

Data Warehouse Financial Reporting & Transaction Inquiry Overview

Sources:

Office of Budget & Resource Planning
Accounting Services
Chancellor's Office

- All campuses have access to the Data Warehouse.

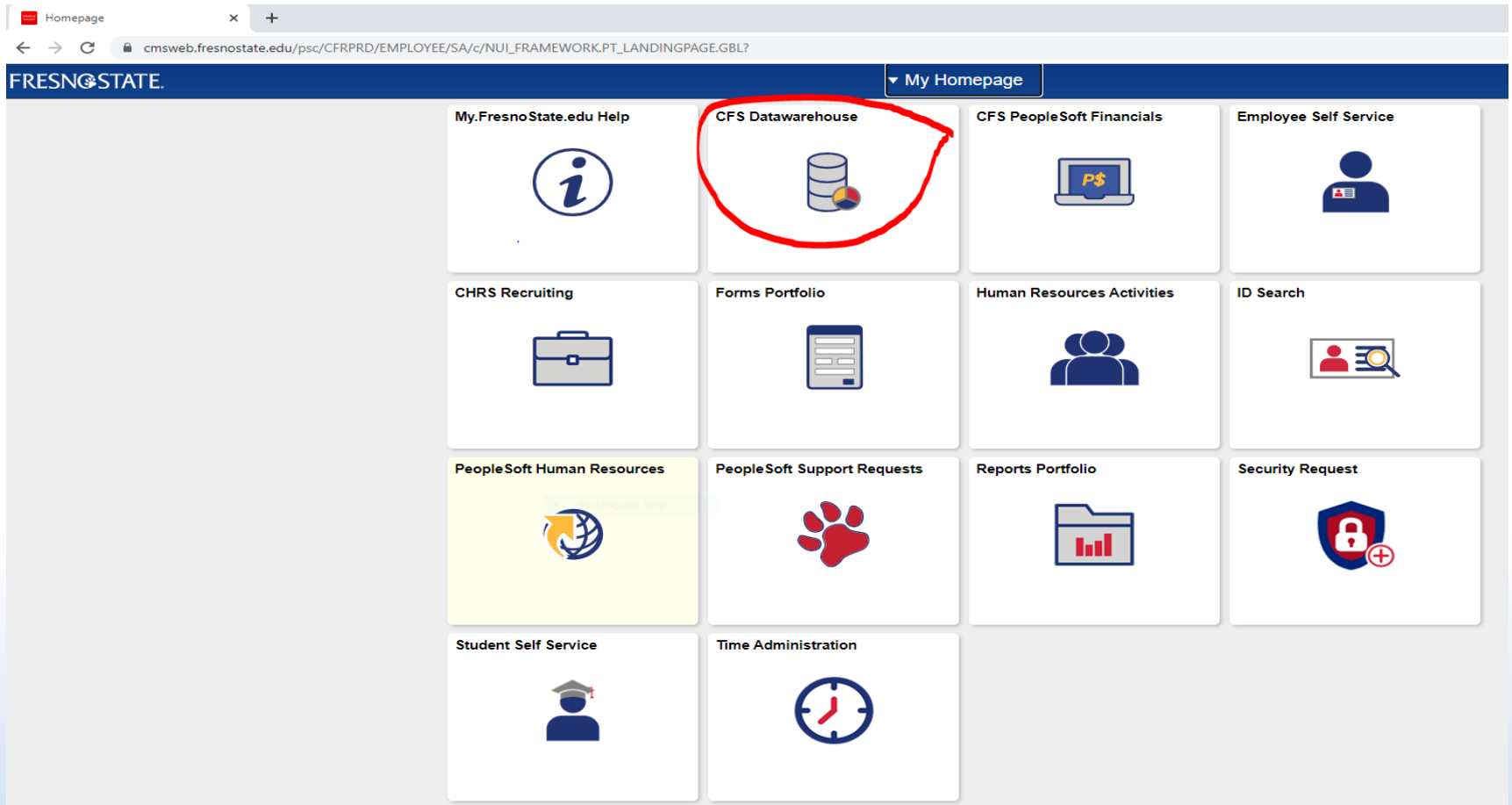
Features include:

- Summarized reports by ChartFields, with drill down capability.
- Open PO's, with drill down capability.
- Transactions by “posted date”.
- Department Hierarchy.
 - Report by Division, by College, by Department.
 - *Can select by one and report at lower level.*
- **NOTE: Data is one day old!**

- One of the main features of Finance Data Warehouse Phase 2 upgrade is the consolidation of three “Data Warehouse” dashboards – Manage My Budget, Operations, and Management Reporting – into two streamlined dashboards:
 - Financial Reporting – Manage My Budget, Management Reporting, and Operations report pages have been consolidated/relocated here with enhanced functionality.
 - Transaction Inquiry – all transaction inquiry pages are now located on this dashboard with a wider arrangement of filters and column selectors.
 - **NOTE: Data is one day old!**

Log in to the Data Warehouse

- Log into My Fresno State
- You will be directed to the Homepage select “CFS Datawarehouse ”



Log in to the Data Warehouse

- Below is the default screen with Dashboard icons

Home Dashboards ▾ Open ▾ Signed In As [User Name]

CSU The California State University
Business Intelligence / Data Warehouse

MADE -in the- CSU

Financial Reporting FIRMS GAAP Sponsored Programs

Transaction Inquiry Tree Reporting

The Data Warehouse is current as of:
14-FEB-20 02:00 AM

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

Note: CSYou will open in a separate browser window.

[BI/DW Message Board - CSYOU](#)

- Or you can click the Dashboards drop down menu to display a list of available dashboards

The screenshot shows the CSU Business Intelligence / Data Warehouse dashboard. At the top right, the 'Dashboards' menu is highlighted with a red box and is open, displaying a list of dashboard options: Most Recent(Home - Message), My Dashboard, Financial Reporting (twice), FIRMS GAAP (twice), Sponsored Programs (twice), Transaction Inquiry (twice), and Tree Reporting (twice). The main dashboard area features a banner for 'The California State University Business Intelligence / Data Warehouse' and a grid of dashboard tiles: Financial Reporting, Firms GAAP, Transaction Inquiry, and Tree Reporting. On the left, there is a 'MADE - in the - CSU' banner with various university pennants. At the bottom left, a status icon indicates 'The Data Warehouse is current as of: 14-FEB-20 02:00 AM'.

Getting Started - Dashboards

- Dashboard Choices:
 - Financial Reporting
 - Firms Gaap
 - Sponsored Programs
 - Transactions Inquiry
 - Tree Reporting

Home Home

Dashboards Open

- Most Recent(Home - Message)
- My Dashboard
- Financial Reporting
 - Financial Reporting
- FIRMS GAAP
 - FIRMS GAAP
- Sponsored Programs
 - Sponsored Programs
- Transaction Inquiry
 - Transaction Inquiry
- Tree Reporting
 - Tree Reporting

CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

FIRMS GAAP

Transaction Inquiry

Tree Reporting

MADE - in the - CSU

- Your primary choices:
 - Financial Reporting
 - Transaction Inquiry

The screenshot shows the Oracle Business Intelligence (BI) interface. The browser address bar displays the URL: `https://csudwprd.calstate.edu/analytics/saw.dll?bieehome`. The Oracle BI logo and "Business Intelligence" text are visible at the top. The user is signed in as "Aguayo, Cassandra J.". A "Dashboards" menu is open, showing a list of dashboard options: "Most Recent(My Dashboard - page 1)", "My Dashboard", "Financial Reporting", "Financial Reporting", "Sponsored Programs", "Sponsored Programs", "Transaction Inquiry", "Transaction Inquiry", "Tree Reporting", and "Tree Reporting". The two "Financial Reporting" and "Transaction Inquiry" entries are highlighted with red boxes. On the left side of the dashboard, there is a "Recent Dashboards" section with "My Dashboard - page 1" and "Transaction Inquiry - Encumbra...".

Your Primary Choices:
Financial Reporting
Transaction Inquiry

Getting Started – Establish Default Settings

- Select Business Unit
- Select Standard Budget
- Click Apply

Select primary business unit for campus level reporting: **FRSNO - California** | Select primary budget ledger: **Actuals Ledger Gr** | Select original budget scenario only: **--Select Value--** | **Apply** | **Reset**

Select primary business unit for campus level reporting: **FRSNO - California State Univ, Fresno** | Select primary budget ledger: **Actuals Ledger Gr** | Select original budget scenario only: **--Select Value--** | **Apply** | **Reset**

- FRATH - CSU, Fresno Athletic Corp
 - FRCSU - CSU BU Derivation
 - FRFAD - CSU, Fresno Financial Aid AP
 - FRGAP - GAAP BU Derivation
 - FRSNO - California State Univ, Fresno**
 - FRTVL - CSU, Fresno Travel
- Search...

number of filters, including fund, department, account, project, program, and class chartfields and the departme

Is, and balance available data based on a wide number of filters which include the chartfields, state and CSU attributes, tree 1 number of accounting periods. see Financial Summary Between Period.

Select primary business unit for campus level reporting: **FRSNO - California State Univ, Fresno** | Select primary budget ledger: **Actuals Ledger Group** | Select original budget scenario only: **ORIGINAL** | **Apply** | **Reset**

- - Actuals Ledger Group**
 - Ledger KK Ledger Group
 - Standard Budget
- Search...

