

**CSUSM CFS Data Warehouse
Reporting Training Manual
All Business Units**



California State University
SAN MARCOS

Table of Contents

Page

| | | |
|--------|---|----|
| 1.0 | Logging into the CFS Data Warehouse System | 4 |
| 2.0 | Data Warehouse Features | 5 |
| 2.1 | Home Page | 5 |
| 2.2 | Breadcrumbs | 7 |
| 2.3 | Multiple Business Units | 7 |
| 2.4 | Report Filters | 8 |
| 2.5 | Search Functionality | 9 |
| 2.6 | Column Functionality | 10 |
| 2.6.1 | Hiding / Unhiding Columns | 10 |
| 2.6.2 | Sorting a Column | 11 |
| 2.6.3 | Exclude or Include Columns | 11 |
| 2.6.4 | Subtotaling a Column – Add or Remove | 12 |
| 2.7 | Pivot and Section Features within Reports | 12 |
| 2.7.1 | Pivot – Creating New Columns in a Report | 12 |
| 2.7.2 | Report Sections | 14 |
| 2.8 | Table Prompts and Report Section Features within Drills | 15 |
| 2.8.1 | Creating a Pivot | 15 |
| 2.8.2 | Creating a Report Section | 16 |
| 2.9 | Trees and Chartfield Attributes | 17 |
| 2.10 | Saving Customizations | 17 |
| 2.10.2 | Home Page of Dashboard | 17 |
| 2.10.3 | Report (Tab) within Dashboard | 18 |
| 2.10.4 | Applying Saved Customizations | 19 |
| 2.11 | Miscellaneous Features | 20 |
| 2.11.1 | Printing Results | 20 |
| 2.11.2 | Scrolling | 20 |
| 2.11.3 | Return | 20 |
| 3.0 | Common Reports | 21 |
| 3.1 | Managing Department Budgets – SMCMP/SMASI/SMCOR | 21 |
| 3.1.1 | Running The Report | 21 |
| 3.1.2 | Reading The Report | 23 |
| 3.2 | Fund Balance Report – All BU's | 24 |

| | | |
|--|--|----|
| 3.2.1 | Running The Report | 24 |
| 3.2.2 | Reading The Report | 26 |
| 3.3 | Trial Balance Report – All BU's | 27 |
| 3.3.1 | Running The Report | 27 |
| 3.3.2 | Reading The Report | 29 |
| 3.4 | Campus Programs Reporting (SMURS & SMFND) | 30 |
| 3.4.1 | Running The Report | 30 |
| 3.4.2 | Reading The Report | 32 |
| 4.0 | Drilldown to Detailed Data | 33 |
| 5.0 | Detail Transaction Reporting – All BU's..... | 34 |
| 5.1 | Transaction Inquiry – Home Page | 34 |
| 5.2 | Transaction Inquiry - Actuals Transactions | 34 |
| 5.3 | Transaction Inquiry - Budget Transactions | 36 |
| 5.4 | Transaction Inquiry – Open PO Reports | 37 |
| 5.5 | Transaction Inquiry – Open Requisition Reports | 39 |
| 5.6 | Transaction Inquiry – Encumbrance Reports | 41 |
| 5.7 | Transaction Inquiry – Requisition Reports..... | 43 |
| Appendix A Document Sources..... | | 45 |
| Appendix B DWH Reporting Index | | 48 |
| Appendix C Data Warehouse Glossary..... | | 52 |
| Fields: Dashboards – Home Page..... | | 52 |
| Fields: Report Filters, Columns, Drill Downs | | 52 |

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 Login** – link to access CFS Data Warehouse.

Common Financial System (CFS)

CFS Non-Production

Financial Information Systems
(FIS)

CFS Login

**Finance Data Warehouse
Login**

Common Financial System (CFS)

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.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

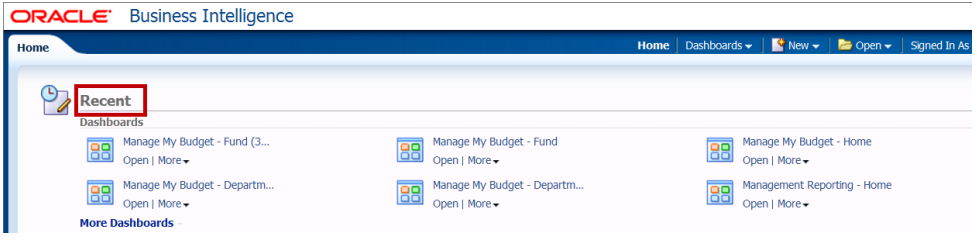

2.0 Data Warehouse Features

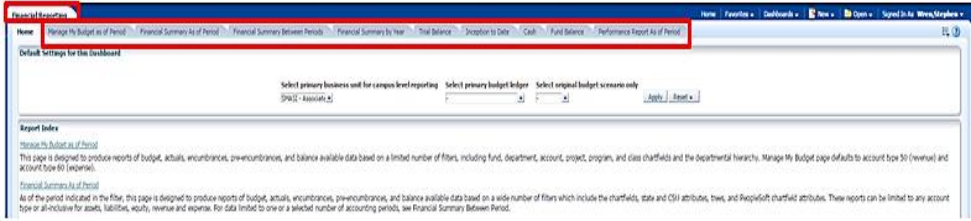
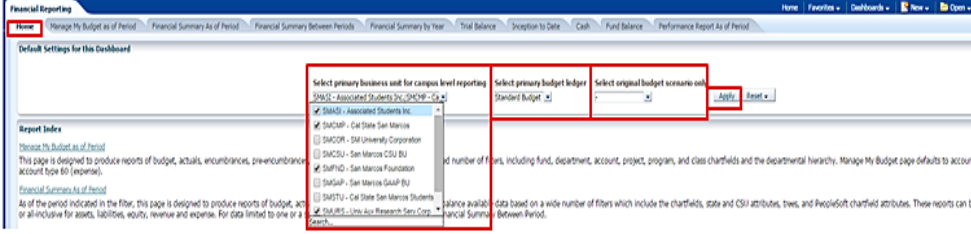
This section will review several of the CFS Data Warehouse version 11g features.

- Home Page
- Breadcrumbs
- Multiple Business Unit
- Report Filters
- Search Functionality
- Column Functionality
- Table Prompts and Report Section Features within Drills
- Trees and Chartfield Attributes
- Saving Customizations
- Miscellaneous Features

2.1 Home Page

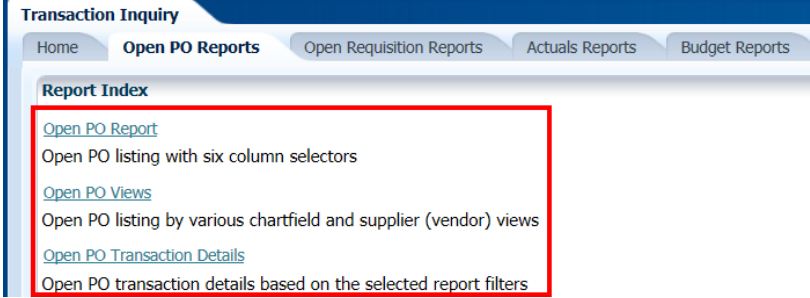
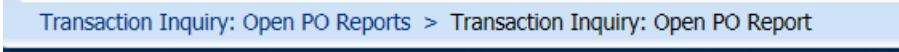
Once you have successfully logged in, you will be directed to the Home page. This page contains the Dashboards and the most recent reports you have run.

| Processing Steps / Field Name | Screenshot / Description |
|--|---|
| <p>The 'Recent' area shows reports that have been recently run.</p> |  <p>The screenshot shows the Oracle Business Intelligence Home page. The 'Recent' area is highlighted with a red box. It displays a list of recently run reports, including 'Manage My Budget - Fund (3...', 'Manage My Budget - Fund', 'Manage My Budget - Home', 'Manage My Budget - Departm...', and 'Management Reporting - Home'. Each report has an 'Open More' link.</p> |
| <p>The Dashboards is where you run a report from.</p> <ol style="list-style-type: none"> 1. Click the down arrow to see a list of dashboards available. 2. Click on the dashboard you wish to use. |  <p>The screenshot shows the Oracle Business Intelligence Dashboards menu. The 'Dashboards' dropdown menu is open, and the 'Financial Reporting' option is highlighted with a red box. The menu also includes 'Most Recent(Sponsored Programs - Grant Admin)', 'My Dashboard', 'Sponsored Programs', and 'Transaction Inquiry'.</p> |

| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| <p>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.</p> <p>This example is using the Financial Reporting dashboard.</p> |  |
| <p>Before proceeding to the various tabs, you first need to set the dashboard's Home defaults. This is done from the Home Tab of the dashboard.</p> <p>4. Select the Business Units that are applicable:</p> <p>SMCMP, SMURS, SMFND, etc.</p> <p>5. Select primary budget ledger = Standard Budget</p> <p>6. Original Budget Scenario only = leave blank</p> <p>7. Click the Apply button once completed.</p> |  |

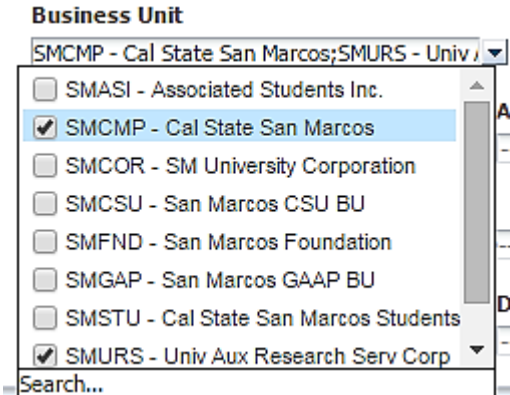
2.2 Breadcrumbs

If there are multiple Reports within a “Tab”, you will see “Breadcrumbs” at the bottom of the page.

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| <p>Various Tabs have many report options. For example, the Open PO Reports has 3 reports. Once you have selected the report to run, you will need to use the Breadcrumbs if you wish to go back to the Report Index within the tab.</p> |  <p>The screenshot shows the 'Transaction Inquiry' interface with a 'Report Index' section. A red box highlights three links: 'Open PO Report', 'Open PO Views', and 'Open PO Transaction Details'. Below each link is a brief description of the report's content.</p> |
| <p>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.</p> |  <p>The screenshot shows a breadcrumb trail at the bottom of the page: 'Transaction Inquiry: Open PO Reports > Transaction Inquiry: Open PO Report'.</p> |

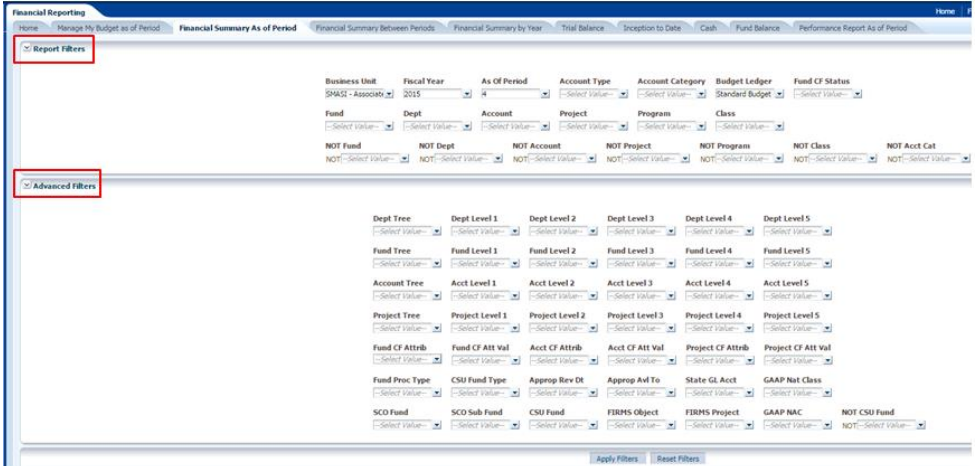
2.3 Multiple Business Units

You can select all the BU's at once that you currently manage funds in. Then within each individual dashboard page, there is a report filter for business unit. You can override the business unit on the dashboards Home page by entering a different or an additional business unit(s) in the report filters for any specific report.

| Processing Steps / Field Name | Screenshot / Description |
|--|---|
| <p>Select the Business Unit(s) you want to run the report for.</p> |  <p>The screenshot shows a 'Business Unit' dropdown menu. The current selection is 'SMCMP - Cal State San Marcos; SMURS - Univ'. Below the dropdown is a list of business units with checkboxes. 'SMCMP - Cal State San Marcos' and 'SMURS - Univ Aux Research Serv Corp' are checked. A search bar is visible at the bottom.</p> |

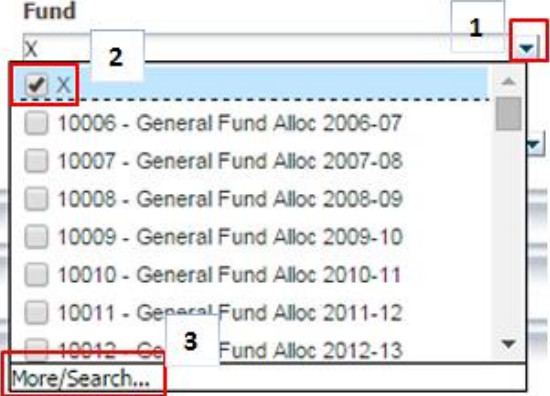
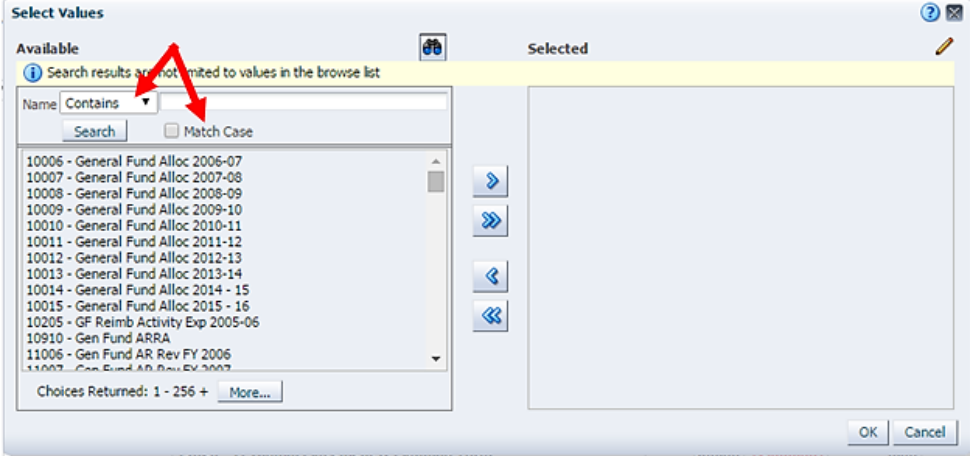
2.4 Report Filters



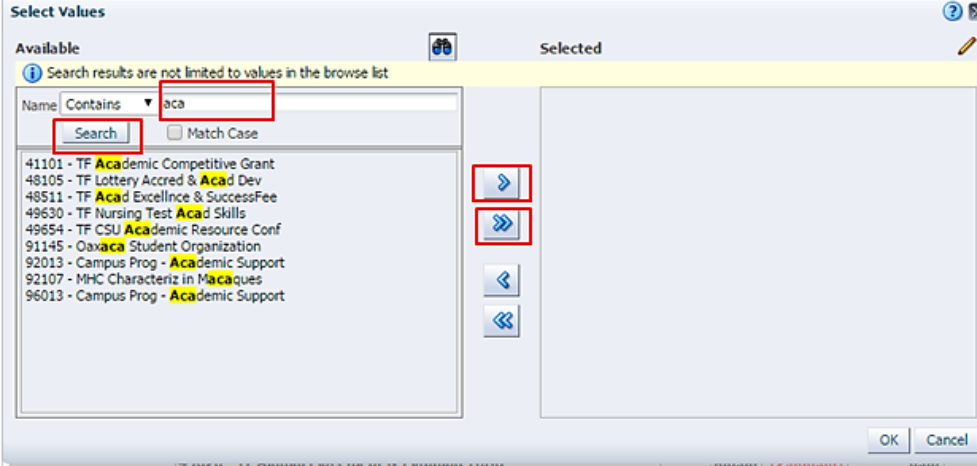
Most reports contain two filter sections: Report Filters and Advanced Filters. Report Filters are the most commonly used whereas the Advanced Filters offer a wider range of report criteria, including values based for Department, Fund, Account, and Project Charfields from trees that are loaded into the Finance Data Warehouse. The Advanced Filters section can be expanded or collapsed by clicking the down arrow icon. All values entered in the Advanced Filters section are stored in any associated Saved Customization whether the Advanced Filters section is open or closed.

| Processing Steps / Field Name | Screenshot / Description |
|-------------------------------------|---|
| Report Filters vs. Advanced Filters |  <p>The screenshot displays the 'Financial Reporting' interface. At the top, there are navigation tabs: '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', and 'Performance Report As of Period'. Below these are two main filter sections:</p> <ul style="list-style-type: none"> Report Filters: This section includes dropdown menus for 'Business Unit' (SMASJ - Associat), 'Fiscal Year' (2015), 'As of Period' (4), 'Account Type', 'Account Category', 'Budget Ledger' (Standard Budget), and 'Fund CF Status'. Below these are rows for 'Fund', 'Dept', 'Account', 'Project', 'Program', and 'Class', each with a dropdown menu. A final row contains 'NOT Fund', 'NOT Dept', 'NOT Account', 'NOT Project', 'NOT Program', 'NOT Class', and 'NOT Acct Cat', each with a dropdown menu. Advanced Filters: This section is expanded and shows a grid of dropdown menus organized by tree levels: <ul style="list-style-type: none"> Dept Tree: Dept Level 1 through Dept Level 5. Fund Tree: Fund Level 1 through Fund Level 5. Account Tree: Acct Level 1 through Acct Level 5. Project Tree: Project Level 1 through Project Level 5. Fund CF Attrib: Fund CF Att Val, Acct CF Attrib, Acct CF Att Val, Project CF Attrib, Project CF Att Val. Fund Proc Type: CSU Fund Type, Approp Rev Dt, Approp Avl To, State GL Acct, GAAP Nat Class. SCO Fund: SCO Sub Fund, CSU Fund, FIRMS Object, FIRMS Project, GAAP NAC, NOT CSU Fund. <p>At the bottom right of the filter sections are buttons for 'Apply Filters' and 'Reset Filters'.</p> |

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 / Field Name | Screenshot / Description |
|--|---|
| <ol style="list-style-type: none"> 1. Select the “down” arrow to see the valid search choices. You can scroll down and find the value you are looking for. 2. If the “Blank” value is checked (X), make sure to uncheck or no data will be returned. 3. If the list is too long and you want to perform a specific search select the More/Search. See below. |  |
| <p>More/Search Feature</p> <p>To perform a broader search, you have the following options:</p> <ol style="list-style-type: none"> 1. Name <ul style="list-style-type: none"> • Starts • Contains • Ends • Is Like (pattern match) 2. Match Case <ul style="list-style-type: none"> • Uncheck |  |

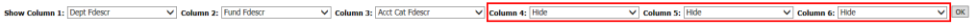
| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| <p>3. Enter the value you are searching for.</p> <p>4. Select Search.</p> <p>5. Once you find what you are looking for you can do the following to get the value(s) to move to the Selected box:</p> <p>Double click the value. Or Select the value, and then click on the “Move”  icon.</p> <p>Or Click on the “Move All”  icon and the entire search results will move to the Selected section.</p> |  |

2.6 Column Functionality

Most reports contain six columns. You can add, delete, hide, and unhide columns to accommodate your report requirements. You can also choose to add subtotals to newly added columns, if desired. All of your choices can be stored in a saved customization.

