Financial Reporting for

Principal Investigators

Using Finance Data Warehouse

Sponsored Projects

Administered through CSUSM Corporation

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Introduction to Financial Reporting for Principal Investigator

It is the responsibility of the Principal Investigator (PI) to manage their projects and take financial responsibility for them. Training on the Finance Data Warehouse (FDW) is critical for PIs to analyze, manage and use their project funds correctly and completely in the time allotted. This training will explain how to set up, run and interpret the Manage My Grant report in the FDW.

Outline

- Discuss financial terminology
- Provide instruction on using the data warehouse to run the Manage My Grant report
- Run reports and discuss how to interpret data
- Download detail to excel or .csv file
- Discuss drill down to transaction detail
- Discuss support resources available

PeopleSoft Terms, Abbreviations and Definitions

PS- PeopleSoft- Brand name of the financial application used by the CSU system wide (except San Diego). Oracle purchased PeopleSoft so you will see the Oracle logo on the web pages in the system.

CMS- Common Management System- Term coined when the CSU decided to move to one software for reporting system wide. The CSU uses three PeopleSoft software modules, Finance, HR and Student.

CFS- Common Financial System- Term refers to the consolidation of the Oracle/PeopleSoft Finance module for all of the CSU campuses. Activity in CFS is "real-time". Also referred to as "Production" or "CFS Prod." CFS daily activity is "fed" nightly to the Finance Data Warehouse.

FDW- Finance Data Warehouse- is a reporting data warehouse for the CSU's finance information and updates nightly with transactions from CFS Production; it is not real-time reporting.

Business Unit- Identifies different financial entities on campus. Some chartfields are shared across BUs; some are unique to the BU.

SMURS – CSUSM Corporation reporting by project

SMCMP – Cal State San Marcos reporting by fund

SMASI – Associated Students, Inc. reporting by fund (program)

SMFND – Foundation reporting by project

Budget- Budget represents the total amount of money provided by the Sponsor.

Expenses or Expenditures- Recorded in expense accounts that begin with digit "6." These are the final costs posted against the budget for the grant, project, contract, or agreement.

IDC or Indirect Costs- Costs charged to the grant that cover the sponsored projects administrative overhead for administering the grant on campus.

Month-to-Date Actuals- Current month actual expenditure activity. If the current period is selected in the report filters, activity will be through close of business on the day before the report is run.

Month-to-Date Encumbrance- Net Purchase Order (PO) activity for the month.

Encumbrances- Total balance of current, open POs

Balance Available- The remaining budget balance available to the PI to spend.

Analysis of Manage My Grant

The PI manages the grant direct costs. It is a total comprised of the following calculation:

Current Budget – Inception to Date Actuals – Encumbrances = Balance Available

Project Fdescr: 85058 - UCSD Effect of Packing YR2&3

PI Name	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available
Pulvers,Kimberley	03/31/2020	TOTAL_DIRECT_COSTS - Total Direct Costs	601824 - Salaries Auxiliary Staff	0.00	0.00	0.00	0.00
			601826 - Salaries Aux Temp w/o leave	44,364.00	55,016.49	0.00	(10,652.49)
			601827 - Salaries Aux Students	32,520.00	17,000.60	0.00	15,519.40
			603806 - Benefits Alloc Auxiliary Staff	0.00	0.00	0.00	0.00
			603808 - Benefits Alloc Temp w/o Leave	10,740.00	6,601.99	0.00	4,138.01
			603809 - BenefitsAlloc Students	8,040.00	680.03	0.00	7,359.97
			603810 - Benefits Adj to Actuals		(950.78)	0.00	950.78
			604001 - Telephone Usage	717.00	939.34	0.00	(222.34)
			606001 - Travel-In State	779.00	0.00	0.00	779.00
			660947 - Other Vendor Parking	1,250.00	0.00	0.00	1,250.00
			660948 - SupSrv - Supplies Aux	1,970.04	4,164.15	0.00	(2,194.11)
		TOTAL_DIRECT_COSTS - Total Direct Costs Total		100,380.04	83,451.82	0.00	18,928.22
		TOTAL_INDIRECT_COSTS - Total Indirect Costs	682807 - SP Indirect	49,186.49	40,891.39	0.00	8,295.10
		TOTAL_INDIRECT_COSTS - Total Indirect Costs Total		49,186.49	40,891.39	0.00	8,295.10
Grand Total				149,566.53	124,343.21	0.00	25,223.32

Grant Expenses The PI controls budget and expenses in this section

IDC are part of the total project budget; they are separate from what the PI has control over

Balance for PI

Chartfield- combination of Account, Fund, Department, Project

e.g. 604001 – 92242 – 1028 – 85058

Fund and Project have a 1-1 association.

Chartfield-->	ACCOUNT	FUND	DEPTID	PROGRAM	CLASS	PROJECT
Example-->	604001	92242	1028			85058
Length-->	6 char Numeric	5-char Numeric	4-char Numeric	Rarely used	Rarely used	5 -char Numeric

Login to Finance Data Warehouse / Manage My Grant

If you do NOT have access yet, ask a Sponsored Projects Analyst (SPA) for assistance. If one browser does not work, try another. Often clearing cache and cookies will fix issues with FDW.