- ORIGINAL
 - FINAL
 - FORECAST
 - ORGTOAPPRO
 - ORGTOAPR01
 - ORGTOAPR02
 - ORIGINAL**
- Search...

and balance available data based on a limited number of filter acco and class chartfields and the departme

1. Click Options Dropdown
2. Save Current Customization

Financial Reporting

Home Dashboards ▼ Open ▼ Signed In As **Aguayo, Cassandra J.** ▼

[Home](#) [Manage My Budget as of Period](#) [Financial Summary As of Period](#) [Financial Summary Between Periods](#) [Financial Summary by Year](#) [Trial Balance](#) [Inception to Date Reports](#) [Cash](#) [Fund Balance](#) [Performance Report As of Period](#)



Default Settings for this Dashboard

Select primary business unit for campus level reporting Select primary budget ledger Select original budget scenario only

FRSNO - CSU ▼

Standard Budge ▼

ORIGINAL ▼

Apply Reset ▼

** All report Prompts/Filters are Fdescr (Field + Description) **

- Print
- Export to Excel
- Refresh
- Create Prompted Link
- Apply Saved Customization
- Save Current Customization...**
- Edit Saved Customizations...
- Clear My Customization

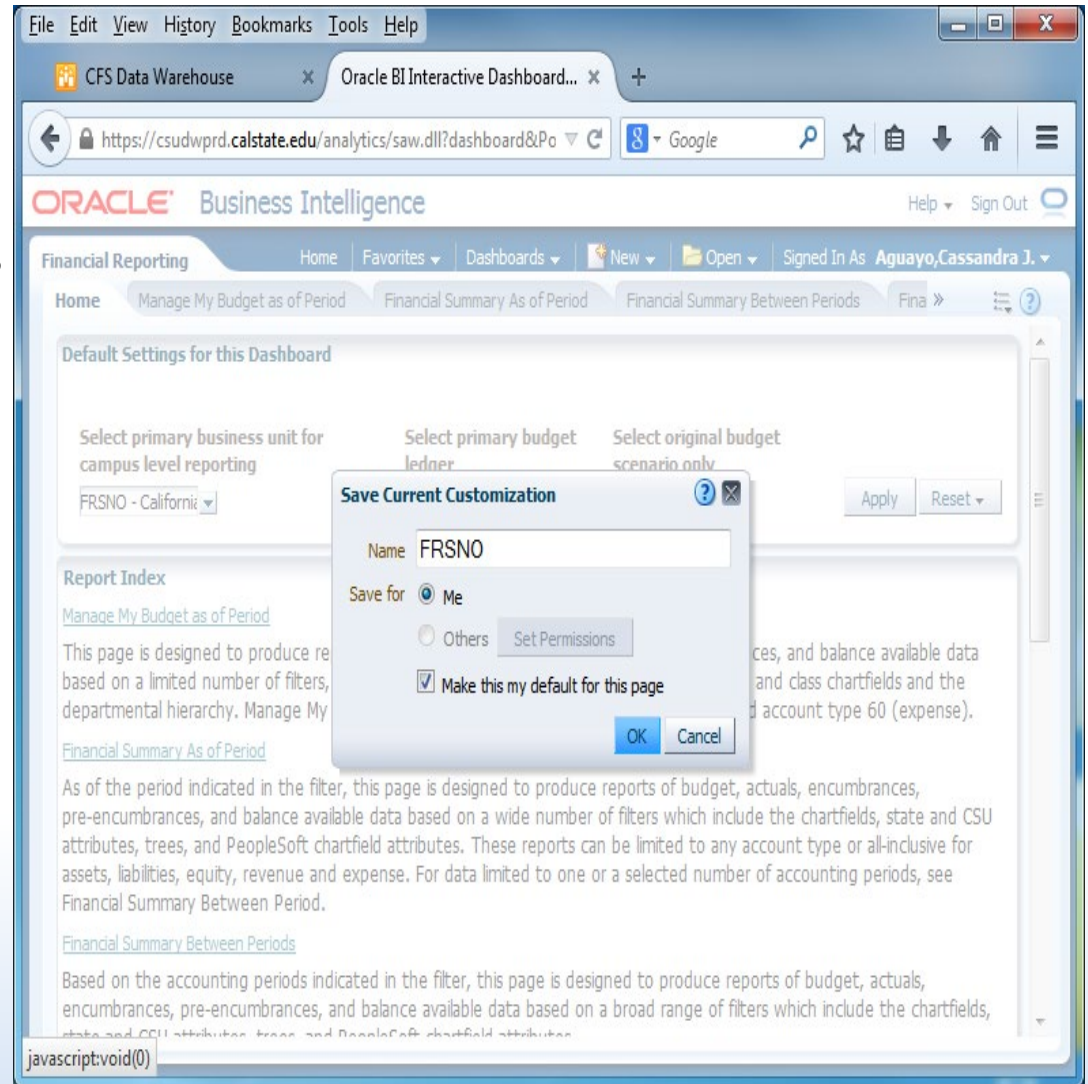
Report Index

[Manage My Budget as of Period](#)

This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and classification hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).

[Financial Summary As of Period](#)

3. Save as “FRSNO”
4. Click the option “Me”
5. Check the box “Make this my default for this page”
6. Click “OK”



Five Steps to Report Results

After you establish your dashboard defaults, you are ready to generate a report.

There are five main activities involved with report production:

- Select the report
- Set the report filters
- Set the report format
- Drill through report data
- Capture report results (print /download)

Getting Started – Manage My Budget as of Period

- The Basics: one Dept, one Fund report
 1. Set Filters:
 - Business Unit- FRSNO
 - Fiscal Year – accept default or make your selection
 - Period – accept default or make your selection
 - Account Type – normally defaults to 50 & 60
 - Budget Ledger – normally defaults to Standard Budget
 - Fund
 - Department

Manage My Budget as of Period

- Set Business Unit, Fiscal Year, Period, Account Type, and Budget Ledger
- Set Fund and Department
- NOT filters: Fund, Dept, Prog, Class & Not Acct Cat – use these filters if you do not want certain items included on the report...603811-603819 benefits
- Click Apply Filters

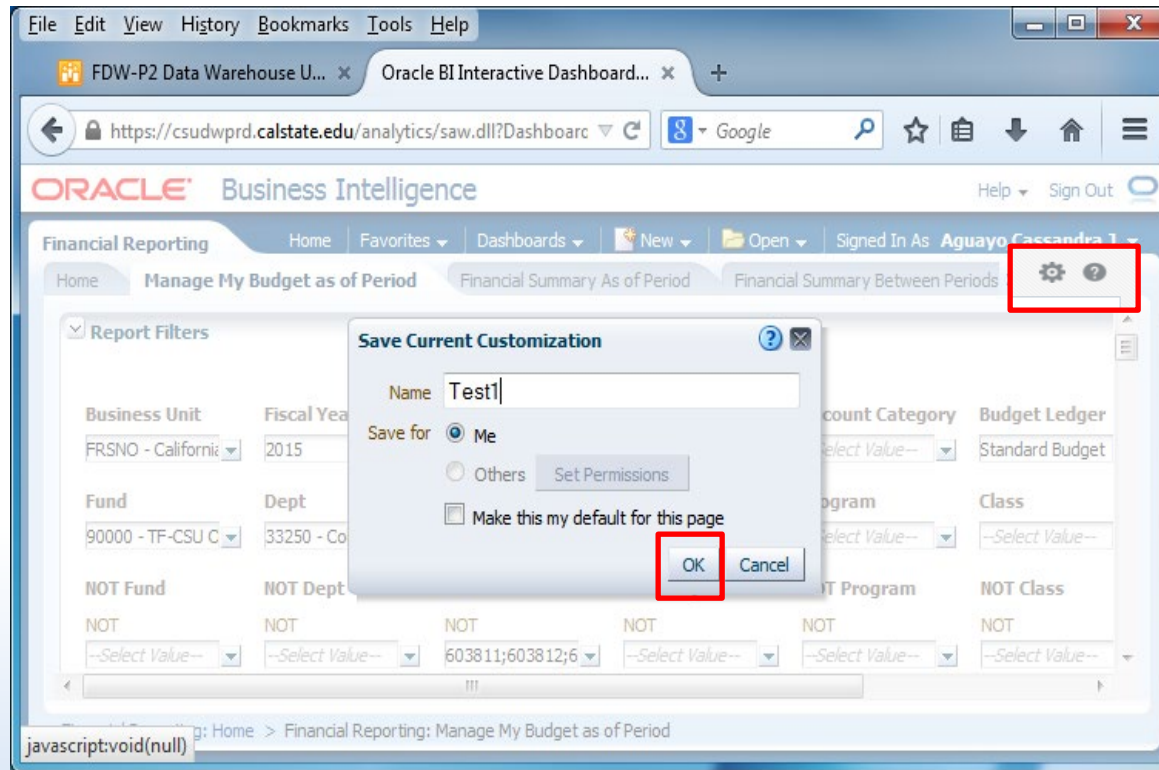
The screenshot displays the Oracle Business Intelligence interface for the 'Manage My Budget as of Period' report. The 'Report Filters' section is expanded, showing several filter categories:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- As of Period:** 12
- Account Type:** 50 - Revenues;60
- Account Category:** --Select Value--
- Budget Ledger:** Standard Budget
- Fund CF Status:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 33250 - College of
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT
- NOT Dept:** NOT
- NOT Account:** 603811;603812;6
- NOT Project:** NOT
- NOT Program:** NOT
- NOT Class:** NOT
- NOT Acct Cat:** NOT
- Dept Tree Name:** --Select Value--
- Dept Level 1:** --Select Value--
- Dept Level 2:** --Select Value--
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Dept Level 5:** --Select Value--
- FIRMS Object Code:** --Select Value--

At the bottom of the filter section, there are two buttons: 'Apply Filters' (highlighted with a red box) and 'Reset Filters'.

Manage My Budget as of Period

2. Save your file by clicking the drop down menu, select “Save Current Customizations”, name your file, and select “Me”
3. Click “OK”



Report Results

The screenshot shows the Oracle Business Intelligence interface for the 'Manage My Budget as of Period' report. The report is filtered for Business Unit 'FRSNO - California State Univ, Fresno', Fiscal Year '2015', and Period '12'. The report view is set to 'Summarized'. The data table below shows budget details for the College of Social Sciences (Dept Fdescr 33250).

