

**CSUSM CFS Data Warehouse  
Reporting Training Manual  
Sponsored Projects Awards**



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## Introduction

Refer to CSUSM CFS Data Warehouse Reporting Training Manual All Business Units for detailed instructions on accessing the CFS Data Warehouse. Please visit the [Finance DW page](#) for these guides.

This guide is intended as a quick reference for Awards reporting in the Manage My Grant tab on the Sponsored Programs dashboard.

### 1.0 Logging into the CFS Data Warehouse System

1. Access your default browser window. Enter the URL – <https://my.csusm.edu>.
2. Click on the “CSYou & CSU CFS Login.”

#### Employee CSYou & CFS

Access CSYou Portal and the  
CSU Common Financial System  
(CFS) System

**CSYou & CSU CFS Login**

3. Enter your campus username and password and click **Login**.
4. Once you have successfully logged in, you will be directed to the Common Financial System (CFS) page.

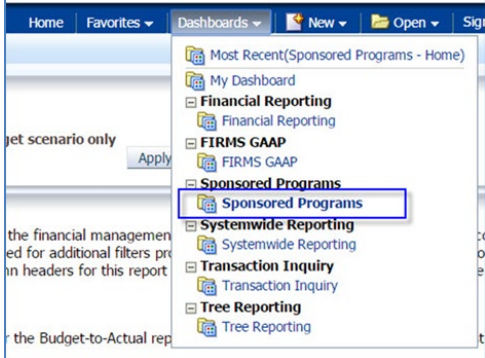
Click the **Finance Data Warehouse – Phase 2** link to access CFS Data Warehouse.

|  |  |
|--|--|
| <p><b>Common Financial System (CFS)</b></p> <p>CFS Non-Production</p> <p>Financial Information Systems (FIS)</p> <p><b>CFS Login</b></p> <p><b>CFS Data Warehouse Login - 11G</b></p> <p><b>Finance Data Warehouse - Phase 2</b></p> | <p><b>Common Financial System (CFS)</b></p> <p>The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.</p> <p><b>Announcements</b></p> <p>Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.</p> |
|--|--|

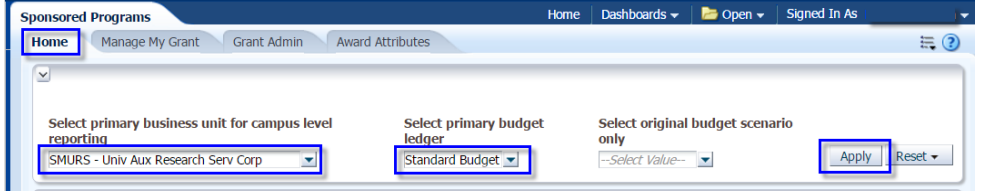

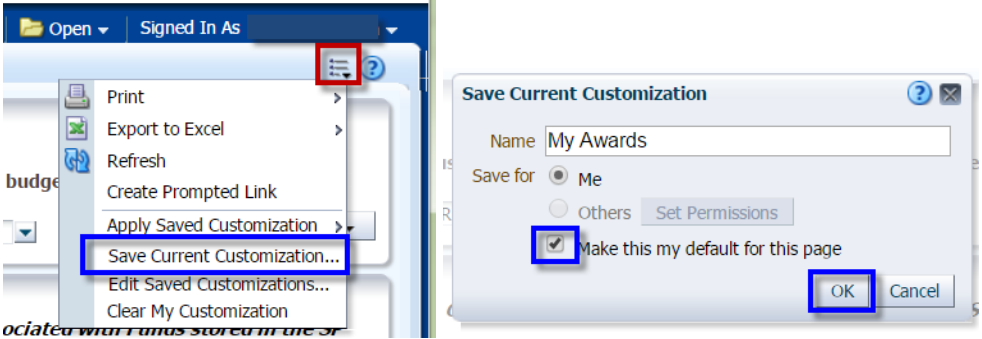
## 2.0 Sponsored Programs Dashboard

Grants are administered in the CFS Sponsored Programs module. Reports for grants are available through Data Warehouse Sponsored Programs Dashboard.