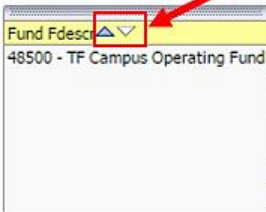
2.6.1 Hiding / Unhiding Columns

Columns can be hidden or unhidden in a report. The word “Hide” appears in the drop down list. Most 6 column reports will have the last 3 columns hidden. You can unhide any of these, or if you wish you can hide up to 4 columns.

| Processing Steps / Field Name | Screenshot / Description |
|--|--|
| <p>Hide or unhide any of the last four columns in a six-column report.</p> |  |

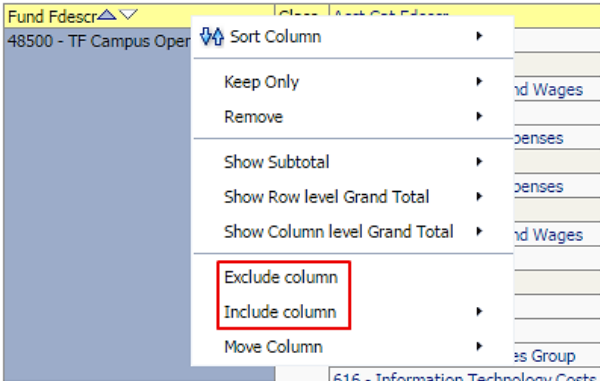
2.6.2 Sorting a Column

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

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|----------------|------------------|----------------|---------|--------------|----------------------------------|-------|--------------|--|--------|------|--------------------|--|--|--|---------------|-------------|--|-------|----------------------------------|--|----------|------|--|--|----------------------|-------|-------|------|--|--|--------------------------------|--|-----------|------|--------------------|--|--|--------------|------------------|-------------|--|-------|--------------------------------|--|------|------|
| <p>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.</p> |  <table border="1"> <thead> <tr> <th>Fund Fdescr</th> <th>Class</th> <th>Acct Cat Fdescr</th> <th>Current Budget</th> <th>Actuals</th> <th>Encumbrances</th> </tr> </thead> <tbody> <tr> <td>48500 - TF Campus Operating Fund</td> <td>00201</td> <td>606 - Travel</td> <td></td> <td>750.53</td> <td>0.00</td> </tr> <tr> <td colspan="3">00201 Total</td> <td></td> <td>750.53</td> <td>0.00</td> </tr> <tr> <td></td> <td>00302</td> <td>601 - Regular Salaries and Wages</td> <td></td> <td>2,500.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td>603 - Benefits Group</td> <td>36.25</td> <td>36.25</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td>660 - Misc. Operating Expenses</td> <td></td> <td>28,421.19</td> <td>0.00</td> </tr> <tr> <td colspan="3">00302 Total</td> <td>36.25</td> <td>30,957.44</td> <td>0.00</td> </tr> <tr> <td></td> <td>00602</td> <td>660 - Misc. Operating Expenses</td> <td></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | Fund Fdescr | Class | Acct Cat Fdescr | Current Budget | Actuals | Encumbrances | 48500 - TF Campus Operating Fund | 00201 | 606 - Travel | | 750.53 | 0.00 | 00201 Total | | | | 750.53 | 0.00 | | 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | 0.00 | | | 603 - Benefits Group | 36.25 | 36.25 | 0.00 | | | 660 - Misc. Operating Expenses | | 28,421.19 | 0.00 | 00302 Total | | | 36.25 | 30,957.44 | 0.00 | | 00602 | 660 - Misc. Operating Expenses | | 0.00 | 0.00 |
| Fund Fdescr | Class | Acct Cat Fdescr | Current Budget | Actuals | Encumbrances | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48500 - TF Campus Operating Fund | 00201 | 606 - Travel | | 750.53 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00201 Total | | | | 750.53 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 603 - Benefits Group | 36.25 | 36.25 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 660 - Misc. Operating Expenses | | 28,421.19 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00302 Total | | | 36.25 | 30,957.44 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00602 | 660 - Misc. Operating Expenses | | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.6.3 Exclude or Include Columns

On any report, a column can be Excluded or Included.

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| <p>1. Right Mouse Click on the column. Select action accordingly.</p> <p>Note: All columns have the same Exclude, Include, and Move Column functionality as described above.</p> |  |

2.6.4 Subtotaling a Column – Add or Remove

The first two columns in every report are formatted to display subtotals. The remaining columns are formatted without a subtotal. To add or remove a subtotal, use the Show Subtotal option.

| Processing Steps / Field Name | Screenshot / Description |
|---|--------------------------|
| <p>1. Place the cursor at the top of a column.</p> <p><i>The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.</i></p> <p>2. Right click on the yellow column heading to access the Columns shortcut menu.</p> <p>3. Choose Show Subtotal > After Values to add a Subtotal.</p> <p>Or</p> <p>Choose None to remove Subtotal.</p> | |

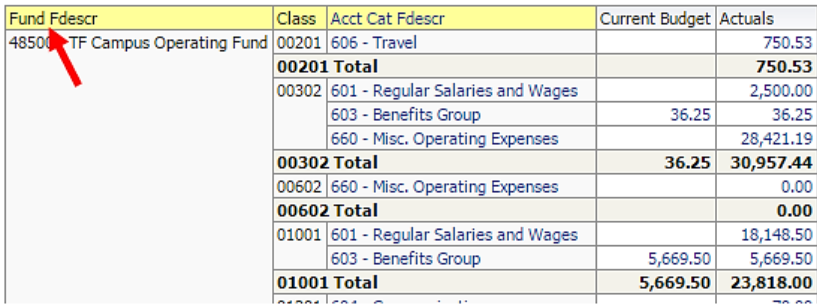
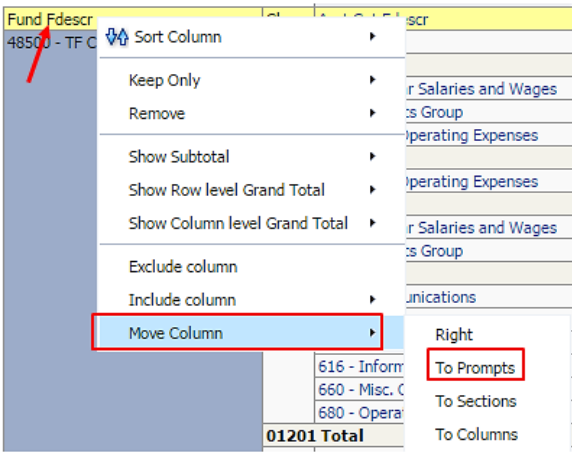
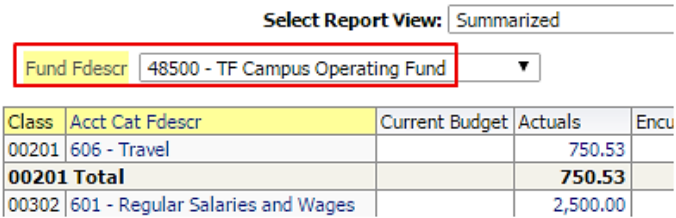
2.7 Pivot and Section Features within Reports

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

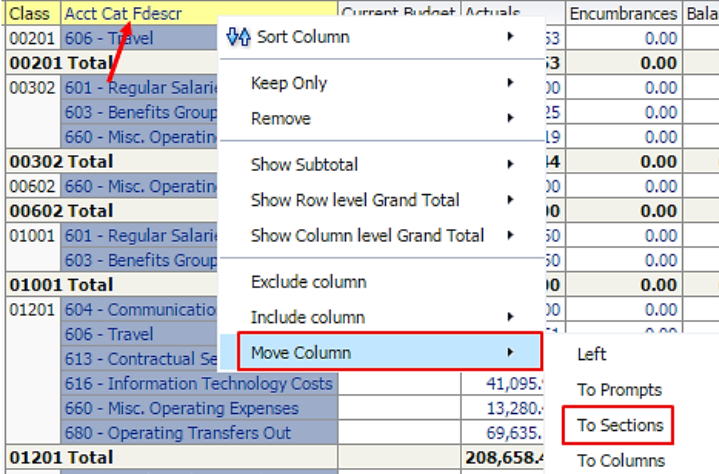
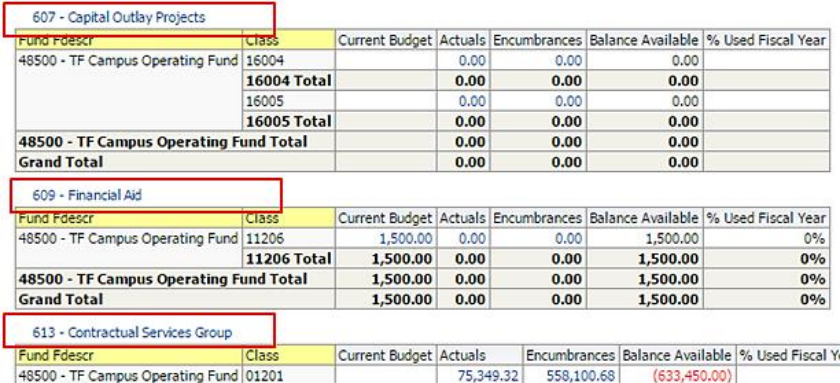
When a report has a built in “Pivot” you can move it to create a column within the report.

| Processing Steps / Field Name | Screenshot / Description |
|---|--------------------------|
| <p>1. When ‘Pivots’ are within the report, right-click on the field description, (in this example, Fund Fdescr).</p> <p>2. Select “Move Columns”, then “To Rows”. A new column will appear on the left-most side of the report.</p> <p>This example is using the Financial Reporting > Actuals Trial Balance Report.</p> | |

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------------|-----------------|------------------|----------------|---------|----------------------------------|--------------|--------------|--------|--------|--------------|--------------|--------------|---------------|---------------|-------|----------------------------------|----------------------------------|----------|----------|--|--|----------------------|-------|-------|--|--|--------------------------------|--|-----------|--|--------------|--------------|--------------|------------------|--|-------|--------------------------------|--|------|--|--------------|--------------|--|-------------|--|-------|----------------------------------|--|-----------|--|--|----------------------|----------|----------|--|--------------|--------------|-----------------|------------------|
| Fund Fdescr 'Pivot' is now a new column: Fund Fdescr. |  <table border="1"> <thead> <tr> <th>Fund Fdescr</th> <th>Class</th> <th>Acct Cat Fdescr</th> <th>Current Budget</th> <th>Actuals</th> </tr> </thead> <tbody> <tr> <td>48500 - TF Campus Operating Fund</td> <td>00201</td> <td>606 - Travel</td> <td></td> <td>750.53</td> </tr> <tr> <td></td> <td>00201</td> <td>Total</td> <td></td> <td>750.53</td> </tr> <tr> <td></td> <td>00302</td> <td>601 - Regular Salaries and Wages</td> <td></td> <td>2,500.00</td> </tr> <tr> <td></td> <td></td> <td>603 - Benefits Group</td> <td>36.25</td> <td>36.25</td> </tr> <tr> <td></td> <td></td> <td>660 - Misc. Operating Expenses</td> <td></td> <td>28,421.19</td> </tr> <tr> <td></td> <td>00302</td> <td>Total</td> <td>36.25</td> <td>30,957.44</td> </tr> <tr> <td></td> <td>00602</td> <td>660 - Misc. Operating Expenses</td> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>00602</td> <td>Total</td> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>01001</td> <td>601 - Regular Salaries and Wages</td> <td></td> <td>18,148.50</td> </tr> <tr> <td></td> <td></td> <td>603 - Benefits Group</td> <td>5,669.50</td> <td>5,669.50</td> </tr> <tr> <td></td> <td>01001</td> <td>Total</td> <td>5,669.50</td> <td>23,818.00</td> </tr> </tbody> </table> | Fund Fdescr | Class | Acct Cat Fdescr | Current Budget | Actuals | 48500 - TF Campus Operating Fund | 00201 | 606 - Travel | | 750.53 | | 00201 | Total | | 750.53 | | 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | | | 603 - Benefits Group | 36.25 | 36.25 | | | 660 - Misc. Operating Expenses | | 28,421.19 | | 00302 | Total | 36.25 | 30,957.44 | | 00602 | 660 - Misc. Operating Expenses | | 0.00 | | 00602 | Total | | 0.00 | | 01001 | 601 - Regular Salaries and Wages | | 18,148.50 | | | 603 - Benefits Group | 5,669.50 | 5,669.50 | | 01001 | Total | 5,669.50 | 23,818.00 |
| Fund Fdescr | Class | Acct Cat Fdescr | Current Budget | Actuals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48500 - TF Campus Operating Fund | 00201 | 606 - Travel | | 750.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00201 | Total | | 750.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 603 - Benefits Group | 36.25 | 36.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 660 - Misc. Operating Expenses | | 28,421.19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00302 | Total | 36.25 | 30,957.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00602 | 660 - Misc. Operating Expenses | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00602 | Total | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 01001 | 601 - Regular Salaries and Wages | | 18,148.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 603 - Benefits Group | 5,669.50 | 5,669.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 01001 | Total | 5,669.50 | 23,818.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> To move the column back as a pivot, right-click on the column header. Select "Move Column" then "To Prompts". |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund Fdescr column is now a 'Pivot'. |  <p>Select Report View: Summarized</p> <p>Fund Fdescr: 48500 - TF Campus Operating Fund</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Acct Cat Fdescr</th> <th>Current Budget</th> <th>Actuals</th> <th>Encu</th> </tr> </thead> <tbody> <tr> <td>00201</td> <td>606 - Travel</td> <td></td> <td>750.53</td> <td></td> </tr> <tr> <td>00201</td> <td>Total</td> <td></td> <td>750.53</td> <td></td> </tr> <tr> <td>00302</td> <td>601 - Regular Salaries and Wages</td> <td></td> <td>2,500.00</td> <td></td> </tr> </tbody> </table> | Class | Acct Cat Fdescr | Current Budget | Actuals | Encu | 00201 | 606 - Travel | | 750.53 | | 00201 | Total | | 750.53 | | 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class | Acct Cat Fdescr | Current Budget | Actuals | Encu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00201 | 606 - Travel | | 750.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00201 | Total | | 750.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00302 | 601 - Regular Salaries and Wages | | 2,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.7.2 Report Sections

Column Selectors can become Report Sections.

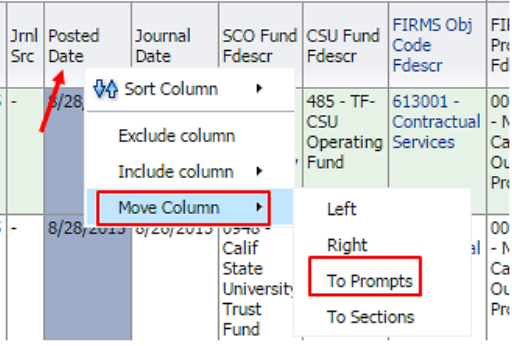
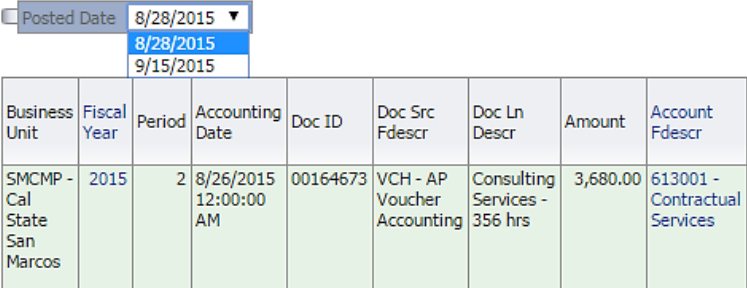
| Processing Steps / Field Name | Screenshot / Description |
|--|---|
| <p>1. To make a column selector a Report Section, right-click on the column header.</p> <p>2. Select "Move Column", then "To Sections"</p> <p>This example is using the Financial Summary As of Period Report.</p> |  |
| <p>Acct Cat Fdescr column is now a Report Section.</p> |  |

2.8 Table Prompts and Report Section Features within Drills

Columns within drills can be moved either to create Prompts or Report Sections.


