715.03**
Grand Total			**21,376,715.03**

s between **0** and **3**
und Fdescr is equal to **AADHT - CSU OPERATING FUND**
us Unit Fdescr is equal to **DHCMP - CSU Dominguez Hills**
iscal Year is equal to **2015**

Cash total (last column) should be a positive number, meaning there is cash available in the fund.

5. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

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9.0   Trial Balance Report

This section provides steps on how to run a Trial Balance report. The Trial Balance Report displays the account balances within the Fund.

1. To run this report, select the **Financial Reporting** dashboard, and set/save the **Home** defaults as described in section 2.0.2 (if not already done). Then select the **"Trial Balance"** tab. The following screen will appear:
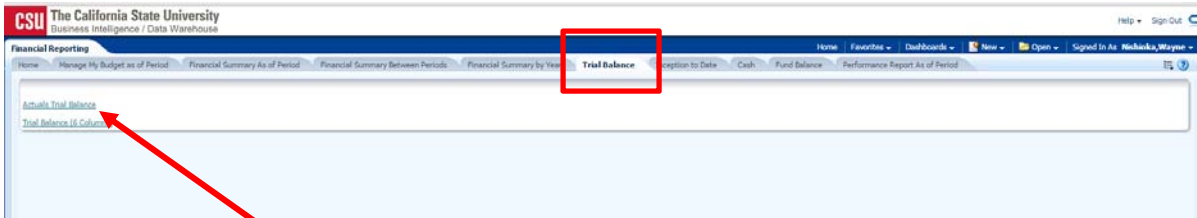
    Select **Actuals Trial Balance**

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

    - **Business Unit:** DHCMP
    - **Fiscal Year**: 2015
    - **As of Period** = 3 (suggest default setting to Period 12 and change to current period as needed)
    - **Fund** = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"

    After selecting report filters, click **Apply Filters** to generate the report.

3. The following screen will appear. **Select Column**: Account Fdescr and Click **OK**. Then **Select Report View**: All Funds Horizontal. The following report will be displayed:

Show Column: Account Fdescr ▼ OK

Select Report View: All Funds Horizontal ▼

Account Fdescr	Year to Date Actuals
	AADHT - CSU OPERATING FUND
101009 - CASH ON HAND	1,550.00
101100 - CASH S/T INVESTMENTS	18,725,668.47
101801 - CASH S/T INVESTMENTS - CPO	0.00
103802 - A/R ABATEMENTS-PAYROLL	264,256.34
103804 - A/R - ABATEMENTS(ARBI)	3,120.00
103815 - A/R - REIMBURSEMENTS(ARBI)	51,297.94
103821 - A/R INSTALLMENT PAYMENT PLANS	1,380,355.76
103822 - A/R-FEE REV-3RD PARTY CONTRACT	466,879.53
103823 - A/R-FEE REVENUE-STUDENTS	0.00
103836 - A/R - OPERATING REVENUE(ARBI)	1,891.15
103837 - A/R - OPERATING REVENUE(HRSA)	5,835,804.83
103841 - A/R DISHONORED CHECK	1,637.68
103842 - A/R - DISHONORED CHECK (HRSA)	267,770.13
103853 - A/R - OTHER(ARBI)	74.50
103999 - AR OTHER - OFFSET	(4.39)
104001 - ALLOW FOR UNC A/R-ABATEMENT	(62,708.06)
104004 - ALLOW FOR UNC A/R-OPER REV	(3,431,982.93)
105001 - DUE FR GENERAL FUND	0.00
106005 - PROV DEFERRED REC-AR DISH CHKS	(166,402.08)
107001 - TRAVEL ADVANCE-EMPLOYEES	22,030.00
107801 - SALARY ADVANCE-EMPLOYEES	0.00
107802 - SALARY ADVANCE	648.14

Account Fdescr	Description
1XXXXX – Assets	Assets are anything of value that the fund controls. Cash and inventory are considered assets. So are accounts receivable, which represent money owed to the fund. The normal balance of these accounts is positive (or debit).
2XXXXX – Liabilities	Liabilities are debts a fund owes to other entities. This could be accounts payable, which represents payments owed to suppliers or revenues collected in advance where a student has paid for a class in advance. The normal balance of these accounts is negative (or credit).
3XXXXX – Fund Balance/Net Assets	Fund balance or net assets represent the portion of the fund that is owned free and clear. If all the fund's assets were liquidated and used to pay off the debts, the amount leftover would be the fund balance or net assets. This amount leftover, along with the current year's net income or loss represents the amount of cash that a fund has to spend. A negative (or credit) balance in these accounts is a good thing.
5XXXXX – Revenues	Total revenues collected for the fiscal year. Revenue accounts are normally recorded as negative (or credit).

Account Fdescr	Description
6XXXXX – Expenses	Total expenditures recorded for the fiscal year. Expense accounts normally have a positive (or debit) balance.

Columns	Definitions
Year To Date Actuals	Total Amount you have spent to date. (Based on the FY and Accounting period specified)

4. Review section 2.0.9 to save this customized report for future reference. Remember to change the period as needed each month.

10.0 Drill Through Report Data

From any report you are able to drill to the details that make up the amounts shown.