### 2.1 Accessing the Sponsored Programs Dashboard

| Processing Steps / Field Name  | Screenshot / Description   |
|--|--|
| <p>From the Dashboards dropdown menu, select the blue link to <b>Sponsored Programs</b>.</p> |  <p>The screenshot shows a web application interface with a 'Dashboards' dropdown menu open. The menu items include: Most Recent(Sponsored Programs - Home), My Dashboard, Financial Reporting, FIRMS GAAP, Sponsored Programs (highlighted with a blue box), Systemwide Reporting, Transaction Inquiry, and Tree Reporting.</p> |

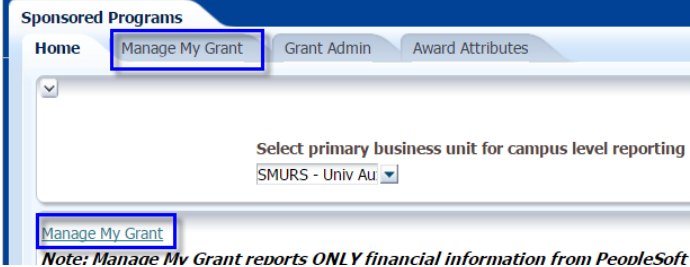
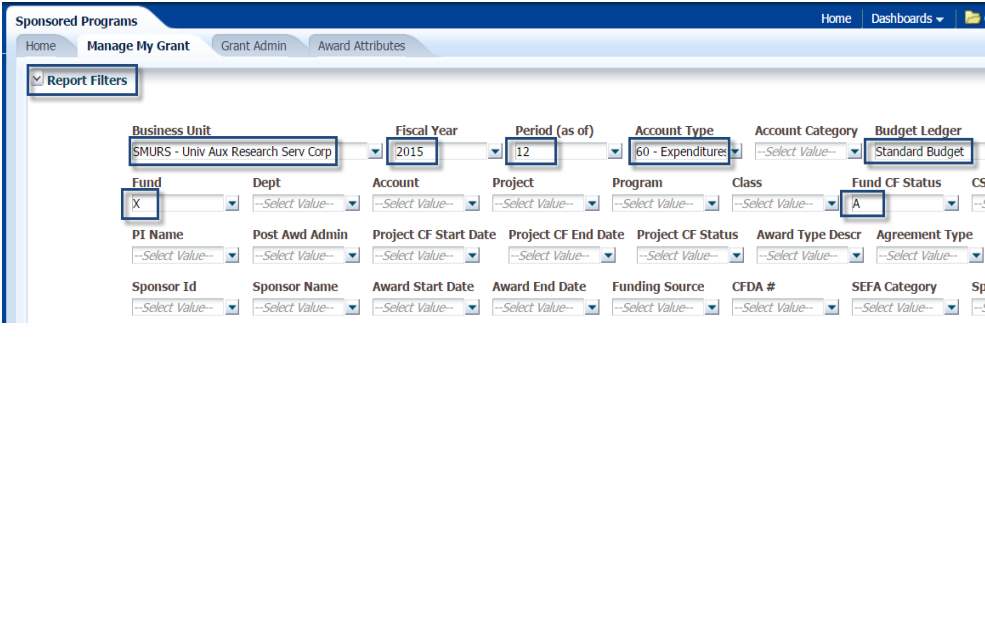