Go to **csusm.edu.**

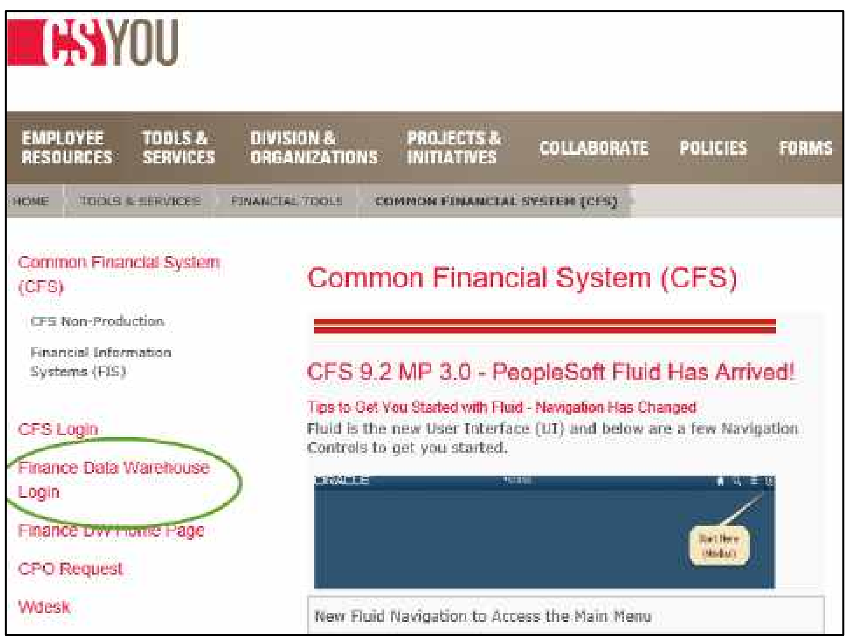
Click on **CAMPUS APPS** box in the upper right-hand corner.

Select the **myCSUSM** icon.

Click on **CSYOU & CSU CFS Login** blue box on the right.

Common Financial System (CFS) home page.

Click **Finance Data Warehouse Login** on the left.



Enter your **Campus Username and Password** and click the **Login** box.

Data Warehouse Home Page and basic navigation

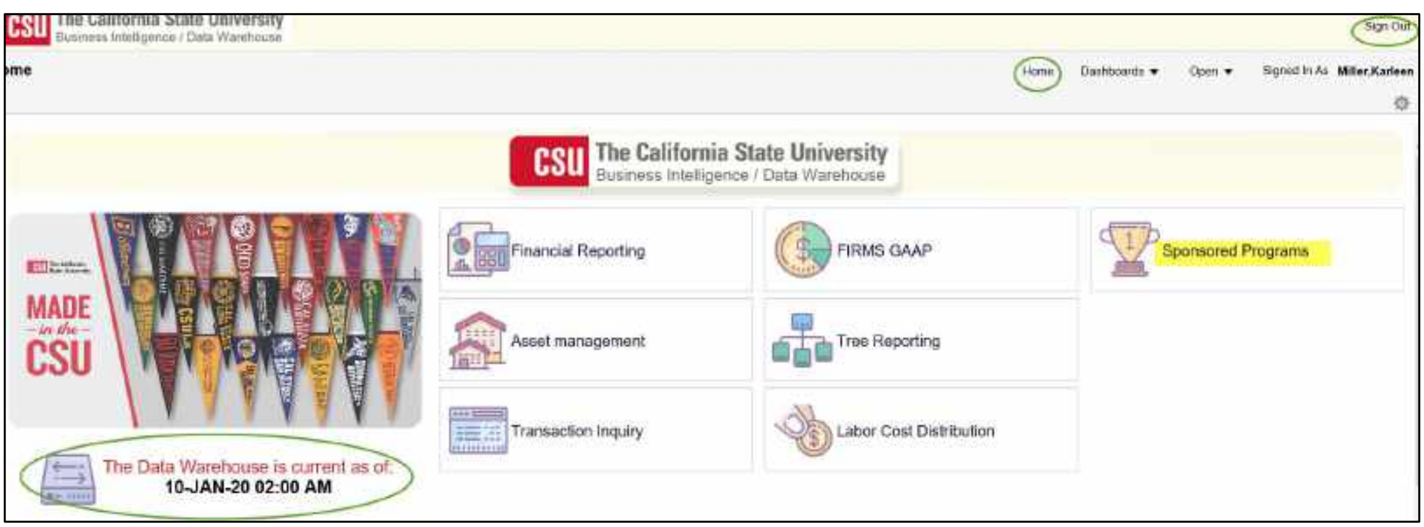
You cannot break anything nor alter the financials when running reports in the data warehouse; it is strictly for reporting.

On the left side of the home page, you will find the most current refresh date and time, today at 2:00 AM. Data is current as of the previous day.

Return to the home page anytime from anywhere by clicking on the *Home* link found in the upper right corner.

Use the *Sign Out* link when finished with the data warehouse reports.

Click on **Sponsored Programs**.