2.8.1 Creating a Pivot

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

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | |
|--|---|---------------|-----------------------|----------|-----------------------------|-------------------------------|----------------|-------------------------------|--------|----------------|------------------------------|------|---|-----------------------|----------|-----------------------------|-------------------------------|----------|-------------------------------|
| <p>1. To make a column a Table Prompt, right-click on the column header.</p> <p>2. Select "Move Column" then "To Prompts".</p> <p>This example is using the Financial Reporting > Financial Summary as of Period.</p> |  | | | | | | | | | | | | | | | | | | |
| <p>3. You can now select on the Table Prompt.</p> |  <table border="1" data-bbox="521 947 1263 1157"> <thead> <tr> <th>Business Unit</th> <th>Fiscal Year</th> <th>Period</th> <th>Accounting Date</th> <th>Doc ID</th> <th>Doc Src Fdescr</th> <th>Doc Ln Descr</th> <th>Amount</th> <th>Account Fdescr</th> </tr> </thead> <tbody> <tr> <td>SMCMP - Cal State San Marcos</td> <td>2015</td> <td>2</td> <td>8/26/2015 12:00:00 AM</td> <td>00164673</td> <td>VCH - AP Voucher Accounting</td> <td>Consulting Services - 356 hrs</td> <td>3,680.00</td> <td>613001 - Contractual Services</td> </tr> </tbody> </table> | Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Src Fdescr | Doc Ln Descr | Amount | Account Fdescr | SMCMP - Cal State San Marcos | 2015 | 2 | 8/26/2015 12:00:00 AM | 00164673 | VCH - AP Voucher Accounting | Consulting Services - 356 hrs | 3,680.00 | 613001 - Contractual Services |
| Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Src Fdescr | Doc Ln Descr | Amount | Account Fdescr | | | | | | | | | | | |
| SMCMP - Cal State San Marcos | 2015 | 2 | 8/26/2015 12:00:00 AM | 00164673 | VCH - AP Voucher Accounting | Consulting Services - 356 hrs | 3,680.00 | 613001 - Contractual Services | | | | | | | | | | | |

2.8.2 Creating a Report Section

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

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------|-----------------------|----------------------------------|---------------------------------|-------------|-----------------------|----------------------------------|---------------------------------------|-----------------------------|--------------------------|------------------------------|-----------------------|----------------------------------|---------------------------------|-----------|-------|-----------------------------|------------------------|----------------------------------|---------------------------------------|----------------------------------|----------------------------|-------|----------------------|-----------|---|---------|-----------------------|----------------------------------|---------------------------------------|
| <p>1. To make a column a Report Section, right-click on the column header.</p> <p>2. Select "Move Column" then "To Sections".</p> <p>This example is using the Financial Reporting > Financial Summary as of Period.</p> |  <table border="1" data-bbox="516 344 1321 688"> <thead> <tr> <th>Doc Src Fdesc</th> <th>Doc Ln Descr</th> <th>Amount</th> <th>Account Fdescr</th> <th>Fund Fdescr</th> <th>Dept Fdescr</th> <th>Prog Fdescr</th> <th>Cl</th> </tr> </thead> <tbody> <tr> <td>VCH - AP Voucher Accounting</td> <td>14/15 6/10/15 letter hip</td> <td>780.00</td> <td>660003 - SupSrv Other</td> <td>48500 - TF Campus Operating Fund</td> <td>1310 - COMENG Community Liaison</td> <td>- - -</td> <td>31 Me</td> </tr> <tr> <td>VCH - AP Voucher Accounting</td> <td>14/15 6/11/15 mailings</td> <td>1,185.00</td> <td>660002 - Printing</td> <td>48500 - TF Campus Operating Fund</td> <td>1035 - UADV Communications</td> <td>- - -</td> <td>03 CC Pu</td> </tr> </tbody> </table> | Doc Src Fdesc | Doc Ln Descr | Amount | Account Fdescr | Fund Fdescr | Dept Fdescr | Prog Fdescr | Cl | VCH - AP Voucher Accounting | 14/15 6/10/15 letter hip | 780.00 | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1310 - COMENG Community Liaison | - - - | 31 Me | VCH - AP Voucher Accounting | 14/15 6/11/15 mailings | 1,185.00 | 660002 - Printing | 48500 - TF Campus Operating Fund | 1035 - UADV Communications | - - - | 03 CC Pu | | | | | | |
| Doc Src Fdesc | Doc Ln Descr | Amount | Account Fdescr | Fund Fdescr | Dept Fdescr | Prog Fdescr | Cl | | | | | | | | | | | | | | | | | | | | | | | | |
| VCH - AP Voucher Accounting | 14/15 6/10/15 letter hip | 780.00 | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1310 - COMENG Community Liaison | - - - | 31 Me | | | | | | | | | | | | | | | | | | | | | | | | |
| VCH - AP Voucher Accounting | 14/15 6/11/15 mailings | 1,185.00 | 660002 - Printing | 48500 - TF Campus Operating Fund | 1035 - UADV Communications | - - - | 03 CC Pu | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. The column is now a Report Section.</p> | <p>Approximate Row Count: 585</p> <p>CSU - CSU Accounting Lines</p> <table border="1" data-bbox="516 722 1321 1050"> <thead> <tr> <th>Business Unit</th> <th>Fiscal Year</th> <th>Period</th> <th>Accounting Date</th> <th>Doc ID</th> <th>Doc Ln Descr</th> <th>Amount</th> <th>Account Fdescr</th> <th>Fund Fdescr</th> <th>Dept Fdescr</th> </tr> </thead> <tbody> <tr> <td>SMCMP - Cal State San Marcos</td> <td>2015</td> <td>1</td> <td>7/2/2015 12:00:00 AM</td> <td>STU070215</td> <td>-</td> <td>(50.00)</td> <td>660003 - SupSrv Other</td> <td>48500 - TF Campus Operating Fund</td> <td>1089 - SASS Disabled Student Services</td> </tr> <tr> <td>SMCMP - Cal State San Marcos</td> <td>2015</td> <td>1</td> <td>7/6/2015 12:00:00 AM</td> <td>STU070615</td> <td>-</td> <td>(50.00)</td> <td>660003 - SupSrv Other</td> <td>48500 - TF Campus Operating Fund</td> <td>1089 - SASS Disabled Student Services</td> </tr> </tbody> </table> | Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Ln Descr | Amount | Account Fdescr | Fund Fdescr | Dept Fdescr | SMCMP - Cal State San Marcos | 2015 | 1 | 7/2/2015 12:00:00 AM | STU070215 | - | (50.00) | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1089 - SASS Disabled Student Services | SMCMP - Cal State San Marcos | 2015 | 1 | 7/6/2015 12:00:00 AM | STU070615 | - | (50.00) | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1089 - SASS Disabled Student Services |
| Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Ln Descr | Amount | Account Fdescr | Fund Fdescr | Dept Fdescr | | | | | | | | | | | | | | | | | | | | | | |
| SMCMP - Cal State San Marcos | 2015 | 1 | 7/2/2015 12:00:00 AM | STU070215 | - | (50.00) | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1089 - SASS Disabled Student Services | | | | | | | | | | | | | | | | | | | | | | |
| SMCMP - Cal State San Marcos | 2015 | 1 | 7/6/2015 12:00:00 AM | STU070615 | - | (50.00) | 660003 - SupSrv Other | 48500 - TF Campus Operating Fund | 1089 - SASS Disabled Student Services | | | | | | | | | | | | | | | | | | | | | | |

2.9 Trees and Chartfield Attributes

Trees and Chartfield Attributes are used to group certain chartfields that have common characteristics (i.e., a group of funds that belong to one department). These can be used as filters to further refine results in Data Warehouse. These can be found in the Advanced Filters section.

| Processing Steps / Field Name | Screenshot / Description |
|---|--------------------------|
| <p>Select the Advanced Filters to access Trees and Chartfield Attributes.</p> | |

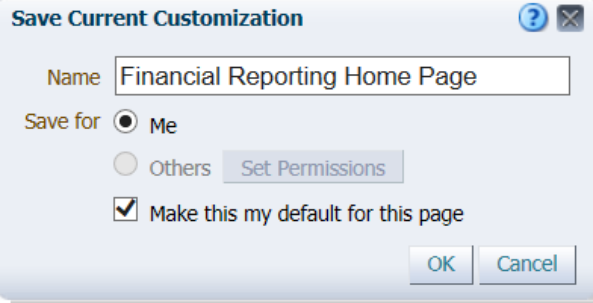
2.10 Saving Customizations

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

2.10.2 Home Page of Dashboard

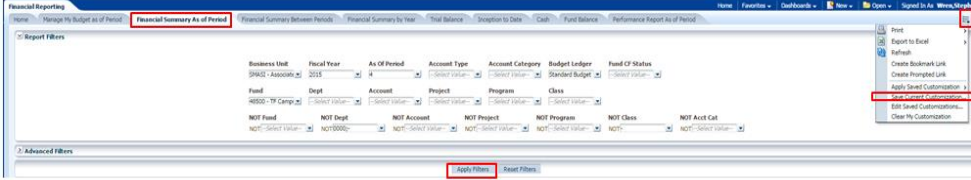
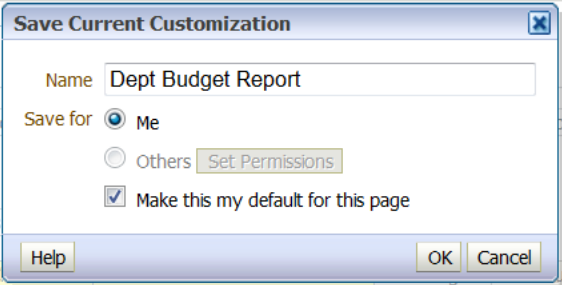
First, for every Dashboard you use, save your Home Page selections.

| Processing Steps / Field Name | Screenshot / Description |
|--|--------------------------|
| <ol style="list-style-type: none"> Navigate to the Dashboards Home page you wish to make your default. After you select your report filters, and click Apply, select the Page Options icon (located in the upper right hand corner). Select Save Current Customization. | |

| Processing Steps / Field Name | Screenshot / Description |
|--|--|
| <ol style="list-style-type: none"> Enter the name you wish to call your default page. Check the “Make this my default for this page”. Select OK. The next time you access the Dashboards Home page your defaults will be recognized. |  |

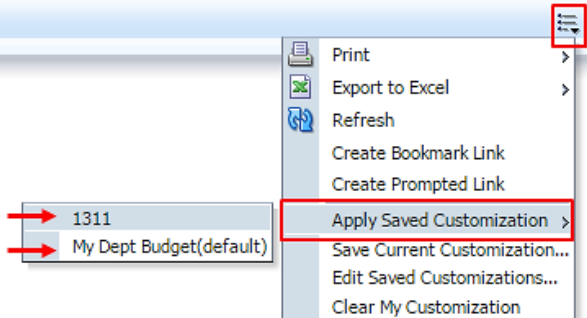
2.10.3 Report (Tab) within Dashboard

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

| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| <ol style="list-style-type: none"> Navigate to the Dashboard you wish to make your default. After you select your report filters and click Apply Filters, select the Page Options icon (in the upper right hand corner). Select Save Current Customization. |  |
| <ol style="list-style-type: none"> Enter the name you wish to call your default page. Check the “Make this my default for this page”. Select OK. <p>The next time you access the dashboard/tab/report your report results will automatically be generated.</p> |  |

2.10.4 Applying Saved Customizations

If you have many “Save Current Customizations”, use Apply Saved Customization.

| Processing Steps / Field Name | Screenshot / Description |
|--|---|
| <ol style="list-style-type: none">1. Once you have accessed the dashboard/tab/report, select Apply Saved Customizations.2. Select the one you wish to generate the report for. Once selected, the report will automatically be generated. |  <p>The screenshot shows a web application interface. On the left, there is a list of items with red arrows pointing to them: '1311' and 'My Dept Budget(default)'. On the right, a context menu is open, listing several options: 'Print', 'Export to Excel', 'Refresh', 'Create Bookmark Link', 'Create Prompted Link', 'Apply Saved Customization', 'Save Current Customization...', 'Edit Saved Customizations...', and 'Clear My Customization'. The 'Apply Saved Customization' option is highlighted with a red box. Additionally, a small icon in the top right corner of the menu area is also highlighted with a red box.</p> |

2.11 Miscellaneous Features

2.11.1 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](#)

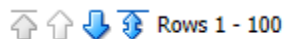
1. Click on the Export hyperlink immediately below the report.
2. Select Excel then the Excel version you have. Another window will open up with the report in Excel.

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

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

2.11.2 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.



2.11.3 Return

After drilling within a report, click the [Return](#) link at the bottom of the report to return to main report.

[Return](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

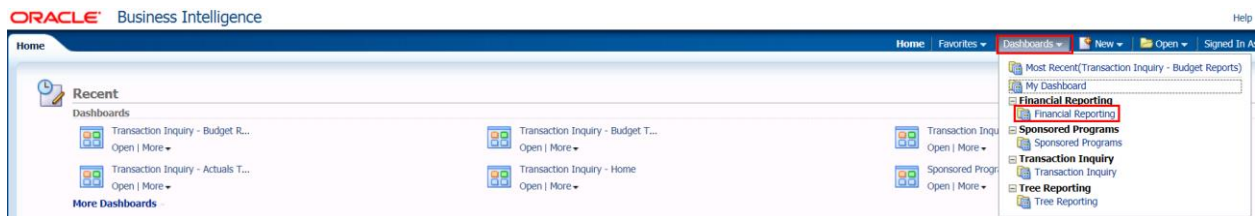
3.0 Common Reports

3.1 Managing Department Budgets – SMCMP/SMASI/SMCOR

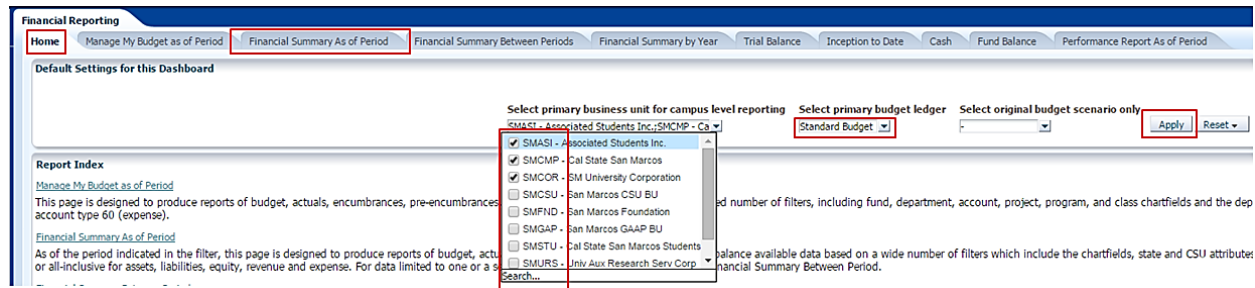
This section provides steps on how to run a Financial Summary as of Period report for the SMCMP, SMASI and/or SMCOR Business Units, with the option to add in the SMURS & SMFND Business Units if also wanting to include Campus Programs. The Financial Summary as of Period report is used to assist with managing your department budget. More specifically, these are funds that contain a budget. For example, Operating Fund funds.

3.1.1 Running The Report

- From the **Home** page, select **Dashboards**, then select the **Financial Reporting** dashboard.



- This will take you to the **Home** tab of the **Financial Reporting** dashboard.



- In the **Default Settings for this Dashboard** section, select/confirm the following:

| Default Settings | Options |
|--|---|
| Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.) | SMCAMP – Cal State San Marcos Campus SMASI – CSUSM Associated Students SMCOR – CSUSM University Corporation Auxiliary SMURS* – CSUSM UARSC Auxiliary SMFND* – CSUSM Foundation Auxiliary *If Campus Programs are to be included in report. Specific Campus Programs reports detailed in section 3.4. |
| Primary budget ledger | Standard Budget |
| Budget scenario | Leave Blank |

- Click **Apply** to execute your selection.

- Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.
- From the **Financial Reporting** Dashboard, select the **Financial Summary as of Period** Tab.
- Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from Home page. Select the BU(s) to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = Defaults to most current open period. Click on the down arrow to choose another value from a dropdown field.
- **Account Type** = 60 – Expenditures (also include 50 – Revenues if including Campus Programs)
- **Budget Ledger** = Standard Budget. Defaults from home page.
- **Department** = User specific – Click on the down arrow to choose a value(s).
- **Fund** = Do not need to specify fund number, however remove “x” if encountered.

- When all your report filters are selected, click **Apply Filters** to generate the report.

| Dept Fdescr | Fund Fdescr | Acct Cat Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|---|----------------------------------|---|-------------------|-------------------|--------------|-------------------|--------------------|
| 1165 - FASCWA Childcare Services | 48500 - TF Campus Operating Fund | 601 - Regular Salaries and Wages | 16,000.00 | 5,226.23 | 0.00 | 10,773.77 | 33% |
| | | 603 - Benefits Group | 230.00 | 784.15 | 0.00 | (554.15) | 341% |
| | | 613 - Contractual Services Group | 149,004.00 | 8,650.57 | 0.00 | 140,353.43 | 6% |
| | | 660 - Misc. Operating Expenses | 91,046.00 | 0.00 | 0.00 | 91,046.00 | 0% |
| | | 48500 - TF Campus Operating Fund Total | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |
| 1165 - FASCWA Childcare Services Total | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% | | |
| Grand Total | | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |

- Change Column Selectors to: Column 1 = **Dept Fdescr** Column 2 = **Fund Fdescr** Column 3 = **Acct Fdescr** Column 4 = **Hide** Column 5 = **Hide** Column 6 = **Hide**

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

Select Report View: Summarized

- Report View = Summarized.