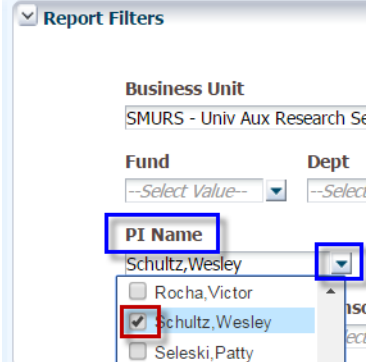
### 2.2 Selecting the Business Unit

| Processing Steps / Field Name   | Screenshot / Description  |
|---|---|
| <ol style="list-style-type: none"> <li>1. Set the Business Unit to <b>SMURS</b> on the Home Tab of the dashboard.</li> <li>2. Select primary budget ledger = <b>Standard Budget</b></li> <li>3. Original Budget Scenario only = <b>leave blank</b></li> <li>4. Click the <b>Apply</b> button.</li> </ol>  |  <p>The screenshot shows the 'Sponsored Programs' dashboard with the 'Home' tab selected. There are three filter sections: 'Select primary business unit for campus level reporting' with a dropdown menu showing 'SMURS - Univ Aux Research Serv Corp' (highlighted with a blue box); 'Select primary budget ledger' with a dropdown menu showing 'Standard Budget' (highlighted with a blue box); and 'Select original budget scenario only' with a dropdown menu showing '--Select Value--'. An 'Apply' button is highlighted with a blue box.</p> |
| <ol style="list-style-type: none"> <li>1. Select the Page Options icon  (located in the upper right hand corner).</li> <li>2. Select <b>Save Current Customization</b>.</li> <li>3. Enter the name you wish to call your default page (e.g. My Awards).</li> <li>4. Check the "Make this my default for this page."</li> <li>5. Select OK.</li> <li>6. Your defaults will be recognized in future sessions.</li> </ol> |  <p>The screenshot shows a 'Save Current Customization' dialog box. The 'Name' field contains 'My Awards'. The 'Save for' radio buttons are set to 'Me'. The checkbox 'Make this my default for this page' is checked and highlighted with a blue box. The 'OK' button is also highlighted with a blue box.</p>   |


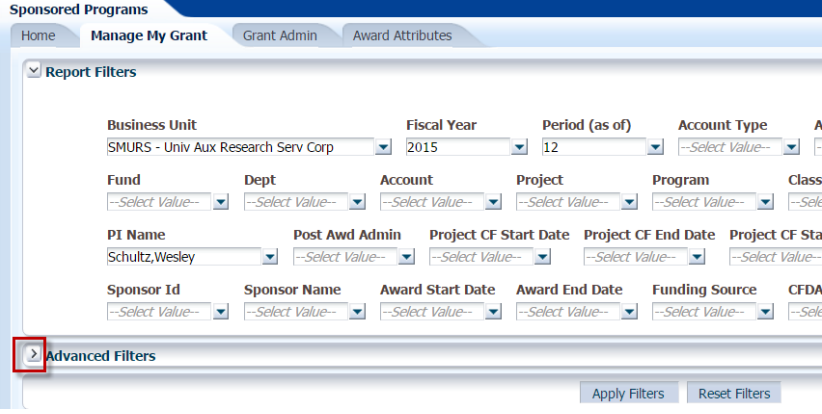
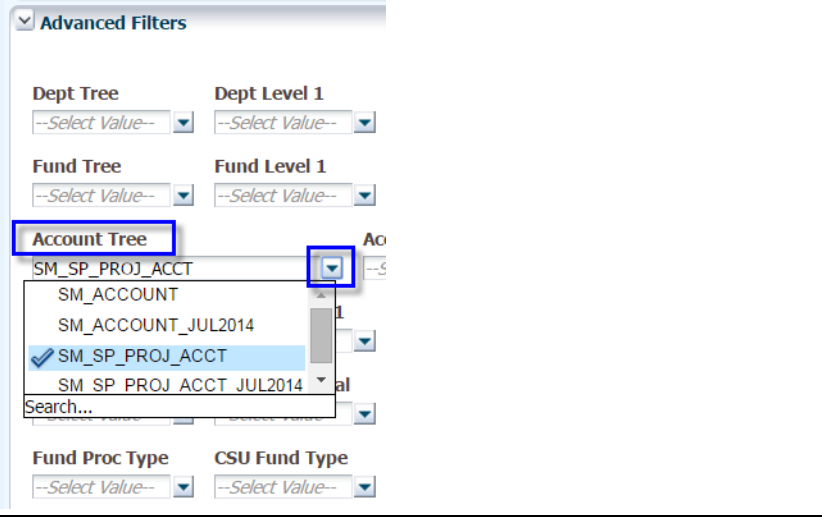
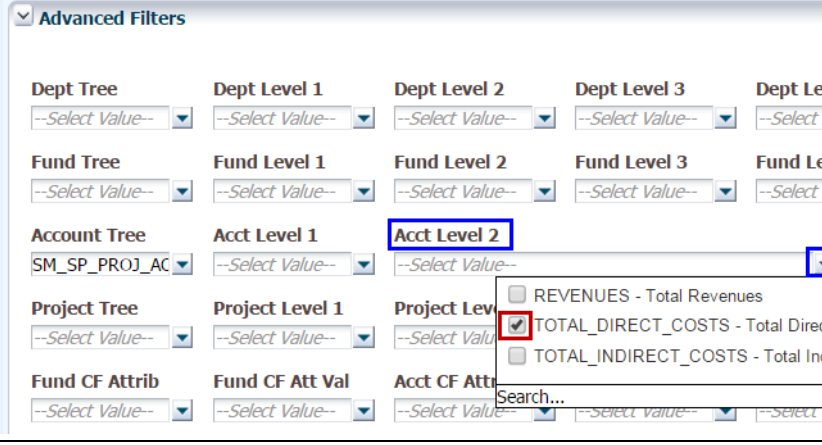


