Dashboard Training Manual



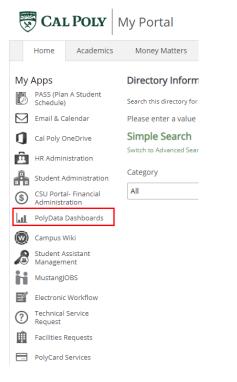
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1.0 Logging into the Cal Poly Dashboard

- 1. Access Cal Poly, My Portal https://myportal.calpoly.edu
- 2. Under My Apps select PolyData Dashboards, this will direct you to Cal Poly's Dashboard



3. If site asks for login credentials use Cal Poly user name and password

2.0 Dashboard Features

This section will review several of the Cal Poly Dashboard features.

- Home Page
- Report Filters
- Search Functionality
- Column Functionality
- Table Prompts and Report Section Features within Drills
- Saving Customizations
- Miscellaneous Features

2.1 Home Page

Once you have successfully logged in, you will be directed to the Welcome page. This page contains your available Dashboards.

Processing Steps /		Screenshot / Description	
Field Name			
1.	Click the down arrow to see a list of dashboards available.	Home Catalog Favorites ▼ Dashboards ▼ Open ▼ Signed In / Imp Most Recent(Welcome - PolyData Dashbo Imformation) Imp My Dashboard	
2.	Select Finance.	Decision Support Decision Support Finance	
	Note: this training focuses only on the Finance dashboard	references. Image: Finance Default Dashboard. Select the one you want from the site below for instructions on Image: Anstructions on Image: Persistence & Graduation Image: Persistence & Graduation Image: Persistence & Graduation Image: Labor Cost Image: Persistence & Graduation Image: Persistence & Graduation	
3.	You are now in the dashboard you selected. The different tabs represent the different inquiries/reports you have available to run within the selected dashboard.	Finance to get version of the set	

2.2 Breadcrumbs

If there is the ability to drill into the information on the summary tabs by clicking on the hyperlinked numeric value, you will see "Breadcrumbs" at the bottom of the page that will take you back to the starting point.

Processing Steps /	Screenshot / De	scription					
Field Name							
Various Reports/Tabs have the		Show Column 1: Fund Fdescr 🔹	Column 2: Account I	Fdescr 🔻	OK		
ability to drill down on a		Select a View: Summary Pivo	•	T	OK		
hyperlinked numeric value by		select a view: Summary Pivo	l.	•			
placing cursor on a value and	Fund Fdescr SL001-948-485	SCSU Operating Fund ▼					
selecting. For example, the My	Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
Revenue and Expense Report.		619001-Equipment	1,054,690.32	255,168.16	61,115.95	738,406.21	30%
After applying your filters to the		619002-Equipment - Instructional	304,947.62	28,907.88	6,384.31	269,655.43	12%
report, click on the hyperlinked		660001-Postage and Freight	105,600.26	30,740.36	10,934.14	63,925.76	39%
numeric value to bring up the		660002-Printing	353,192.00	46,178.33	0.00	307,013.67	13%
detail. You can use the		660003-Supplies and Services	16,523,717.73	1,325,329.03	1,638,586.24	13,559,802.46	18%
Breadcrumbs if you wish to go		660009-Specialized Training	150,600.00	54,166.14	3,200.00	93,233.86	38%
with. Note: This can also be done by clicking return at the bottom of the page, discussed later in the training							
At the bottom of the page you will see "Breadcrumbs". These are used to get back to the various reports within the tab selected. Put your cursor over the link and select.	Finance: My Revenue	e and Expense > Revenue and Exper	nse Summary	by Period -	Actuals >	Transactions	s - Actuals

2.3 Report Filters

Report Filters allow you to filter based on the report criteria you want to display.

Processing Steps /	Screenshot / Description
Field Name	
Each tab will have different	*Business Unit Fiscal Year Acetg Period (as of) Fund C3U Fund Program Project Class
filters available depending on	SLCMP V 2019 V C= 12.June V -Select Value- V -Select Value- V -Select Value- V -Select Value- V
the function of the tab.	Dept Lvl 2 Dept Lvl 2 Dept Lvl 3 Dept Lvl 4 Dept Acct Category Type Acct Type Account 120000-Academic A ♥ -Select Value- ♥
This example is using filters under the My Revenue and Expense tab	

2.4 Multiple Business Units

Depending on your security, you may have multiple Business Units to choose from.

Processing Steps / Field Name	Screenshot / Description
Select the Business Unit for the report you want to run. For	My Revenue and Expense My Open POs My Trial Balance My Revenue and Expense T
most users, this will be SLCMP.	Revenue and Expense Prompt
	* Business Unit Fiscal Year Acctg Period (
	SLCMP V 2019 V <= 12-June NULL
	NULL ekt.Lvl 2 Dept Lvl 3 ✓ SLCMPbelect Value Select Value
	SLFDN
	A Revenue and Expense SiSearch

2.5 Search Functionality

There are various ways you can search for a value. By unchecking the 'Match Case' & using 'Contains' – you can run a broader search – see below:

Processing Steps /	Screenshot / Description
Field Name	
1. Select the "down" arrow to see the valid search choices. You can scroll	AccountSelect Value 1
down and find the value you are looking for.	
2. If the list is too long and	101001-General Cash
you want to perform a specific search select the	101004-Cash in State Treasury
More/Search. See below.	101005-Cash in Transit-State Treas
	101006-Cash in Agncy Accts-Banks
	More/Search 2

Processing Steps /	Screenshot / Description	
Field Name		
More/Search Feature	Select Values	@ ×
To perform a broader search, you have the following options: 1. Name Starts Contains Ends Is Like (pattern match) 2. Match Case Uncheck	Available Selected Name Starts Match Case NULL Match Case 101001-General Cash > 101004-Cash in State Treasury >> 101005-Cash in Transit-State Treasury <	OK Cancel
3. Enter the value you are searching for.	Select Values	@ ×
 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" 	Available Selected Name Contains acad Search Match Case 501806-Cat II-Academic Fee-CPP (111) > 601100-Academic Salaries >> 601804-Acad Stipend Bonus Allow (100) 601809-Academic Cellular Allowance 660942-Lib-Acad Svcs Contingency(003) 670486-Tr Out to CSU 486 -TF Academic 670487-Tr Out to CSU 487 -TF Academic 821100-Academic Salary Holdings	OK Cancel
icon and the entire search results will move to the Selected section.		