1. Drill down on a hyperlinked numeric value by placing cursor on value and selecting.

Transaction Detail results are displayed:

4. At the bottom of the screen use the icons to move forward and back through the returned results.

 Rows 1 - 25

5. Sort on an individual column by clicking on the column label (See section 2.0.5 Column Sort).
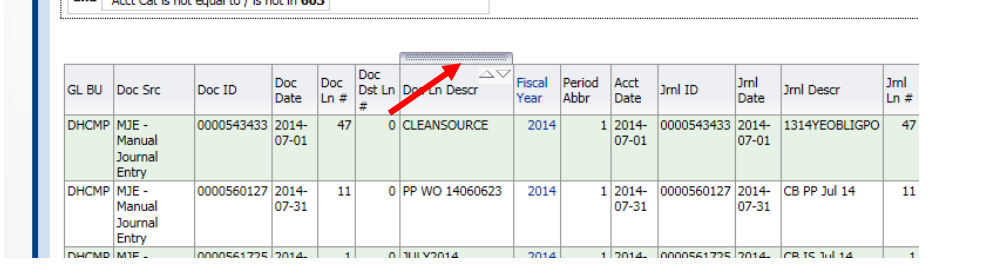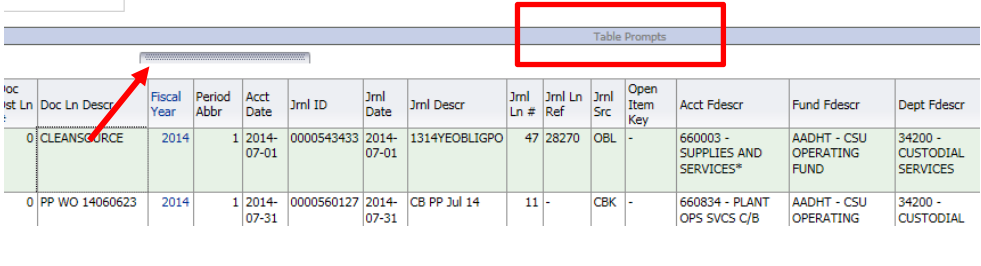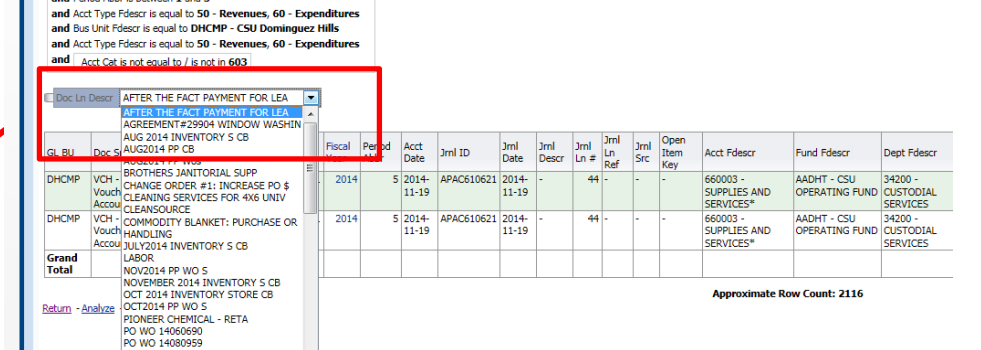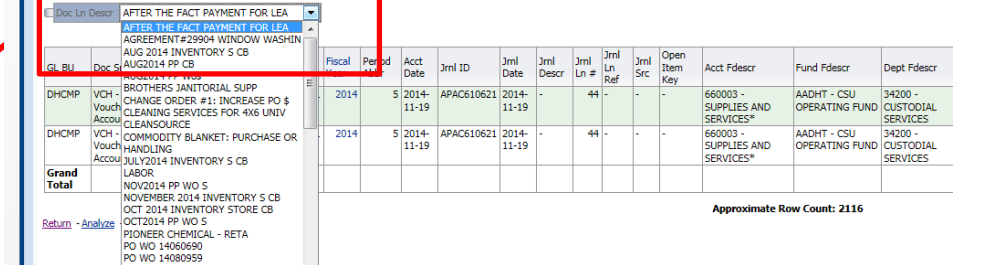
6. Click the **Return** link to return to main report. Return - Refresh - Print - Export