### 3.0 Manage My Grant - Filters

Award reporting parameters can be limited by PI Name.

#### 3.1 Report Filters

| Processing Steps / Field Name  | Screenshot / Description  |
|--|---|
| <p>From the Sponsored Programs Home tab, select <b>Manage My Grant</b> from the tab or the list of options.</p>  |  <p><i>Note: Manage My Grant reports ONLY financial information from PeopleSoft</i></p> |
| <ol style="list-style-type: none"> <li>Report Filters section defaults to open status. Advanced is collapsed.</li> <li>Business Unit and Budget Ledger defaults from saved Home customization.</li> <li>Fiscal Year defaults to <i>current fiscal year</i>.</li> <li>As of Period defaults to end of year, period <b>12</b>.</li> <li>Account Type defaults to <b>60 – Expenditures</b>.</li> <li>Fund CF Status defaults to <b>Active</b>.</li> </ol> |    |
| <p>Remove X from <b>Fund</b>. Click in Fund box and press delete key.</p>  |   |
| <p>Select your name from the <b>PI Name</b> dropdown box.<br/>Note: After selecting a value, click anywhere outside of the dropdown box to set selection and move to another field.</p>  |    |

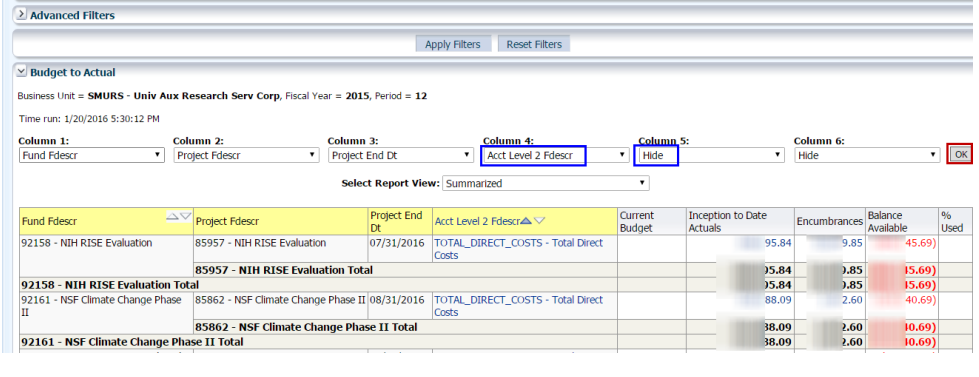
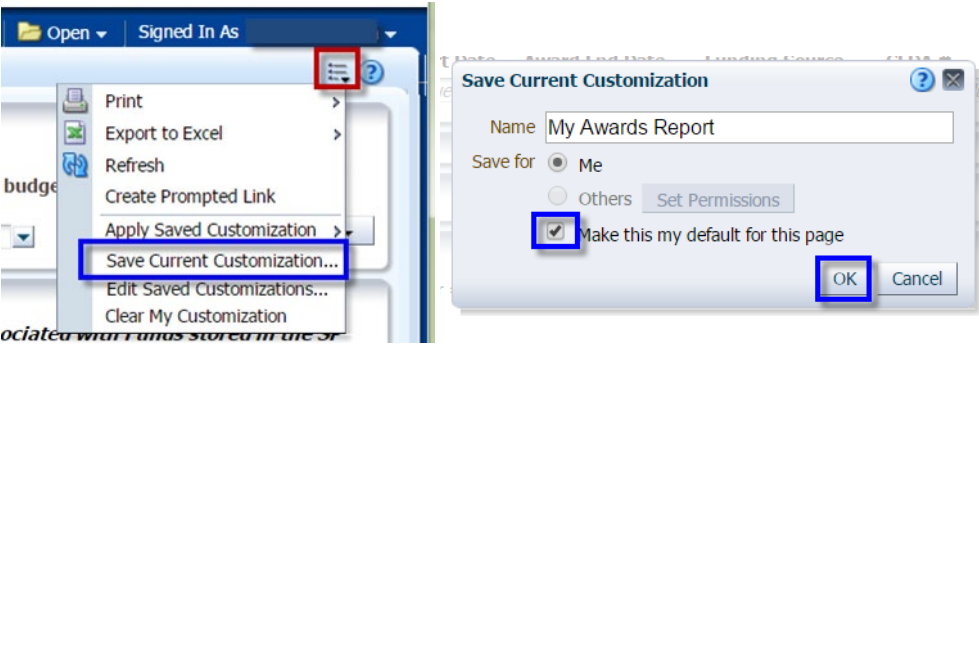
### 3.2 Advanced Filters

| Processing Steps / Field Name   | Screenshot / Description   |
|---|--|
| <p>Expand the <b>Advanced Filters</b> section by clicking the arrow. </p>  |    |
| <p>From the <b>Account Tree</b> dropdown menu, select <b>SM_SP_PROJ_ACCT</b></p>  |   |
| <p>From the <b>Acct Level 2</b> dropdown menu, select <b>TOTAL_DIRECT_COSTS</b></p>   |  |
| <p>Collapse Advanced Filters section for a cleaner look by clicking the arrow. </p> <p>Select <b>Apply Filters</b> to retrieve report results.</p> |  |

## 4.0 Manage My Grant – Report Results

Report results are retrieved after filters are applied.