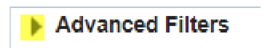


Manage My Grant Report Set up

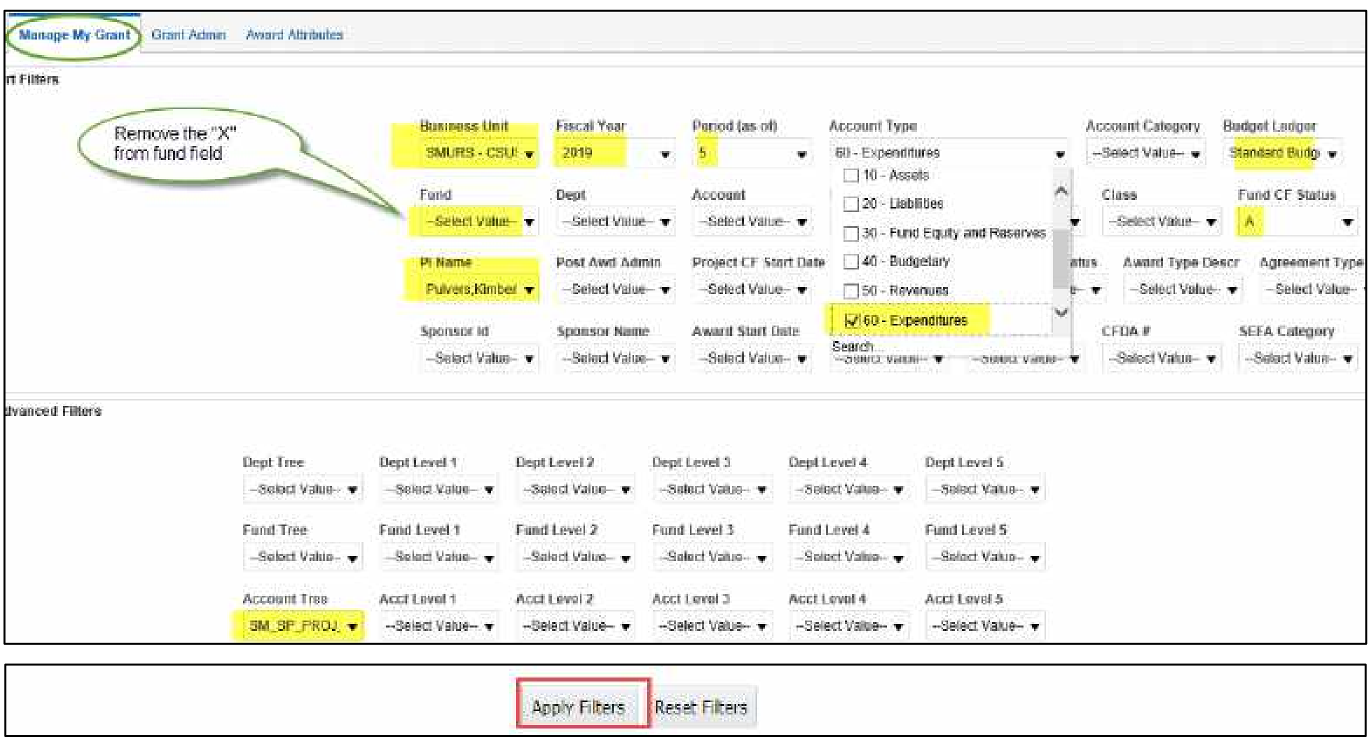
Click on the **Manage My Grant tab** and set the following filters:

- Business Unit **SMURS**
- Fiscal Year **2019** (July 1, 2019—June 30, 2020)
- Period **5** (July = Period 1, August = Period 2 …June = Period 12
- Account Type **60 – Expenditures**
- Budget Ledger **Standard Budget**
- Fund remove the **“X”**
- PI Name **Pulvers, Kimberley**

Open **Advanced Filters** by clicking the triangle; set the following:



- Account Tree **SM_SP_PROJ_ACCT**
- Click **Apply Filters**



Report Filters

In the bottom-left corner of the data warehouse filters used to generate the report.

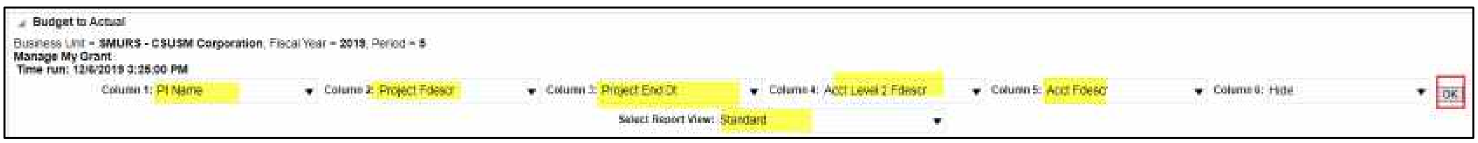
Acct Tree Name is equal to **SM_SP_PROJ_ACCT**
and Acct Type Fdescr is equal to **60 - Expenditures**
and Eff Stat is equal to **A**
and Bus Unit Fdescr is equal to **SMURS - CSUSM Corporation**
and Fiscal Year is equal to **2019**
and PI Name is equal to **Pulvers,Kimberley**

Format the Report

Select the order of the column headers as follows and click **OK**. Select Report View **Standard.**

PI Name	Project Fdescr	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	click OK