2.6 Column Functionality

The number of columns of a report differs in each tab and section of the tab. Select the section on the tab that has the report with the amount of columns needed. You can sort columns to accommodate your report requirements. In some tabs you can include, exclude and move columns.

2.6.1 Tab sections

Tabs have one or three sections depending on the reporting available. Each section will have a different number of columns, select the section that allows you to filter the data to the level of detail needed for your report.

Processing Steps /	Screenshot / Description					
Field Name	_					
Using My Revenue and Expense						
as an example	A Revenue and Expense Summary	vu F				
The first section "Revenue and		L	Show Column 1: Fund Fd		n 2: Dept Lvl 1 Fdescr	▼ OK
Expense Summary" only has				w: Summary Pivot	•	
two columns available to	Fun	d Fdescr SL001-948	-485 CSU Operating Fund ▼			
change for reporting	Fund	Fdescr	Dept Lvl 1 Fdescr	Budget	Actual	Encumb
Select the column headers from						
the dropdown and click "OK" to		Show Column 1		Column 2: Dept	LVI 1 Edescr	ОК
update the display		S	E Fund Fdescr	DI.	•	
			Account Fdescr Program Fdescr			
	Fund Fdescr SL001-948-485 CSU C	perating Fund	Project Edescr			
	Fund Edescr	Dept I vI 1 Ede	Class Fdescr SCO Fund Fdescr	udget	Actual	Encumb
			COLUCTED A Education	-		
	SL001-948-485 CSU Operating Fund		Dept Lvl 2 Edesor	26,474,779.60	21,023,070.38	-,,
		120400-Inform	Dept LvI 3 Fdescr	19,163,447.87	1,991,695.89	562,64
			Dept Lvl 4 Fdescr Acct Type Fdescr	1,086,701.66	74,622.22	30,00
		125000-Admin	Acct Cat Type Fdescr	51,500,969.56	7,417,132.01	2,144,29
		137500-Univer	SAcct Cat Fdescr	4,396,417.88	443,973.60	17,77
		140000-Stude	FRM Obj Fdescr Prog Cat Fdescr	27,614,491.58	2,424,656.85	253,66
		145000-Presid	Desi Tres Estados	1,854,722.09	144,288.39	
		150000-Univer	sDept Lvl 1 Descr 🗸 👻	1,310,027.85	204,125.43	9,70
The second section "Revenue	A Revenue and Expense Custom Summary					
and Expense Custom Summary"	······	Show Column 1: Fund Edescr	Column 2: Column 3:		lumn 5: Column 6: oject Fdescr 💌 Class Fdesc	
has six editable column headers		1 010 1 00301		Summary for Download V	Acct Type F Fund Fdesc	descr
to accommodate all fields of a	Fund Fdescr Dep	tid Fdescr	Account Fdescr	Program Fdescr	Deptid Fdes Account Fde Project Fdes(Program Fd	escr et
Chart Field String. The headers	SL001-948-485 CSU Operating Fund 1001	100-CAFES-Agriculture Edu &	Comm 580094-Cost Recovery - Other CSU Fun 580095-Cost Recovery - Auxiliary Orgs	d	Project Edes Class Edes SCO Fund F	descr 21.00
can be edited to any			601100-Academic Salaries	AA001-CAFES College Bas	Dept Lvl 2 F	descr 37.65 descr 00.52
combination of the available			601101-Department Chair		Dept LvI 3 F Dept LvI 4 F Acct Cat Ty	descr 08.00
fields on the dropdown			601103-Graduate Assistant 601300-Support Staff Salaries		Acct Cat Fd FRM Obj Fo Prog Cat Fd	escr 20.00
			601303-Student Assistant 601805-Lecturers (100)	AA001-CAFES College Bas	Proj Typ Ed	escr 68.80 escr 83.00
The third section "Activity	✓ Activity Summary by Year					20.420.22
Summary by Year" displays the			Show Column 1: Deptid Edescr	Column 2: Fund Fdescr	▼ OK	
actuals for the selected fiscal	Select a View: Summary by Year ▼					
year and the five years prior		Deptid Fdescr	Fund Fdescr	Actual (as of Acctg Pe 2014 2015	iod prompted) 2016 2017 2018	2019
with two column headers that		Deplid Pdesci -	runa raesci	2014 2013	2010 2011 2010	2013
can be edited						
Collapse sections to display only						
the one you would like to view by clicking the carrot to the left	Revenue and Expense C	ustom Sum	mary			
of the section name	▶ Activity Summary by Year					

2.6.2 Sorting a Column

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

Processing Steps /	Screenshot / Description	
Field Name		
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.	Fund Fdescr SL001-948-485 CSU Operating Fund	Account Fdescr

2.6.3 Exclude or Include Columns

On some reports, a column can be Excluded or Included. The type of column that can be included is limited to the choices in the drop down menu.

Pro	ocessing Steps /	Screenshot / Description			
Fie	ld Name				
1.	Right Mouse Click on the				
	column. Select action	Fund Fdescr	Account Fdescr		
	accordingly.	SL001-948-485 CSU Operating Fund	690003-Gen Fund	†↓ Sort Column	
			501800-Cat I-Und	Drill	
	Note: These functions are				
	not available on all reports		501002-Cat I-Non-	Exclude column	
			501824-Cat II-Coll	Include column	
			501844-CAT II Stu	Move Column	
			501005-Cat II-Stud	ient Health Svc Fee	_

2.7 Pivot and Section Features within Reports

Pivots involve transposing rows into columns (pivot) or columns into rows (unpivot) to generate results in crosstab format. When reports have pivots they can be moved to the report to create either a new column or a report section.

2.7.1 Pivot - Creating New Columns in a Report

When a report has a built in "Pivot" you can move it to create a column within the report.