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	601888 - Non-Admin Intermittent (Chair)		27,750.27	0.00	(27,750.27)	
		601889 - Non-Admin Intermittent (Misc)		3,084.51	0.00	(3,084.51)	
		601921 - Management & Supervisory Sals		35,481.00	390,291.00	(425,772.00)	
		601931 - Regular Staff Salaries		11,493.00	124,707.00	(136,200.00)	
		601981 - Student Assistant		1,320.00	0.00	(1,320.00)	
		601982 - Bridge Student Assistant		5,143.00	0.00	(5,143.00)	
		603829 - Uniform Allowance (Non-Payroll		0.00	0.00	0.00	
		604812 - Cellular Telephones		3,964.00	0.00	(3,964.00)	

Enhanced Report Results Features:

- Reports will default to three visible columns
- Hide/unhide columns for up to as many as six columns
- Add/remove subtotals to any and all columns, as needed.
- Just as in the old version, results can be stored as a Saved Customization.

The screenshot shows the Oracle Business Intelligence Financial Reporting interface. The main report is titled "Manage My Budget - As of Period" for Business Unit "FRSNO - California State Univ, Fresno", Fiscal Year "2015", and Period "12". The report is run on 9/2/2015 at 1:16:07 PM. The report view is set to "Summarized".

The report columns are configured as follows:

- Column 1: Fund Fdescr
- Column 2: Dept Fdescr
- Column 3: Account Fdescr
- Column 4: Hide
- Column 5: Hide
- Column 6: Hide

The report data is as follows:

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	601888 - Non-Admin Intermittent (Chair)		27,750.27	0.00	(27,750.27)	
		601889 - Non-Admin Intermittent (Misc)		3,084.51	0.00	(3,084.51)	
		601921 - Management & Supervisory Sals		35,481.00	390,291.00	(425,772.00)	
		601931 - Regular Staff Salaries		11,493.00	124,707.00	(136,200.00)	

New Feature: Hide and Display Columns

- To Hide – simply click the drop down menu on that column, click “Hide” and click “OK” for your selections to apply.
- To Display/add column – simply click the drop down menu on the column you want to display and make your selections and click “OK” in order to apply the column values and generate the report.

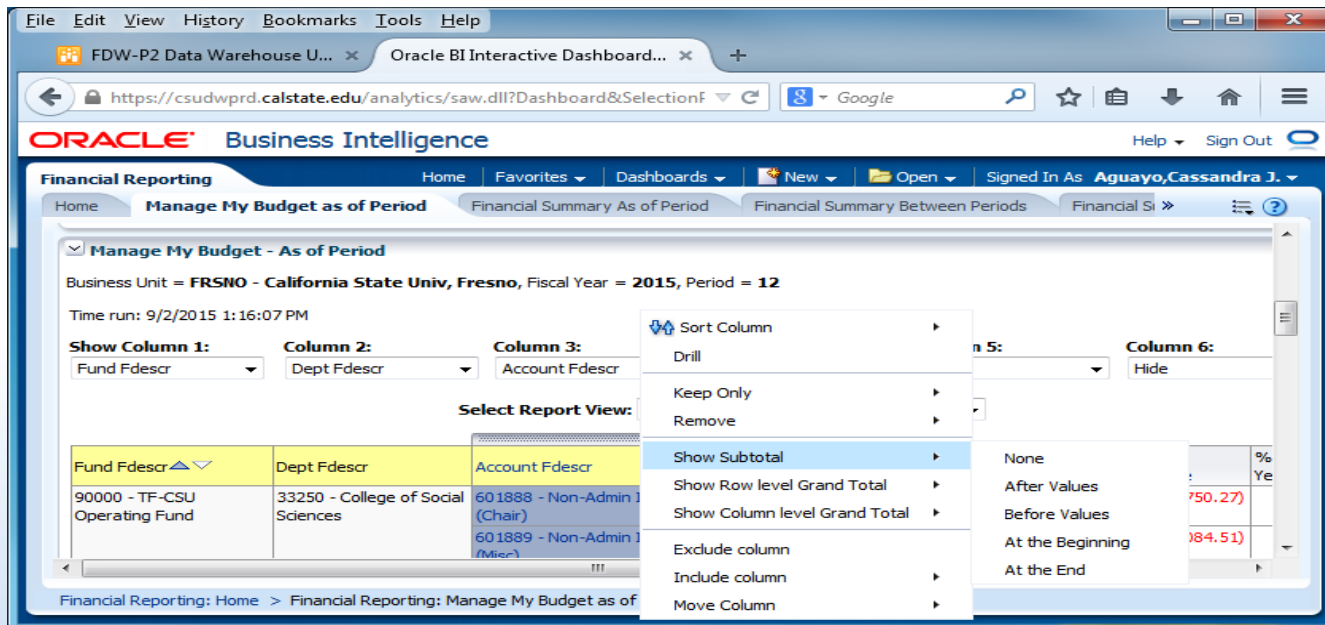
The screenshot shows the Oracle BI Interactive Dashboard for 'Financial Reporting'. The main area is titled 'Manage My Budget - As of Period'. It displays a table with columns for 'Fund Fdescr', 'Dept Fdescr', 'Account Fdescr', 'Current Budget', 'Actuals', 'Encumbrances', 'Balance Available', and '% Ye'. A red arrow points to the 'Column 4' dropdown menu, which is open, showing options like 'Hide', 'Bus Unit', 'Fund Fdescr', 'Fund CF Status', 'Dept Fdescr', 'Acct Cat Fdescr', 'Acct Type Fdescr', 'Project Fdescr', 'Prog Fdescr', 'Class Fdescr', 'Scenario Fdescr', 'Dept Tree Name', and 'Dept Level 1 Fdescr'. The table data includes:

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Ye
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	60	ttent	27,750.27	0.00	(27,750.27)	
		60	ttent	3,084.51	0.00	(3,084.51)	

New Feature: Add/Remove Subtotals

- The first two columns in every report are formatted to display subtotals.
- To add subtotals:
 - Place cursor at the top of column where you want to add subtotals to
 - Right click on yellow column heading to access the Columns shortcut menu.
 - Choose “Show Subtotal” and “> after values”
- To remove subtotals:
 - Place cursor at the top of column where you want to remove subtotals from

- To remove subtotals:
 - Place cursor at the top of column where you want to remove subtotals from
 - Right click on yellow column heading to access the Columns shortcut menu.
 - Choose “Show Subtotal” or “None” to remove



Drilldowns Improvement

- Column order is now consistent on Actuals and Budget, PO, and Requisition drilldowns.

	1	2	3	4	5	6	7	8	9
BUDGETS	Fiscal Year	Period Abbr - Rename to Period	Accounting Date	Doc ID	Doc Ln Descr	Budget - Rename to AMOUNT	Account Fdescr	Fund Fdescr	Dept Fdescr
PO/ENC	Fiscal Year	Period	Accounting Date	Doc ID	Doc Ln Descr	Enc Amt - Rename to AMOUNT	Acct Fdescr - Rename to Account Fdescr	Fund Fdescr	Dept Fdescr
REQ/PRE-ENC	Fiscal Year	Period	Accounting Date	Doc ID	Doc Ln Descr	Pre-Enc Amt - Rename to AMOUNT	Acct Fdescr - Rename to Account Fdescr	Fund - Rename to Fund Fdescr	Dept - Rename to Dept Fdescr

Drilldowns Improvement

- Drill down columns have been reformatted to have priority columns on the left so they are easier to view.
- Additional fields have been added for Actuals and Budget drilldowns.
- Budget does not include PO or other Actuals specific columns
- Drilldown columns align on the left to the extent possible.

Drilldowns Improvement

Actuals Drilldown Columns

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

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

Budget Drilldown Columns

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr	Doc Ln #	Scenario
FLCMP - CSU Fullerton	2014	4	10/21/2014	0000596119	MJE - Manual Journal Entry	INITIAL BASELINE - AA	129,972.00	601300 - Support Staff Salaries	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed	---	---	---	FTE	3.00	0	B114-AA	N	-	FY 14-15 Initial Baseline - AA	-	-	16	INTL_BASE

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

Report Views

- Report views available in the in the old version is also available in FDW-P2. Now it is user-friendly.
 - Rev Budget is now Current Budget
 - Enc is now Encumbrances
 - BBA is now Balance Available
 - MTD is now Month to Date
 - PY Per 0 is now Inception to Date Actuals

Acct Cat Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
01 - Regular Salaries and	601101 - AcadSal-Department Chair	0.00	0.00	0.00	0.00	

Acct Fdescr	Month to Date Actuals	Month to Date Encumbrance	Current Budget	Inception to Date Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year

New Dashboard: Transaction Inquiry

The screenshot shows a web browser window displaying the Oracle BI Interactive Dashboard for Transaction Inquiry. The browser's address bar shows the URL: <https://csudwprd.calstate.edu/analytics/saw.dll?dashboard&PortalPath=%2F>. The dashboard header includes the Oracle Business Intelligence logo and the user's name, Aguiayo, Cassandra J. The main navigation bar contains tabs for Home, Favorites, Dashboards, New, Open, and Signed In As. Below the navigation bar, there are several filter options: "Select primary business unit for campus level reporting" (set to FRSNO - California), "Select primary budget ledger" (set to Standard Budget), and "Select original budget scenario only" (set to UPDATED). There are "Apply" and "Reset" buttons. The "Report Index" section lists several report types with brief descriptions: "Open PO Reports" (Displays open PO reports and transactions with varying views based on filter selection), "Open Requisition Reports" (Displays open requisitions reports and transactions with various chartfield views), "Actuals Reports" (Displays actuals transactions activity), "Budget Reports" (Displays budget transaction activity), "Encumbrance Reports" (Displays encumbrance ledger activity), and "Requisition Reports" (Displays requisition activity in the ledger).