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

| Dept Fdescr | Fund Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|-------------|-------------|-------------|----------------|---------|--------------|-------------------|--------------------|
|-------------|-------------|-------------|----------------|---------|--------------|-------------------|--------------------|

Note: Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 6 columns. The last three default to “Hide” and can be added as a column if needed.

12. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.1.2 Reading The Report

| Dept Fdescr | Fund Fdescr | Acct Cat Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|---|---|----------------------------------|-------------------|------------------|--------------|-------------------|--------------------|
| 1165 - FASCWA Childcare Services | 48500 - TF Campus Operating Fund | 601 - Regular Salaries and Wages | 16,000.00 | 5,226.23 | 0.00 | 10,773.77 | 33% |
| | | 603 - Benefits Group | 230.00 | 784.15 | 0.00 | (554.15) | 341% |
| | | 613 - Contractual Services Group | 149,004.00 | 8,650.57 | 0.00 | 140,353.43 | 6% |
| | | 660 - Misc. Operating Expenses | 91,046.00 | 0.00 | 0.00 | 91,046.00 | 0% |
| | 48500 - TF Campus Operating Fund Total | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |
| 1165 - FASCWA Childcare Services Total | | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |
| Grand Total | | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |

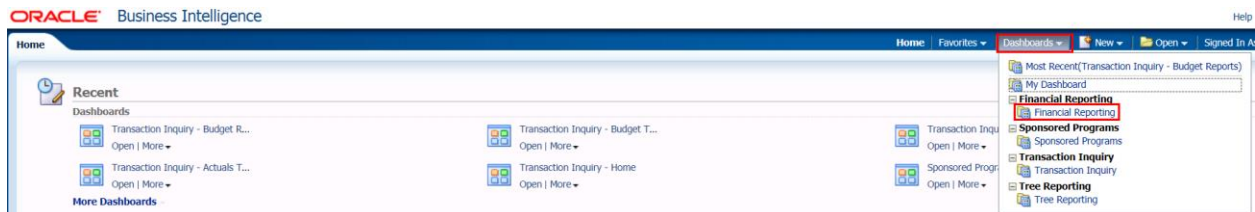
| Columns | Definitions |
|--------------------|--|
| Current Budget | Amount you have available to spend during the Fiscal Year (FY) selected. |
| Actuals | Total Amount you have spent to date. (Based on the FY and Accounting period specified) |
| Encumbrances | Total Purchase Order amount still open, but not invoiced. |
| Budget Available | Amount you have left to spend. |
| % Used Fiscal Year | Percentage you have spent. |

3.2 Fund Balance Report – All BU’s

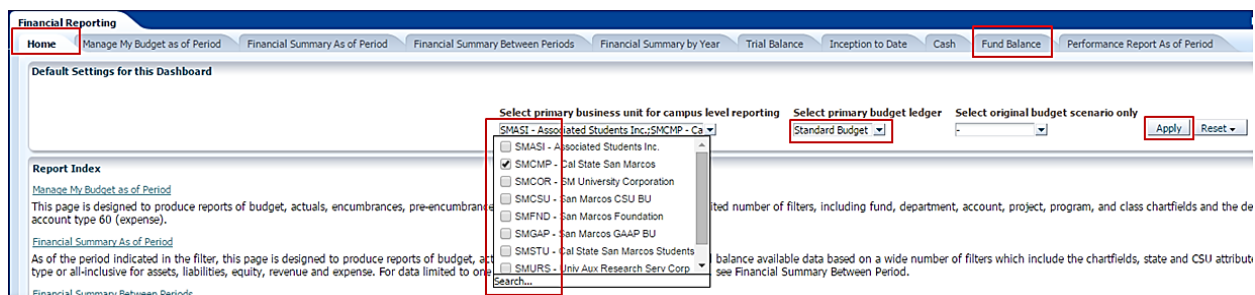
This section provides steps on how to run a Fund Balance report for all Business Units. This Fund Balance report is used most often for those responsible for trust funds (496xx). The report displays how much you have left to spend in the Fund.

3.2.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Financial Reporting** dashboard.



2. This will take you to the **Home** tab of the **Financial Reporting** dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

| Default Settings | Options |
|--|--|
| Primary business unit (If you have funds in multiple BU’s, then select all the BU’s you use.) | SMCAMP – Cal State San Marcos Campus SMASI– CSUSM Associated Students |
| Primary budget ledger | Standard Budget |
| Budget scenario | Leave Blank |

4. Click **Apply** to execute your selection.
5. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.
6. From the **Financial Reporting** Dashboard, select the **Fund Balance** Tab.
7. Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from Home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = 12. 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 fields. You may select more than one fund. Make sure the “x” is not selected.

8. When all your report filters are selected, click **Apply Filters** to generate the report.

| SCO Fund Fdescr | CSU Fund Fdescr | Fund Fdescr | Beginning Fund Balance | Year to Date Revenue | Year to Date Expenses | Ending Fund Bal |
|---|--|----------------------------|------------------------|----------------------|-----------------------|---------------------|
| 0948 - Calif State University Trust Fund | 485 - TF-CSU Operating Fund | 48502 - TF Interest Income | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| | 485 - TF-CSU Operating Fund Total | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| 0948 - Calif State University Trust Fund Total | | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| Grand Total | | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |

9. Change Column Selectors to: Column 1 = **Bus Unit** Column 2 = **Fund Fdescr** Column 3 = **Hide** Column 4 = **Hide** Column 5 = **Hide** Column 6 = **Hide**

Show Column 1: Bus Unit Column 2: Fund Fdescr Column 3: Hide Column 4: Hide Column 5: Hide Column 6: Hide **OK**

Select Report View: Encumbrance View

10. Report View = Encumbrance View

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

| Bus Unit | Fund Fdescr | Beginning Fund Balance | Year to Date Revenue | Year to Date Expenses | Encumbrances | Ending Fund Balance w/Encumbrances |
|----------|-------------|------------------------|----------------------|-----------------------|--------------|------------------------------------|
|----------|-------------|------------------------|----------------------|-----------------------|--------------|------------------------------------|

Note: Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 6 columns. The last three default to “Hide” and can be added as a column if needed.

12. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.2.2 Reading The Report

| SCO Fund Fdescr | CSU Fund Fdescr | Fund Fdescr | Beginning Fund Balance | Year to Date Revenue | Year to Date Expenses | Ending Fund Bal |
|---|--|----------------------------|------------------------|----------------------|-----------------------|---------------------|
| 0948 - Calif State University Trust Fund | 485 - TF-CSU Operating Fund | 48502 - TF Interest Income | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| | 485 - TF-CSU Operating Fund Total | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| 0948 - Calif State University Trust Fund Total | | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |
| Grand Total | | | (270,925.14) | (87,263.00) | 161,416.00 | (196,772.14) |

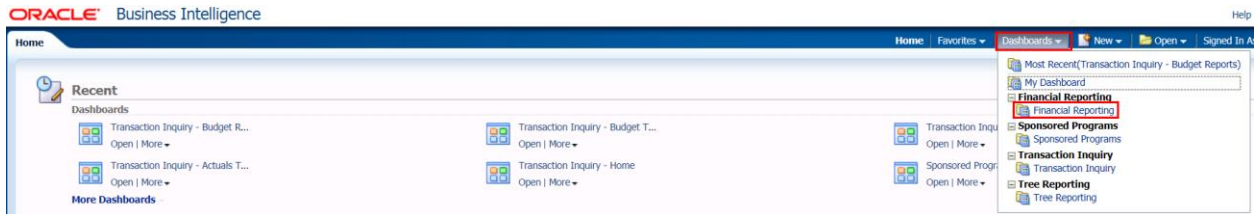
| Columns | Definitions |
|--|--|
| Beginning Fund Balance | How much money you had remaining from last year. A negative number means you have money left. A positive number means you have overspent. |
| Year to Date Revenue | Amount of money you have collected/received to date. (Based on the FY and Accounting period specified). Revenues are normally recorded as a negative number (credit balance). |
| Year to Date Expenses | Amount you have spent to date. (Based on the FY and Accounting period specified). Expenses are normally recorded as a positive number (debit balance). |
| Encumbrances | Total Purchase Order amount still open, but not invoiced. |
| Ending Fund Balance w/ Encumbrances | Year to Date Revenues less Year to Date Expenses and Encumbrances. How much money you have left to spend. A negative number means you have money left. A positive number means you have overspent. |

3.3 Trial Balance Report – All BU's

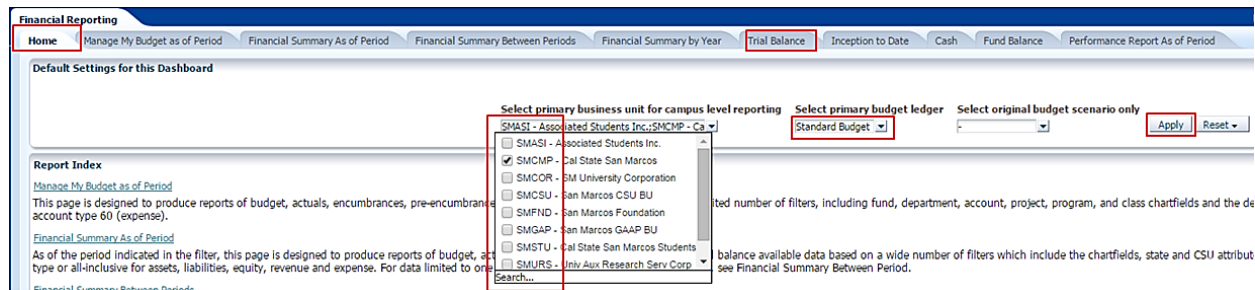
This section provides steps on how to run a Trial Balance report for trust funds. It displays the account balances within the Fund.

3.3.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Financial Reporting** dashboard.



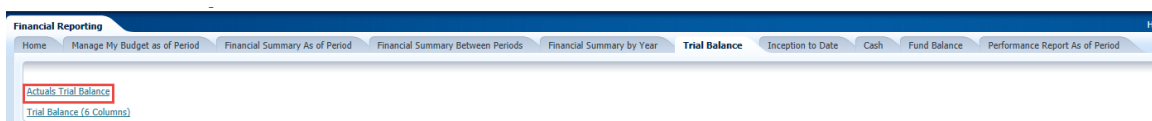
2. This will take you to the **Home** tab of the **Financial Reporting** dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

| Default Settings | Options |
|--|-------------------------------------|
| Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.) | SMCMP – Cal State San Marcos Campus |
| Primary budget ledger | Standard Budget |
| Budget scenario | Leave Blank |

4. Click **Apply** to execute your selection.
5. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.
6. From the **Financial Reporting** Dashboard, select the **Trial Balance** Tab.
7. Select the [Actuals Trial Balance](#) link.



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

- **Business Unit** = Default from home page.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period Between** = 0 – 12. 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 fields.

9. When all your report filters are selected, click **Apply Filters** to generate the report.

| Acct Type Fdescr | Year to Date Actuals |
|-------------------------------|----------------------|
| 10 - Assets | 2,970.70 |
| 20 - Liabilities | (1,080.00) |
| 30 - Fund Equity and Reserves | (1,872.09) |
| 50 - Revenues | (8,880.00) |
| 60 - Expenditures | 8,861.39 |
| Grand Total | 0.00 |

10. Change Column Selector to: Show Column = **Account Fdescr**

Show Column:

Select Report View:

11. Report View = Summary by Fund Pivot

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

| Account Fdescr | Year to Date Actuals |
|----------------|----------------------|
|----------------|----------------------|

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

13. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.3.2 Reading The Report

| Account Fdescr | Year to Date Actuals |
|---------------------------------------|----------------------|
| 101100 - Cash-Short Term Investments | 5,890.70 |
| 103004 - Accounts Receivable-Oper Rev | 280.00 |
| 205090 - Oper Rev Coll in Adv | 0.00 |
| 305002 - Fund Bal-Cont Approp | (1,890.70) |
| 501110 - Course Fees (CSU 485) | (4,280.00) |
| Grand Total | 0.00 |

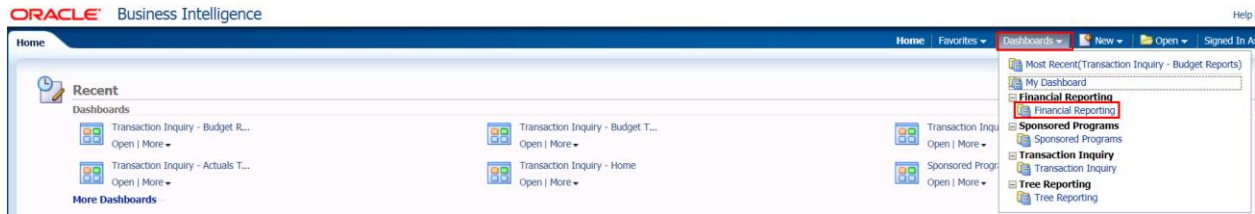
| Account Fdescr | Description |
|----------------------------------|---|
| 1XXXXX – Assets | <p>Assets are anything of value that the fund controls. Cash and inventory are considered assets. So are accounts receivable, which represent money owed to the fund.</p> <p>The normal balance of these accounts is positive (or debit).</p> |
| 2XXXXX – Liabilities | <p>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.</p> <p>The normal balance of these accounts is negative (or credit).</p> |
| 3XXXXX – Fund Balance/Net Assets | <p>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.</p> <p>This amount leftover, along with the current year’s net income or loss represents the amount of cash that a fund has to spend.</p> <p>A negative (or credit) balance in these accounts is a good thing.</p> |
| 5XXXXX – Revenues | <p>Total revenues collected for the fiscal year.</p> <p>Revenue accounts are normally recorded as negative (or credit).</p> |
| 6XXXXX – Expenses | <p>Total expenditures recorded for the fiscal year.</p> <p>Expense accounts normally have a positive (or debit) balance.</p> |

3.4 Campus Programs Reports (UARSC, SMFND).

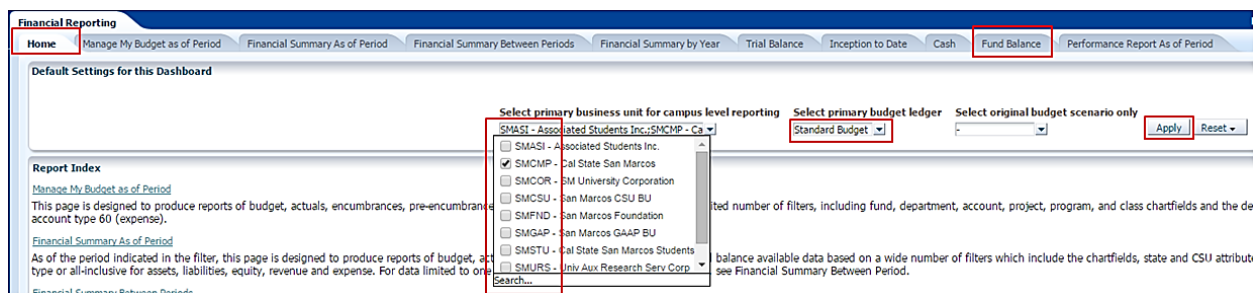
This section provides instructions on how to run reports for Campus Programs reports by project number.

3.4.1 Running The Report

13. From the Home page, select **Dashboards**, then select the **Financial Reporting** dashboard.



14. This will take you to the **Home** tab of the **Financial Reporting** dashboard.



15. In the **Default Settings for this Dashboard** section, select/confirm the following:

| Default Settings | Options |
|--|--|
| Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.) | SMURS – UARSC Auxiliary SMFNF – San Marcos Foundation Auxiliary |
| Primary budget ledger | Standard Budget |
| Budget scenario | Leave Blank |

16. Click **Apply** to execute your selection.

17. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.

18. From the **Financial Reporting** Dashboard, select the **Financial Summary As of Period** Tab.

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

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: SMFND - San Mari Fiscal Year: 2015 As Of Period: 4 Account Type: 50 - Revenues;60 Account Category: --Select Value-- Budget Ledger: --Select Value--

Fund: --Select Value-- Dept: --Select Value-- Account: --Select Value-- Project: 86380 - Center Cl 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--

Advanced Filters

Apply Filters Reset Filters

- **Business Unit** = Defaults from Home page. Select the BU to run this for (SMURS or SMFND).
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = Current period or 12. Click on the down arrow to choose a value from a dropdown field.
- **Account Type** = 50-Revenues & 60-Expenditures
- **Budget Ledger** = Can be left blank as Campus Programs do not have budgets.
- **Project** = User specific - Click on the down arrow to choose value(s) from a multi-select fields. You may select more than one project.