11.0   Table Prompts and Report Section Features within Drills

Columns within drills can be moved to create either Pivots or Report Sections.
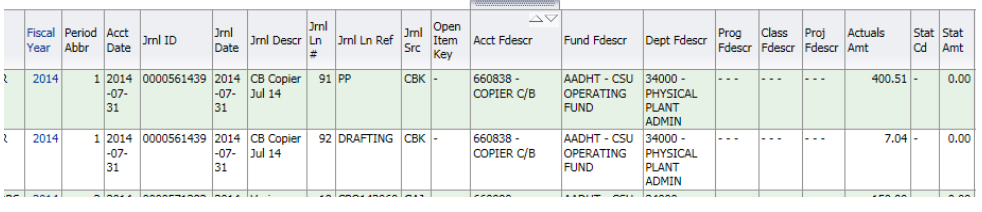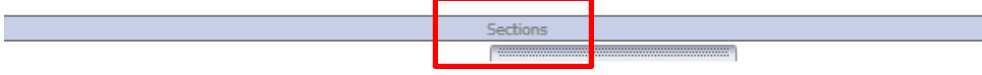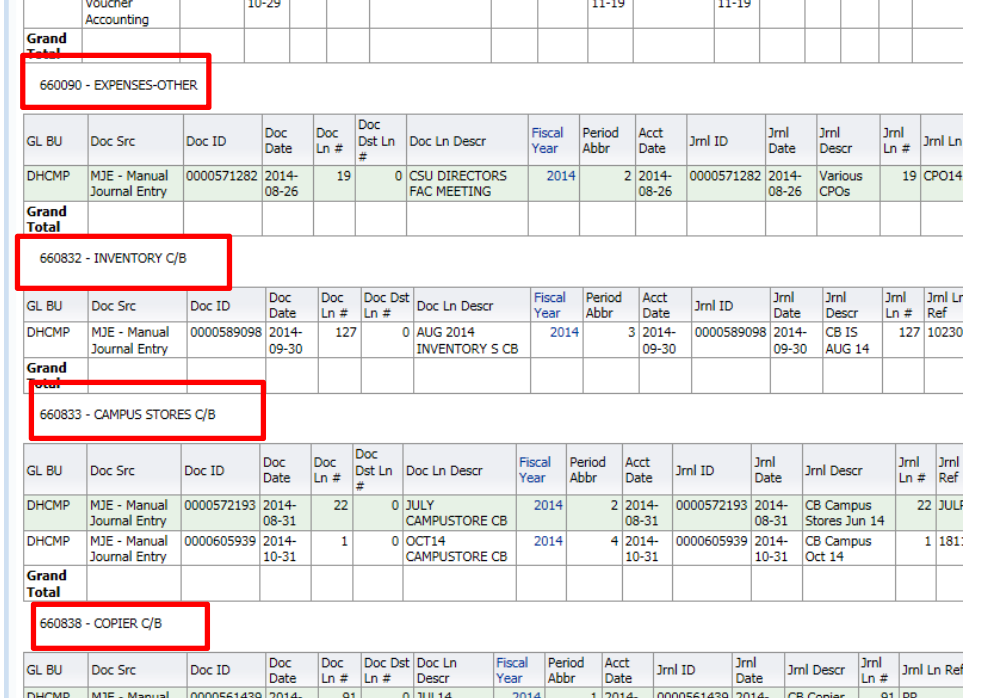
11.0.1 Creating a Pivot

From a drill, you can move a column to create a Table Prompt.

| Processing Steps / Field Name	Screenshot / Description
1. To make a column a Table Prompt, hover the cursor over the column header. A grey bar above the column header will be displayed.	
2. Click on the grey bar, hold. Begin to drag the field up. A bluish-grey bar (Table Prompts) will appear with the description "Table Prompts". Drag field above bar and release mouse.	
3. Select the Table Prompt to view from the pick list. 4. To undo Table Prompt, click on the square box next to pick list, drag back to report and release at the desired column location.	

11.0.3 Creating a Section Report Section

From a drill, you can move a column to a Report Section.

Processing Steps / Field Name	Screenshot / Description
1. To make a column a Report Section, hover the cursor over the column header. A grey bar above the column header will appear.	
2. Click on the grey bar, hold. Begin to drag the field up. A bluish-grey bar with the description "Sections" will appear. Drag field above bar and release mouse.	
3. The column is now a Report Section. 4. To "undo" Report Sections, hover mouse over section description and a square box will appear. Click on the square box, drag to desired location and release.	

12.0 Transactions Inquiry Dashboard – Purchase Orders (POs) and Requisitions

Reports on Open POs and requisitions can be viewed from the DWH **Transactions Inquiry** dashboard.