New Dashboard: Transaction Inquiry

- Open PO Report: Set your filters and apply

The screenshot displays the Oracle Business Intelligence Transaction Inquiry dashboard. The browser address bar shows the URL: [https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2Ftransaction Inquiry%2F_portal%2Ftransaction Inq](https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2Ftransaction%20Inquiry%2F_portal%2Ftransaction%20Inq). The dashboard header includes the Oracle Business Intelligence logo and navigation options like Home, Favorites, Dashboards, New, Open, and a user profile for Aguiayo, Cassandra J. The main content area contains several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period (as of):** <= 12
- Account Category:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technolog
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Document Date:** --Select Value--
- Doc Line Descr:** --Select Value--
- Supplier:** --Select Value--
- Supplier Descr:** --Select Value--

At the bottom, there is an **Advanced Filters** section with an **Apply Filters** button and a **Reset Filters** button. A red arrow points to the **Apply Filters** button. Below the filters, there is a link for **Open PO Report**. The breadcrumb trail at the bottom reads: Transaction Inquiry: Home > Transaction Inquiry: Open PO Reports > Transaction Inquiry: Open PO Report.

New Dashboard: Transaction Inquiry

- Open PO Report: Results
- Save

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The table displays the following data:

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Op
90000 - TF-CSU Operating Fund	84145 - Technology Services	604812 - Cellular Telephones	0000075348	1	TS - BLANKET P.O. FOR MONTHLY	
		613801 - Contractual Services	0000072733	1	BLANKET PURCHASE ORDER FOR OFF	
		613808 - Service/Maintenance Agreements	0000075841	1	CLOUD-BASED WEB AND DATABASE H	
		616801 - Computer Lease/Rental	0000073731	1	FFS FIBER REPLACEMENT	
			000063279A	1	TAX-EXEMPT FINANCING (PAYMENT	1.00
			000071268A	3	TAX-EXEMPT FINANCING (PAYMENT	1.00
			000072258A	4	TAX-EXEMPT FINANCING (PAYMENT	1.00
		616802 - Computer Maintenance	0000075244	1	1 YEAR MAINTENANCE, TR-V800, V	1,695.28
				2	1 YEAR PREMIUM MAINTENANCE FOR	15,658.88

The context menu is open, showing options such as Print, Export to Excel, Refresh, and Save Current Customization... (highlighted in red).

New Dashboard: Transaction Inquiry

- Actuals Transactions
- Actuals Reporting by Attributes

The screenshot shows a web browser window displaying the Oracle Business Intelligence interface. The browser's address bar shows the URL <https://csudwprd.calstate.edu/analytics/saw.dll?>. The Oracle Business Intelligence header includes the logo, the text "Business Intelligence", and links for "Help" and "Sign Out". The user is signed in as "Aguayo, Cassandra". The main navigation bar includes "Transaction Inquiry", "Home", "Favorites", "Dashboards", "New", "Open", and "Signed In As". Below this, a secondary navigation bar shows "Home", "Open PO Reports", "Open Requisition Reports", "Actuals Reports" (which is selected), and "Budget Reports". The "Actuals Reports" section contains a "Report Index" with two entries: [Actuals Transactions](#) and [Actuals Reporting by Attributes](#). The "Actuals Transactions" entry includes the text: "Actuals Transactions is a transactional display based on selected filters with several views." The "Actuals Reporting by Attributes" entry includes the text: "Actuals Reporting by Attributes is a transactional display with six column selectors."

New Dashboard: Transaction Inquiry

➤ Actuals by Period

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', and 'Open' options. The user is signed in as 'Aguayo, Cassandra J.'. The main area is titled 'Transaction Inquiry' and contains a 'Report Filters' section with various dropdown menus for Business Unit, Fiscal Year, Period From, Period To, Account Type, Account Category, Fund, Dept, Account, Project, Program, Class, NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat, Posted Date, Document Source, Doc ID, Accounting Date, Doc Line Descr, Journal Source, Journal Template, Supplier, and Supplier Descr. Below the filters are 'Apply Filters' and 'Reset Filters' buttons. The 'Actuals Transactions by Period' section shows a 'Select Report View' dropdown set to 'Actuals Transactions Limited with Subtotals' and a 'Page Number' dropdown set to '1'. A table displays the following data:

Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Document Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Amount
FRSNO - California State Univ, Fresno	2015	1	0000729483	MJE - Manual Journal Entry	7/9/2015	17	0	Technology Services	(525.00)
			0000729483 Total						(525.00)
			0000733021	MJE - Manual Journal Entry	7/16/2015	67	0	BTA-6/3/15-B Malvestuto-Hotel	5.00

Transaction Inquiry: Actuals Reports > Transaction Inquiry: Actuals Transactions

New Dashboard: Transaction Inquiry

➤ Actuals Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguayo, Cassandra J.'. Below the navigation bar are various filter dropdowns for Fund, Dept, Account, Project, Program, Class, NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat, Posted Date, Document Source, Doc ID, Accounting Date, Doc Line Descr, Journal Source, Journal Template, Supplier, and Supplier ID. An 'Advanced Filters' section contains 'Apply Filters' and 'Reset Filters' buttons. The main content area is titled 'Actuals Reporting by Attributes' and displays the following information:

Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period is between 0,12
 Time run: 9/2/2015 2:10:00 PM

Column configuration:
 Show Column 1: Fund Fdescr
 Column 2: Dept Fdescr
 Column 3: Acct Fdescr
 Column 4: Account
 Column 5: Hide
 Column 6: Hide

Select Report View: Actuals Custom Summary

Fund Fdescr	Dept Fdescr	Acct Fdescr	Account	Doc ID	Posted Date	Doc Src Fdescr	Doc Line Fdescr
90000 - TF-CSU Operating Fund	84145 - Technology Services	201807 - AP - PO Oblig Accrual - GL015	201807	-	8/8/1988	PYB - GL BEGINNING BALANCE	-
		601921 - Management & Supervisory Sals	601921	04-AUG-15	8/4/2015	HCM - HR Accounting Lines	101762501-0 Mgmt&Supv-MANAGERS
							10292-0 Mgmt&Supv-MANAGERS

Transaction Inquiry: Home > Transaction Inquiry: Actuals Reports > Transaction Inquiry: Actuals Reporting by Attributes

New Dashboard: Transaction Inquiry

- Budget Transactions
- Budget Reporting by Attributes

The screenshot shows a web browser window displaying the Oracle Business Intelligence interface. The browser's address bar shows the URL <https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard>. The Oracle Business Intelligence logo is visible at the top. Below the logo, the 'Transaction Inquiry' dashboard is displayed, featuring a navigation menu with tabs for 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', 'Budget Reports', 'Encumbrance Reports', and 'Requisition Reports'. The 'Budget Reports' tab is currently selected. Underneath, a 'Report Index' section lists two reports: 'Budget Transactions' and 'Budget Reporting by Attributes'. The 'Budget Transactions' report is described as a transactional display based on selected filters with several views. The 'Budget Reporting by Attributes' report is described as a transactional display with six column selectors.

New Dashboard: Transaction Inquiry

➤ Budget Transactions

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguiayo, Cassandra J.'. Below the navigation bar is the 'Report Filters' section, which contains various dropdown menus for filtering data, such as Business Unit, Fiscal Year, Period From, Period To, Account Type, Account Category, Budget Ledger, Fund, Dept, Account, Project, Program, Class, Scenario, NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat, Doc ID, Doc Date, Jrnl Source, and Doc Line Descr. There are also 'Apply Filters' and 'Reset Filters' buttons. Below the filters is the 'Budget Transactions' section, which includes a 'Select Report View' dropdown set to 'Budget Transactions Limited with Subtotals' and a 'Page Number' dropdown set to '1'. The main data area displays a table with the following columns: Business Unit, Fiscal Year, Period, Doc ID, Doc Src Fdescr, Doc Date, Doc Ln #, Doc Ln Descr, and Amount. The table contains three rows of data, including two sub-totals.

Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Doc Date	Doc Ln #	Doc Ln Descr	Amount
FRSNO - California State Univ, Fresno	2015	2	0000741225	MJE - Manual Journal Entry	8/4/2015	74	ABJ-001 FY14 PY Enc Carryfwd	63,370.00
			0000741225 Total					63,370.00
			0000741263	MJE - Manual Journal Entry	8/4/2015	182	ABJ-002 FY14 PY BBA Carryfwd	981,950.00
			0000741263 Total					981,950.00

Transaction Inquiry: Budget Reports > Transaction Inquiry: Budget Transactions

New Dashboard: Transaction Inquiry

➤ Budget Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As: Aguayo, Cassandra J.'. The main content area is titled 'Transaction Inquiry' and contains several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period From:** Between 1
- Period To:** -12
- Account Type:** 50 - Revenues;60
- Account Category:** --Select Value--
- Budget Ledger:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technolog
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- Scenario:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Doc ID:** --Select Value--
- Doc Date:** --Select Value--
- Journal Source:** --Select Value--
- Doc Line Descr:** --Select Value--

Below the filters is an 'Advanced Filters' section with 'Apply Filters' and 'Reset Filters' buttons. The main report area is titled 'Budget Reporting by Attributes' and shows the following summary:

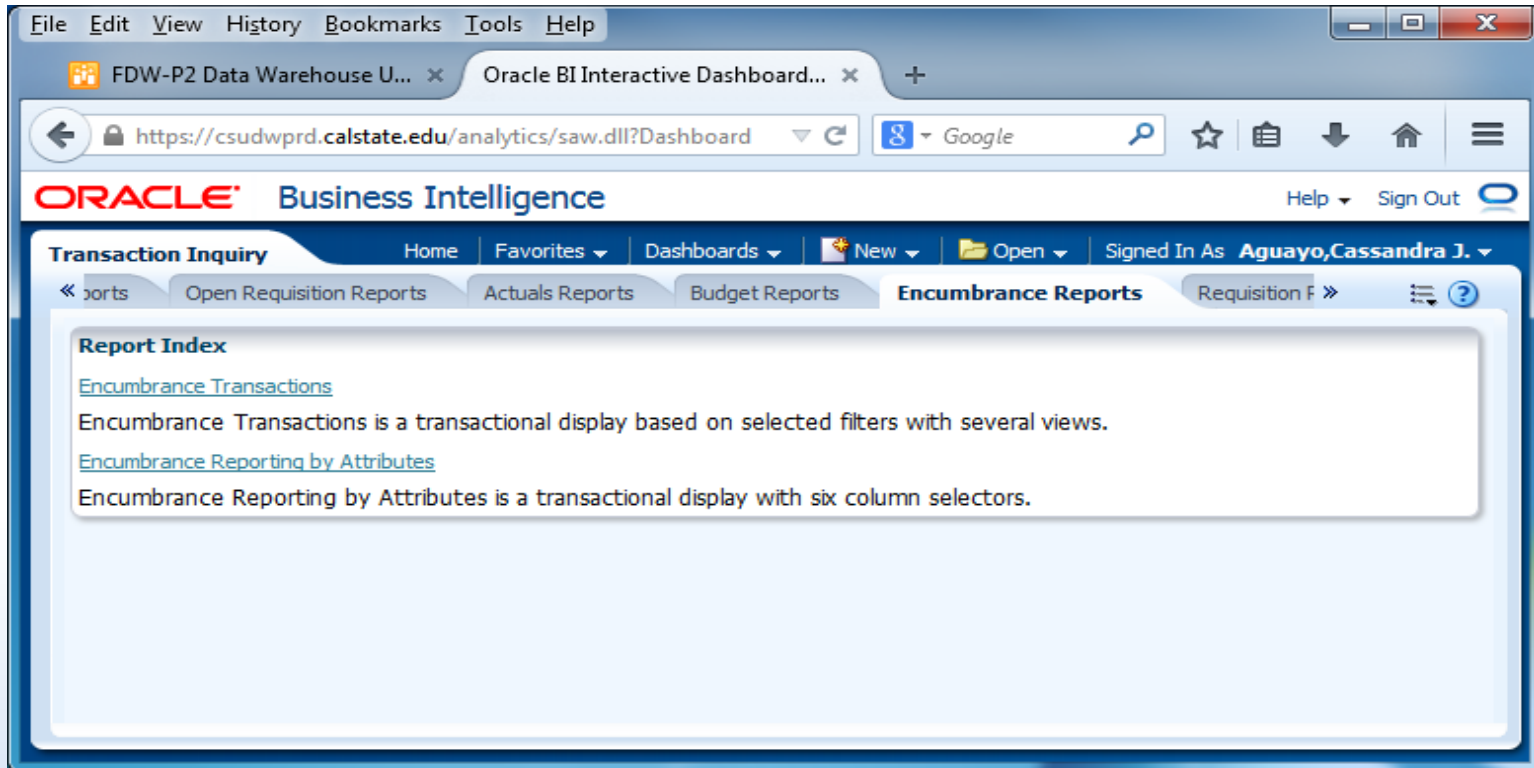
Business Unit = **FRSNO - California State Univ, Fresno**, Fiscal Year = **2015**, Period is between **1,12**
 Time run: 9/2/2015 11:13:14 AM

Column configuration: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Acct Fdescr, Column 4: Hide, Column 5: Hide, Column 6: Hide. Select Report View: Budget Custom Summary.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Document Date	Posted Date	Doc Src Fdescr	Doc Ln Descr	Budget Amt
90000 - TF-CSU Operating Fund	84145 - Technology Services	603811 - Oasdi	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	23,450.32
		603812 - Retirement	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	95,593.48
		603813 - Medicare	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	6,254.09
		603814 - Health and Welfare	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	83,623.34
		603815 - Flex Cash	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	804.00
		603816 - Dental Insurance	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	8,840.75
		603817 - Vision Care	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	536.18
		603818 - Life Insurance	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	147.20

New Dashboard: Transaction Inquiry

- Encumbrance Transactions
- Encumbrance Reporting by Attributes



New Dashboard: Transaction Inquiry

➤ Encumbrance Transactions

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguiayo, Cassandra J.'. The main area contains a form with various filters:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period From:** Between 0
- Period To:** 12
- Account Category:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technolo
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Document Date:** NOT --Select Value--
- Doc Line Descr:** --Select Value--

Below the filters are 'Apply Filters' and 'Reset Filters' buttons. The main content area is titled 'Encumbrance Transactions' and shows a time run of 9/2/2015 11:19:29 AM. The filters are summarized as: Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period is between 0,12. A dropdown menu shows 'Encumbrance Transactions with Subtotals'. The page number is 1.

Business Unit	PO #	PO Line #	Document Date	Fiscal Year	Period	Doc Src Descr	Voucher Ln	Doc ID	Voucher ID	Doc Ln Descr	Encumbrances
FRSNO - California State Univ, Fresno	0000072427	1	7/3/2014	2015	1	AP Voucher Accounting	1	0000072427	00444905	BLANKET PURCHASE ORDER FOR MIS	(1,283.92)
		1	7/3/2014	2015	1	AP Voucher Accounting	1	0000072427	00445321	BLANKET PURCHASE ORDER FOR MIS	(831.17)

New Dashboard: Transaction Inquiry

➤ Encumbrance Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As: Aguayo, Cassandra J.'. Below the navigation bar, there are several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period From:** Between 0
- Period To:** 12
- Account Category:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technology
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Document Date:** NOT --Select Value--
- Doc Line Descr:** --Select Value--

Below the filters, there are 'Apply Filters' and 'Reset Filters' buttons. The main content area is titled 'Encumbrance Transactions by Attributes' and shows the following summary:

Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period is between 0,12
 Encumbrance Transactions by Attributes
 Time run: 9/2/2015 11:38:15 AM

Column configuration: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Acct Fdescr, Column 4: Doc Ln, Column 5: Supplier, Column 6: Hide. Select Report View: Encumbrance Custom Summary.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc Ln	Supplier	Doc ID	Accounting Date	PO Date	Doc Src Fdescr	Doc Ln #	Doc Ln Descr	Encumbrance
90000 - TF-CSU Operating Fund	84145 - Technology Services	604812 - Cellular Telephones	1	0000021612	0000075348	7/3/2015	7/3/2015	ENC - Encumbrance Activity from a PO	1	TS - BLANKET P.O. FOR MONTHLY	1,500.00
						7/27/2015	7/3/2015	VCH - AP Voucher Accounting	1	TS - BLANKET P.O. FOR MONTHLY	(102.11)
		612801 - Contractual Services	1	0000000117	0000072722	8/5/2015	7/19/2014	VCH - AP Voucher Accounting	1	BLANKET PURCHASE ORDER	(795.00)

PART II

Five Steps to Report Results

After you establish your dashboard defaults, you are ready to generate a report.

There are five main activities involved with report production:

- Select the report
- Set the report filters
- Set the report format
- Drill through report data
- Capture report results (print /download)

Trial Balance Selections

- This report is best used for Fund only views
- Prompt filter has down arrow. It will default to current period and year unless it is a save selection report. (Hint: Save as Period 12)
- Multiple Funds can be selected for this report. (Departments cannot be filtered in this)
- Click Apply Filters

The screenshot shows the 'Report Filters' section of a web application. The filters are organized into several rows:

- Business Unit:** --Select Value--
- Fiscal Year:** 2015
- As Of Period:** 4
- Fund CF Status:** --Select Value--
- Fund:** X (with a 'Please Wait' dialog box open over it)
- NOT Fund:** NOT --Select Value--
- Fund Tree:** --Select Value--
- Fund Level 2:** --Select Value--
- Fund Level 3:** --Select Value--
- Fund Level 4:** --Select Value--
- Fund Level 5:** --Select Value--
- Fund CF Attrib:** --Select Value--
- CSU Fund Type:** --Select Value--
- Fund Proc Type:** --Select Value--
- Approp Rev Dt:** --Select Value--
- Approp Avl To Date:** --Select Value--
- SCO Fund:** --Select Value--
- CSU Fund:** --Select Value--
- NOT CSU Fund:** NOT --Select Value--
- GAAP NAC:** --Select Value--

At the bottom of the filter section, there are two buttons: 'Apply Filters' and 'Reset Filters'. A search bar is also visible at the bottom left of the filter area.

Report Filters – Fund Selection Criteria

- Double-click on any value to move it into or out of the Selected box or use the arrow button.
- Enter first number of Fund to list all with that beginning number.
- Search is available in drop down box for ‘Starts’, ‘Contains’, ‘Ends’, and ‘Is Like’. Unselect Match Case for more options. It does not identify the description. There is limited criteria in the selection box. If your search contains more . Remember to select ‘Search’.
- When more than 256 results, hit the “More” button to display the next 256 choices. Otherwise, you may not find your choice. It is easier to use the ‘Search’ than to scroll.
- Click ‘Ok” to save.

The screenshot shows the 'Select Values' dialog box. In the 'Available' section, the search filter is set to 'Starts' and the 'Search' button is highlighted with a red box. The 'Selected' section contains the letter 'X', which is also highlighted with a red box. At the bottom right, the 'OK' button is highlighted with a red box. The background shows a partial view of the report filter interface with fields for Fund CF Status, Fund, NOT Fund, and Fund Tree levels.