20. When all your report filters are selected, click **Apply Filters** to generate the report.

| Dept Fdescr | Fund Fdescr | Account | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|--|---|---------|----------------|--------------------|--------------|-------------------|--------------------|
| 1330 - UARSC Administration | 92015 - Campus Prog - Institution Supp | 503825 | | (21,700.00) | 0.00 | 21,700.00 | |
| | | 580005 | | (149,075.00) | 0.00 | 149,075.00 | |
| | | 580864 | | (2,997,133.00) | 0.00 | 2,997,133.00 | |
| | | 607033 | | 58,098.00 | 0.00 | (58,098.00) | |
| | | 660021 | | 13,782.00 | 0.00 | (13,782.00) | |
| | | 660805 | | 290.00 | 0.00 | (290.00) | |
| | | 660922 | | 2,118.65 | 0.00 | (2,118.65) | |
| | | 660941 | | 2,997,133.00 | 0.00 | (2,997,133.00) | |
| | | 660948 | | 5,720.85 | 0.00 | (5,720.85) | |
| | | 660949 | | 13,500.26 | 0.00 | (13,500.26) | |
| | 92015 - Campus Prog - Institution Supp Total | | | (77,265.24) | 0.00 | 77,265.24 | |
| 1330 - UARSC Administration Total | | | | (77,265.24) | 0.00 | 77,265.24 | |
| Grand Total | | | | (77,265.24) | 0.00 | 77,265.24 | |

21. Change Column Selectors to: Column 1 = **Project Fdescr** Column 2 = **Fund Fdescr** Column 3 = **Acct Type Fdescr** Column 4 = **Acct Fdescr** Column 5 = **Hide** Column 6 = **Hide**

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

Select Report View: Summarized

22. Report View = Summarized

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

| Project Fdescr | Fund Fdescr | Acct Type Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|----------------|-------------|------------------|-------------|----------------|---------|--------------|-------------------|--------------------|
|----------------|-------------|------------------|-------------|----------------|---------|--------------|-------------------|--------------------|

24. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.4.2 Reading The Report

| Project Fdescr | Fund Fdescr | Acct Type Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year | | |
|------------------------------------|--|---|---|----------------|----------------|--------------------|--------------------|--------------------|------------------|--|
| 86380 - Center Children & Families | 92015 - Campus Prog - Institution Supp | 50 - Revenues | 503825 - Contribution Individual | | (21,700.00) | 0.00 | 21,700.00 | | | |
| | | | 580005 - Project Revenue | | (149,075.00) | 0.00 | 149,075.00 | | | |
| | | | 580864 - Rev Other Child Care Ctr Space | | (2,997,133.00) | 0.00 | 2,997,133.00 | | | |
| | | 60 - Expenditures | 607033 - Cap Outlay Construction Other | | 58,098.00 | 0.00 | (58,098.00) | | | |
| | | | 660021 - Repairs & Maintenance | | 13,782.00 | 0.00 | (13,782.00) | | | |
| | | | 660805 - SupSrv Member/Subscrip/Sponsor | | 290.00 | 0.00 | (290.00) | | | |
| | | | 660922 - SupSrv Admin Fees | | 2,118.65 | 0.00 | (2,118.65) | | | |
| | | | 660941 - Space & Land Rental - CCF | | 2,997,133.00 | 0.00 | (2,997,133.00) | | | |
| | | | 660948 - SupSrv - Supplies Aux | | 5,720.85 | 0.00 | (5,720.85) | | | |
| | | | 660949 - SupServ - Services Aux | | 13,500.26 | 0.00 | (13,500.26) | | | |
| | | 92015 - Campus Prog - Institution Supp Total | | | | (77,265.24) | 0.00 | 77,265.24 | | |
| | | 86380 - Center Children & Families Total | | | | | (77,265.24) | 0.00 | 77,265.24 | |
| | | Grand Total | | | | | (77,265.24) | 0.00 | 77,265.24 | |

| Columns | Definitions |
|--------------------------------------|--|
| Current Budget | Will be blank because Campus Programs do not have budgets. |
| Actuals | Amount of money you have collected/received, as well as expended, since the inception of the project number. Revenues, or funds received, are shown as negative numbers that are red. |
| Encumbrances | Total Purchase Order amount still open, but not invoiced. |
| Balance Available | Actuals along with encumbrances. |
| To find out available balance | Revenue Actuals minus expenses actuals in the actuals column will give the available balance (the grand total in the actuals column if no encumbrances, or balance available if there are encumbrances). |

| Project Fdescr | Fund Fdescr | Acct Type Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year | | |
|------------------------------------|--|---|---|----------------|----------------|--------------------|--------------------|--------------------|------------------|--|
| 86380 - Center Children & Families | 92015 - Campus Prog - Institution Supp | 50 - Revenues | 503825 - Contribution Individual | | (21,700.00) | 0.00 | 21,700.00 | | | |
| | | | 580005 - Project Revenue | | (149,075.00) | 0.00 | 149,075.00 | | | |
| | | | 580864 - Rev Other Child Care Ctr Space | | (2,997,133.00) | 0.00 | 2,997,133.00 | | | |
| | | 60 - Expenditures | 607033 - Cap Outlay Construction Other | | 58,098.00 | 0.00 | (58,098.00) | | | |
| | | | 660021 - Repairs & Maintenance | | 13,782.00 | 0.00 | (13,782.00) | | | |
| | | | 660805 - SupSrv Member/Subscrip/Sponsor | | 290.00 | 0.00 | (290.00) | | | |
| | | | 660922 - SupSrv Admin Fees | | 2,118.65 | 0.00 | (2,118.65) | | | |
| | | | 660941 - Space & Land Rental - CCF | | 2,997,133.00 | 0.00 | (2,997,133.00) | | | |
| | | | 660948 - SupSrv - Supplies Aux | | 5,720.85 | 0.00 | (5,720.85) | | | |
| | | | 660949 - SupServ - Services Aux | | 13,500.26 | 0.00 | (13,500.26) | | | |
| | | 92015 - Campus Prog - Institution Supp Total | | | | (77,265.24) | 0.00 | 77,265.24 | | |
| | | 86380 - Center Children & Families Total | | | | | (77,265.24) | 0.00 | 77,265.24 | |
| | | Grand Total | | | | | (77,265.24) | 0.00 | 77,265.24 | |

4.0 Drilldown to Detailed Data

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

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

| Dept Fdescr | Fund Fdescr | Account Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year |
|---|---|---------------------------------------|-------------------|------------------|--------------|-------------------|--------------------|
| 1165 - FASCWA Childcare Services | 48500 - TF Campus Operating Fund | 601100 - Salaries Acad - Serialized | 16,000.00 | 5,226.23 | 0.00 | 10,773.77 | 33% |
| | | 603003 - Benefits Dental Insurance | | 46.62 | 0.00 | (46.62) | |
| | | 603004 - Benefits Health & Welfare | | 642.50 | 0.00 | (642.50) | |
| | | 603011 - Benefits Life Insurance | | 7.50 | 0.00 | (7.50) | |
| | | 603012 - Benefits Medicare | 230.00 | 75.56 | 0.00 | 154.44 | 33% |
| | | 603013 - Benefits Vision Care | | 7.87 | 0.00 | (7.87) | |
| | | 603014 - Benefits LT Disability Insur | | 4.10 | 0.00 | (4.10) | |
| | | 613001 - Contractual Services | 149,004.00 | 8,650.57 | 0.00 | 140,353.43 | 6% |
| | | 660810 - SupSrv Unalloc OE&E | 91,046.00 | 0.00 | 0.00 | 91,046.00 | 0% |
| | 48500 - TF Campus Operating Fund Total | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |
| 1165 - FASCWA Childcare Services Total | | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |
| Grand Total | | | 256,280.00 | 14,660.95 | 0.00 | 241,619.05 | 6% |

Results are displayed:

| 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 |
|------------------------------|-------------|--------|-----------------------|----------|-----------------------------|------------------------|-----------------|-------------------------------|----------------------------------|----------------------------------|-------------|--------------|----------------|---------|-------------|----------------|-------------|----------------|------------|------------|------------|-----------|------------|-----------|--------------------------|-----------|
| SMCMP - Cal State San Marcos | 2015 | 2 | 8/31/2015 12:00:00 AM | 00164859 | VCH - AP Voucher Accounting | 15/16 June 2015 clssrm | 5,159.16 | 613001 - Contractual Services | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | - | - | - | - | 0.00 | - | 0000006433 | CHILDRENSC-001 | 10545 | AP00754997 | - | - | 0000014954 | - | ACTUALS - Actuals Ledger | 7/10/2015 |
| SMCMP - Cal State San Marcos | 2015 | 2 | 8/31/2015 12:00:00 AM | 00164861 | VCH - AP Voucher Accounting | 15/16 Jul 2015 clssrm | 3,491.41 | 613001 - Contractual Services | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | - | - | - | - | 0.00 | - | 0000006433 | CHILDRENSC-001 | 10588 | AP00754997 | - | - | 0000014954 | - | ACTUALS - Actuals Ledger | 8/5/2015 |
| Grand Total | | | | | | | 8,650.57 | | | | | | | | 0.00 | | | | | | | | | | | |

5.0 Detail Transaction Reporting – All BU’s

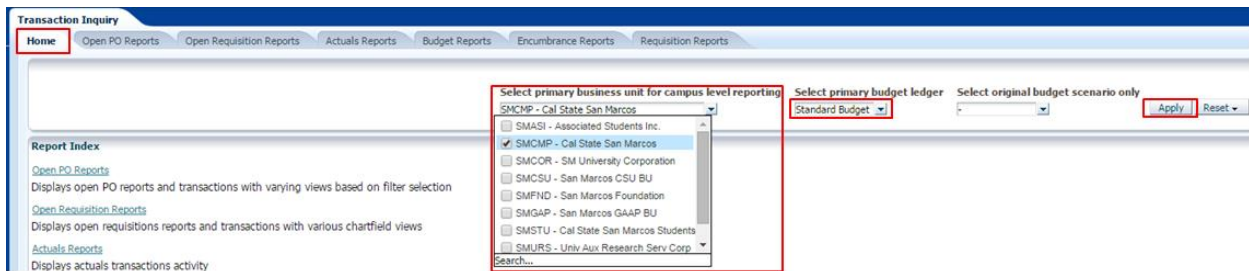
This section provides information on how to run detail transaction reports for all Business Units. These reports are used to assist with managing your Funds and/or Department Budgets. They all display transactional activity. There are several reports that can be run that display the same type of information. 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 Transaction Inquiry – Home Page

1. From the Home page, select **Dashboards**, then select the **Transaction Inquiry** dashboard.



2. This will take you to the **Home** tab of the Transaction Inquiry dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

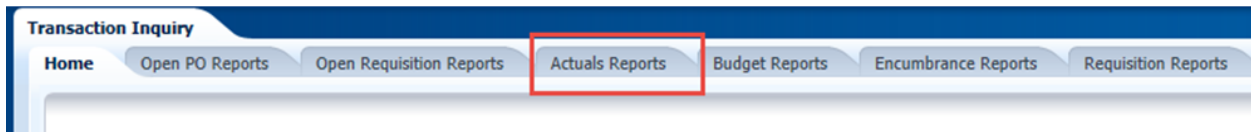
| Default Settings | Options |
|-----------------------|-------------------------------------|
| Primary business unit | SMCMP – Cal State San Marcos Campus |
| Primary budget | Standard Budget |
| Budget scenario | Leave Blank |

4. Click **Apply** to execute your selection.
5. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.

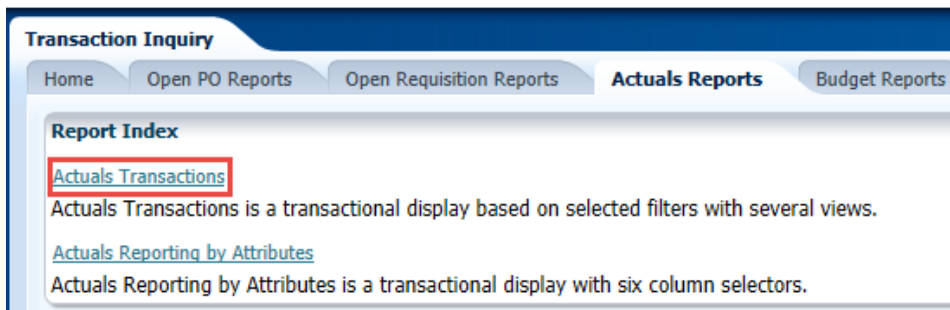
5.2 Transaction Inquiry - Actuals Transactions

This report displays actuals transaction activity based on the selected report filters. For example Vendor Invoices, Journal Entries, Chargebacks, and/or Payroll details.

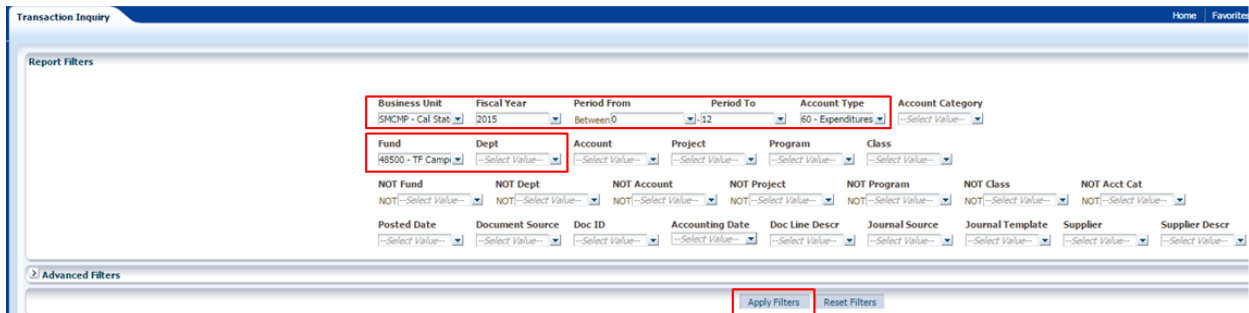
1. From the **Transaction Inquiry** Dashboard, click on the **Actuals Reports** Tab.



2. Click the [Actuals Transactions](#) link.



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



- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 1 - 12. Click on the down arrow to choose a value from a dropdown field. Must be equal to or greater than “Period From” value.
- **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.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

4. Select Report View = Actuals Transactions Download to Excel.

Select Report View: Actuals Transactions Download to Excel ▼

Actuals Transactions by Period

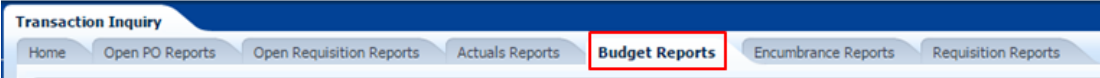
Select Report View: Actuals Transactions Download to Excel

| 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 | Document Date |
|------------------------------|-------------|--------|-----------------|-----------|---------------------------|-------------------------------|----------|-------------------------------------|----------------------------------|----------------------------------|-------------|--------------|----------------|---------|----------|----------------|-------------|---------------|------------|------------|------------|-----------|-----------|-----------|---------------|---------------|
| SMCMP - Cal State San Marcos | 2015 | 1 | 7/31/2015 | 05-AUG-15 | HCM - HR Accounting Lines | 000001349-3 BenMedicar1165-GF | 35.63 | 603012 - Benefits Medicare | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | | | | | 0.00 | | | | | PY00742321 | | | | | | 7/31/2015 |
| SMCMP - Cal State San Marcos | 2015 | 1 | 7/31/2015 | 05-AUG-15 | HCM - HR Accounting Lines | 000001349-3 SA Serial1165-GF | 2,457.00 | 601100 - Salaries Acad - Serialized | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | | | | FTE | 0.50 | | | | | PY00742321 | | | | | | 7/31/2015 |

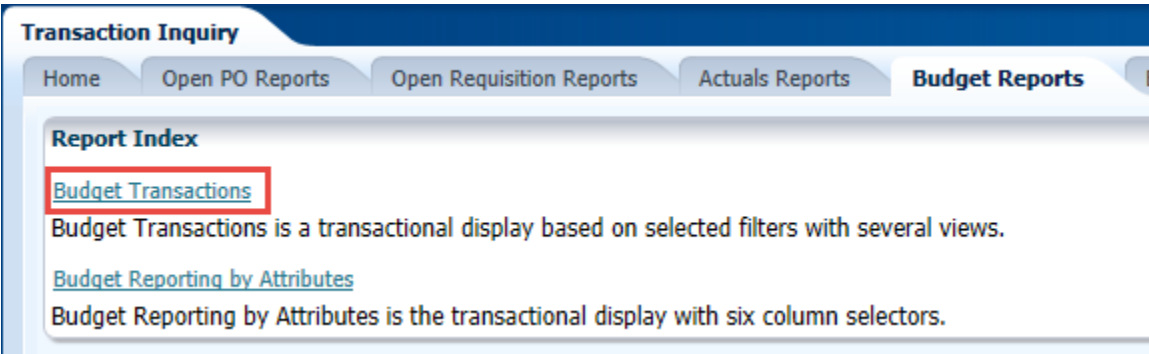
5.3 Transaction Inquiry - Budget Transactions

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

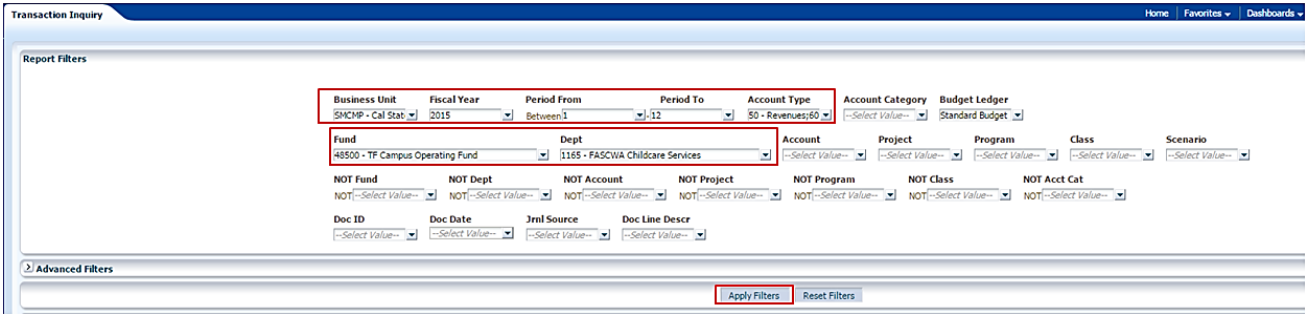
- From the Transaction Inquiry Dashboard, click on the **Budget Reports** Tab.



- Click the [Budget Transactions](#) link.



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



- Business Unit** = Defaults from home page. Select the BU to run this for.
- Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- Period From** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.

- **Period To** = 1 - 12. Click on the down arrow to choose a value from a dropdown field. Must be equal to or greater than "Period From" value.
- **Budget Ledger** = Standard Budget. Defaults from home page.
- **Account Type** = Defaults to 50 and 60.
- **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.