Processing Steps /	Screenshot / Description
Field Name	
1. When 'Pivots' are within the report, right-click on the field description, (in this example, Fund	Fund Fdescr SL001-948-485 CSU Operating Fund ▼
Fdescr).	Fund Fde: Account Fdescr
2. Select "Move Columns", then "To Rows". A new	SL001-941 Fund 690003-Gen Fund Expend
column will appear on the	501800-Cat I-Undgrd Tuitin
left-most side of the report.	501002-Cat I-Noll-Residen
This example is using the My Revenue and Expense >	
Revenue and Expense Summary	
	To Rows 800009-Future Year Perma
Fund Fdescr 'Pivot' is now a	
new column: Fund Fdescr.	A Revenue and Expense Summary Show Column 1: Deptid Fdescr Column 2: Account Fdescr K OK
	Select a View: Summary Pivot 💌
	Fund Fdescr Deptid Fdescr Account Fdescr Budget Actual Encumb Budget Bal % of Budget
1. To move the column back	Fund Edescr Dentid Edescr
as a pivot, right-click on the	1 Sot Column
column header.	SLUUT-948-465 CSU Operatii
2. Select "Move Column"	Drill
then "To Prompts".	Exclude column
	Include column
	Move Column 🕨 Right
	To Prompts
	To Sections
	To Columns
Fund Fdescr column is now a 'Pivot'.	Show Column 1: Deptid Fdescr 🗸 Column 2: Account Fdescr 🗸 OK
11000.	Select a View: Summary Pivot 🔻
	Fund Fdescr SL001-948-485 CSU Operating Fund
	Deptid Fdescr Account Fdescr Budget Actual Encumb Budget Bal % of Budget

2.7.2 Report Sections

Column Selectors can become Report Sections.

Processing Steps /	Screenshot / Descri	ption				
Field Name						
1. To make a column selector						
a Report Section, right-	Deptid Fdescr			Account Edescr		
click on the column header.	100100-CAFES-Ag	riculture Edu 8	(†↓ So	rt Column 🕨	lemic Salaries	
2. Select "Move Column",			Dril	l	artment Chair	
then "To Sections"			Exclu	ide column	luate Assistant	
This example is using the My Revenue and Expense >			Inclu	de column 🕨	port Staff Salaries	
Revenue and Expense Summary			Move	Column	Right	
				603001-OA	To Prompts	
				603003-Der	To Costions	
				603004-Hea	To Columns	
Deptid Fdescr column is now a						
Report Section.	100100-CAFES-A	griculture Edu 8	Comm			
	Acct Type Fdescr	Budget	Actual			
	60-Expenditures	1,083,845.00	89,382.0			
	Grand Total	1,083,845.00	89,382.0			
	100200-CAFES-B	ioResource & A	gEngr			
	Acct Type Fdescr	Budget	Actual			
	50-Revenues	0.00	-638			
	60-Expenditures	2,469,220.29	224,435			
	Grand Total	2,469,220.29	223,797			

2.8 Table Prompts and Report Section Features within Transactions tabs

Columns can be moved either to create Pivots or Report Sections.

2.8.1 Creating a Pivot

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

Processing Steps /	Screenshot / Descripti	on			
Field Name					
1. To make a column a Table Prompt, right-click on the	Fund Fdescr	Deptid Fdescr	Account Fdescr	Document ↑↓ Sort Column ▶	CSU Ref 1 Ver
column header.	SL001-948-485 CSU Operating Fund	125100-Budget and Finance	604800-Tel-Lines & Featu (090)	Drill	See Pinn
2. Select "Move Column" then "To Prompts".	SL001-948-485 CSU Operating Fund	125100-Budget and Finance	604802-Tel-Usage (001)	Exclude column	See Pinn
-	SL001-948-485 CSU Operating Fund	125100-Budget and Finance	606001-Travel-In State	Move Column	Left Right
This example is using My Revenue and Expense	SL001-948-485 CSU Operating Fund	125100-Budget and Finance	606001-Travel-In State	00190236	To Prompts
Transactions > Actual Transactions	SL543-948-485 Internal Cost Recovery	125100-Budget and Finance	616003-IT Software	00803580	To Sections J
3. You can now select on the Table Prompt.	604 Fund Fdescr 606	800-Tel-Lines & Fe 802-Tel-Usage (001 001-Travel-In State 003-IT Software	atures (090) 1)	nce	

2.8.2 Creating a Report Section

From transaction lines, you can move a column to a Report Section.

2.9 Saving Customizations

Once you have selected your report filters and are satisfied with the results, you can "Save Current Customization". You can make one of the "Save Current Customization" 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.

2.9.1 Home Page of Dashboard

The Dashboard you most commonly use can be saved to be the default when Dashboards is opened instead of defaulting to the "Welcome" page

Processing Steps / Field Name	Screenshot / Description
1. Select the dropdown under	* 🛎 :
your name and click My Account	Search All Advanced Help Sign Out
	Home Catalog Favorites ▼ Dashboards ▼ Open ▼ Signed In As Lisa ▼ get My Pro Card Charges Revenue and Expense Download
2. On the Preferences tab under Starting Page select the dashboard you most commonly use, for most users this will be Finance, then select "OK" to set your preference	Preferences BI Publisher Preferences Mobile Preferences Delivery Options Application Roles Starting Page Finance : Finance Image Imag

2.9.2 Report (Tab) within Dashboard

	cessing Steps / d Name	Screenshot / Description
	Select your report filters and click Apply Filters, select the Page Options icon (in the upper right hand corner).	Wy Revenue and Expense Yrongt Important from the Amphroliphian formations Wy Professions Wy Registrations Wy Project Output and Strategies Wy Registrations Wy Registratingent Wy Registrations Wy Registrations Wy Registrat
2.	Select Save Current Customization.	
	Enter the name you wish to call your page.	Save Current Customization ② ×
	To make these selections your default, check the	Name Dept Budget Report
	"Make this my default for this page". Select OK.	 Others Set Permissions ✓ Make this my default for this page
dash defa	next time you access the aboard/tab/report your ult report results will matically be generated.	OK Cancel

Second, for every Dashboard Report you use, you can save your Report filters.

2.9.3 Applying Saved Customizations

If you have many "Save Current Customization", use Apply Saved Customization.

Processing Steps /
Field Name
 Once you have accessed the dashboard/tab/report, select Apply Saved Customizations. Select the one you wish to generate the report for. Once selected, the report will automatically be generated.