### 4.1 Direct Costs by Fund and Project

| Processing Steps / Field Name   | Screenshot / Description   |                |   |                |                           |                |                           |              |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
|---|--|----------------|---|----------------|---------------------------|----------------|---------------------------|--------------|-------------------|--------|-----------------------------|-----------------------------|------------|---|--|--|-------|------|-------|--|--|--|--|--|--|--------------|-------------|--------------|--|--|--|--|--|--|--------------|-------------|--------------|-------------------------------------|-------------------------------------|------------|---|--|--|-------|------|-------|--|--|--|--|--|--|--------------|-------------|--------------|--|--|--|--|--|--|--------------|-------------|--------------|
| <p>Modify the default report view for Cost Summary.</p> <ol style="list-style-type: none"> <li>From the <b>Column 4</b> dropdown menu, scroll down to select <b>Acct Level 2 Fdescr.</b></li> <li>Select <b>Hide</b> from the <b>Column 5</b> dropdown menu.</li> <li>Click <b>OK</b>.</li> </ol>   |  <table border="1" data-bbox="529 724 1502 892"> <thead> <tr> <th>Fund Fdescr</th> <th>Project Fdescr</th> <th>Project End Dt</th> <th>Acct Level 2 Fdescr</th> <th>Current Budget</th> <th>Inception to Date Actuals</th> <th>Encumbrances</th> <th>Balance Available</th> <th>% Used</th> </tr> </thead> <tbody> <tr> <td>92158 - NIH RISE Evaluation</td> <td>85957 - NIH RISE Evaluation</td> <td>07/31/2016</td> <td>TOTAL_DIRECT_COSTS - Total Direct Costs</td> <td></td> <td></td> <td>95.84</td> <td>9.85</td> <td>45.69</td> </tr> <tr> <td colspan="3"><b>85957 - NIH RISE Evaluation Total</b></td> <td></td> <td></td> <td></td> <td><b>95.84</b></td> <td><b>9.85</b></td> <td><b>15.69</b></td> </tr> <tr> <td colspan="3"><b>92158 - NIH RISE Evaluation Total</b></td> <td></td> <td></td> <td></td> <td><b>95.84</b></td> <td><b>9.85</b></td> <td><b>15.69</b></td> </tr> <tr> <td>92161 - NSF Climate Change Phase II</td> <td>85862 - NSF Climate Change Phase II</td> <td>08/31/2016</td> <td>TOTAL_DIRECT_COSTS - Total Direct Costs</td> <td></td> <td></td> <td>88.09</td> <td>2.60</td> <td>40.69</td> </tr> <tr> <td colspan="3"><b>85862 - NSF Climate Change Phase II Total</b></td> <td></td> <td></td> <td></td> <td><b>38.09</b></td> <td><b>2.60</b></td> <td><b>10.69</b></td> </tr> <tr> <td colspan="3"><b>92161 - NSF Climate Change Phase II Total</b></td> <td></td> <td></td> <td></td> <td><b>38.09</b></td> <td><b>2.60</b></td> <td><b>10.69</b></td> </tr> </tbody> </table> | Fund Fdescr    | Project Fdescr                          | Project End Dt | Acct Level 2 Fdescr       | Current Budget | Inception to Date Actuals | Encumbrances | Balance Available | % Used | 92158 - NIH RISE Evaluation | 85957 - NIH RISE Evaluation | 07/31/2016 | TOTAL_DIRECT_COSTS - Total Direct Costs |  |  | 95.84 | 9.85 | 45.69 | <b>85957 - NIH RISE Evaluation Total</b> |  |  |  |  |  | <b>95.84</b> | <b>9.85</b> | <b>15.69</b> | <b>92158 - NIH RISE Evaluation Total</b> |  |  |  |  |  | <b>95.84</b> | <b>9.85</b> | <b>15.69</b> | 92161 - NSF Climate Change Phase II | 85862 - NSF Climate Change Phase II | 08/31/2016 | TOTAL_DIRECT_COSTS - Total Direct Costs |  |  | 88.09 | 2.60 | 40.69 | <b>85862 - NSF Climate Change Phase II Total</b> |  |  |  |  |  | <b>38.09</b> | <b>2.60</b> | <b>10.69</b> | <b>92161 - NSF Climate Change Phase II Total</b> |  |  |  |  |  | <b>38.09</b> | <b>2.60</b> | <b>10.69</b> |