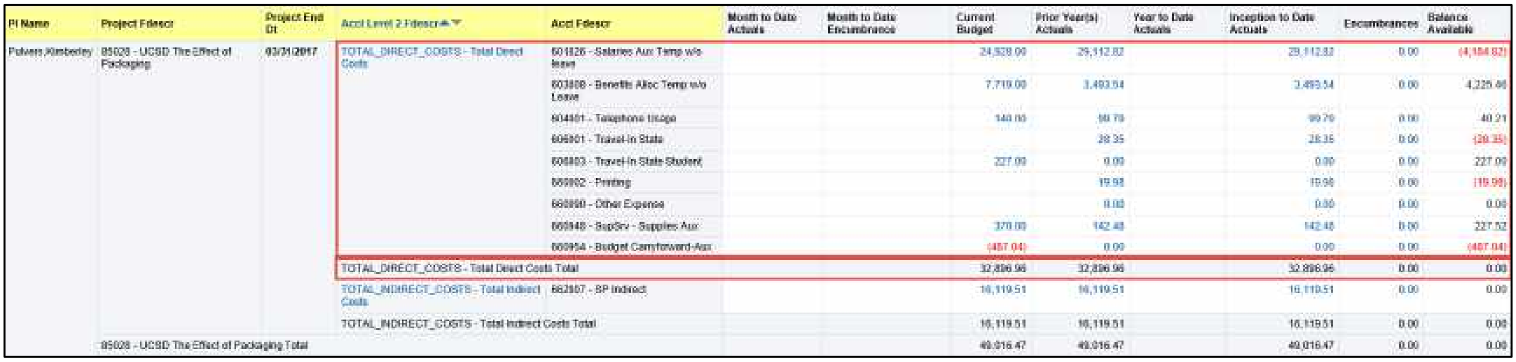
Select Report View **Standard**



Exclude Columns

Add or Remove Subtotals

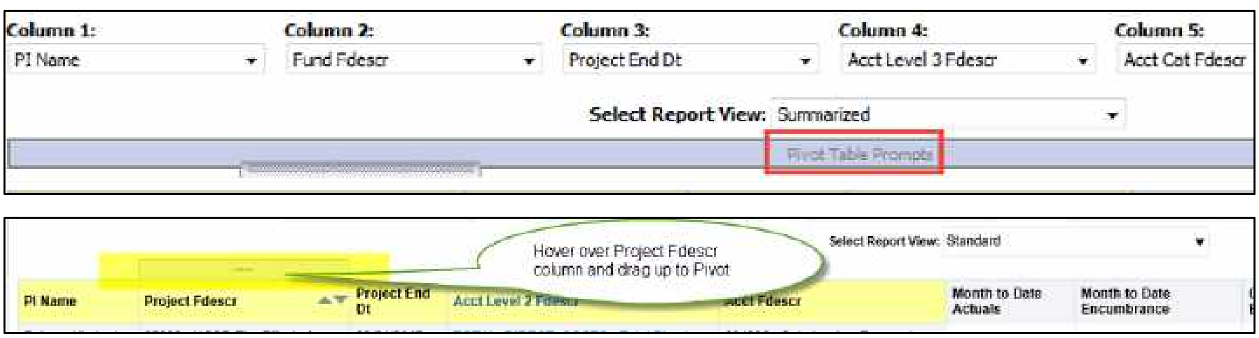
- Place the cursor in the yellow Acct Level 2 column header, right mouse click on the column header and select Show Subtotal > None.
- Place the cursor in the yellow Acct Level 2 column header, right mouse click and in the dropdown menu select Show Subtotal > After Values .
- Notice the Direct Costs and Indirect Costs.

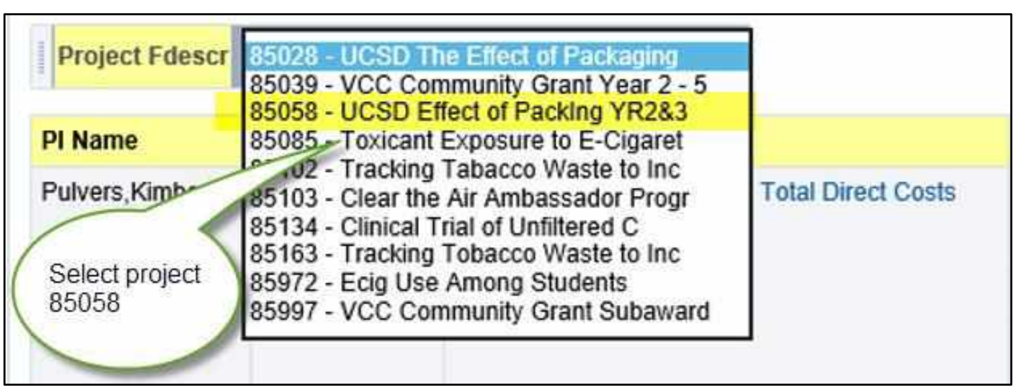


PI Name	Project Fdescr	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Month to Date Actuals	Month to Date Encumbrance	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Inception to Date Actuals	Encumbrances	Balance Available
Pulvers,Kimberley	85028 - UCSD The Effect of Packaging	03/31/2017	TOTAL_DIRECT_COSTS - Total Direct Costs	601826 - Salaries Aux Temp w/o leave			24,928.00	29,112.82		29,112.82	0.00	(4,184.82)
				603808 - Benefits Alloc Temp w/o Leave			7,719.00	3,493.54		3,493.54	0.00	4,225.46
				604401 - Telephone Usage			140.00	99.79		99.79	0.00	40.21
				606801 - Travel-In State				28.35		28.35	0.00	(28.35)
				606803 - Travel-In State Student			227.00	0.00		0.00	0.00	227.00
				660802 - Printing				19.98		19.98	0.00	(19.98)
				660890 - Other Expense				0.00		0.00	0.00	0.00
				660948 - SupSrv - Supplies Aux			370.00	142.48		142.48	0.00	227.52
				660954 - Budget Carryforward-Aux			(487.04)	0.00		0.00	0.00	(487.04)
			TOTAL_DIRECT_COSTS - Total Direct Costs Total				32,896.96	32,896.96		32,896.96	0.00	0.00
			TOTAL_INDIRECT_COSTS - Total Indirect Costs	662807 - SP Indirect			16,119.51	16,119.51		16,119.51	0.00	0.00
			TOTAL_INDIRECT_COSTS - Total Indirect Costs Total				16,119.51	16,119.51		16,119.51	0.00	0.00
	85028 - UCSD The Effect of Packaging Total						49,016.47	49,016.47		49,016.47	0.00	0.00