2.10 Miscellaneous Features

2.10.1 Printing Results

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 <u>Refresh</u> - <u>Print</u> - <u>Export</u>

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

2.10.2 Scrolling

If you report results are more than the page displays, use the icons at the bottom of the screen to move forward and back through the returned results.



2.10.3 Return

After drilling within a report, click the <u>**Return**</u> link to return to main report.

Return - Refresh - Print - Export - Create Bookmark Link

3.0 Common Reports

3.1 My Revenue and Expense, Managing Department Budgets – SLCMP

This section provides steps on how to run a My Revenue and Expense report for the SLCMP. The My Revenue and Expense report is used to assist with managing your department budget. More specifically, these are funds that contain a budget. For example GF funds.

3.1.1 Running The Report

1. Select Finance dashboard.



2. This will take you to the My Revenue and Expense tab of the Finance dashboard.

My Revenue and Expense	My Open POs My Trial Bal	ance My Revenue	e and Expense Transact	tions My PO Transac	tions My Trial Balanc	e Transactions	My Budget Transactions	My Projects My Char	gebacks My Base
Revenue and Expense	Prompt								
	* Business Unit	Fiscal Year	Acctg Period (as of)	Fund	CSU Fund	Program	Project	Class	
	SLCMP V	2018	▼ <= 12-June	▼Select Value	 Select Value- 	Select Value	 Select Value 	Select Value V	
				Select Value Dept Lvl 4 De				-Select Value-	

3. Select Report Filters - search criteria that are used to generate the report results.

Revenue and Expense	Prompt								
	* Business Unit	Fiscal Year	Acctg Period (as of)	Fund	CSU Fund	Program	Project	Class	
	SLCMP	2018	▼ <= 12-June	▼Select Value ▼	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	
	Dept Lvl 1	Dept Lvl 2	Dept Lvl 3	Dept Lvi 4 Dept	Acct	Category Type Acct	t Type Acco	ount	1
	Select Value 🔻	Select Value-	Select Value	Select ValueSel	lect Value 🔻Se	elect Value	elect Value 🔻S	elect Value V Apply	Reset v

- Business Unit = SLCMP (unless reporting on Foundation, then use SLFDN)
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period (as of) = Click on the down arrow and choose a value from a dropdown field.
- **Account Type** = 60 Expenditures.
- **Department** = User specific Click on the down arrow to choose a value(s).

- Select any other fields necessary to your report
- 4. When all your report filters are selected, click **Apply** to generate the report.

Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	601201-Management and Supervisory	509,820.00	33,272.00	0.00	476,548.00	7%
	601300-Support Staff Salaries	81,996.00	12,188.00	0.00	69,808.00	15%
	603001-OASDI	2,779.08	2,779.08	0.00	0.00	100%
	603003-Dental Insurance	685.31	685.31	0.00	0.00	100%
	603004-Health and Welfare	6,724.09	6,724.09	0.00	0.00	100%
	603005-Retirement	14,009.41	14,009.41	0.00	0.00	100%
	603011-Life Insurance	50.40	50.40	0.00	0.00	100%
	603012-Medicare	649.96	649.96	0.00	0.00	100%
	603013-Vision Care	44.82	44.82	0.00	0.00	100%
	603014-Long-Term Disability Insurance	20.76	20.76	0.00	0.00	100%
	604800-Tel-Lines & Features (090)	0.00	80.00	0.00	-80.00	

5. Select a view – option to create different pivot tables of the report, available views vary depending on the summary section selected



- Summary Pivot will be most commonly used, Fee Category Pivot is useful for areas with budget from Student Fees
 - This example is using My Revenue and Expense > Revenue and Expense Summary. Note: pivot options vary depending on reporting section selected
- 6. Choose a section that has the number of columns available that allows all the necessary fields to be viewed, Change Column Selectors

		Refresh	- Print - Export		
Show Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:
Fund Fdescr 🔹	Dept Lvl 1 Fdescr 🛛 🔻	Acct Type Fdescr 🔹	Acct Type Fdescr 🛛 🔻	Acct Type Fdescr 🔹	Acct Type Fdescr 🛛 🔻 🖸

- This example is using My Revenue and Expense > Revenue and Expense Custom Summary
- 7. Click **OK** to regenerate report results with selected columns.

Fund Fdescr	Deptid Fdescr	Account Fdescr	Program Fdescr	Project Fdescr	Class Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget

Note: Only Column headers that are highlighted in "Yellow" can be changed.

8. *Optional.* Save your Report filters. See 2.9.2 Report (Tab) within Dashboard for details.

3.1.2 Reading The Report

Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	601201-Management and Supervisory	509,820.00	33,272.00	0.00	476,548.00	7%
	601300-Support Staff Salaries	81,996.00	12,188.00	0.00	69,808.00	15%
	603001-OASDI	2,779.08	2,779.08	0.00	0.00	100%
	603003-Dental Insurance	685.31	685.31	0.00	0.00	100%
	603004-Health and Welfare	6,724.09	6,724.09	0.00	0.00	100%
	603005-Retirement	14,009.41	14,009.41	0.00	0.00	100%

Columns	Definitions
Budget	Total amount budgeted one time for the Fiscal Year (FY) selected.
Actuals	Total Amount you have spent to date. (Based on the FY and Accounting period specified)
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Budget Bal	Amount you have left to spend.
% of Budget	Percentage you have spent.

3.2 Trial Balance Report - All BU's

This section provides steps on how to run a Trial Balance report for all Business Units. The Trial Balance report assists with managing those Funds that are not budgeted. It displays the account balances within the Fund.

3.2.1 Running The Report

1. From the Home page, select the **Finance** dashboard.



2. Select the My Trial Balance tab of the Finance dashboard.

nance															Home	Catalog
Revenue and Expense My Open POs	My Trial Balance	My Revenue and E	xpense '	Transactions	My PC	O Transactions	Vy Tria	Balance Transactions	My Budget 1	ransa	tions I	Wy Projects	My Chargebacks	My Base Budget	My Pro	Card Charges
Trial Balance Prompt																
		* Business Unit		Fiscal Year		Acctg Period (as of)		Fund	CSU Fund							
												Reset 🔻				

3. Select Report Filters - search criteria that are used to generate the report results.

* Business Unit	Fiscal Year	Acctg Period (as of)	Fund	CSU Fund		
SLCMP 🔻	2019 🔻	<= 03-September 🗨	SL001-948-485 CSU 🔻	Select Value	Apply	Reset v

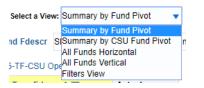
- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period (as of) = Click on the down arrow and choose a value from a dropdown field.
- Fund = User specific Click on the down arrow to choose value(s) from a multi-select fields.
- 4. When all your report filters are selected, click **Apply** to generate the report.