1. From the main **Home** page, select **Dashboards**, then select the **Transactions Inquiry** dashboard.
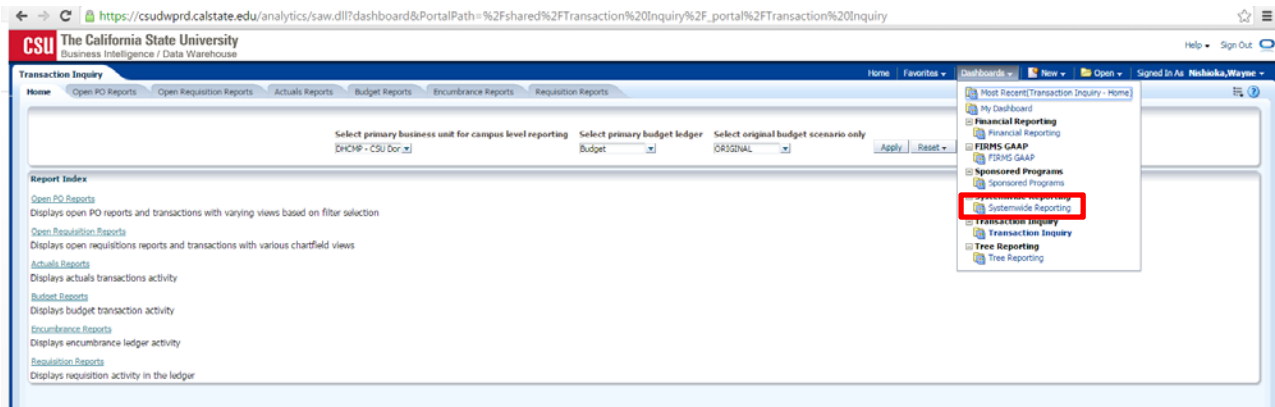
2. Set **Home** default parameters, click **Apply**.
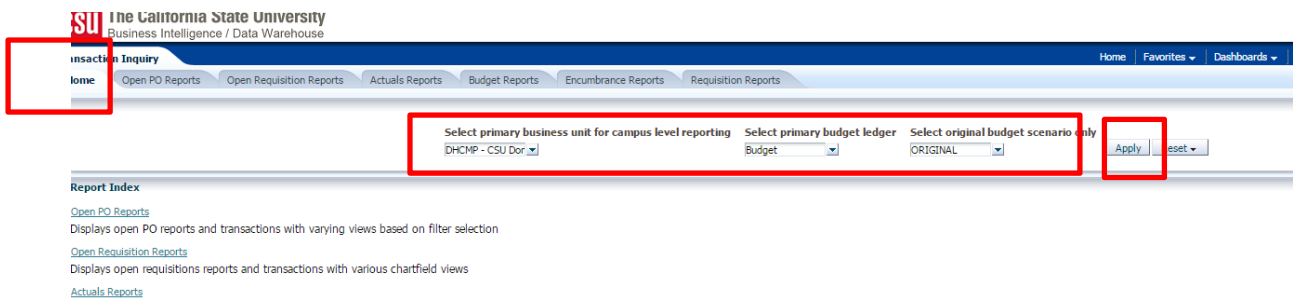
12.0.1 Transactions Inquiry – Open POs

1. From the **Transactions Inquiry** dashboard, click on the **Open PO Reports** tab and the **Open PO Report** link.

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

- **Business Unit:** DHCMP
- **Fiscal Year**: 2015
- **As of Period** = 3 (suggest default setting to Period 12 and change to current period as needed)
- **Fund** = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"
- **Deptid** = Select as appropriate.

- (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT

After selecting report filters, click **Apply Filters** to generate the report.

3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

| **Column 1**: Fund Fdescr | **Column 2**: Dept Fdescr | **Column 3**: Acct Fdescr |
| **Column 4**: Supplier Descr | **Column 5**: Hide | **Column 6**: Hide |

Click **OK**.

Time run: 10/26 2015 9:04:29 AM

| | Column 1: Fund Fdescr ▼ | Column 2: Dept Fdescr ▼ | Column 3: Acct Fdescr ▼ | Column 4: Supplier Descr ▼ | Column 5: Hide ▼ | Column 6: Hide ▼ | OK |

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Supplier Descr	Open PO Amt
AADHT - CSU OPERATING FUND	30010 - VP ADMIN & FINANCE OFFICE	660003 - SUPPLIES AND SERVICES*	0000032055	RECALL SECURE DESTRUCTION SERVICES INC	500.00
	30200 - PUBLIC SAFETY	660003 - SUPPLIES AND SERVICES*	0000031196	SIRCHIE ACQUISITION CO LLC	20.00
			0000031641	WATCHGUARD	381.50
			0000032588	PORAC	1,200.00
	31200 - PAYROLL SERVICES	660003 - SUPPLIES AND SERVICES*	0000032310	IRON MOUNTAIN OFFSITE DATA	1,205.69
		660021 - REPAIRS AND MAINTENANCE	0000031994	RICOH USA INC	1,200.00
	32000 - ACCOUNTING SERVICES	660003 - SUPPLIES AND SERVICES*	0000029235	RECALL SECURE DESTRUCTION SERVICES INC	862.61
			0000030313	STATE CONTROLLERS OFFICE	445.01
			0000030336	BRINKS INC	1,044.46
			0000031990	RECALL SECURE DESTRUCTION SERVICES INC	1,650.00
			0000032007	STATE CONTROLLERS OFFICE	1,714.00
			0000032313	IRON MOUNTAIN OFFSITE DATA	3,180.16
	32110 - CASHIERS OFFICE	660003 - SUPPLIES AND SERVICES*	0000031396	JOHNSON CONTROLS	1,822.00
			0000032008	BRINKS INC	6,772.84
	33000 - PURCHASING	613001 - CONTRACTUAL SERVICES	0000032526	ROBERT HALF	31,200.00
	33100 - PROCUREMENT SUPPORT	660003 - SUPPLIES AND SERVICES*	0000031385	GORDON INDUSTRIAL SUPPLY CO	387.56
			0000032308	TANGRAM	0.01
			0000032348	UNITED PARCEL SERVICE	1,315.29
	33120 - REPROGRAPHICS SERVICES	660002 - PRINTING	0000032408	LA PRESS	3,756.41
		660003 - SUPPLIES AND SERVICES*	0000012754	WEBER PRINTING	1,070.06
			0000030286	ARAMARK UNIFORM SERVICES	83.27
			0000030287	IRG PLOTTERS & PRINTERS	793.38
			0000030288	SPARKLETTS	330.98
			0000030733	EDS OFFSET SERVICE	1,244.76