| Fund Fdescr   | Project Fdescr   | Project End Dt | Acct Level 2 Fdescr                     | Current Budget | Inception to Date Actuals | Encumbrances   | Balance Available         | % Used       |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| 92158 - NIH RISE Evaluation   | 85957 - NIH RISE Evaluation  | 07/31/2016     | TOTAL_DIRECT_COSTS - Total Direct Costs |                |                           | 95.84          | 9.85                      | 45.69        |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| <b>85957 - NIH RISE Evaluation Total</b>  |  |                |   |                |                           | <b>95.84</b>   | <b>9.85</b>               | <b>15.69</b> |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| <b>92158 - NIH RISE Evaluation Total</b>  |  |                |   |                |                           | <b>95.84</b>   | <b>9.85</b>               | <b>15.69</b> |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| 92161 - NSF Climate Change Phase II   | 85862 - NSF Climate Change Phase II  | 08/31/2016     | TOTAL_DIRECT_COSTS - Total Direct Costs |                |                           | 88.09          | 2.60                      | 40.69        |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| <b>85862 - NSF Climate Change Phase II Total</b>  |  |                |   |                |                           | <b>38.09</b>   | <b>2.60</b>               | <b>10.69</b> |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| <b>92161 - NSF Climate Change Phase II Total</b>  |  |                |   |                |                           | <b>38.09</b>   | <b>2.60</b>               | <b>10.69</b> |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |
| <ol style="list-style-type: none"> <li>Save filters and report format by selecting the Page Options icon.</li> <li>Select <b>Save Current Customization</b>.</li> <li>Enter a report name (e.g. My Awards Report).</li> <li>Check the <b>“Make this my default for this page.”</b></li> <li>Select <b>OK</b>.</li> <li>The next time the <b>Manage My Grant</b> tab is accessed, report results will be generated automatically.</li> </ol> |   |                |   |                |                           |                |                           |              |                   |        |                             |                             |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |                                     |                                     |            |   |  |  |       |      |       |  |  |  |  |  |  |              |             |              |  |  |  |  |  |  |              |             |              |