Acct Type Fdescr	Actual
10-Assets	736,242.48
20-Liabilities	-15,725.00
30-Fund Equity and Reserves	-390,767.87
50-Revenues	-514,743.93
60-Expenditures	184,994.32
Grand Total	0.00

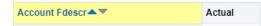
5. Change Column Selector to: Show Column = Account Fdescr



6. Report View = Summary by Fund Pivot. If viewing multiple funds All Funds Horizontal or another option may generate more useful reporting



7. Click **OK** to regenerate report results with selected columns.



Note: Only Column headers that are highlighted in "Yellow" can be changed. You can select up to 1 column.

8. Optional. Save your Report filters. See 2.9.2 Report (Tab) within Dashboard for details.

3.2.2 Reading The Report

Account Fdescr	Actual
101801-Cash-Short Term Invest (100)	731,585.05
103854-AR-Operating Rev (AR-BI) (004)	4,657.43
201001-Accounts Payable	-15,725.00
201810-Manual JE Accruals-Oblig (001)	0.00
201899-AP-Reserve for Encumb (001)	0.00
305002-Fund Balance-Continuing Approp	-390,767.87
403002-Reserve for Encumbrance	0.00
503411-Private Contributions Capital	-529,069.50
590001-Prior Year Revenue Adjustment	14,325.57
607011-Minor Capital Outlay	3,154.35
607022-Capital-Design Fees(pre-const)	11,381.21
607809-WD-Architect Fees (021)	0.00
613001-Contractual Services	170,458.76
617001-Servcs frm Othr Funds-Agencies	0.00
840000-Roll Forward Budget	0.00
840001-Budget-Reserves	0.00
Grand Total	0.00

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

4.0 Drilldown to Detailed Data

From summary tab 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.

Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	604001-Telephone Usage (Operating Cos	35,200.00	115.75	0.00	35,084.25	0%
	604090-Telephone - Other	11,000.00	322.54	11,123.84	-446.38	104%
	604800-Tel-Lines & Features (090)	275,582.00	137,227.04	0.00	138,354.96	50%
	604801-Tel-Install & Equip (090)	7,200.30	250.00	0.00	6,950.30	3%
	604802-Tel-Usage (001)	22,828.00	6,641.84	0.00	16,186.16	29%
	604803-Tel-Cellular (090)	118,285.00	32,065.60	0.00	86,219.40	27%
	605001-Utilities - Electricity	3,734,528.00	357,237.68	0.00	3,377,290.32	10%
	605002-Utilities - Gas	872,176.00	113,019.34	0.00	759,156.66	13%

• Results can be drilled down on a hyperlinked numeric value to bring up more details.

2019					
		Actual			Actual
Deptid Fdescr	Fund Fdescr	01-July	02-August	03-September	Actual
100100-CAFES-Agriculture Edu & Comm	SL001-948-485 CSU Operating Fund	60.00	60.00		120.00
100200-CAFES-BioResource & AgEngr	SL001-948-485 CSU Operating Fund	97.00	97.00		194.00
100300-CAFES-Agribusiness	SL001-948-485 CSU Operating Fund	60.00	60.00		120.00
100400-CAFES-Animal Science	SL001-948-485 C SU Operating Fund	285.00	285.00		570.00

• Results are displayed:

Fund Fdescr	Deptid Fdescr	Account Fdescr	Document ID	CSU Ref 1	Vendor Name	Purchase Order	Date Posted	Fiscal Year	Doc Src Fdescr	Document Line Descr	Actuals
SL001-948-485 CSU Operating Fund	100100-CAFES-Agriculture Edu & Comm	604800-Tel-Lines & Features (090)	IS-CHG1908	See Pinn			8/17/2019	2019	CSU-CSU Accounting Lines	Tele Exchange	60.00
Grand Total											60.00

5.0 Detail Transaction Reporting - All BU's

This section provides information on how to run detail transaction reports for all Business Units. These reports are used to assist with managing your Funds and/or Department Budgets. They all display transactional activity. There are seven reports that can be run that display transaction information, a few of these reports are described below. This guide is not intended to tell you what report will work best for your needs, but to give you enough information to show how flexible your choices can be, thus giving you the ability to select the reports that work best for you.

5.1 My Revenue and Expense Transactions

1. Select Finance dashboard.



2. Select the My Revenue and Expense Transactions tab of the Finance dashboard.

		100 M		-				
My Revenue and Expense N	y Open POs My Trial Balan	ce My Revenue a	and Expense Transaction	s My PO Transaction	ns My Trial Balance Transaction	ns My Budget Transactions	s My Projects My Ch	argebacks My I
Actuals Transactions P	rompt			_				
	* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source Document ID	Vendor Short		
	SLCMP	2018	▼ 09-March ▼	Select Value 🔻	Select Value 🔻	Select Value	•	
	SLCMP Vendor Name	Fund			Select Value	Select Value	Acct Category Type	

3. Select Report Filters- search criteria that are used to generate the report results.

y Revenue and Expense	My Open POs My Trial Balance	My Revenue	and Expense Transactions	My PO Transactions	s My Trial Balance	Transactions N	My Budget Transactions	My Projects N	ly Chargebacks	vly Base
Actuals Transaction	s Prompt									
	* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source	Document ID	Vendor Short			
	SLCMP 👻	2019 🔻	03-September 🗸 🗸	Select Value 🔻	Select Value	•	Select Value	•		
	Vendor Name F	und	Department Ac	count Prog	gram Pro	oject	Class	Acct Category Type		
									Apply Reset	

- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Fiscal Year** = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- Account Type = 60 Expenditures. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific Click on the down arrow to choose value(s) from a multi-select field.