Transaction Inquiry: Open PO Reports > Transaction Inquiry: Open PO Report

4. The **Doc ID** is the PO number. Click on the blue link to view transaction details for individual POs.

| | Column 2: Dept Fdescr ▼ | Column 3: Acct Fdescr ▼ | Column 4: Supplier Descr ▼ | Column 5: Hide ▼ | Column 6: Hide |

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Supplier Descr	Open PO Amt
AADHT - CSU OPERATING FUND	30010 - VP ADMIN & FINANCE OFFICE	660003 - SUPPLIES AND SERVICES*	0000032055	RECALL SECURE DESTRUCTION SERVICES INC	500.00
	30200 - PUBLIC SAFETY	660003 - SUPPLIES AND SERVICES*	0000031196	SIRCHIE ACQUISITION CO LLC	20.00
			0000031641	WATCHGUARD	381.50
			0000032588	PORAC	1,200.00
	31200 - PAYROLL SERVICES	660003 - SUPPLIES AND SERVICES*	0000032310	IRON MOUNTAIN OFFSITE DATA	1,205.69
		660021 - REPAIRS AND MAINTENANCE	0000031994	RICOH USA INC	1,200.00
	32000 - ACCOUNTING SERVICES	660003 - SUPPLIES AND SERVICES*	0000029235	RECALL SECURE DESTRUCTION SERVICES INC	862.61
			0000030313	STATE CONTROLLERS OFFICE	445.01
			0000030336	BRINKS INC	1,044.46
			0000031990	RECALL SECURE DESTRUCTION SERVICES INC	1,650.00
			0000032007	STATE CONTROLLERS OFFICE	1,714.00
			0000032313	IRON MOUNTAIN OFFSITE DATA	3,180.16
	32110 - CASHIERS OFFICE	660003 - SUPPLIES AND SERVICES*	0000031396	JOHNSON CONTROLS	1,822.00
			0000032008	BRINKS INC	6,772.84
	33000 - PURCHASING	613001 - CONTRACTUAL SERVICES	0000032526	ROBERT HALF	31,200.00
	33100 - PROCUREMENT SUPPORT	660003 - SUPPLIES AND SERVICES*	0000031385	GORDON INDUSTRIAL SUPPLY CO	387.56
			0000032308	TANGRAM	0.01
			0000032348	UNITED PARCEL SERVICE	1,315.29
	33120 - REPROGRAPHICS SERVICES	660002 - PRINTING	0000032408	LA PRESS	3,756.41
		660003 - SUPPLIES AND SERVICES*	0000012754	WEBER PRINTING	1,070.06
			0000030286	ARAMARK UNIFORM SERVICES	83.27
			0000030287	IRG PLOTTERS & PRINTERS	793.38
			0000030288	SPARKLETTS	330.98
			0000030733	EDS OFFSET SERVICE	1,244.76

pen PO Report

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12.0.2 Open PO Transaction Details Report

1. From the **Transactions Inquiry** dashboard, click on the **Open PO Reports** tab and the **Open PO Transaction Details** link.

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

Business Unit: DHCMP
Fiscal Year: 2015
As of Period = 3 (suggest default setting to Period 12 and change to current period as needed)
Fund = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"
Deptid = Select as appropriate.
(NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name:** DH_DEPARTMENT

After selecting report filters, click **Apply Filters** to generate the report.

3. The following report is generated based on the selected criteria. Please refer to section 11.0 to use pivot table and reporting sections.

12.0.3 Operations – Open Reqs

1. From the **Transactions Inquiry** dashboard, click on the **Open Requisition Reports** tab and the **Open Requisition Report** link.

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

   Business Unit: DHCMP
   Fiscal Year: 2015
   As of Period = 3 (suggest default setting to Period 12 and change to current period as needed)
   Fund = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"
   Deptid = Select as appropriate.
   (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT

   After selecting report filters, click **Apply Filters** to generate the report.

3. The following screen will appear. Select the column views desired as explained in section 2.0.7. There are six column views to select from, each corresponding to a yellow highlighted header that can be changed. Column views for this report are:

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

Column 4: Doc Ln #   **Column 5**: Supplier Descr   **Column 6**: Hide

Click **OK**.

Open requisition amounts are shown in the last column titled "Pre-encumbrance." Negative numbers indicate the requisition has been converted to a PO.

12.0.4 Open Requisition Views

1. From the **Transactions Inquiry** dashboard, click on the **Open Requisition Reports** tab and the **Open Requisition Views** link.

2. Select the parameters wish to be viewed. In this example, the following report filter criteria is used.

   Business Unit: DHCMP
   Fiscal Year: 2015
   As of Period = 3 (suggest default setting to Period 12 and change to current period as needed)
   Fund = User specific - Click on the down arrow to choose value(s) from available fields. Be sure to uncheck "X"
   Deptid = Select as appropriate.
   (NEW) Click on the **Advanced Filters** link to select the **Dept Tree Name**: DH_DEPARTMENT

   After selecting report filters, click **Apply Filters** to generate the report.

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The following report is displayed.

13.0   Download Data/ Print Report

Once the report is generated you can Print or Export the results. The Print and Export link appears at the bottom on the report.

Print Link

The results can be printed to PDF or HTML.