Create a Dropdown Prompt

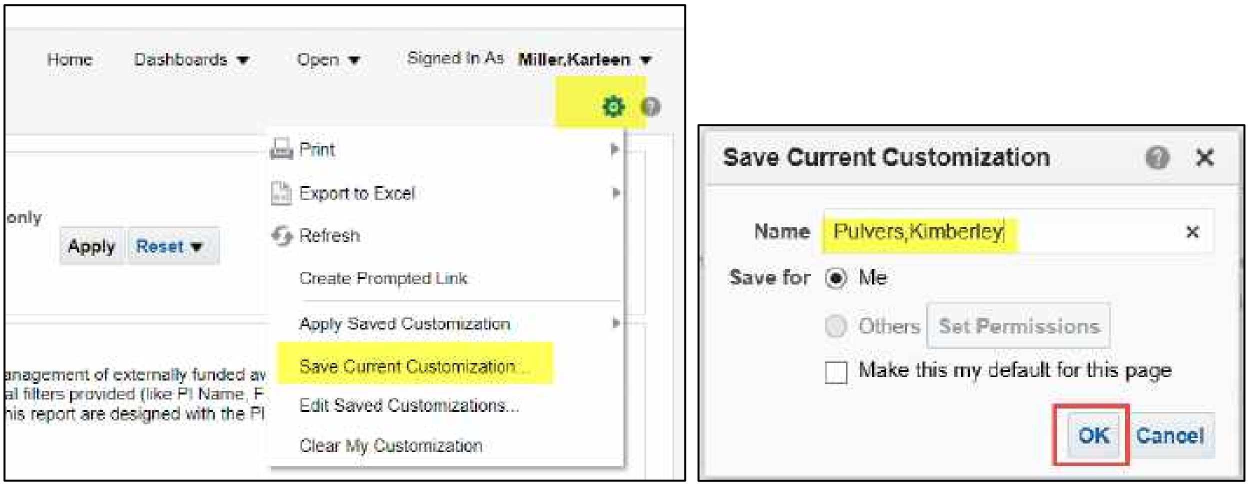
- Click on the section above the Project Fdesc column header, hold and drag the cursor upward and towards the screen center until you see a faint outline that says Pivot Table Prompts and release the cursor.





Save Current Customization

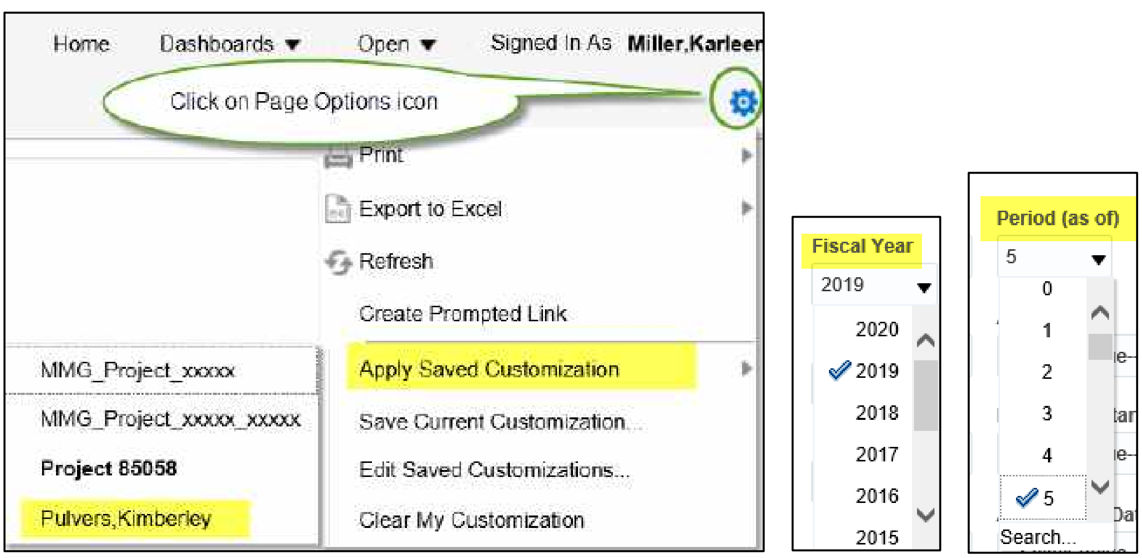
Save **Current Customization + Name It**



Apply Saved Customization

When using a saved customization *the year and period need to be updated*.

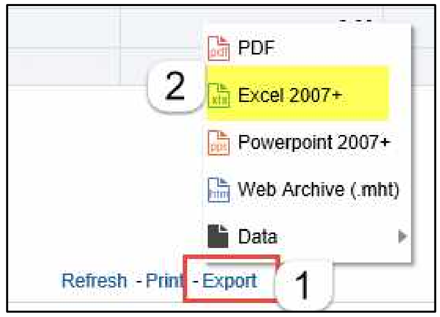
- Select Page Options icon in the upper right corner.
- Move the cursor over **Apply Saved Customization** and select the report name; the report will run for the fiscal year and period you originally selected.
- Change to desired *fiscal year* and *period*, and click **Apply Filters**.