- **Document ID** = Journal number, Voucher number or other Document ID number to search specific transactions
- 4. When all your report filters are selected, click **Apply** to generate the report.

5.2 My Budget Transactions

This report displays budget transaction activity based on the selected report filters.

1. Select the **My Budget Transactions** tab of the **Finance** dashboard.

avenue and Evnence M		Av Trial Ralanca A	V Revenue and	Evonene Transaction	e My PO Transac	tione My Trial Palan	nea Transactions My B	udget Transactions	My Projecte My	Chargebacke My R	ase Budget My Pro Ca
svenue and Expense In	y open i de l	iy mai balance ii	ly revenue and	Expense fransaction	a my romanado	auto wy mai balan	ice manaactiona my L	duget fransactions	iny rojocia iny i	chargebacks my L	ase budget my rio ca
dget Transactions Pr	ompt										
* Business Unit	Fiscal '	ear Acctg	Period	Date Posted	Document Source	Document ID	Ledger Group	Dept Lvl 1	Dept Lvl 2	Dept Lvl 3	
SLCMP	▼ 2019	▼ 03-3	eptember 🔻	Select Value	Select Value	•	OPER_BUDG	Select Value 🔻	Select Value	-Select Value	•
		Account		igram Pr	roject	Class					
Fund	Department						Acct Category Type				

2. Select the Report Filters - search criteria that are used to generate the report results.

Budget Transactions Prompt

* Business Unit
* Business Unit
SLCMP
* 2019
* Distance
* Deter Value
*

- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Ledger Group** = Base or Operating ledger
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- Account Category Type = Defaults to all account types
- **Fund** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific Click on the down arrow to choose value(s) from a multi-select field.

0r

- **Document ID** = Journal number
- 3. When all your report filters are selected, click **Apply** to generate the report.

5.3 My PO Transactions

This report displays open Purchase Orders based on the specified report filters.

- You have the ability to change the columns of information displayed using the column selectors (column headers highlighted in "Yellow")
- 1. Select the **My PO Transactions** tab of the **Finance** dashboard.

Revenue and Expense My Open POs	My Trial Balance My	Revenue and Expension	se Transactions My P	O Transactions	My Trial Balance Trans	actions My Budget Tra	nsactions My Projects	My Chargebacks My Base Budget	My Pro Card Char
cumbrance Transactions Prom	pt								
	* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source	Document ID	Vendor Short		
	SLOMP	2019	▼ 01-July:02-August ▼	-Select Value	▼Select Value	•	Select Value		
	Fund	Department	Account	Program	Project	Class			

2. Select the Report Filters - search criteria that are used to generate the report results.

* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source	Document ID	Vendor Short		
SLCMP	▼Select Value	▼Select Value	 Select Value 	 Select Value 	•	Select Value		
Fund	Department	Account	Program	Project	Class			
Select Value	-Select Value	Select Value 🔻	Select Value 🗸	Select Value 🔻	Select Value 🔻		Apply	Rese

- **Business Unit** = SLCMP
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **Fund** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific Click on the down arrow to choose value(s) from a multi-select field.

Or

- **Document ID** = Purchase Order number
- 3. When all your report filters are selected, click **Apply** to generate the report.

5.4 My Pro Card Charges

This report displays ProCard transaction details based on selected report filters.

1. Select the My Pro Card Charges tab of the Finance dashboard.

y Revenue and Expense My Ope	n POs My Trial Balance	My Revenue and Expense	e Transactions My F	O Transactions My	r Trial Balance Transactions	My Budget Transaction	ns My Projects	My Chargebacks	My Base Budge	My Pro Card Charge
ro Card Charges Prompt									-	
	* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source	Docum	ent ID			
	SLCMP	▼ 2019	▼Select Value	Select Value	 Select Value 	•				
	Fund	Department	Account	Program	Project Class					

2. Select the Report Filters - search criteria that are used to generate the report results.

Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source		Document ID
SLCMP	▼ 2019	 Select Value 	 Select Value 	 Select Value 		,
und	Department	Account	Program	Project	Class	

- **Business Unit** = SLCMP
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.

- **Fund** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- 3. When all your report filters are selected, click **Apply** to generate the report.

5.5 My Chargebacks

This tab provides information on charges between departments on campus with more detail than My Revenue and Expense Transactions. For example, charges from one of the Facilities trade shops related to a Work Order or a Project.

5.5.1 Running The Report

1. Select the My Chargebacks tab of the Finance dashboard.

y Revenue and Expense My Open PO:	My Trial Balance My Reven	ue and Expense Transa	ctions My PO Transactions	My Trial Balance Transactions N	ly Budget Transactions My I	Projects My Chargebacks	My Base Budget My Pro Card Charge
Chargeback Prompt							
	* Business Unit	Fiscal Year	Acctg Period	Date Posted Doc ID	Customer		
	SLCMP	2019 🗸	02-August 👻	Select Value 🔻	Select Value		
	Fund	Department /	Account Program	Project CI	ass		

2. Select the Report Filters - search criteria that are used to generate the report results.

Business Unit		Fiscal Year	Acctg Peri	od	Date Posted	Doc ID	Customer	
SLCMP	•	2019	▼ 02-Augus	t v	Select Value		Select Value	•
					Project	Class		
und	De	partment	Account	Program	Project	Class		

- **Business Unit** = SLCMP
- Fiscal Year = Current year i.e.: 2019 Click on the down arrow to choose a value from a dropdown field.
- Acctg Period = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **Fund** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific Click on the down arrow to choose value(s) from a multi-select field.
- 3. When all your report filters are selected, click **Apply** to generate the report.