4. Select Report View = Budget Transactions Download to Excel.

Select Report View: Budget Transactions Download to Excel

Budget Transactions

Budget Transactions by Period

Select Report View: Budget Transactions Download to Excel

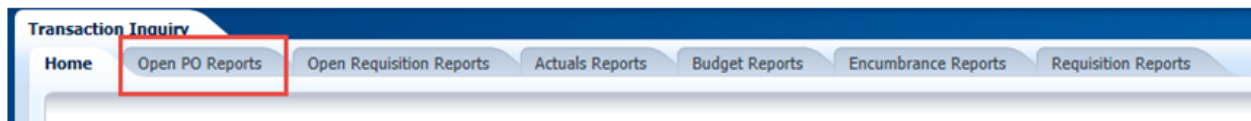
| Business Unit | Fiscal Year | Period | Accounting Date | Doc ID | Doc Src Fdescr | Doc Ln Descr | Amount | Account Fdescr | Fund Fdescr | Dept Fdescr | Prog Fdescr | Class Fdescr | Project Fdescr | Stat Cd | Stat Amt | Jrnl Ln Nbr | Jrnl Ln Ref | Jrnl Rev Cd | Jrnl ID | Jrnl Ln Descr | Jrnl Class | Jrnl Class Descr | Doc Ln # | Scenario |
|------------------------------|-------------|--------|-----------------|------------|----------------------------|--------------------------|-----------|-------------------------------|----------------------------------|----------------------------------|-------------|--------------|----------------|---------|----------|-------------|-------------|-------------|---------|--------------------------|------------|------------------|----------|----------|
| SMCMP - Cal State San Marcos | 2015 | 3 | 9/1/2015 | 0000769243 | MJE - Manual Journal Entry | CCF Building Reserve* | 91,046.00 | 660810 - SupSrv Unalloc OE&E | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | --- | --- | --- | - | 0 | 0 | - | N | - | CCF Building Reserve* | - | - | 2400 | BBB |
| SMCMP - Cal State San Marcos | 2015 | 3 | 9/1/2015 | 0000769243 | MJE - Manual Journal Entry | Faculty Liasion Medicare | 230.00 | 603012 - Benefits Medicare | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | --- | --- | --- | - | 0 | 0 | - | N | - | Faculty Liasion Medicare | - | - | 2397 | BBB |
| SMCMP - Cal State San Marcos | 2015 | 3 | 9/1/2015 | 0000769243 | MJE - Manual Journal Entry | Janitorial Costs | 5,004.00 | 613001 - Contractual Services | 48500 - TF Campus Operating Fund | 1165 - FASCWA Childcare Services | --- | --- | --- | - | 0 | 0 | - | N | - | Janitorial Costs | - | - | 2399 | BBB |

5.4 Transaction Inquiry – Open PO Reports

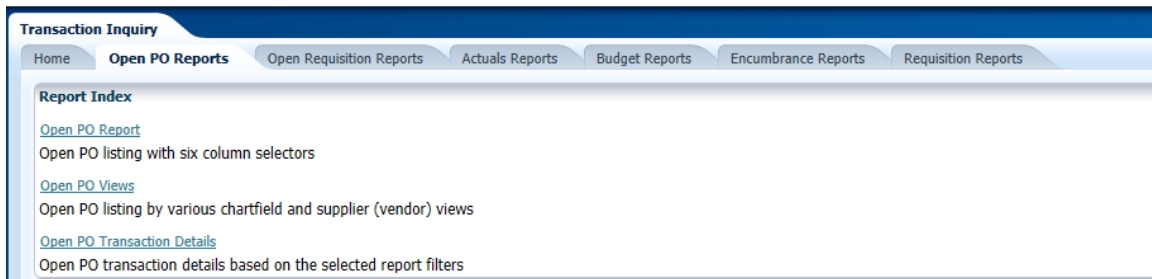
There are three reports available:

- Open PO Report
- Open PO Views
- Open PO Transactions

1. From the Transaction Inquiry Dashboard, click on the **Open PO Reports** Tab.



2. Select the desired report link.



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

Transaction Inquiry Home Favorites

Report Filters

Business Unit: SMCMP - Cal Stat | Fiscal Year: 2015 | Period (as of): <=4 | Account Category: [Select Value]

Fund: [Select Value] | Dept: [Select Value] | Account: [Select Value] | Project: [Select Value] | Program: [Select Value] | Class: [Select Value]

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

Advanced Filters

Apply Filters | Reset Filters

- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period** = 1 – 12. 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.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Report: Open PO Report:

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”)
- The Doc ID (PO number) can be drilled to obtain all the transaction detail that supports the current open amount.

Open PO Report

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2015, Period = 4

Time run: 10/20/2015 4:21:06 PM

Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Acct Fdescr | Column 4: Doc Line # | Column 5: Doc Ln Descr | Column 6: Open PO Amt.

| Fund Fdescr | Dept Fdescr | Acct Fdescr | Doc ID | Doc Line # | Doc Ln Descr | Open PO Amt. |
|---|-------------------------------------|--|------------|------------|----------------------------------|---------------------|
| 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | 607031 - Cap Outlay Construction Contr | 000001456 | 1 | FIELD HOUSE EXPANSION - BUILDI | 5,773,205.64 |
| 22407 - Field House Expansion Total | | | | | | 5,773,205.64 |
| 23001 - SW Infrastructure Improv Grp 1 | 1160 - FASCWA Construction Projects | 607021 - Cap Outlay Design Other | 0000012854 | 1 | Perform geotechnical feasibility | 2,110.00 |
| 23001 - SW Infrastructure Improv Grp 1 Total | | | | | | 2,110.00 |
| 44301 - TF Ext Learn R&M/Const/Imprv | 1160 - FASCWA Construction Projects | 607009 - Cap Outlay Equipment > \$5000 | 0000012647 | 1 | Product for Open Stations (Tax) | 21,227.40 |
| | | | | 2 | Product for Office UH 323 (Tax) | 2,716.20 |
| | | | | 3 | Product for Office UH 324 (Tax) | 3,085.56 |
| | | | | 9 | Task Chairs (Taxable) | 1,494.99 |
| | | 607011 - Cap Outlay Minor Cap | 0000012707 | 1 | JPH-4,002,001 University Hall C | 17,762.04 |
| | | 607021 - Cap Outlay Design Other | 0000012940 | 1 | Perform initial study and mit | 45,850.00 |
| | | | | 2 | Traffic Impact Analysis | 11,270.00 |
| | | | | 1 | Topographic surveying and mapp | 3,000.00 |
| | | 607033 - Cap Outlay Construction Other | 0000012807 | 1 | Parametric Level Estimate duri | 3,600.00 |
| | | | | 2 | Program Level Estimate during | 6,000.00 |
| | | 607804 - Cap Outlay Feasibility Study | 0000012855 | 1 | Programming study for EL Build | 12,360.00 |
| | | | | 2 | Feasibility study for EL Build | 28,120.00 |
| | | | | 3 | Feasibility study consultant a | 36,000.00 |
| 44301 - TF Ext Learn R&M/Const/Imprv Total | | | | | | 192,586.19 |

Report: Open PO Views:

This report displays PO transactions by various Chatfield and supplier views. The PO number can be drilled to obtain all the transaction detail that supports the current open amount.

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2015, Period = 4

Time run: 10/20/2015 4:29:15 PM

Select Report View: Open PO By Fund

Fund: 48500 - TP Campus Operating Fund

| PO # | PO Line # | Document Line Descr | Supplier Sdescr | Account | Program | Project | Class | Dept | Open PO Amt |
|-------------------------|-----------|--------------------------------|-----------------|----------------------------------|---------|--------------------------------|-------|---------------------------------------|------------------|
| 0000010475 | 1 | Campus wide - on call emergenc | PACIFICORA-001 | 660003 - SupSrv Other | ... | ... | ... | 1059 - FDM Central Plant Operations | 165.00 |
| | 2 | Campus wide - on call emergenc | PACIFICORA-001 | 660003 - SupSrv Other | ... | ... | ... | 1059 - FDM Central Plant Operations | 1,690.00 |
| 0000010475 Total | | | | | | | | | 1,855.00 |
| 0000011044 | 2 | Licensing & Monthly Analysis R | ENERNOCINC-001 | 613001 - Contractual Services | ... | ... | ... | 1255 - FASCWA Utilities | 8,750.00 |
| | 3 | Commissioning Services | ENERNOCINC-001 | 660003 - SupSrv Other | ... | ... | ... | 1276 - FDM Energy Mgmt & Utility Svcs | 42,582.93 |
| 0000011044 Total | | | | | | | | | 51,332.93 |
| 0000011293 | 1 | Provide architectural and engi | ERICDAVYAR-001 | 607021 - Cap Outlay Design Other | ... | 160177 - USU Secondary Effects | ... | 1160 - FASCWA Construction Projects | 11,234.32 |
| | 2 | Fee Amendment to include: Fire | ERICDAVYAR-001 | 607021 - Cap Outlay Design Other | ... | 160177 - USU Secondary Effects | ... | 1160 - FASCWA Construction Projects | 4,115.71 |
| 0000011293 Total | | | | | | | | | 15,350.03 |
| 0000011510 | 1 | Annual maintenance and service | THYSSENLE-001 | 613001 - Contractual Services | ... | ... | ... | 1059 - FDM Central Plant Operations | 298.00 |
| | 2 | Annual maintenance of elevator | THYSSENLE-001 | 613001 - Contractual Services | ... | ... | ... | 1059 - FDM Central Plant Operations | 66,106 |
| | 3 | Additional on-call services no | THYSSENLE-001 | 613001 - Contractual Services | ... | ... | ... | 1059 - FDM Central Plant Operations | 3,033.00 |
| | 4 | Additional on-call services no | THYSSENLE-001 | 613001 - Contractual Services | ... | ... | ... | 1059 - FDM Central Plant Operations | 7,008.80 |
| 0000011510 Total | | | | | | | | | 10,900.86 |
| 0000011569 | 1 | Annual purchase order for land | EWINGIRRIG-001 | 660003 - SupSrv Other | ... | ... | ... | 1239 - FDM Work Orders | 34,040.00 |
| | 2 | calsease water project | EWINGIRRIG-001 | 613001 - Contractual Services | ... | ... | ... | 1285 - FASCWA Utilities | 40,185.01 |
| | 3 | additional shop stock | EWINGIRRIG-001 | 660003 - SupSrv Other | ... | ... | ... | 1057 - FDM Grounds Maintenance | 1,944.00 |
| 0000011569 Total | | | | | | | | | 56,169.01 |

Report: Open PO Transaction Details:

This report lists open PO transaction details based on the report filters selected.

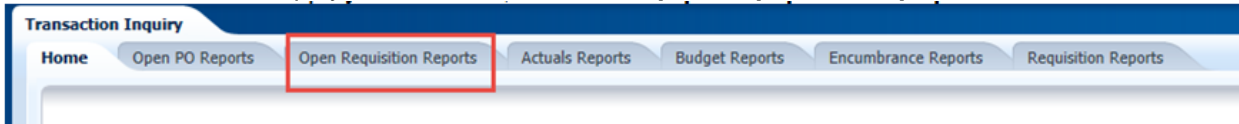
| PO # | Vendor | Int Svc | PO Line # | PO Dist # | PO Sch | Bus Unit Fdescr | Fiscal Year | Period Descr | Period | Doc Ln Descr | Doc Src Descr | Enc Amt | Acct Fdescr | Fund Fdescr | Dept Fdescr | Prog Fdescr | Class Fdescr | Proj Fdescr | Document Date | Voucher ID | Voucher Ln | Voucher Dist Ln | Accounting Date | Dr Tran Date |
|-----------|--|---------|-----------|-----------|--------|------------------------------|-------------|------------------------|--------|--------------------------------|--------------------------------|--------------|--|-------------------------------|-------------------------------------|-------------|--------------|--------------------------------|---------------|------------|------------|-----------------|-----------------|--------------|
| 000001456 | 000003856 - PCL CONSTRUCTION SERVICES, INC | - | 1 | 2 | 1 | SMCMP - Cal State San Marcos | 2014 | Period 10 - 2015-04-01 | 10 | FIELD HOUSE EXPANSION - BUILDE | AP Voucher Accounting | (371,746.14) | 607031 - Cap Outlay Construction Contr | 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | --- | --- | 110058 - Field House Expansion | 9/26/2014 | 00159203 | 1 | 1 | 4/21/2015 | 4/21/2015 |
| 000001456 | 000003856 - PCL CONSTRUCTION SERVICES, INC | - | 1 | 2 | 1 | SMCMP - Cal State San Marcos | 2014 | Period 11 - 2015-05-01 | 11 | FIELD HOUSE EXPANSION - BUILDE | AP Voucher Accounting | (615,262.04) | 607031 - Cap Outlay Construction Contr | 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | --- | --- | 110058 - Field House Expansion | 9/26/2014 | 00160662 | 1 | 1 | 5/18/2015 | 5/18/2015 |
| 000001456 | 000003856 - PCL CONSTRUCTION SERVICES, INC | - | 1 | 2 | 1 | SMCMP - Cal State San Marcos | 2014 | Period 12 - 2015-06-01 | 12 | FIELD HOUSE EXPANSION - BUILDE | AP Voucher Accounting | (872,762.50) | 607031 - Cap Outlay Construction Contr | 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | --- | --- | 110058 - Field House Expansion | 9/26/2014 | 00162357 | 1 | 1 | 6/17/2015 | 6/17/2015 |
| 000001456 | 000003856 - PCL CONSTRUCTION SERVICES, INC | - | 1 | 2 | 1 | SMCMP - Cal State San Marcos | 2014 | Period 3 - 2014-09-01 | 3 | FIELD HOUSE EXPANSION - BUILDE | Encumbrance Activity from a PO | 5,900,000.00 | 607031 - Cap Outlay Construction Contr | 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | --- | --- | 110058 - Field House Expansion | 9/26/2014 | - | 0 | 0 | 8/13/2015 | 9/22/2014 |

5.5 Transaction Inquiry – Open Requisition Reports

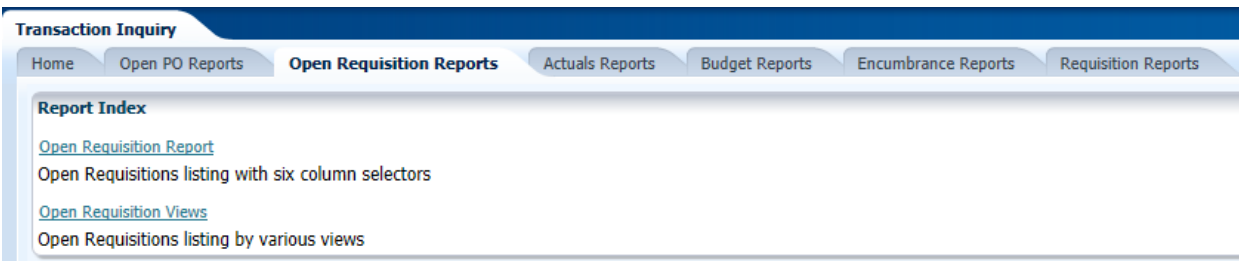
There are two reports available:

- Open Requisition Report
- Open Requisition Views

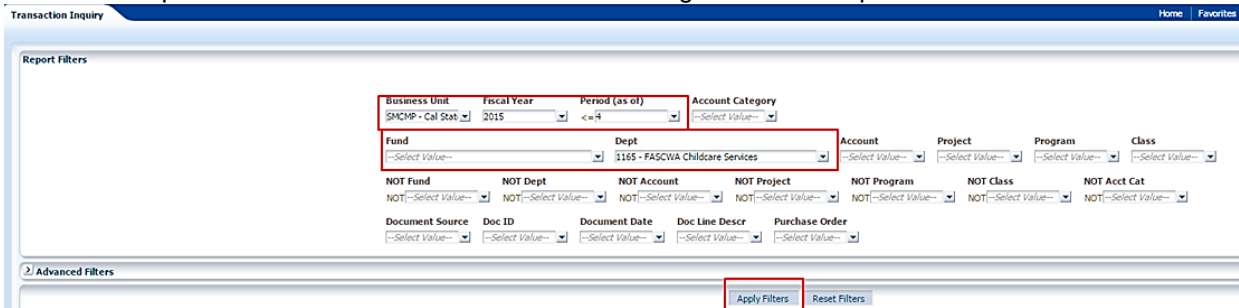
1. From the Transaction Inquiry Dashboard, click on the **Open Requisition Reports Tab**.



2. Select the desired report link.



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



- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period** = 1 – 12. 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.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Report: Open Requisition Report:

This report displays open requisitions 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”).
- The Requisition ID number can be drilled to obtain all the transaction detail that supports the current open amount.

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year (as of) = 2015, Period (as of) = 4
 Time run: 10/20/2015 4:42:41 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Hide OK

| Fund Fdescr | Dept Fdescr | Acct Fdescr | Req ID | Doc Ln # | Doc Ln Descr | Pre-encumbrance |
|--|-------------------------------------|--|------------|----------|-------------------------------|------------------|
| 32103 - 2006 HECO Soc Behav Sci Blg | 1160 - FASCWA Construction Projects | 607009 - Cap Outlay Equipment > \$5000 | 0000007041 | 1 | SB6B Smart Station Desk | 5,552.50 |
| | | | | 2 | SB6B Smart Station 50% Deposi | 5,552.50 |
| 1160 - FASCWA Construction Projects Total | | | | | | 11,105.00 |

Report: Open Requisition Views:

This report displays PO transactions by various Chatfield and supplier views. The Req # can be drilled to obtain all the transaction detail that supports the current open amount.