Print Report to PDF   Refresh - Print - Export

1. Click on the Print hyperlink immediately below the report.
2. Select Printable PDF. Another window will open up with the report to be printed.
3. Print PDF per usual procedure.

Export Link

The results can be exported to PDF, Excel, PowerPoint, MHT or Data.

Export to PDF   Refresh - Print - Export

1. Click on the Export hyperlink immediately below the report.
2. Select PDF. Another window will open up with the report in PDF.

Export to Excel   Refresh - Print - Export

1. Click on the Export hyperlink immediately below the report.
2. Select Excel then the Excel version you have. Another window will open up with the report in Excel.

Export to Data   Refresh - Print - Export

1. Click on the Export hyperlink immediately below the report.
2. Select Data then the Tab delimited Format. Another window will open up with the report in Excel.

14.0   Data Warehouse Glossary

14.0.1 Fields: Dashboard

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	DHCMP or DHASI
Primary budget ledger	The campus budget ledger.	Standard Budget
Original budget scenario	Name of original budget scenario	This filter is used to determine what gets summarized (scenario's) in the original budget column on various reports. Default = ORIGINAL (for baseline budgets at CSUDH).

14.0.2 Fields: Report Filters, Columns, Drill Downs

FIELD	TERM	DEFINITION	EXAMPLE
% Used	Percent Used	Percent of the budget that has been used	
% Used FY	Percent Used Fiscal Year	Percent of the budget that has been used for the fiscal year. Budget – Actuals - Encumbrances	
Account	Account	Account Code	604001
Accounting Date	Accounting Date	The Date the transaction was posted to the financial books. i.e.: Req, PO, Voucher or Journal.	
Acct Cat Fdescr	Account Category Field and Description	Summarizes Account Chartfields into higher level categories with description.	604001 – Telephone Usage summarizes to **604 -Communications**
Acct Date	Accounting Date	The Accounting Date of the financial transaction. i.e.: Req, PO, Voucher or Journal.	
Acct Fdescr	Account and Full Description	The account code with the accounts full description.	604001-Telephone Usage
Acct Type Fdescr	Account Type Field and Description	Summarizes Accounts Chartfields into a higher level type with description.	604001 – Telephone Usage summarizes to **60-Expenditures**
Actuals Amt	Actuals Amount	Amount of actuals recorded.	
BBA	Budget Balance Available	Budget – Actuals - Encumbrances	
BBA w/Pre-Enc	Budget Balance Available with Pre-Encumbrance	Budget – Actuals – Encumbrances - PreEncumbrances	
Budget Amt	Budget Amount	Total Budget Amount	
Bus Unit	Business Unit	Business Unit	DHCMP or DHFDN

FIELD	TERM	DEFINITION	EXAMPLE
Bus Unit Fdescr	Business Unit Field and Description	Business Unit Field and Description	DHCMP-CA State University Dominguez Hills DHASI – Associated Students, Inc.
Class	Class	Class code	FALL
Class Fdescr	Class Field and Description	The class code with class full description.	FALL – Fall Fee Revenue
CSU Fund	CSU Fund	CSU Fund Code.	0948 – Cal State University Trust Fund
CSU Fund Fdescr	CSU Fund Field and Description	CSU Fund Code with description	485-TF-CSU Operating Fund
CSU Ref 1	CSU Ref 1	If the source came from the CSU Accounting lines, this is the value stored in the description (used by campuses for various interfaces)	
CSU Ref 2	CSU Ref 2	If the source came from the CSU Accounting lines, this is the value stored in CSU_REF2 (used by campuses for various interfaces)	
Date Posted	Date Posted	The date the transaction was posted to the ledger	
Department or Dept	Department	Department ID code.	
Dept Fdescr	Department Field and Description	Department ID code with full description.	37000 – Facilities Planning Department
Dept Level 1 or Lvl 1 Fdescr	Department Level 1	Department Level 1 code plus description. Top level department based on campus department tree	All Values (All Departments)
Dept Level 2 Lvl 2 Fdescr	Department Level 2	Department Level 2 code plus description. Division Level.	ACADEMIC AFFAIRS – Division of Academic Affairs
Dept Level 3 or Lvl 3 Fdescr	Department Level 3	Department Level 3 code plus description. Sub-Division Level.	COE – College of Education
Dept Level 4 or Lvl 4 Fdescr	Department Level 4	Department Level 4 code plus description. Sub-Sub-Division level.	COE_4 – College of Education
Dept Level 5 or Lvl 5 Fdescr	Department Level 5	Department Level 5 code plus description. Sub-Sub-Division level.	23100 – Liberal Studies
Doc Date or Document Date	Document Date	The date the transaction within the subsystem. i.e.: Invoice, chargeback services.	
Doc Dst Ln #	Document Distribution Line Number	The distribution line number of the transaction source document if applicable	PO and Voucher Distribution Lines
Doc ID	Document ID	Regardless of the application, the Document ID that is generated on the transaction is reflected in this field. For example, it could be a voucher number from AP or a journal ID from GL or an item number from AR.	
Doc Ln	Document Line	The line number of the transaction source document	Req, PO, Voucher & Journal Lines
Doc Ln #	Document Line Number	The line number of the transaction source document	Req, PO, Voucher & Journal Lines