5.5.2 Reading The Report

1. The type of charge is shown in the **Customer Name** column, charges related to ITS show as blank in the Customer Name field. The main Customers for Chargebacks are:

ALARM
POSTAGE
FACILITIES
LIVESCAN
MEDIA
COPYCHG
TRANSPORT
UPS
WAREHOUSE
CAMPSHIP
CCS

2. Results for DeptID 100100-CAFES as an example of typical detail provided in this report/tab, column selectors can be edited if necessary

A Chargeback Transactions	3											
		Show Chart Fields: [Deptid Fdescr		nt Fdescr	 Program Fd 	escr 🔻 Project I	Fdescr	Class Fi	lescr 🔻	OK	
					Select a View	Transactions T	able 🔻				_	
			0	Burlant	01			0.1		0		
Fund Edescr	Deptid Fdescr	Account Fdescr	Program Fdescr	Project Fdescr	Class Fdescr	Document ID	Document Line Descr	Date Posted	Identifier	Customer Name	Invoice Line Note	Actuals
SL001-948-485 CSU Operating Fund	100100-CAFES-Agriculture Edu & Comm	604800-Tel-Lines & Features (090)				IS-CHG1907	Tele Exchange	7/17/2019				60.00
Fullo	Comm					IS-CHG1908	Tele Exchange	8/17/2019				60.00
		604802-Tel-Usage (001)				IS-CHG1907	Toll/Local Charges	7/17/2019				2.94
						IS-CHG1908	Toll/Local Charges	8/17/2019				4.69
		604803-Tel-Cellular (090)				IS-CHG1907	Cellular Charges	7/17/2019				87.87
						IS-CHG1908	Cellular Charges	8/17/2019				107.26
		617001-Servcs frm Othr Funds- Agencies				CHBK133499	Vehicle #1137	7/31/2019		TRANSPORT	# of Gallons=15.283	52.40
							Vehicle #1138	7/31/2019		TRANSPORT	# of Gallons=15.608	53.52
							Vehicle #1319	7/31/2019		TRANSPORT	# of Gallons=14.896	51.08
							Vehicle #645	7/31/2019		TRANSPORT	# of Gallons=16.332	56.00
						CHBK133559	B&W	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019~# of copies=2067 Chg/Copy=0.0055 Tax=0.41	11.78
							Color	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019~# of copies=1182 Chg/Copy=0.06018 Tax=2.58	73.71
							Lease	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019 Rent=154.55 Tax=11.20	165.75
						CHBK133603	Vehicle #1137	8/31/2019		TRANSPORT	# of Gallons=7.156	24.03
							Vehicle #645	8/31/2019		TRANSPORT	# of Gallons=15.343	51.52
						CHBK133646	B&W	8/31/2019		COPYCHG	Copier ID=A79M011019202 Period=AUGUST 2019-# of copies=9837 Chg/Copy=0.01 Tax=1.96	56.06

6.0 Appendix A Document Sources

When drilling down into the details of a balance, knowing what a Document Source (Doc Src) is can be very beneficial. Below is your road map for identifying what it is you are looking at. All transactions begin in a subsystem (i.e.: Accounts Payable) and end up in the General Ledger as a balance.

Actuals

Doc Src Fdescr: MJE - Manual Journal Entry

DATA WAREHOUSE FIELD	VALUE
Document ID	Journal ID
Date Posted	Journal Date
Document Line Descr	Journal Line Description

Doc Src Fdescr: CSU - CSU Accounting Lines (Campus Service Providers: Telecom, Copier Program, Postage/Mail Services, Print Shop, Copier Paper, Facilities, Defensive Driving, Live Scan, Staples)

DATA WAREHOUSE FIELD	VALUE
Document ID	CSU Batch Number
Date Posted	Accounting Date
Document Line Descr	Charge description (Facilities work order number, vehicle number for gasoline charges, type of copy charge – B&W, Color or Lease)
Customer Name	Customer name for chargebacks
CSU Ref 1	Details of the charge that are not contained in the Document Line Descr (gallons of gasoline charged, copier ID, number of pieces of mail receiving postage)
CSU Ref 2	Details of the charge that are not contained in the Document Line Descr or CSU Ref 1 (number of copies and charge per copy, Facilities work order labor and material amounts)

Doc Src Fdescr: HCM Payroll Accounting Lines (Payroll Entries)

DATA WAREHOUSE FIELD	VALUE
Document ID	Run Date
Date Posted	Accounting Date
Document Line Description	Employee ID and salary or benefit description

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

DATA WAREHOUSE FIELD	VALUE
Document ID	Voucher ID
Date Posted	Accounting Date
Document Line Descr	Description from voucher
Invoice ID	Invoice number
Purchase Order	Purchase Order number if applicable
Vendor Name	Name of vendor payment was issued to
Vendor Short	Shortened name of vendor payment was issued to

Doc Src Fdescr: SFJ - Student Financial Journals (Transactions which originated from the Student System)

DATA WAREHOUSE FIELD	VALUE
Document ID	Journal ID
Date Posted	Accounting Date
Document Line Descr	Student Financials Interface

Doc Src Fdescr: BIL - Billing Accounting Lines (When customers are invoiced)

DATA WAREHOUSE FIELD	VALUE	
Document ID	Invoice Number	
Date Posted	Accounting Date	
Document Line Descr	Description of service	
Customer Name	Name of Customer that is being billed	
Identifier	Additional detail from billing	

Encumbrance

Doc Source Descr: Encumbrance Activity from a PO (the initial activity from a PO)

DATA WAREHOUSE FIELD	VALUE	
Document ID	Purchase Order Number	
Date Posted	Accounting Date	
Document Line Descr	Line description from PO	
Vendor Name	Name of vendor PO is issued to	
Vendor Short	Shortened name of vendor PO is issued to	

Doc Source Descr: AP Voucher Accounting (When a Vendor Invoice is matched to a PO)

DATA WAREHOUSE FIELD	VALUE		
Document ID	Purchase Order Number		
Date Posted	Accounting Date		
Document Line Descr	Line description from PO		
Invoice ID	Invoice number		
Vendor Name	Name of vendor PO is issued to		
Vendor Short	Shortened name of vendor PO is issued to		
Voucher ID	Voucher Number		

Budgets

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

DATA WAREHOUSE FIELD	VALUE
Document ID	Journal ID
Date Posted	Accounting Date
Document Line Descr	Journal line description
Scenario	Type of budget transfer
Ledger Group	Ledger budget transfer posted to (Base or Operating Ledger)