Selection Buttons	Use the buttons below to move items into the Selected Box.
	De-select all items.
	De-select highlighted item(s)
	Select all items listed
	Select highlighted item(s)

Trial Balance (6 columns)

- This report is good to view the available cash balance
- In the 6 Column Trial Balance, various columns can be added to suit different reporting needs

Report Filters

Business Unit: --Select Value-- Fiscal Year: 2015 As Of Period: 4

Fund CF Status: --Select Value-- Fund: 40300 - Perkins NOT Fund: NOT--Select Value--

Fund Tree: --Select Value-- Fund Level 1: --Select Value-- Fund Level 2: --Select Value-- Fund Level 3: --Select Value-- Fund Level 4: --Select Value-- Fund Level 5: --Select Value--

Fund CF Attrib: --Select Value-- Fund CF Att Val: --Select Value-- CSU Fund Type: --Select Value-- Fund Proc Type: --Select Value-- Approp Rev Dt: --Select Value-- Approp Avl To Date: --Select Value--

SCO Fund: --Select Value-- SCO Subfund: --Select Value-- CSU Fund: --Select Value-- NOT CSU Fund: NOT--Select Value-- GAAP NAC: --Select Value--

Apply Filters Reset Filters

Trial Balance (6 Columns)

Business Unit = , Fiscal Year = [b]2015, Period = 4
Time run: 10/8/2015 11:10:11 AM

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

Select Report View: Trial Balance

Fund Fdescr	Acct Fdescr	Dept Fdescr	Actuals
40300 - Perkins Loans	101871 - Cash-Short Term Investment	- Blank DEPTID - one space	(20,524.22)
			18,427.42
		00000 - Blank Org	625,514.59
	101871 - Cash-Short Term Investment Total		623,417.79
	103882 - A/R Other	00000 - Blank Org	1,505,710.34
	103882 - A/R Other Total		1,505,710.34
	103895 - A/R-Loans-General	00000 - Blank Org	0.00
	103895 - A/R-Loans-General Total		0.00
	104851 - Allow Unc Accts-A/R Other	00000 - Blank Org	(1,505,710.34)
	104851 - Allow Unc Accts-A/R Other Total		(1,505,710.34)
	109801 - Stu Loans-Receiveable	00000 - Blank Org	34,091,305.09
	109801 - Stu Loans-Receiveable Total		34,091,305.09
	109802 - Stu Loans Rec-Collections	00000 - Blank Org	(21,988,850.86)
	109802 - Stu Loans Rec-Collections Total		(21,988,850.86)
	109803 - Stu Loans Rec-Adjustments	00000 - Blank Org	(9,052,223.35)
	109803 - Stu Loans Rec-Adjustments Total		(9,052,223.35)
	201803 - Accts Payable	- Blank DEPTID - one space	0.00
		00000 - Blank Org	(1,375.00)
	201803 - Accts Payable Total		(1,375.00)
	250806 - Uncl Coll-Borrower Payments	00000 - Blank Org	0.00
	250806 - Uncl Coll-Borrower Payments Total		0.00

Cash Balance Report

- Choose your Fund Number

The screenshot displays the 'Financial Reporting' interface. At the top, there are navigation tabs: Home, Favorites, and Dashboards. Below this, a secondary set of tabs includes: Home, Manage My Budget as of Period, Financial Summary As of Period, Financial Summary Between Periods, Financial Summary by Year, Trial Balance, Inception to Date, **Cash**, and Fund Balance. The main content area is titled 'Report Filters' and contains several dropdown menus for filtering data. The 'Fund' dropdown menu is highlighted with a red box and shows 'X' and 'Please Wait' as options. Other filters include Business Unit, Fiscal Year (2015), As Of Period (4), Fund CF Status, NOT Fund, Fund Tree, Fund Level 2-5, Fund CF Attrib, CSU Fund Type, Fund Proc Type, Approp Rev Dt, Approp Avl To Date, SCO Fund, CSU Fund, NOT CSU Fund, and GAAP NAC. At the bottom of the filter section are 'Apply Filters' and 'Reset Filters' buttons. A 'Cash' dropdown is visible at the very bottom left of the interface.

Cash Report

- Balance will show in Cash column. Report will only show the Cash balance.

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 to Date | **Cash** | Fund Balance

Report Filters

Business Unit: --Select Value-- | Fiscal Year: 2015 | As Of Period: 4

Fund CF Status: --Select Value-- | Fund: 10 - Perkins Loans | NOT Fund: NOT --Select Value--

Fund Tree: --Select Value-- | Fund Level 1: --Select Value-- | Fund Level 2: --Select Value-- | Fund Level 3: --Select Value-- | Fund Level 4: --Select Value-- | Fund Level 5: --Select Value--

Fund CF Attrib: --Select Value-- | Fund CF Att Val: --Select Value-- | CSU Fund Type: --Select Value-- | Fund Proc Type: --Select Value-- | Approp Rev Dt: --Select Value-- | Approp Avl To Date: --Select Value--

SCO Fund: --Select Value-- | SCO Subfund: --Select Value-- | CSU Fund: --Select Value-- | NOT CSU Fund: NOT --Select Value-- | GAAP NAC: --Select Value--

Apply Filters | Reset Filters

Cash

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/8/2015 1:30:06 PM

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

Select Report View: Summary View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Cash
0948 - Calif State University Trust Fund	403 - TF-Perkins Loans	40300 - Perkins Loans	623,417.79
	403 - TF-Perkins Loans Total		623,417.79
0948 - Calif State University Trust Fund Total			623,417.79
Grand Total			623,417.79

Financial Summary As of Period

- You can drill down for detailed information, in any field that shows an underline when you scroll over it

Financial Reporting Home Favorites Dashboards

Home Manage My Budget as of Period **Financial Summary As of Period** Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Cash Fund Balance Performance Report As

Report Filters

Business Unit: --Select Value-- Fiscal Year: 2015 As Of Period: 4 Account Type: --Select Value-- Account Category: --Select Value-- Budget Ledger: --Select Value-- Fund CF Status: --Select Value--

Fund: 90000 - TF-CSU C Dept: 41406 - Accountir Account: --Select Value-- Project: --Select Value-- Program: --Select Value-- Class: --Select Value--

NOT Fund: NOT --Select Value-- NOT Dept: NOT --Select Value-- NOT Account: NOT --Select Value-- NOT Project: NOT --Select Value-- NOT Program: NOT --Select Value-- NOT Class: NOT --Select Value-- NOT Acct Cat: NOT --Select Value--

Advanced Filters

Apply Filters Reset Filters

Financial Summary - As of Period

Business Unit = , Fiscal Year = [b]2015, Period = 4
Time run: 10/8/2015 1:37:32 PM

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

Select Report View: Summarized

41406 - Accounting Services		Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
Fund Fdescr	Acct Fdescr					
90000 - TF-CSU Operating Fund	601921 - Management & Supervisory Sals	52,449.00	79,827.00		(132,276.00)	
	601931 - Regular Staff Salaries	252,407.42	759,537.00		(1,011,944.42)	
	601933 - Overtime	2,167.85	0.00		(2,167.85)	
	601961 - Temporary Help	20,175.24	0.00		(20,175.24)	
	601981 - Student Assistant	2,377.80	0.00		(2,377.80)	
	601982 - Bridge Student Assistant	5,683.50	0.00		(5,683.50)	
	603811 - Oasdi	18,808.85	0.00		(18,808.85)	
	603812 - Retirement	77,178.66	0.00		(77,178.66)	
	603813 - Medicare	4,744.23	0.00		(4,744.23)	
	603814 - Health and Welfare	83,810.25	0.00		(83,810.25)	
	603815 - Flex Cash	420.00	0.00		(420.00)	
	603816 - Dental Insurance	7,604.78	0.00		(7,604.78)	
	603817 - Vision Care	543.03	0.00		(543.03)	
	603818 - Life Insurance	191.25	0.00		(191.25)	
	603819 - Long Term Disability Insurance	49.44	0.00		(49.44)	

Financial Summary Between Periods

- Report is similar to Financial Summary As of Period, but it allows the user to choose periods to view

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 to Date | Cash | Fund Balance | Performance Report As of Period

Report Filters

Business Unit: --Select Value-- | Fiscal Year: 2015 | **Period From: Between 2** | **Period To: 4** | Account Type: --Select Value-- | Account Category: --Select Value-- | Budget Ledger: --Select Value-- | Fund CF Status: --Select Value--

Fund: 90000 - TF-CSU C | Dept: 41406 - Accountir | Account: --Select Value-- | Project: --Select Value-- | Program: --Select Value-- | Class: --Select Value--

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

Advanced Filters

Apply Filters | Reset Filters

Financial Summary Between Periods

Business Unit = , Fiscal Year = [b]2015, Period is between 2,4
Time run: 10/8/2015 1:43:13 PM

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

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		35,309.00	(23,213.00)	(12,096.00)	
		601931 - Regular Staff Salaries		170,044.42	(166,520.00)	(3,524.42)	
		601933 - Overtime		334.76	0.00	(334.76)	
		601961 - Temporary Help		12,475.26	0.00	(12,475.26)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		2,664.00	0.00	(2,664.00)	
		603811 - Oasdi		12,634.84	0.00	(12,634.84)	
		603812 - Retirement		52,153.62	0.00	(52,153.62)	
		603813 - Medicare		3,144.88	0.00	(3,144.88)	
		603814 - Health and Welfare		59,094.11	0.00	(59,094.11)	
		603815 - Flow Cash		280.00	0.00	(280.00)	

Financial Summary by Year

- Compares fields year by year. Periods and Department field can also be filtered.
- Select years and periods to compare
- Select Column order for the report
- Shows amounts posted from year to year and it allows the user to drill down

The screenshot displays the 'Financial Reporting' interface with the 'Financial Summary by Year' report selected. The 'Report Filters' section includes dropdowns for Business Unit, Fiscal Year (set to 'Between 2013-2014'), Period From (0), and Period To (12). Below this, there are sections for Fund, Dept, Account, Project, Program, and Class, along with 'NOT' filters for each. An 'Advanced Filters' section contains 'Apply Filters' and 'Reset Filters' buttons. The 'Financial Summary by Year' section shows the report parameters: 'Business Unit = , Fiscal Year = [b]2013,2014, Period = 0,12' and a time run of '10/1/2015 1:50:41 PM'. A red box highlights the column selection area, showing 'Show Column 1: Fund Fdescr', 'Column 2: Dept Fdescr', 'Column 3: Acct Fdescr', 'Column 4: Hide', 'Column 5: Hide', and 'Column 6: Hide'. Below this, the 'Select Report View' is set to 'Summary by Year (Actuals)'. A table is displayed with columns for 'Fund Fdescr', 'Dept Fdescr', 'Acct Fdescr', and 'Actuals' (subdivided into 2013 and 2014). The table data is as follows:

Fund Fdescr	Dept Fdescr	Acct Fdescr	Actuals	
			2013	2014
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		215,641.82
		601931 - Regular Staff Salaries	817,993.82	793,188.35
		601933 - Overtime	1,878.36	8,758.67
		601936 - Terminal Pay	0.00	50,495.33
		601961 - Temporary Help	75,642.23	52,447.63
		601981 - Student Assistant	11,799.70	10,563.30
		601982 - Bridge Student Assistant	4,041.65	1,068.00
		603811 - Oasdi	50,588.15	62,691.78
		603812 - Retirement	174,500.42	246,678.95
		603813 - Medicare	12,890.75	16,015.70
		603814 - Health and Welfare	253,389.31	271,187.54

- Example is from Financial Summary As of Period
- Refresh, Print, and Export options are at the bottom of the page

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 to Date Cash Fund Balance Performance Report As of Period

Apply Filters Reset Filters

Financial Summary - As of Period

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/9/2015 1:43:01 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: Summarized

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals	52,449.00	79,827.00		(132,276.00)	
		601931 - Regular Staff Salaries	252,407.42	759,537.00		(1,011,944.42)	
		601933 - Overtime	2,167.85	0.00		(2,167.85)	
		601961 - Temporary Help	20,175.24	0.00		(20,175.24)	
		601981 - Student Assistant	2,377.80	0.00		(2,377.80)	
		601982 - Bridge Student Assistant	5,683.50	0.00		(5,683.50)	
		603811 - Oasdi	18,808.85	0.00		(18,808.85)	
		603812 - Retirement	77,178.66	0.00		(77,178.66)	
		603813 - Medicare	4,744.23	0.00		(4,744.23)	
		603814 - Health and Welfare	83,810.25	0.00		(83,810.25)	
		603815 - Flex Cash	420.00	0.00		(420.00)	
		603816 - Dental Insurance	7,604.78	0.00		(7,604.78)	
		603817 - Vision Care	543.03	0.00		(543.03)	
		603818 - Life Insurance	191.25	0.00		(191.25)	
		603819 - Long-term Disability Insurance	40.44	0.00		(40.44)	
		606802 - Travel-In State	137.30	0.00		(137.30)	
		613801 - Contractual Services	25,000.00	0.00		(25,000.00)	
		616802 - Computer Maintenance	0.00	0.00		0.00	
		616822 - Software Maintenance	0.00	0.00		0.00	
		616823 - NonCap Inst Software&Licenses	0.00	0.00		0.00	
		616841 - Other Computer Svcs & Supplies	0.00	0.00		0.00	
		660812 - Non-Capitalized Equip/Furn	2,797.16	2,690.61		(5,487.77)	
		660814 - Office Supplies	1,786.83	0.00		(1,786.83)	
		660823 - Miscellaneous Costs	0.00	0.00		0.00	
		660850 - Repairs & Maintenance	0.00	0.00		0.00	
		660898 - Prior Year Budget Carry Forward	0.00	0.00		0.00	
		660973 - Merchant Card Fees	34,641.11	323,840.17		(358,481.28)	
		41406 - Accounting Services Total		592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

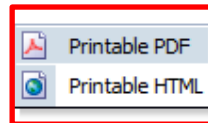
Dept Fdescr is equal to 41406 - Accounting Services
and Fund Fdescr is equal to 90000 - TF-CSU Operating Fund
and Fiscal Year is equal to 2015

Refresh - Print - Export

Print to PDF

- The Print hyperlink located beneath the report will print the individual report in either PDF or HTML formats. Both are similar

	660898 - Prior Year Budget Carry Forwrd	0.00	0.00	0.00
	660973 - Merchant Card Fees	34,641.11	323,840.17	(358,481.28)
	41406 - Accounting Services Total	592,964.70	1,165,894.78	(1,758,859.48)
	90000 - TF-CSU Operating Fund Total	592,964.70	1,165,894.78	(1,758,859.48)
	Grand Total	592,964.70	1,165,894.78	(1,758,859.48)



[Refresh](#) - [Print](#) - [Export](#)

- Printing to PDF provides a report similar to the results on the main screen

Business Unit = , Fiscal Year = [b]2016, Period = 4
Time run: 10/9/2015 1:43:01 PM

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85)	
		601961 - Temporary Help		20,175.24	0.00	(20,175.24)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)	
		603811 - Oasdi		18,808.85	0.00	(18,808.85)	
		603812 - Retirement		77,178.66	0.00	(77,178.66)	
		603813 - Medicare		4,744.23	0.00	(4,744.23)	
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)	
		603815 - Flex Cash		420.00	0.00	(420.00)	
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)	
		603817 - Vision Care		543.03	0.00	(543.03)	
		603818 - Life Insurance		191.25	0.00	(191.25)	
		603819 - Long-term Disability Insurance		40.44	0.00	(40.44)	
		606802 - Travel-In State		137.30	0.00	(137.30)	
		613801 - Contractual Services		25,000.00	0.00	(25,000.00)	
		616802 - Computer Maintenance		0.00	0.00	0.00	
		616822 - Software Maintenance		0.00	0.00	0.00	
		616823 - NonCap Inst Software&I licenses		0.00	0.00	0.00	

- Printing to HTML provides a printout screen similar to a screenshot. The result is a smaller output which can fit to one page

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/9/2015 1:43:01 PM

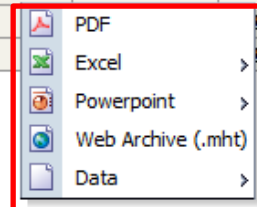
Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year		
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)			
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)			
		601933 - Overtime		2,167.85	0.00	(2,167.85)			
		601961 - Temporary Help		20,175.24	0.00	(20,175.24)			
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)			
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)			
		603811 - Oasdi		18,808.85	0.00	(18,808.85)			
		603812 - Retirement		77,178.66	0.00	(77,178.66)			
		603813 - Medicare		4,744.23	0.00	(4,744.23)			
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)			
		603815 - Flex Cash		420.00	0.00	(420.00)			
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)			
		603817 - Vision Care		543.03	0.00	(543.03)			
		603818 - Life Insurance		191.25	0.00	(191.25)			
		603819 - Long-term Disability Insurance		40.44	0.00	(40.44)			
		606802 - Travel-In State		137.30	0.00	(137.30)			
		613801 - Contractual Services		25,000.00	0.00	(25,000.00)			
		616802 - Computer Maintenance		0.00	0.00	0.00			
		616822 - Software Maintenance		0.00	0.00	0.00			
		616823 - NonCap Inst Software&Licenses		0.00	0.00	0.00			
		616841 - Other Computer Svcs & Supplies		0.00	0.00	0.00			
		660812 - Non-Capitalized Equip/Furn		2,797.16	2,690.61	(5,487.77)			
		660814 - Office Supplies		1,786.83	0.00	(1,786.83)			
		660823 - Miscellaneous Costs		0.00	0.00	0.00			
		660850 - Repairs & Maintenance		0.00	0.00	0.00			
		660898 - Prior Year Budget Carry Forwrd		0.00	0.00	0.00			
		660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)			
			41406 - Accounting Services Total			592,964.70	1,165,894.78	(1,758,859.48)	
		90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
		Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

Dept Fdescr is equal to **41406 - Accounting Services**
and Fund Fdescr is equal to **90000 - TF-CSU Operating Fund**
and Fiscal Year is equal to **2015**

Exporting Data

- Exports all data on the screen to a variety of file formats including PDF, Excel, & CSV.
- Exporting to PDF results in a file similar to the print to PDF, but it can be saved as a file.
- Exporting to Excel presents the data in Excel along with report formats. Formulas are not transferred to Excel. It is only hardcoded numbers.
- Tab Delimited and CSV files will open in Excel without any formatting and can then be saved as an Excel file. Be sure to save as an Excel file. This export may include more data than shown on the screen.

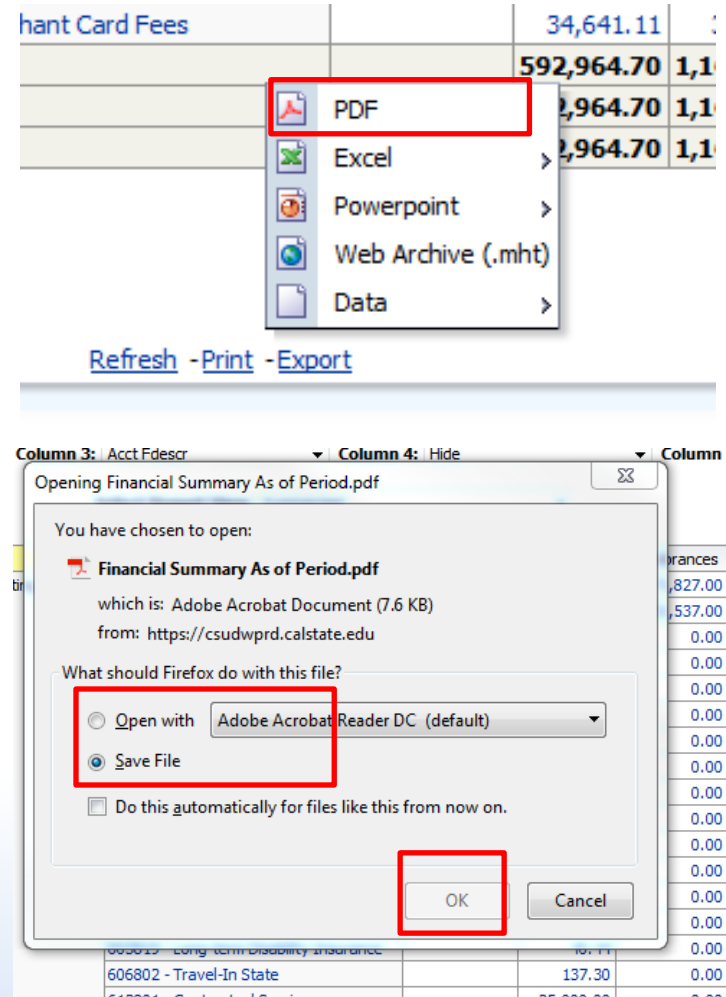
	660812 - Non-Capitalized Equip/Furn	2,797.16	2,690.61	(5,487.77)
	660814 - Office Supplies	1,786.83	0.00	(1,786.83)
	660823 - Miscellaneous Costs	0.00	0.00	0.00
	660850 - Repairs & Maintenance	0.00	0.00	0.00
	660898 - Prior Year Budget Carry Forwrd	0.00	0.00	0.00
	660973 - Merchant Card Fees	34,641.11	323,840.17	(358,481.28)
	41406 - Accounting Services Total	592,964.70	1,165,894.78	(1,758,859.48)
90000 - TF-CSU Operating Fund Total		1,964.70	1,165,894.78	(1,758,859.48)
Grand Total		1,964.70	1,165,894.78	(1,758,859.48)



[Refresh](#) - [Print](#) - [Export](#)

Example of Export to PDF

- This is a good tool to send the report to a manager
- Select PDF as Export file type
- After selecting the PDF file, a box will pop up asking to either open or save the file. Either option will work.
- Click OK



Example of Export to PDF Result

- This is the result from the Open option
 - When choosing to Open the file, the file opens in Adobe Acrobat. The file can then be saved, printed, or sent based on your needs. The data cannot be changed in a PDF file.