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2015, Period = 4
 Time run: 10/20/2015 4:44:01 PM

Fund: 32103 - 2006 HECO Soc Behav Sci Blg

Select Report View: Req By Fund

| Req # | Fiscal Year | Account | Dept | Program | Project | Class | Supplier Descr | Supplier Sdescr | PO ID | Period | Open Req Amt |
|-------------------------|-------------|--|-------------------------------------|---------|---|-------|---------------------|-----------------|-------|--------|------------------|
| 0000007041 | 2010 | 607009 - Cap Outlay Equipment > \$5000 | 1160 - FASCWA Construction Projects | - - - | 110015 - Social & Behavioral Scnce Bldg | - - - | TROSAK CABINETS INC | TROSAK CABE-001 | - | 10 | 11,105.00 |
| 0000007041 Total | | | | | | | | | | | 11,105.00 |
| Grand Total | | | | | | | | | | | 11,105.00 |

Refresh - Export

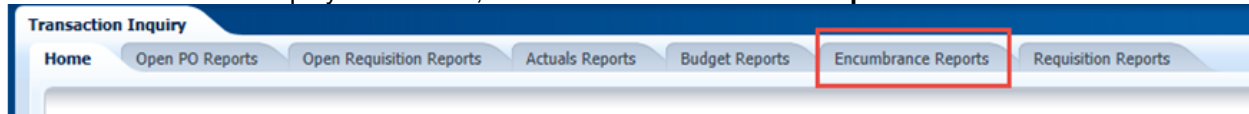
5.6 Transaction Inquiry – Encumbrance Reports

Transaction Inquiry – Encumbrance Reports

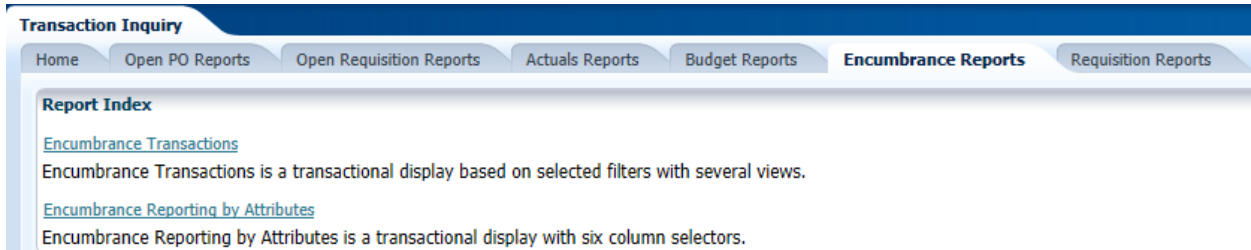
There are two reports available:

- Encumbrance Transactions
- Encumbrance Reporting by Attributes

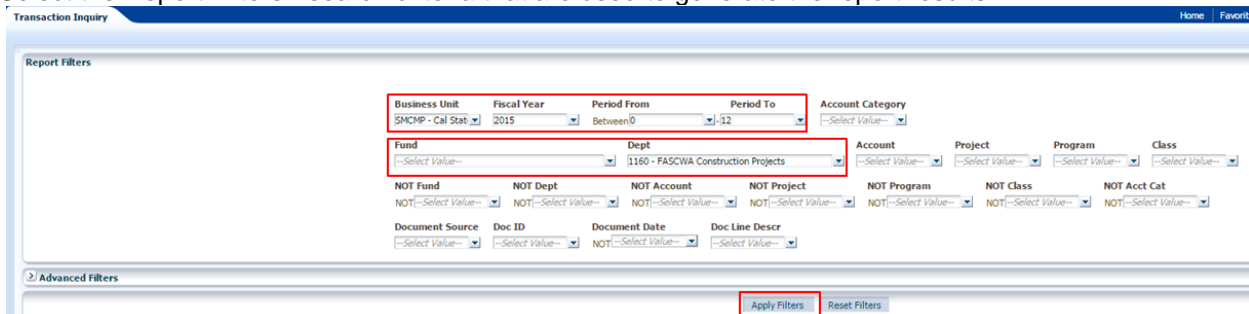
1. From the Transaction Inquiry Dashboard, click on the **Encumbrance Reports** Tab.



2. Select the desired report link.



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



- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 0 – 12. 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.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Report: Encumbrance Transactions:

This report lists all encumbrance transactions based on the specified report filters.

Encumbrance Transactions
 Time run: 10/20/2015 4:57:25 PM
 Business Unit = **SMCMP - Cal State San Marcos**, Fiscal Year = **2015**, Period is between **0,12**

Encumbrance Transactions

Page Number 1

| Business Unit | PO # | PO Line # | Document Date | Fiscal Year | Period | Doc Src Descr | Voucher Ln | Doc ID | Voucher ID | Doc Ln Descr | Encumbrances | |
|------------------------------|------------|-----------|---------------|-------------|--------|--------------------------------|------------|------------|------------|--------------------------------|--------------------------------|----------|
| SMCMP - Cal State San Marcos | 0000010392 | 1 | 6/6/2013 | 2015 | 2 | AP Voucher Accounting | | 1 | 0000010392 | 00164605 | Provide review of construction | (450.00) |
| | 0000011130 | 1 | 1/27/2014 | 2015 | 1 | Encumbrance Activity from a PO | 0 | 0000011130 | - | Provide accessible building co | 0.00 | |
| | 0000011140 | 2 | 1/31/2014 | 2015 | 1 | Encumbrance Activity from a PO | 0 | 0000011140 | - | ESA #1 - Add Preliminary Plan | 0.00 | |
| | 0000011293 | 1 | 3/24/2014 | 2015 | 1 | Encumbrance Activity from a PO | 0 | 0000011293 | - | Provide architectural and engi | 0.00 | |

Report: Encumbrance Reporting by Attributes:

This report displays encumbrance transactions 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").

Encumbrance Transactions by Attributes
 Business Unit = **SMCMP - Cal State San Marcos**, Fiscal Year = **2015**, Period is between **0,12**
 Encumbrance Transactions by Attributes
 Time run: 10/20/2015 4:58:18 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln Column 5: Supplier Column 6: Hide [OK]

Select Report View: Encumbrance Custom Summary

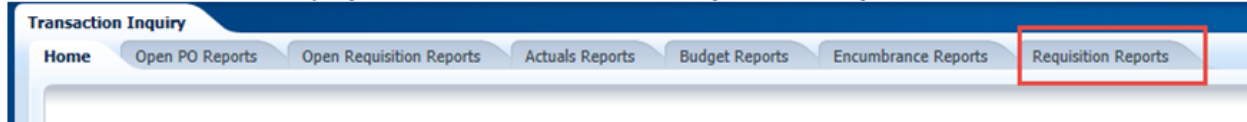
| Fund Fdescr | Dept Fdescr | Acct Fdescr | Doc Ln | Supplier | Doc ID | Accounting Date | PO Date | Doc Src Descr | Doc Ln # | Doc Ln Descr | Encumbrance |
|-------------------------------|-------------------------------------|--|--------|------------|------------|-----------------|-----------|--------------------------------------|----------|--------------------------------|----------------|
| 22407 - Field House Expansion | 1160 - FASCWA Construction Projects | 607031 - Cap Outlay Construction Contr | 1 | 0000003856 | 0000011456 | 7/15/2015 | 9/26/2014 | VCH - AP Voucher Accounting | 1 | FIELD HOUSE EXPANSION - BUILDI | (1,000,315.61) |
| | | | | | | 8/23/2015 | 9/26/2014 | ENC - Encumbrance Activity from a PO | 1 | FIELD HOUSE EXPANSION - BUILDI | 0.00 |
| | | | | | | 9/2/2015 | 9/29/2014 | VCH - AP Voucher Accounting | 1 | FIELD HOUSE EXPANSION - BUILDI | (797,471.25) |

5.7 Transaction Inquiry – Requisition Reports

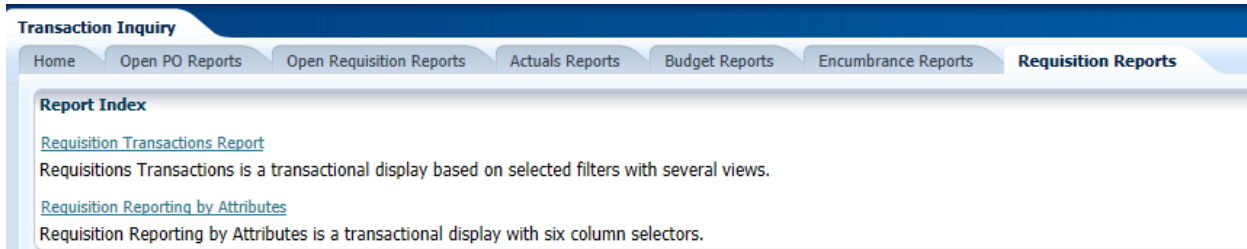
There are two reports available:

- Requisition Transactions Reports
- Requisition Reporting by Attributes

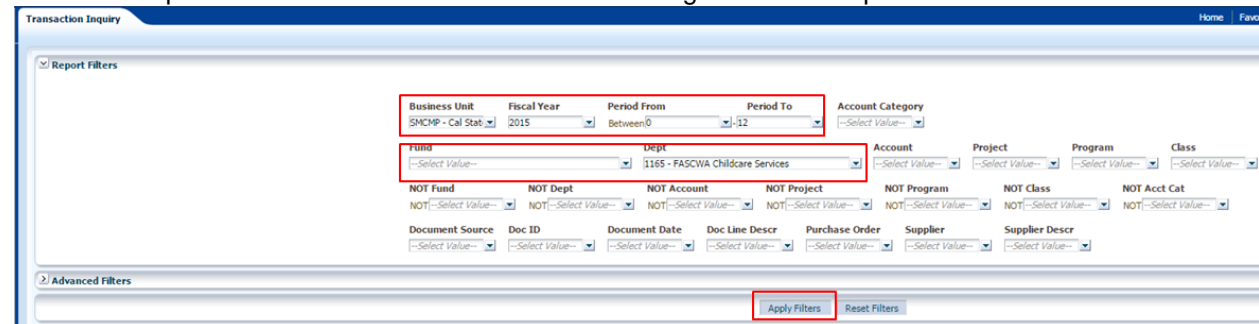
1. From the Transaction Inquiry Dashboard, click on the **Requisition Reports** Tab.



2. Select the desired report link.



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



- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 0 – 12. 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.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Report: Requisition Report:

This report lists all requisition transactions based on the specified report filters.

Requisition Transactions Report

Requisition Transactions

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2015, Period is between 0,12

Page Number 1

Requisition Transactions limited Columns

| Business Unit | Req# | Req Ln# | Req Date | Fiscal Year | Period | Supplier Id | Supplier Name | Doc Src Fdscr | PO# | PO Line# | Doc ID | Doc Ln Descr | Period Descr | Amount |
|------------------------------|------------|---------|------------|-------------|--------|-------------|----------------|--|------------|----------|------------|--------------------------------|-----------------------|------------|
| SMCMP - Cal State San Marcos | 0000010392 | 1 | 03/10/2014 | 2015 | 1 | 0000011927 | ERICSHYER-001 | ENC - Encumbrance Activity from a PO | 0000011293 | 1 | 0000010392 | Provide architectural and engr | Period 1 - 2015-07-01 | 0.00 |
| | 0000011659 | 1 | 05/06/2015 | 2015 | 1 | 0000014429 | CSGOODALEC-001 | ENC - Encumbrance Activity from a PO | 0000012571 | 1 | 0000011659 | Fabricate and install mezzanin | Period 1 - 2015-07-01 | 0.00 |
| | 0000011759 | 1 | 05/28/2015 | 2015 | 1 | 0000001104 | WORKPLACE-001 | ENC - Encumbrance Activity from a PO | 0000012594 | 1 | 0000011759 | taxable: Material per Quote # | Period 1 - 2015-07-01 | 0.00 |
| | | 2 | 05/28/2015 | 2015 | 1 | 0000001104 | WORKPLACE-001 | ENC - Encumbrance Activity from a PO | 0000012594 | 2 | 0000011759 | non-taxable: Labor per Quote | Period 1 - 2015-07-01 | 0.00 |
| | 0000011830 | 1 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Open Stations (Tax | Period 1 - 2015-07-01 | (2,379.00) |
| | | 2 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 323 (Tax | Period 1 - 2015-07-01 | (3,940.00) |
| | | 3 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 324 (Tax | Period 1 - 2015-07-01 | 2,734.50 |
| | | 4 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 325 (Tax | Period 1 - 2015-07-01 | 2,965.00 |
| | | 5 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 326 (Tax | Period 1 - 2015-07-01 | 3,493.00 |
| | | 6 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 327 (Tax | Period 1 - 2015-07-01 | 4,410.00 |
| | | 7 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Product for Office UH 328 (Tax | Period 1 - 2015-07-01 | 3,493.00 |
| | | 8 | 06/18/2015 | 2015 | 1 | 0000007093 | INNOVATIV-001 | REQ - Pre Encumbrance from a Requisition | - | 0 | 0000011830 | Guest Chairs (Taxable) | Period 1 - 2015-07-01 | 990.00 |

Report: Requisition Reporting by Attributes:

This report displays requisition transactions 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").

Requisition Transactions by Attributes

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2015, Period is between 0,12

Time run: 10/21/2015 1:24:35 PM

Column 1: Fund Fdscr Column 2: Dept Fdscr Column 3: Acct Fdscr Column 4: Doc Ln Column 5: Supplier Column 6: Hide

Select Report View: Requisition Custom Summary

| Fund Fdscr | Dept Fdscr | Acct Fdscr | Doc ID | Doc Ln | Supplier | Pre-encumbrance |
|---|-------------------------------------|--|------------|--------|------------|--------------------|
| 44301 - TF Ext Learn R&M/Const/Imprv | 1180 - FASCWA Construction Projects | 607009 - Cap Outlay Equipment > \$5000 | 0000011830 | 1 | 0000007093 | 0.00 |
| | | | 0000011830 | 2 | 0000007093 | 0.00 |
| | | | 0000011830 | 3 | 0000007093 | 0.00 |
| | | | 0000011830 | 9 | 0000007093 | 0.00 |
| | | | 0000011940 | 1 | 0000007093 | 0.00 |
| | | | 0000011940 | 2 | 0000007093 | 0.00 |
| | | | 0000011940 | 3 | 0000007093 | 0.00 |
| | | 607011 - Cap Outlay Minor Cap | 0000011844 | 1 | 0000014347 | (17,762.04) |
| | | 607021 - Cap Outlay Design Other | 0000012094 | 1 | 0000004428 | 0.00 |
| | | | 0000012094 | 2 | 0000004428 | 0.00 |
| | | | 0000012130 | 1 | 0000011340 | 0.00 |
| | | 607033 - Cap Outlay Construction Other | 0000011971 | 1 | 0000001497 | 0.00 |
| | | | 0000011971 | 2 | 0000001497 | 0.00 |
| | | 607804 - Cap Outlay Feasibility Study | 0000012001 | 1 | 0000009266 | 0.00 |
| | | | 0000012001 | 2 | 0000009266 | 0.00 |
| | | | 0000012001 | 3 | 0000009266 | 0.00 |
| 44301 - TF Ext Learn R&M/Const/Imprv Total | | | | | | (17,762.04) |

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 |
|----------------------|--|
| Doc ID | Journal ID |
| Document Date | Journal Date |
| Doc Ln # | GL Journal Line Number |
| Doc Ln Descr | Journal Line Description |
| Jrnl Src | Journal Source – indicates the origination of the Manual JE. |

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 |
|----------------------|----------------------|
| Doc ID | CSU Batch Number |
| Document Date | Accounting Date |
| Doc Ln # | Line Number |
| Doc Ln Descr | CSU Line Description |

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

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|---------------------|
| Doc ID | Run Date |
| Document Date | Accounting Date |
| Doc Ln # | Line Number |
| Doc Ln Descr | HR Line Description |

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

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|---------------------|
| Doc ID | Voucher ID |
| Document Date | Invoice Date |
| Doc Ln # | Voucher Line Number |

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|-------------------|
| Doc Dst Ln # | Distribution Line |
| Doc Ln Descr | Description |

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

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

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

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

Encumbrance

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

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

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

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|----------------------------|
| Doc ID | Purchase Order |
| Document Date | Purchase Order Date |
| PO Ln # | Purchase Order Line Number |

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|---|
| PO Sch | Purchase Order Schedule Number |
| PO Ln Dst # | Purchase Order Distribution Line Number |
| Doc Ln Descr | More Information |
| Voucher ID | Voucher Number |
| Voucher Ln | Voucher Line |
| Voucher Dist Ln | Voucher Distribution Line |

Pre Encumbrance

Doc Src Fdescr: REQ – Pre Encumbrance Activity from a Requisition (The initial Req entry)

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|-------------------------------|
| Doc ID | Requisition Number |
| Document Date | Requisition Order Date |
| Req Ln # | Requisition Line Number |
| Req Sch | Requisition Schedule Number |
| Req Dst # | Requisition Distribution Line |
| Doc Ln Descr | More Information |

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

| DATA WAREHOUSE FIELD | VALUE |
|----------------------|---|
| Doc ID | Purchase Order Number |
| Document Date | Purchase Order Date |
| PO Line # | Purchase Order Line Number |
| PO Dst Ln # | Purchase Order Distribution Line Number |
| Doc Ln Descr | More Information |

Budgets

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

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

Appendix B DWH Reporting Index

Financial Reporting Reports

| Page Name | Page / Report Description |
|--|---|
| 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 class Chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense). |
| Financial Summary As of Period | As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include the Chartfields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one or a selected number of accounting periods, see Financial Summary Between Periods . |
| Financial Summary Between Periods | Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chart fields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes. |
| Financial Summary by Year | Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the Chartfields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. |
| 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 <ul style="list-style-type: none"> • Actuals Trial Balance -- Basic trial balance report • Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors |
| Inception to Date | This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year's summary amount can be drilled directly to the transactions for that year. |
| Cash | Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s) |
| Fund Balance | Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This report can also be used to monitor negative fund balance. |
| Performance Report As of Period | This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed with this report. To ensure that the data is comparative the as of period from this year is applied to the prior year data. |