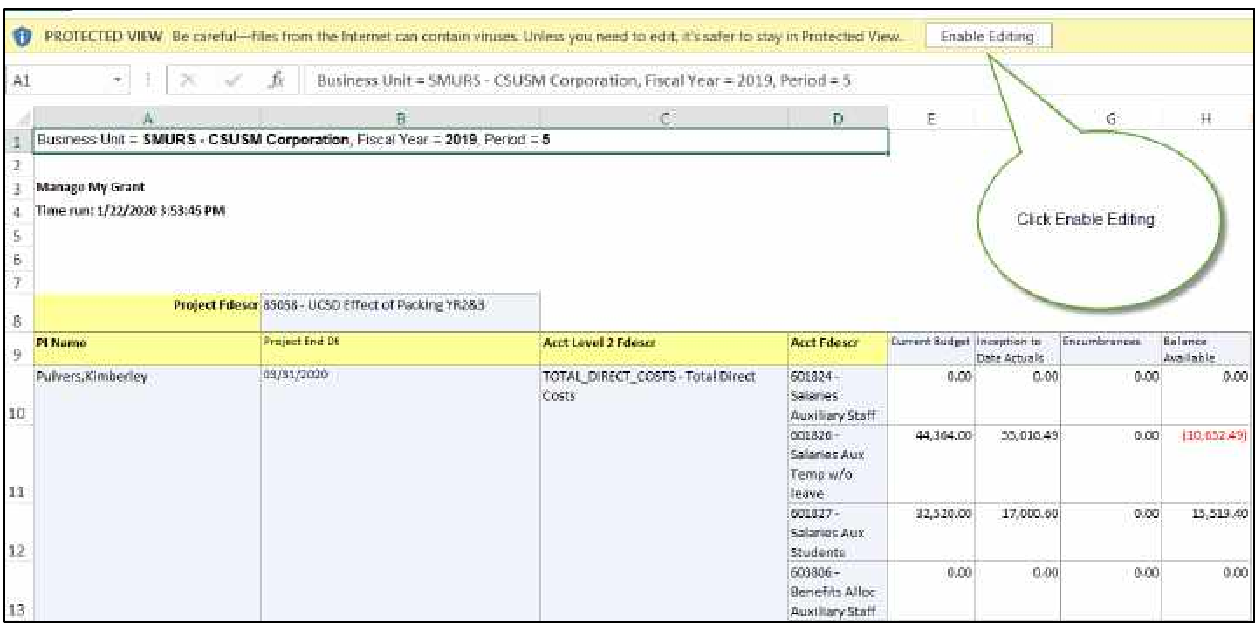
Export Report to Excel

If the report is lengthy, click the dual arrows.

Click on the **Export** link and select **Excel 2007+** from the dropdown menu; this version will format with merged and wrapped fields. If you rather a basic format you can export to a .csv data file; see the image below.

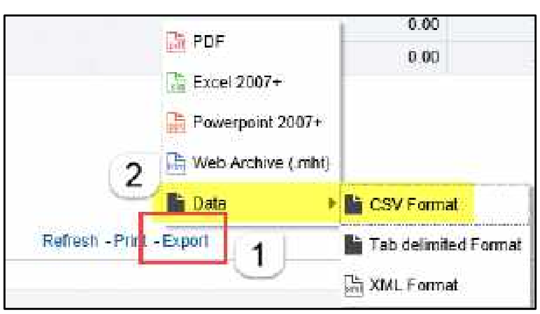


Example of excel export from data warehouse report, Manage My Grant.



Export Report to .CSV

The .csv format is the standard layout and allows you to easily sort or filter.



Example of .csv export from data warehouse report, Manage My Grant.

Fiscal Year	PI Name	Project Fdescr	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Acct Type	Month to I	Month to I	Original Bu	Current Bu	Encumbrai	Total Pre-I	Year to Da	Prior Year	Inception
2019	Pulvers,Kin	85028 - UCSD	3/31/2017 0:00	TOTAL_DIRECT_COSTS - Total Direct Costs	601826 - Salaries Aux Temp w/o leave	60 - Expenditures				24928	0	0		29112.82	29112.8
2019	Pulvers,Kin	85028 - UCSD	3/31/2017 0:00	TOTAL_DIRECT_COSTS - Total Direct Costs	603808 - Benefits Alloc Temp w/o Leave	60 - Expenditures				7719	0	0		3493.54	3493.5
2019	Pulvers,Kin	85028 - UCSD	3/31/2017 0:00	TOTAL_DIRECT_COSTS - Total Direct Costs	604001 - Telephone Usage	60 - Expenditures				140	0	0		99.79	99.7
2019	Pulvers,Kin	85028 - UCSD	3/31/2017 0:00	TOTAL_DIRECT_COSTS - Total Direct Costs	606001 - Travel-In State	60 - Expenditures					0	0		28.35	28.3
2019	Pulvers,Kin	85028 - UCSD	3/31/2017 0:00	TOTAL_DIRECT_COSTS - Total Direct Costs	606803 - Travel-In State Student	60 - Expenditures				227	0	0		0	