Financial Summary As of Period-1.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Document

Business Unit = , Fiscal Year = [b]2015, Period = 4
Time run: 10/9/2015 1:43:01 PM

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85)	
		601961 - Temporary Help		20,175.24	0.00	(20,175.24)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)	
		603811 - Oasdi		18,808.85	0.00	(18,808.85)	
		603812 - Retirement		77,178.66	0.00	(77,178.66)	
		603813 - Medicare		4,744.23	0.00	(4,744.23)	
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)	
		603815 - Flex Cash		420.00	0.00	(420.00)	
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)	
		603817 - Vision		543.03	0.00	(543.03)	

Export PDF
Create PDF
Edit PDF
Comment
Fill & Sign
Send for Signature
Send & Track

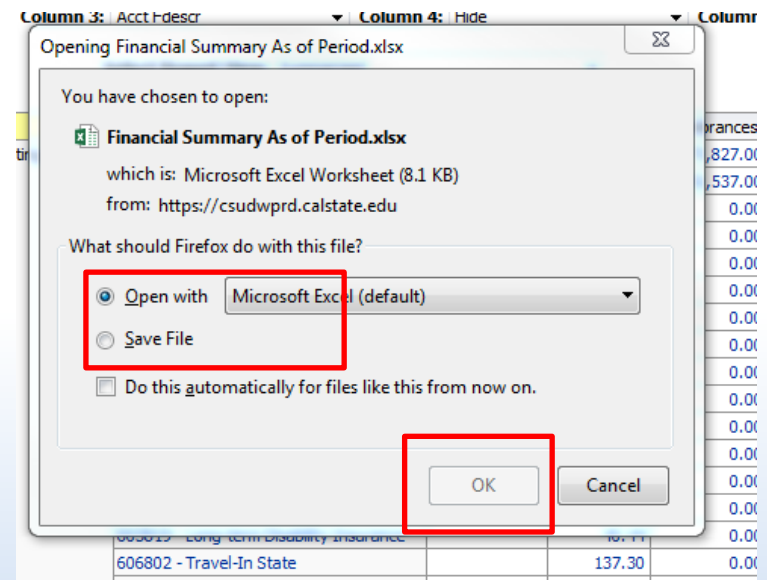
Example of Export to Excel

- Select Export to Excel. Then select the Excel 2007+ format.
- After selecting the Excel file as output, a box will either open or save to file. Either option will work.
- Click OK

973 - Merchant Card Fees		34,641.11	323,840.17
Total		592,964.70	1,165,894.78 (1)
		2,964.70	1,165,894.78 (1)
			94.78 (1)

- PDF
- Excel >
 - Excel 2003
 - Excel 2007+
- Powerpoint >
- Web Archive (.mht)
- Data >

[Refresh](#) - [Print](#) - [Export](#)



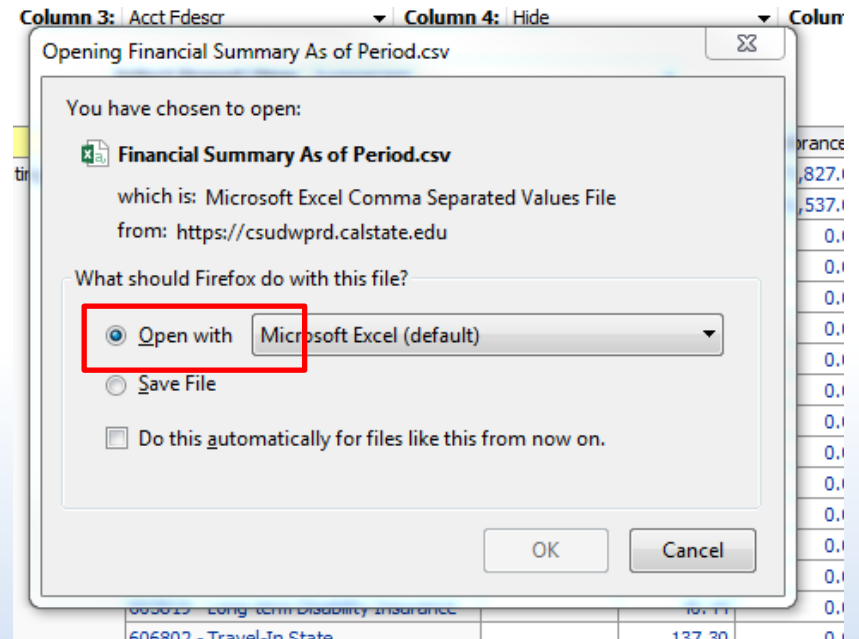
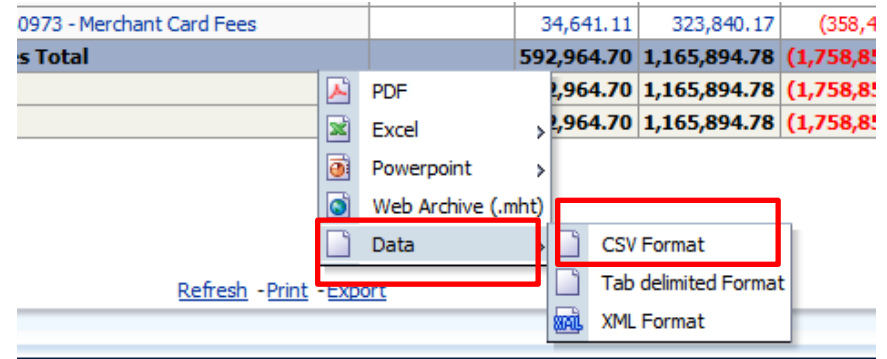
Example of Export to Excel Data Output

- The data is downloaded into Excel. The formatting can be manipulated from this point and can be saved as an Excel file.
- Formulas do not carry forward. Numbers are hardcoded.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals	52,449.00	79,827.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries	252,407.42	759,537.00	759,537.00	(1,011,944.42)	
		601933 - Overtime	2,167.85	0.00	0.00	(2,167.85)	
		601961 - Temporary Help	20,175.24	0.00	0.00	(20,175.24)	
		601981 - Student Assistant	2,377.80	0.00	0.00	(2,377.80)	
		601982 - Bridge Student Assistant	5,683.50	0.00	0.00	(5,683.50)	
		603811 - Oasdi	18,808.85	0.00	0.00	(18,808.85)	
		603812 - Retirement	77,178.66	0.00	0.00	(77,178.66)	
		603813 - Medicare	4,744.23	0.00	0.00	(4,744.23)	
		603814 - Health and Welfare	83,810.25	0.00	0.00	(83,810.25)	
		603815 - Flex Cash	420.00	0.00	0.00	(420.00)	
		603816 - Dental Insurance	7,604.78	0.00	0.00	(7,604.78)	
		603817 - Vision Care	543.03	0.00	0.00	(543.03)	
		603818 - Life Insurance	191.25	0.00	0.00	(191.25)	
		603819 - Long-term Disability Insurance	40.44	0.00	0.00	(40.44)	
		606802 - Travel-In State	137.30	0.00	0.00	(137.30)	
		613801 - Contractual Services	25,000.00	0.00	0.00	(25,000.00)	
		616802 - Computer Maintenance	0.00	0.00	0.00	0.00	
		616822 - Software Maintenance	0.00	0.00	0.00	0.00	
		616823 - NonCap Inst Software&Licenses	0.00	0.00	0.00	0.00	
		616841 - Other Computer Svcs & Supplies	0.00	0.00	0.00	0.00	
		660812 - Non-Capitalized Equip/Furn	2,797.16	2,690.61	2,690.61	(5,487.77)	
		660814 - Office Supplies	1,786.83	0.00	0.00	(1,786.83)	
		660823 - Miscellaneous Costs	0.00	0.00	0.00	0.00	
		660850 - Repairs & Maintenance	0.00	0.00	0.00	0.00	
		660898 - Prior Year Budget Carry Forward	0.00	0.00	0.00	0.00	
		660973 - Merchant Card Fees	0.00	0.00	0.00	0.00	
		41406 - Accounting Services Total		34,641.11	323,840.17	(358,481.28)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

Example of Export to Data – CSV Format

- Select Export to Data – CSV Format
- Prompt will open the CSV file with Excel. There is also an option to save the file. Opening in Excel is recommended.



Contact Information

Accounting Services

P.J. Soligian pjsoligian@csufresno.edu 559-278-8133

Lora Kutka lkutka@csufresno.edu 559-278-4343

Office of Budget & Resource Planning

Jean Aguayo jaguayo@csufresno.edu 559-278-7224

Lisa Chavez lisachavez@csufresno.edu 559-278-5293

Pam Lewis paml@csufresno.edu 559-278-5295