Sponsored Programs Reports

| Page Name | Page / Report Description |
|---|--|
| Manage My Grant | Provides a grant/contract Budget-to-Actual report (financial information and grant attributes) to facilitate the financial management of externally funded awards. The report filter contains defaults to account type 60-Expenditures (ideal for budget management), reporting as of fiscal period 12 (ending June 30th of each FY) AND Active funds – so that the information returned for additional filters provided (like PI Name, Fund, etc.) is always up-to-date on all current (active) funds. |
| Grant Admin / Budget to Actual Summary Between Periods | Similar to the Budget-to-Actual report under the “Manage My Grant” tab, it allows for the option to select a different starting period – excellent for financial reports between periods or for a single fiscal year. IMPORTANT NOTE: If the starting period is not equal to “0”, then the budget and BBA may not appear correctly. |
| Grant Admin / Trial Balance | This report provides a different view for a trail balance from the Financial Reporting dashboard. It also includes the SP attributes so that you can run a trial balance by Sponsor – which can be very useful if you are drawing funds for all of your NSF or DHHS projects. |
| Grant Admin / SP Cash | Provides a summary of cash available by Fund, taking into consideration revenues, accounts receivable and expenditures based on account category. |
| Grant Admin / SEFA | Provides data for the Schedule of Expenditures on Federal Awards (SEFA) required by the federal government in accordance with 2 CFR 200 for the annual Single Audit (required for entities with expenditures on federal awards exceeding \$750,000 per fiscal year). The report makes assumptions based on response to the “Prime Recipient” question in the SP Mod and uses that information to identify the federal funding agency (as a prime recipient or as a subrecipient). Also assumes that account/FIRMS object code category is equal to “620” for the expenditures accumulated under the “Subrecipient Expenditures” column. This report defaults From period to “1” To period to “12” as the SEFA is a fiscal year expenditures report. You may change the starting period to “0” for grant inception to date reporting, but do NOT use that for your SEFA. |
| Grant Admin / SEFA TM1 | Same as above, but offers a download to Excel that is in the same format as the data needed to input into TM1 for the annual single audit (formerly A133) data collection process. |
| Grant Admin / SP Available Balance | This report is intended to be a high-level summary report for PIs, deans and academic affairs to see the direct and indirect costs separately, including BBA for both. This report assumes FIRMS object code / account 662001 is used to record indirect costs in your grant fund/project. |
| Grant Admin / Billing Report by Fund | This report is provided as a tool for grant administrators to facilitate the billing process at the Fund level. |
| Grant Admin / Billing Report by Fund and Project | Same as above, but includes Fund and Project to facilitate billing at the Project level. |
| Award Attributes / Award Report | Provides a report of all Awards in the SP Mod. May be limited by fiscal year by selecting the FY for the “eff date” of the project (typically the date the award is received or the start date, depending on campus policy). |
| Award Attributes / Award Comments | Provides Award Comments, which may be incorporated into the Award Report using lookup tables or similar. |

| Page Name | Page / Report Description |
|---|--|
| Award Attributes / Award-Project Attributes | This report provides all of the attributes from the SP Mod based on the selection criteria provided – and may be used to incorporate attributes into other reports where some of the SP attributes may not have been available (like the financial reports). |
| Award Attributes / Award-Project Closeout Report | Provides a report of Project Closeout attributes to facilitate the award closeout process. |
| Award Attributes / Compliance | Provides a summary of all compliance requirements by award. |
| Award Attributes / COI | Provides information related to compliance with Conflict of Interest requirements / regulations. If entered correctly in the SP Mod, this information can be used to demonstrate compliance with CSU and Federal FCOI. |
| Award Attributes / Cost Share | A report of awards that have a cost share requirement – if Cost Share Flag is set to “Y”. |
| Award Attributes / Reporting Attributes | If report types and due dates are entered into the SP Mod, this report can be run to help manage report due dates and ensure timely filing of technical and financial reports. |
| Award Attributes / Subrecipient Report | Provides information necessary to comply with FFATA which requires federal award recipients to record subawards exceeding \$25,000 on USAspending.gov. |

Transaction Inquiry Reports

| Page Name / Report Name | Page / Report Description |
|---|--|
| Open PO Reports / Open PO Report | Open PO listing with six column selectors |
| Open PO Reports / Open PO Views | Open PO listing by various views (format preserved from "legacy" Finance Data Warehouse) |
| Open PO Reports / Open PO Transaction Details | Displays Open PO transaction details based on the selected report filters |
| Open Requisition Reports / Open Requisition Report | Open Requisitions listing with six column selectors |
| Open Requisition Reports / Open Requisition Views | Open PO listing by various views (format preserved from legacy Finance Data Warehouse) |
| Actuals Reports / Actuals Transactions Actuals Reporting by Attributes | The Actuals Reports page contains two reports. Actuals Transactions is a transactional display based on selected filters with several views. Actuals Reporting by Attributes is the transactional display with six column selectors. |
| Budget Reports / Budget Transactions Budget Reporting by Attributes | The Budget Reports page contains two reports. Budget Transactions is a transactional display based on selected filters with several views. Budget Reporting by Attributes is the transactional display with six column selectors. |
| Encumbrance Reports / Encumbrance Transactions Encumbrance Reporting by Attributes | The Encumbrance Reports page contains two reports. Encumbrance Transactions is a transactional display based on selected filters with several views. Encumbrance Reporting by Attributes is the transactional display with six column selectors. |
| Requisition Reports / Requisition Transactions Report Requisition Reporting by Attributes | The Actuals Reports page contains two reports. Requisitions Transactions Report is a transactional display based on selected filters with several views. Requisition Reporting by Attributes is the transactional display with six column selectors. |

Appendix C Data Warehouse Glossary

Fields: Dashboards – Home Page

| FIELD | DESCRIPTION | EXPLANATION / EXAMPLE |
|--|---|---|
| Primary business unit for campus level reporting | The business unit for the PeopleSoft GL Application | SMCMP, SMASI, SMCOR, SMURS, SMFND. |
| Primary budget ledger | The campus budget ledger. | Standard Budget |
| Original budget scenario | Name of original budget scenario | This filter is used to determine what gets summarized (scenario's) in the original budget column on various reports. Leave Blank (includes all scenarios). |

Fields: Report Filters, Columns, Drill Downs

| FIELD | DEFINITION | EXAMPLE |
|--------------------------|---|--|
| % Used | Percent Used. Percent of the budget that has been used | |
| % Used Fiscal Year | Percent Used Fiscal Year. Percent of the budget that has been used for the fiscal year. Budget – Actuals - Encumbrances | |
| Approp Rev Dt | Appropriation Reversion Date. Used for SW and State Reporting. | |
| Approp Avl To | Appropriation Available To Date. Used for SW and State Reporting. | |
| Account | Account value. | 604001 |
| Acct Fdescr | The Account value and full description. | 604001-Telephone Usage |
| Acct Cat | Account Category value. Summarizes Account Chartfields into higher level categories. | 604001 – Telephone Usage summarizes to 604 |
| Acct Cat Fdescr | Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description. | 604001 – Telephone Usage summarizes to 604 - Communications |
| Acct Type | Account Type Value. Summarizes Account Chartfields into a higher level type. | 604001 – Telephone Usage summarizes to 60 |
| Acct Type Fdescr | Account Type value and full description. Summarizes Account Chartfields into a higher level type with description. | 604001 – Telephone Usage summarizes to 60-Expenditures |
| Acct CF Att Type | Account Chartfield Attribute Type. | |
| Acct CF Atta Val | Account Chartfield Attribute Value. | |
| Acct CF Att Val Descr | Account Chartfield Attribute Value and Description. | |
| Acct CF Att Val Fdescr | Account Chartfield Attribute Value and full description. | |
| Acct CF Att Val Fld Name | Account Chartfield Attribute Value Field Name. | |
| Acct Tree Name | Account Tree Name. | |
| Acct Level 1 | Account Level 1 value and full description. | |
| Acct Level 2 | Account Level 2 value and full description. | |

| FIELD | DEFINITION | EXAMPLE |
|------------------------------|---|--|
| Acct Level 3 | Account Level 3 value and full description. | |
| Acct Level 4 | Account Level 4 value and full description. | |
| Acct Level 5 | Account Level 5 value and full description. | |
| Acct Date or Accounting Date | The Accounting Date of the financial transaction. Ie: Req, PO, Voucher or Journal. | |
| Actuals | Amount of actuals recorded. | |
| Balance Available | Budget – Actuals – Encumbrances. | |
| Balance Available w/Pre-Enc | Budget – Actuals – Encumbrances – PreEncumbrances. | |
| Current Budget | Total Budget Amount. | |
| Bus Unit | Business Unit. | SMCMP, SMASI, SMCOR, SMURS, SMFND. |
| Bus Unit Fdescr | Business Unit value and full description. | SMCMP-CA State University San Marcos |
| Class | Class value | 01165 |
| Class Fdescr | The class value with class full description. | 01165 – “blank” |
| CSU Fund | CSU Fund value. Used for SW Reporting. | 0948 – Cal State University Trust Fund |
| CSU Fund Fdescr | CSU Fund value with description. Used for SW Reporting. | 485-TF-CSU Operating Fund |
| CSU Fund Type | CSU Fund value. 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 ID | If the transaction is from Billing or Accounts Receivable, this is the Customer ID. | |
| 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 | Department ID value. | |
| Dept Fdescr | Department ID value and full description. | 1165-Childcare Services |
| Dept Tree Name | The name of the Department Tree. | RPT_TREE |
| Dept Level 1 or Lvl 1 Fdescr | Department Level 1 code plus description. Top level department based on campus department tree | All Values (All Departments) |
| Dept Level 2 Lvl 2 Fdescr | Department Level 2 code plus description. Division Level. | ACDAFF – Academic Affairs |
| Dept Level 3 or Lvl 3 Fdescr | Department Level 3 code plus description. Sub-Division Level or College | ACDAFF_COBA – Acad Affairs College of Business |
| Dept Level 4 or Lvl 4 Fdescr | Department Level 4 code plus description. Sub-Sub-Division level or College | Academic_Senate – Acad Affairs Academic Senate |

| FIELD | DEFINITION | EXAMPLE |
|------------------------------|---|--|
| Dept Level 5 or Lvl 5 Fdescr | Department Level 5 code plus description. Sub-Sub-Division level or College | Same as level 4. |
| Doc Date or Document Date | Document Date. The date the transaction within the subsystem. Ie: Invoice, chargeback services. | |
| Doc Dst Ln # | Document Distribution Line Number. The distribution line number of the transaction source document if applicable | PO and Voucher Distribution Lines |
| Doc ID | Document ID. Regardless of the application, the Document ID that is generated on the transaction is reflected in this field. For example, it could be a voucher number from AP or a journal ID from GL or an item number from AR. | |
| Doc Ln | Document Line. The line number of the transaction source document | Req,PO, Voucher & Journal Lines |
| Doc Ln # | Document Line Number. The line number of the transaction source document | Req,PO, Voucher & Journal Lines |
| Doc Ln Descr | Document Line Description. The line description of the transaction source document | Req,PO, Voucher & Journal line descriptions |
| Doc Src | Document Source. The source associated with the subsystem where the transaction originated. | APS MJE |
| Doc Src Fdescr | Document Source full description. The description of the source associated with the subsystem where the transaction originated. | APS – AP Subsystem MJE - Manual Journal Entry |
| Document Ln Descr | Document Line Description. The line description of the transaction source document | |
| Encumbrance | The amount encumbered from a Purchase Order. | |
| FIRMS Obj Cd Fdescr | FIRMS Object Code and full description. | 101001-General Cash |
| FIRMS Proj Cd Fdescr | FIRMS Project Code and full description. | |
| Fiscal Year | The fiscal year that the transaction was posted to the ledger | 2012 |
| Fund | Fund value. | 48500,496xx or 553xxx, etc. |
| Fund Fdescr | Fund value and full description. | 48500 -CSU Operating Fund 496xx -Trust Fund/Other |
| Fund CF Att Type | Fund Chartfield Attribute Type. | |
| Fund CF Att Val | Fund Chartfield Attribute Value. | |
| Fund CF Att Value Descr | Fund Chartfield Attribute Value and Description. | |
| Fund CF Att Value Fdescr | Fund Chartfield Attribute Value and full description. | |
| Fund CF Att Value Fld Name | Fund Chartfield Attribute Value Field Name. | |
| Fund Proc Type Fdescr | Fund Processing Type Field and full description. Used for SW reporting. | |
| Fund Tree | The name of the Fund tree. | |
| Fund Level 1 | Fund Level 1 value and full description. | |
| Fund Level 2 | Fund Level 2 value and full description. | |
| Fund Level 3 | Fund Level 3 value and full description. | |

| FIELD | DEFINITION | EXAMPLE |
|----------------------------|--|---------|
| Fund Level 4 | Fund Level 4 value and full description. | |
| Fund Level 5 | Fund Level 5 value and full description. | |
| Invoice # | If the source transaction came from Accounts Payable, this is the Supplier Invoice #. | |
| Journal Date | Journal date. | |
| Jrnl ID | Journal number. | |
| Jrnl Ln # | Journal line number | |
| Jrnl Ln Ref | Journal Line Reference. A brief description of the journal line. | |
| Jrnl Src | Journal Source. The source associated with the journal. | |
| KK Tran Date | Transaction date in KK Activity Log, budget date. | |
| KK Tran ID | KK Tran ID | |
| KK Tran Ln | Line number in KK Activity Log | |
| Month To Date Actuals | Month-to-Date Actuals. Includes the month net balances for the period (as of) selected in the report filters | |
| Month To Date Budget | Month-to-Date Budget. Includes the month net balances for the period (as of) selected in the report filters | |
| Month To Date Encumbrances | Month-to-Date Encumbrance. Includes the month net balances for the period (as of) selected in the report filters | |
| Nat Class Fdescr | Natural Class Value and Description. Used for SW and State Reporting. | |
| Net Asset Cat | Net Asset Category. | |
| Open Item Key | A key that identifies an open item. | |
| Open PO Amount | The amount remaining on a purchase order. | |
| Orig Budget | The original budget posted. | |
| Period (as of) | The PeopleSoft accounting period that the transaction was posted to the ledger. 0 through the period chosen or 1 through the period chosen for the fiscal year. (Note: depends on the dashboard.) On some dashboard (other than Manage My Budget), period (as of) may or may not include Period 0. | |
| Period [and] | The beginning period for a Period search. | |
| Period [between] | The ending period for a Period search. | |
| Period Abbr | The fiscal accounting period, abbreviated. | |
| Period Descr | The fiscal accounting period, full description. | |
| PO # | Purchase Order number. | |
| PO Dst Ln # | If the source transaction came from a PO voucher, this is the PO Distribution Line Number that was matched against the voucher. | |
| PO Due Date | The due date set on the purchase order. | |
| PO ID | Purchase Order number. | |
| PO Ln# or Line # | Purchase Order Line number. | |

| FIELD | DEFINITION | EXAMPLE |
|-------------------------------|--|-----------------------------|
| PO Ref | If the source transaction came from a PO voucher, this is the PO Number that was matched against the voucher. | |
| PO Sch # | If the source transaction came from a PO voucher, this is the PO Schedule Number that was matched against the voucher. | |
| Posted Date | The date the transaction is posted. | |
| Pre-Enc Amt | The pre-encumbered amount on a requisition. | |
| Prior Year(s) Actuals | Prior Year Actuals. Period 0. | |
| Program | Program value. | 114 |
| Prog Fdescr | Program value and full description. | 114-Description |
| Project | Project ID value. | 8xxxx |
| Proj Fdescr | Project ID value and full description. | 8xxxxx - Description |
| Project Tree Name | Name of the Project Tree. | |
| Project Level 1 Fdescr | Project Level 1 value and full description. | |
| Project Level 2 Fdescr | Project Level 2 value and full description. | |
| Project Level 3 Fdescr | Project Level 3 value and full description. | |
| Project Level 4 Fdescr | Project Level 4 value and full description. | |
| Project Level 5 Fdescr | Project Level 5 value and full description. | |
| Project CF Att Type | Project Chartfield Attribute Type. | |
| Project CF Att Val | Project Chartfield Attribute Value. | |
| Project CF Att Value Descr | Project Chartfield Attribute Value and Description. | |
| Project CF Att Value Fdescr | Project Chartfield Attribute Value and full description. | |
| Project CF Att Value Fld Name | Project Chartfield Attribute Value Field Name. | |
| Req # | Requisition ID. | |
| Req Dst # | The requisition distribution line number. | |
| Req ID | Requisition ID. | |
| Req Ln # | The requisition line number. | |
| Req Sch | The requisition schedule number. | |
| Rev Budget | Revisions to the original budget posted. | |
| Scenario | Scenario value. | |
| Scenario Fdescr | Scenario with Full Description | |
| SCO Fund | SCO Fund Value with description. Used for State Reporting. | |
| SCO Fund Fdescr | SCO Fund Value with description. Used for State Reporting. | |
| SCO Subfund | SCO Subfund. Used for State Reporting. | |
| SCO Subfund Fdescr | SCO Subfund value with description. Used for State Reporting. | |
| Stat Amt | The amount associated with the statistical code used (for example, 1.0 'FTE') | |
| Stat Cd | Primarily used as the value "FTE" on payroll accounts (601XXX). Any other use would be campus-defined. | |

| FIELD | DEFINITION | EXAMPLE |
|------------------------|---|---------------------------------|
| State GL Acct Fdescr | State GL Account Field and Description. Used for SW and State Reporting. | |
| Total Encumbrances | Total Encumbrance. Includes period 0 if applicable thru period (as of). | |
| Total Pre-Encumbrances | Total Pre-Encumbrance. Includes period 0 if applicable thru period (as of). | |
| Supplier ID | Vendor code plus description. If the source transaction came from a voucher, this is the vendor number on the voucher | |
| Supplier Name | Supplier Name. | 0000007818 - Supply SERVICE INC |
| Year To Date Actuals | Includes period 1 thru period (as of). Does not include period 0. | |