Drill Down to Transaction Detail

You can see the detail of any field that has a hyperlink. **e.g. Project 85058**

PI Name	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available
Pulvers,Kimberley	03/31/2020	TOTAL_DIRECT_COSTS - Total Direct Costs	601824 - Salaries Auxiliary Staff	0.00	0.00	0.00	0.00
			601826 - Salaries Aux Temp w/o leave	44,364.00	55,016.49	0.00	(10,652.49)
			601827 - Salaries Aux Students	32,520.00	17,000.60	0.00	15,519.40
			603806 - Benefits Alloc Auxiliary Staff	0.00	0.00	0.00	0.00
			603808 - Benefits Alloc Temp w/o Leave	10,740.00	6,601.99	0.00	4,138.01
			[illegible]	8,040.00	680.03	0.00	7,359.97
			603810 - Benefits Adj to Actuals		(950.76)	0.00	950.76
			604001 - Telephone Usage	717.00	939.34	0.00	(222.34)
			606001 - Travel-In State	779.00	0.00	0.00	779.00
			660947 - Other Vendor Parking	1,250.00	0.00	0.00	1,250.00
			660948 - SupSrv - Supplies Aux	1,970.04	4,164.15	0.00	(2,194.11)
		TOTAL_DIRECT_COSTS - Total Direct Costs Total		100,380.04	83,451.82	0.00	16,928.22
		TOTAL_INDIRECT_COSTS - Total Indirect Costs	662807 - SP Indirect	49,186.49	40,891.39	0.00	8,295.10
		TOTAL_INDIRECT_COSTS - Total Indirect Costs Total		49,186.49	40,891.39	0.00	8,295.10
Pulvers,Kimberley Total				149,566.53	124,343.21	0.00	25,223.32
Grand Total				149,566.53	124,343.21	0.00	25,223.32

Fields with a *hyperlink* can be drilled down to see the detail

Budget Drill Down ITD
Time run: 1/22/2020 4:03:04 PM
Approximate Row Count: 2

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	Jr Cl
SMURS - CSUSM Corporation	2019	0	08/08/1988	-	PYB - GL BEGINNING BALANCE	-	552.00	603809 - BenefitsAlloc Students	92242 - UCSD Effect of Packing Yr 2&3	1028 - CHABSS Psychology Department	---	---	85058 - UCSD Effect of Packing YR2&3	-	0.00	0	-	-	-	-	-
SMURS - CSUSM Corporation	2019	1	07/18/2019	0001477189	MJE - Manual Journal Entry	BenefitsAlloc Students	7,488.00	603809 - BenefitsAlloc Students	92242 - UCSD Effect of Packing Yr 2&3	1028 - CHABSS Psychology Department	---	---	85058 - UCSD Effect of Packing YR2&3	-	0.00	0	-	N	-	COBERMILLER_UCSD The Effect of Packaging_Pulvers	-
Grand Total							8,040.00								0.00						

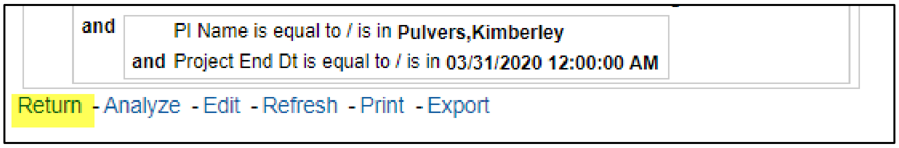
Period is between 0 and 5
and
Acct Fdescr is equal to / is in **603809 - BenefitsAlloc Students**
and Acct Tree Name is equal to **SM_SP_PROJ_ACCT**
and Acct Level 2 Fdescr is equal to / is in **TOTAL_DIRECT_COSTS - Total Direct Costs**
and Acct Type Fdescr is equal to **60 - Expenditures**
and Eff Stat is equal to **A**
and Bus Unit Fdescr is equal to **SMURS - CSUSM Corporation**
and Fiscal Year is equal to **2019**
and Project Fdescr is equal to / is in **85058 - UCSD Effect of Packing YR2&3**
and
PI Name is equal to / is in **Pulvers,Kimberley**
and Project End Dt is equal to / is in **03/31/2020 12:00:00 AM**
and Ledger Grp Descr is equal to **Standard Budget**

Return - Analyze - Edit - Refresh - Print - Export

Doc ID is the journal#, voucher#,or PO# depending on the type of transaction

Click Return to return to the main report

To return to the main report after the drill down click the **Return** link.



Practice Exercises

Manage My Grant Exercise #1	**Manage My Grant Exercise #2**
Set the following filters: – Business Unit **SMURS** – Fiscal Year **2017** – Period **3** – Account Type **60 – Expense** – Fund remove the **"X"** – PI Name **Siyahhan,Sinem** Set Advanced Filter: – Account Tree **SM_SP_PROJ_ACCT** Click **Apply Filters** Select column headers: **PI Name** **Project Fdescr** **Project End Dt** **Acct Level 2 Fdescr** **Acct Fdescr** Click **OK** Select Report View **Standard** Add Subtotal to **Acct Level 2 column** Create a dropdown for **Project Fdescr** Exclude unnecessary **columns**	Set the following filters: – Business Unit **SMURS** – Fiscal Year **2018** – Period **2** – Account Type **60 – Expense** – Fund remove the **"X"** – PI Name **Pulvers,Kim** Set Advanced Filter: – Account Tree **SM_SP_PROJ_ACCT** Click **Apply Filters** Select column headers: **PI Name** **Project Fdescr** **Project End Dt** **Acct Level 2 Fdescr** **Acct Fdescr** Click **OK** Select Report View **Standard** Add Subtotal to **Acct Level 2 column** Create a dropdown for **Project Fdescr** Exclude unnecessary **columns**
What is the *Current Budget of Total Direct Costs* for project 85038? = $115,821.00	What is the *Balance Available of Total Direct Costs* for project 85102? = $323,600.83
Export the report as an *Excel 2007+* file format.	Export the report as a *.csv* file format.