### 4.2 Direct Cost Account Detail

| Processing Steps / Field Name   | Screenshot / Description   |
|---|--|
| <p>Modify the report view to include Account Detail.</p> <ol style="list-style-type: none"> <li>From the <b>Column 4</b> dropdown menu, scroll down to select <b>Acct Level 2 Fdescr</b>.</li> <li>Select <b>Acct Fdescr</b> from the <b>Column 5</b> dropdown menu.</li> <li>Click <b>OK</b>.</li> </ol> | <p>The screenshot shows the report configuration interface. Column 4 is set to 'Acct Level 2 Fdescr' and Column 5 is set to 'Acct Fdescr'. The 'OK' button is highlighted with a red box. Below the configuration, a table of report data is visible, including columns for Fund Fdescr, Project Fdescr, Project End Dt, Acct Level 2 Fdescr, Acct Fdescr, Current Budget, Inception to Date Actuals, Encumbrances, Balance Available, and % Used.</p> |
| <p><b>Save Current Customization</b> as described in previous section.</p> <p>Check box to make default report or leave unchecked to save as another report option to apply.</p>  | <p>The first screenshot shows a context menu with 'Save Current Customization...' highlighted. The second screenshot shows a dialog box titled 'Save Current Customization' with the name 'My Awards Account Detail', 'Save for Me' selected, and the checkbox 'Make this my default for this page' checked and circled in red.</p>  |

### 4.3 Direct Cost Transaction Detail

| Processing Steps / Field Name   | Screenshot / Description   |
|---|--|
| <p>Modify the Direct Cost Summary Report retrieved in the section 4.1 to summarize by Project.</p> <ol style="list-style-type: none"> <li>Select <b>Hide</b> from the <b>Column 4</b> dropdown menu.</li> <li>Click <b>OK</b>.</li> </ol> | <p>The screenshot shows the report configuration interface with Column 4 set to 'Hide'. The 'OK' button is highlighted with a red box. Below the configuration, a summarized table of report data is visible.</p>  |
| <p>To retrieve details for a Project, click on the blue number in the <b>Inception to Date Actuals</b> column.</p>  | <p>The screenshot shows the same report view as above, but with a red box highlighting a blue number '35.84' in the 'Inception to Date Actuals' column for the '92158 - NIH RISE Evaluation' row.</p>  |
| <p>Refer to CSUSM CFS Data Warehouse Reporting Training Manual All Business Units for detailed instructions on using the drill down report.</p>   | <p>The screenshot shows the 'Sponsored Programs' section with a sub-section 'Actuals Drill Down'. It indicates 'Time run:' and 'Approximate Row Count: 624'. Below this is a table with columns for 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, and Jml ID.</p> |