FIELD	TERM	DEFINITION	EXAMPLE
Doc Ln Descr	Document Line Description	The line description of the transaction source document	Req, PO, Voucher & Journal line descriptions
Doc Src	Document Source	The source associated with the subsystem where the transaction originated.	MJE VCH
Doc Src Descr	Document Source Description	The description of the source associated with the subsystem where the transaction originated (Journal Source Description)	MJE - Manual Journal Entry VCH – AP Voucher Accounting
Document Line Descr	Document Line Description	The line description of the transaction source document	
Enc Amt	Encumbrance Amount	The amount encumbered from a Purchase Order.	
Fdescr	Field Description	Stands for **Full Description**. In the Finance transaction system, **Field** and **Description** are two separate fields. In the data warehouse, these fields are combined into one within any field containing the term **Fdescr**.	
FIRMS Obj Cd Fdescr	FIRMS Object Code Field Description	FIRMS Object Code with description	606001 – Travel – In-state
FIRMS Proj Cd Fdescr	FIRMS Project Code Field Description	FIRMS Project Code plus description	
Fiscal Year	Fiscal Year	The PeopleSoft fiscal year that the transaction was posted to the ledger	2013
Fund	Fund	PeopleSoft fund chartfield value plus description	AADHT
Fund Fdescr	Fund Field and Description	PeopleSoft fund chartfield value plus description	**AADHT**-CSU Operating Fund
FY Budget	Fiscal Year Budget	The budget for the fiscal year	
GL BU	General Ledger Business Unit	The business unit code for the PeopleSoft GL Application	DHCMP/DHASI
Invoice #	Invoice Number	If the source transaction came from an invoice in the billing module, this is the Invoice # on the bill.	
Jrnl ID	Journal ID	Journal number	
Jrnl Ln #	Journal Line Number	Journal line number	
Jrnl Ln Ref	Journal Line Reference	A brief description of the journal line	
Jrnl Src	Journal Source	The source associated with the journal	ONL
KK Tran Date	Commitment Control Transaction Date	Transaction date in KK Activity Log, budget date.	
KK Tran ID	Commitment Control Transaction ID	KK Tran ID	
KK Tran Ln	Commitment Control Transaction Line	Line number in KK Activity Log	
MTD Actuals	Month-to-Date Actuals	Includes the month net balances for the period (as of) selected in the report filters	

FIELD	TERM	DEFINITION	EXAMPLE
MTD Budget	Month-to-Date Budget	Includes the month net balances for the period (as of) selected in the report filters	
MTD Enc	Month-to-Date Encumbrance	Includes the month net balances for the period (as of) selected in the report filters	
Open Item Key	Open Item Key	A key that identifies an open item	Payroll advance
Open PO Amount	Open Purchase Order Amount	The amount remaining on a purchase order	
Orig Budget	Original Budget	The original budget posted	
Period (as of)	Period (as of)	The PeopleSoft accounting period that the transaction was posted to the ledger. 0 through the period chosen or 1 through the period chosen for the fiscal year. (Note: depends on the dashboard.) On some dashboard (other than Manage My Budget), period (as of) may or may not include Period 0.	
Period [and]		The beginning period for a Period search	
Period [between]		The ending period for a Period search	
Period Abbr	Period Abbreviation	The fiscal accounting period	
Period Descr	Period Description	The fiscal accounting period	
PO #	Purchase Order	Purchase Order number	
PO Dst Ln #	Purchase Order Distribution Line Number	If the source transaction came from a PO voucher, this is the PO Distribution Line Number that was matched against the voucher	
PO Due Date	Purchase Order Due Date	The due date set on the purchase order	
PO ID	Purchase Order ID	Purchase Order number	
PO Line #	Purchase Order Line Number	Purchase Order Line number	
PO Ln #	Purchase Order Line Number	Purchase Order Line number	
PO Ref	Purchase Order Reference	If the source transaction came from a PO voucher, this is the PO Number that was matched against the voucher.	
PO Sch #	PO Schedule Number	If the source transaction came from a PO voucher, this is the PO Schedule Number that was matched against the voucher.	
Posted Date	Posted Date	The date the transaction is posted	
Pre-Enc Amt	Pre-Encumbrance Amount	The pre-encumbered amount on a requisition	
Prog Fdescr	Program Field and Description	Program Code with Full Description	AE011 – COE – Teaching/Curriculum
Program	Program	Program Code (Chartfield)	
Proj Fdescr	Project Field and Description	Project ID with Full Description	**DH00002** – Active Learning Classrooms
Project	Project	Project ID (Chartfield)	DH00002
PY Actuals (Period 0)	Prior Year Actuals (Period 0)	Includes period 0 for the fiscal year selected in the report filters	
Req #	Requisition Number	Requisition ID	