Financial Reporting Reports

Page Name	Page / Report Description				
My Revenue and Expense	This page is designed to produce reports of budget, actuals, encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class Chartfields and the departmental hierarchy.				
My Open POs	This page is designed to produce reports of open purchase orders based on a limited number of filters, including fund, department, account, project, program and class Chartfields				
Trial Balance	Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals.				
My Revenue and Expense Transactions	This page is designed to produce a transaction level report of actuals and can be filtered by fiscal year, accounting period, document source, vendor, fund, department, account, project, program, class and account category type. This page can be used to look up expenditure transfers with the journal ID number.				
My PO Transactions	This page is designed to produce a transaction level report of purchase orders and can be filtered by fiscal year, accounting period, date posted, document source, vendor, fund, department, account, project, program, and class. This page can be used to look up purchase orders with the PO number in the document ID field.				
My Trail Balance Transactions	This page is designed to produce a transaction level report of actuals that shows detail of each transaction and can be filtered by fiscal year, accounting period, document source, vendor, fund, department, account, project, program, class and account category type.				
My Budget Transactions	This page is designed to produce a transaction level report of budget transfers. This report should be filtered first by ledger group (base or oper) and then the appropriate filters for your report. This report can be used to look up budget journal IDs in the document ID field and is used to find budget transfers.				
My Projects	This page is designed to produce capital project reports. Report shows project actuals by fiscal years with activity.				
My Chargebacks	This report displays charges between departments on campus. Charges are categorized the type of charge using the column Customer Name.				
My Base Budget	This report is designed to produce reports of base budgets or permanent budgets allocated to a Division/College Area/Department. This report shows the beginning year base budget, any adjustments to that base budget throughout the year and the final budget amount.				
My Pro Card Charges	This report is designed to produce a transaction level report of Pro Card charges based on a limited number of filters, including fund, department, account, project, program, and class Chartfields.				

FIELD DEFINITION % of Budget Percent Used. Percent of the budget that has been used Account Fdescr The Account value and full description. Acct Cat Fdescr Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description. Account Category Type value and full description. Summarizes Account Chartfields into Acct Cat Type Fdescr a higher level type with description. Acct Type Fdescr Account Type value and full description. Summarizes Account Chartfields into a higher level type with description. Actuals Amount of actuals recorded. Budget Bal Budget - Actuals - Encumbrances. Budget Total Budget Amount. **Business Unit** Business Unit. Class Class value Class Fdescr The class value with class full description. CSU Fund CSU Fund value. Used for SW Reporting. CSU Fund Fdescr CSU Fund value with description. Used for SW Reporting. 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 If the source came from the CSU Accounting lines, this is the value stored in CSU_REF2 (used by campuses for various interfaces) Customer Name If the transaction is from Billing or Accounts Receivable, this is the Name of the Customer. Date Posted The date the transaction was posted to the ledger Department or Dept or Deptid Department ID value. **Deptid Fdescr** Department ID value and full description. Deptid Descr Department full description. Dept Lvl 1 Descr Department Level 1 description. Division Level. Dept Lvl 2 Descr Department Level 2 description. Sub-Division Level or College Dept Lvl 3 Descr Department Level 3 description. Sub-Sub-Division level or College Dept Lvl 4 Descr Department Level 4 description. Sub-Sub-Division level or College Dept Lvl 1 Fdescr Department Level 1 code plus description. Division Level. Dept Lvl 2 Fdescr Department Level 2 code plus description. Sub-Division Level or College Dept Lvl 3 Fdescr Department Level 3 code plus description. Sub-Sub-Division level or College Dept Lvl 4 Fdescr Department Level 4 code plus description. Sub-Sub-Division level or College Document 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.

Document Line Description. The line description of the transaction source document

8.1 Fields: Report Filters, Columns, Drill Downs

Cal Poly Dashboard Process Document

Document Line Descr

FIELD	DEFINITION			
Doc Src Fdescr	Document Source full description. The description of the source associated with the subsystem where the transaction originated.			
Encumbrance	The amount encumbered from a Purchase Order.			
FIRMS Obj Cd Fdescr	FIRMS Object Code and full description.			
Fiscal Year	The fiscal year that the transaction was posted to the ledger			
Fund	Fund value.			
Fund Fdescr	Fund value and full description.			
Invoice ID	If the source transaction came from Accounts Payable, this is the Supplier Invoice #.			
Open PO Amount	The amount remaining on a purchase order.			
PO #	Purchase Order number.			
PO Line #	Purchase Order Line number.			
Program Fdescr	Program value and full description.			
Prog Cat Fdescr	Program category and full description.			
Project Fdescr	Project ID value and full description.			
Proj Cat Fdescr	Project category and full description.			
Proj Typ Fdescr	Project type and full description.			
Scenario	Scenario value.			
SCO Fund Fdescr	SCO Fund Value with description. Used for State Reporting.			
Vendor Name	Vendor Name.			
Vendor Short	Vendor name shortened.			

9.0 Tips and Tricks

9.1 Actuals Download

Under Quick Links an actuals download is available that contains all available fields of a report

Processing Steps / Field Name	Screenshot / Description						
Filter report fields and apply.	My Revenue and Expense My Open POs My Trial Balance My Revenue and Expense Transactions My PO Transactors My Trial Balance Transactions My Budget Transactors My Projects My Chargebacks My Base Budget My Pro Card Charges						Important Inform
Select Actuals Download under Quick Links	* Basimum Statut Finand Tatur Analy Farind Data Head Descriment Store Descriment O Head Table Head Table						Today is 1 The data available re Wednesday
This example uses My Revenue and Expense Transactions							Quick Links Actuals Download
A new page will generate that the Actuals Download can be exported from.	Actuals Download For a complete data set , use "Download" link at the bottom of this table to "Download Data". To capture Filters used by this query, select Filters View and "DownloadDownload to Excet" or "Download to Powerpoint". Select a View: Chart Field Summary						
Select Export > Data > CSV Format	Fiscal Year 2018 -	Fiscal Year 2018					
	Fund Fdescr	Deptid Fdescr	Account Fdescr	Program Fdescr	Project Fdescr	Class Fdescr	Actuals
	SL001-948-485 CSU Operating Fund	125100-Budget and Finance	604800-Tel-Lines & Features (090)				20.00
			604802-Tel-Usage (001)				25.34
			606001-Travel-In State				277.43
			660003-Supplies and Services				160.39
	SL543-948-485 Internal Cost Recovery	125100-Budget and Finance	616003-IT Software				647.50
	Return - Refresh - Print Export	2007+	t				