Exercise#1 answer:

Home | **Manage My Grant** | Grant Admin | Award Attributes

Project Fdescr: 85038 - EAGER: MAKER: Play in the Mak

PI Name	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available
Siyahhan,Sinem	09/30/2019	TOTAL_DIRECT_COSTS - Total Direct Costs	601826 - Salaries Aux Temp w/o leave	7,755.00	7,755.00	0.00	0.00
			601827 - Salaries Aux Students	10,560.00	3,975.60	0.00	6,584.40
			601828 - Salaries Aux Reimb to CSUSM	14,055.00	0.00	0.00	14,055.00
			603805 - Benefits Aux Reimb to CSUSM	8,732.00	0.00	0.00	8,732.00
			603808 - Benefits Alloc Temp w/o Leave	931.00	930.60	0.00	0.40
			603809 - BenefitsAlloc Students	653.00	159.92	0.00	493.08
			606001 - Travel-In State	1,300.00	1,962.18	1,255.59	(1,917.78)
			606803 - Travel-In State Student	400.00	0.00	0.00	400.00
			613822 - Cont Serv Sub Contr & Agree	25,000.00	25,000.00	0.00	0.00
			613823 - Cont Serv IndependentContractr	1,850.00	0.00	0.00	1,850.00
			620002 - SP Subrecipient NO F&A	34,885.00	742.90	34,142.10	0.00
			622002 - SP Participant Support NO F&A		775.82	0.00	(775.82)
			624802 - SP Stipends NO F&A	8,000.00	0.00	0.00	8,000.00
			660002 - Printing	1,000.00	0.00	0.00	1,000.00
			660090 - Other Expense	1,000.00	0.00	0.00	1,000.00
			660948 - SupSrv - Supplies Aux	3,900.00	0.00	0.00	3,900.00
		TOTAL_DIRECT_COSTS - Total Direct Costs Total		115,821.00	41,301.10	35,397.69	39,122.21
		TOTAL_INDIRECT_COSTS - Total Indirect Costs	662807 - SP Indirect	36,718.00	19,493.37	0.00	17,224.63
		TOTAL_INDIRECT_COSTS - Total Indirect Costs Total		36,718.00	19,493.37	0.00	17,224.63
Siyahhan,Sinem Total				152,539.00	60,794.47	35,397.69	56,346.84
Grand Total				152,539.00	60,794.47	35,397.69	56,346.84

Acct Tree Name is equal to **SM_SP_PROJ_ACCT**
and Acct Type Fdescr is equal to **60 - Expenditures**
and Eff Stat is equal to **A**
and Bus Unit Fdescr is equal to **SMURS - CSUSM Corporation**
and Fiscal Year is equal to **2017**
and PI Name is equal to **Siyahhan,Sinem**

Exercise#2 answer:

Home | **Manage My Grant** | Grant Admin | Award Attributes

Column 1: PI Name **Column 2:** Project Fdescr **Column 3:** Project End Dt **Column 4:** Acct Level 2 Fdescr **Column 5:** Acct Fdescr **Column 6:** Hide

Select Report View: Standard

Project Fdescr: 85102 - Tracking Tabacco Waste to Inc

PI Name	Project End Dt	Acct Level 2 Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available
Pulvers,Kimberley	03/31/2020	TOTAL_DIRECT_COSTS - Total Direct Costs	601826 - Salaries Aux Temp w/o leave	80,719.00	39,313.95	0.00	41,405.05
			601827 - Salaries Aux Students		300.00	0.00	(300.00)
			601828 - Salaries Aux Reimb to CSUSM	54,514.00	0.00	0.00	54,514.00
			603805 - Benefits Aux Reimb to CSUSM	26,112.00	0.00	0.00	26,112.00
			603808 - Benefits Alloc Temp w/o Leave	9,686.00	4,717.68	0.00	4,968.32
			603809 - BenefitsAlloc Students		12.00	0.00	(12.00)
			606001 - Travel-In State	10,750.00	0.00	0.00	10,750.00
			613822 - Cont Serv Sub Contr & Agree	25,000.00	0.00	25,000.00	0.00
			613823 - Cont Serv IndependentContractr	99,000.00	0.00	0.00	99,000.00
			620002 - SP Subrecipient NO F&A	82,857.00	0.00	28,229.00	54,658.00
			660945 - Other Incentives	10,000.00	0.00	0.00	10,000.00
			660948 - SupSrv - Supplies Aux	20,901.00	405.54	0.00	20,495.46
			660949 - SupServ - Services Aux	2,000.00	0.00	0.00	2,000.00
		TOTAL_DIRECT_COSTS - Total Direct Costs Total		421,579.00	44,749.17	53,229.00	323,600.83
		TOTAL_INDIRECT_COSTS - Total Indirect Costs	662807 - SP Indirect	165,954.00	21,927.09	0.00	144,026.91
		TOTAL_INDIRECT_COSTS - Total Indirect Costs Total		165,954.00	21,927.09	0.00	144,026.91
Pulvers,Kimberley Total				587,533.00	66,676.26	53,229.00	467,627.74
Grand Total				587,533.00	66,676.26	53,229.00	467,627.74

Acct Tree Name is equal to **SM_SP_PROJ_ACCT**
and Acct Type Fdescr is equal to **60 - Expenditures**
and Eff Stat is equal to **A**
and Bus Unit Fdescr is equal to **SMURS - CSUSM Corporation**
and Fiscal Year is equal to **2018**