FIELD	TERM	DEFINITION	EXAMPLE
Req Dst #	Requisition Distribution Number	The requisition distribution line number	
Req ID	Requisition ID	Requisition ID	
Req Ln #	Requisition Line Number	The requisition line number	
Req Sch	Requisition Schedule	The requisition schedule number	
Rev Budget	Revised Budget	Revisions to the original budget posted	
Scenario Fdescr	Scenario Field Description	Scenario with Full Description	
SCO Fund	SCO Fund	SCO Fund Value with description	
SCO Fund Fdescr	SCO Fund Field Description	SCO Fund Value with description	
Stat Amt	Statistics Amount	The amount associated with the statistical code used (for example, 1.0 'FTE')	
Stat Cd	Statistics Code	Primarily used as the value "FTE" on payroll accounts (601XXX). Any other use would be campus-defined.	
Tot Actuals	Total Actuals	Includes period 0 if applicable thru period (as of)	
Tot Enc	Total Encumbrance	Includes period 0 if applicable thru period (as of)	
Tot Pre-Enc	Total Pre-Encumbrance	Includes period 0 if applicable thru period (as of)	
Vendor	Vendor	Vendor code plus description. If the source transaction came from a voucher, this is the vendor number on the voucher	0000029289 – Johnson Controls
Vendor Fdescr	Vendor Field Description	Vendor id with Full Vendor Name.	0000029289 – Johnson Controls
Vendor Sdescr	Vendor Short Description	Short Vendor Name.	JONSONCON-001
Voucher Dist Ln	Voucher Distribution Line	The distribution line assigned on a voucher	
Voucher ID	Voucher ID	The number assigned to a voucher	
Voucher Ln	Voucher Line	Voucher Line number	
YTD Actuals	Year-to-Date Actuals	Includes period 1 thru period (as of). Does not include period 0	

15.0   Document Sources

When drilling down into the details of a balance, knowing what a Document Source (Doc Src) is can be very beneficial. Below a road map for identifying what is displayed in Data Warehouse reports. All transactions begin in a subsystem (ie: Accounts Payable) and end up in the General Ledger as a balance.

Actuals

Doc Source: MJE - Manual Journal Entry

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	GL Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: CSU - CSU Accounting Lines (Campus Service Providers: Telecom, Copier Program, Postage/Mail Services, Print Shop, Copier Paper, Facilities)

DATA WAREHOUSE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln	Line Number
Doc Ln Descr	Journal Description

Doc Source: HCM Payroll Accounting Lines (Payroll Entries)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Run Date
Document Date	Accounting Date
Doc Ln	Line Number
Doc Sch	Sequence number
Doc Ln Descr	Journal Line Description, Employee ID

Doc Source: VCH Voucher Accounting Lines (When Vendor Invoices are processed)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Voucher ID
Document Date	Invoice Date
Doc Ln	Voucher Line Number
Doc Dst	Distribution Line
Doc Ln Descr	Description

Doc Source: SFJ – Student Financial Journals (Transactions which originated from the Student System)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal Number
Document Date	Accounting Date
Doc Ln	Line Number
Doc Ln Descr	Journal Description

Doc Source: YEC - Year End Encumbrance Accruals (Entry made at year end to recognize the remaining PO balance as an Actual for work completed but not yet invoiced. Will be reversed during the first period of the new fiscal year)

DATA WAREHOUSE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln	Line Number
Doc Ln Descr	Journal Description

Doc Source: BIL - Billing Accounting Lines (When customers are Invoiced)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Invoice Number
Document Date	Invoice Date
Doc Ln	Invoice Line Number
Doc Dst	Distribution Line
Doc Ln Descr	Description

Encumbrance

Doc Source: ENC - Encumbrance Activity from a Purchase Order (the initial activity from a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
Doc Ln	Purchase Order Line Number
Doc Sch	Purchase Order Schedule Number
Doc Dst	Purchase Order Distribution Line
Doc Ln Descr	More Information

Doc Source: VCH - Encumbrance Activity – Vouchers (When a Vendor Invoice is matched to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order
Document Date	Purchase Order Date
Doc Ln	Purchase Order Line Number
Doc Sch	Purchase Order Schedule Number
Doc Dst	Purchase Order Distribution Line Number
Doc Ln Descr	More Information
Voucher ID	Voucher Number
Voucher Ln	Voucher Line
Voucher Dist Ln	Voucher Distribution Line

Doc Source: MJE – Enc Manual Journals (When a Manual Journal Entry is required to correct an Enc amount)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Doc Source: YEE - Year End Encumbrance Accruals (Entry made at year end to recognize the remaining PO balance as an Actual. Amount moves from the Enc column to the Actuals column. Will be reversed at the first period of the new fiscal year).

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Pre Encumbrance

Doc Source: PRE – Pre Encumbrance Activity from a Requisition (The initial Req entry)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Requisition Number
Document Date	Requisition Order Date
Doc Ln	Requisition Line Number
Doc Sch	Requisition Schedule Number
Doc Dst	Requisition Distribution Line

DATA WAREHOUSE FIELD	VALUE
Doc Ln Descr	More Information

Doc Source: ENC - Encumbrance Activity from a Purchase Orders (Entry occurs when a Req is sourced to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
Doc Ln	Purchase Order Line Number
Doc Sch	Purchase Order Schedule Number
Doc Dst	Purchase Order Distribution Line Number
Doc Ln Descr	More Information

Doc Source: MJE - Pre Enc Manual Journals (When a Manual Journal Entry is required to correct a Pre Enc amount)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description

Budgets

Doc Source: MJE Manual Budget Journals (When Budget Journal Entries are made)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Doc Ln	Journal Line Number
Doc Ln Descr	Journal Line Description