CSULB CFS Data Warehouse Reporting Training Manual All Business Units

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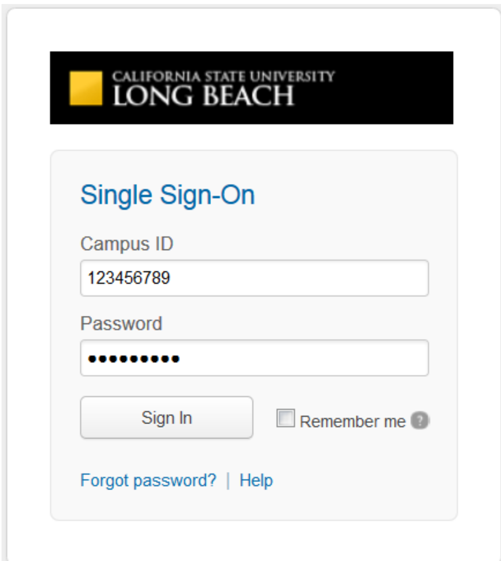
1.0 Logging into the CFS Data Warehouse System

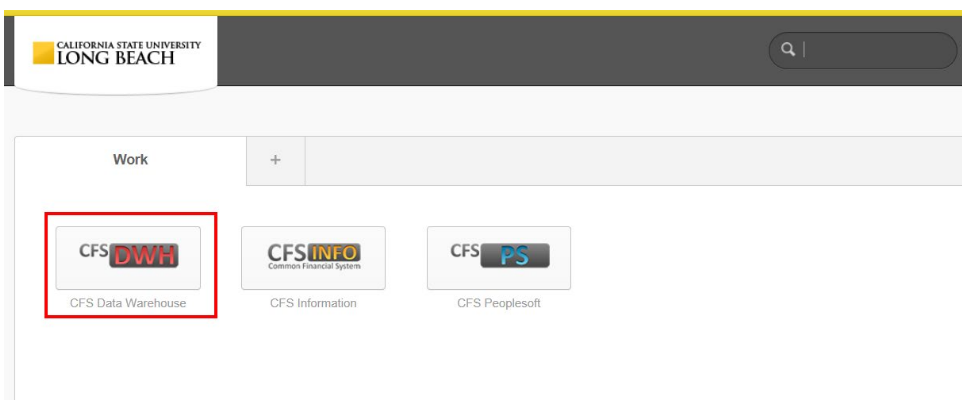
1. Access your default browser window. Enter the URL - https://sso.csulb.edu for the CFS Data Warehouse application. It is recommend you save this site as a favorite.

2. Enter your Campus ID and Password to access the CSULB Single Sign-On Application.



3. Click **Sign In**.

   Once you have successfully logged in, you will be directed to My Applications page.



4. Select the **CFS DWH** button to access CFS Data Warehouse.

Note: For security purposes, both the CSULB Single Sign On Application and the Data Warehouse systems log you out of your application after a 15 minute period of inactivity.

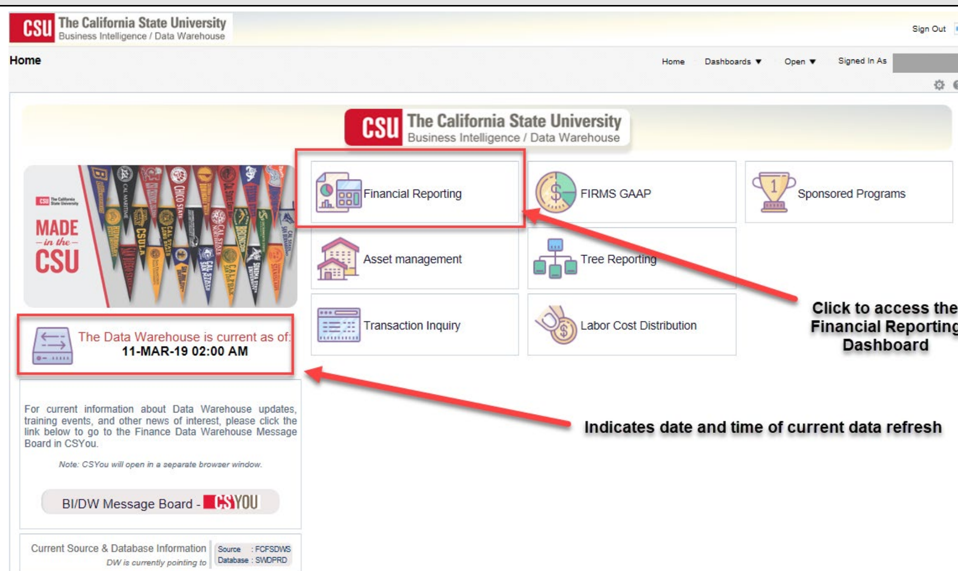
2.0 Data Warehouse Features

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

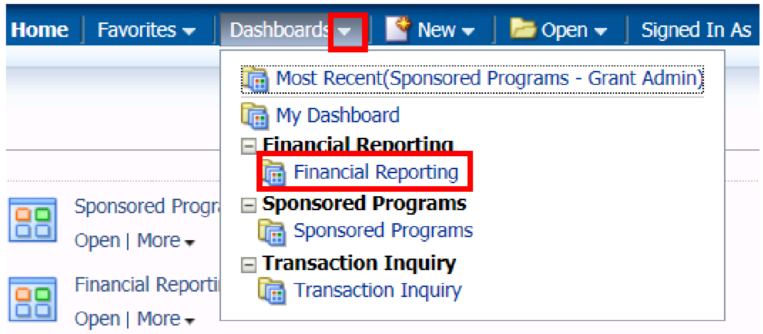
2.1 Home Page

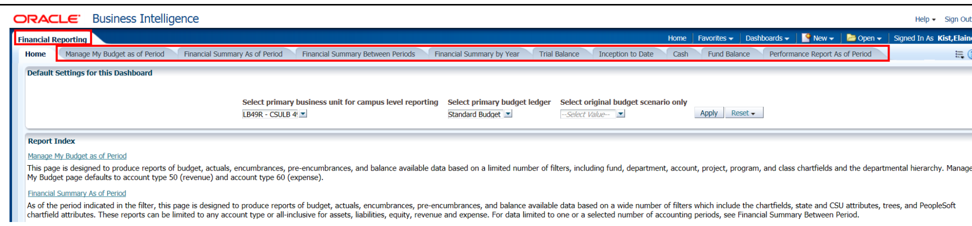
Once you have successfully logged in, you will be directed to the Home page.

Processing Steps / Field Name	Screenshot / Description
The Home page contains links to the individual Dashboards. The Dashboards is where you run a report from. 1. Click the dashboard button to move to the associated dashboard.	

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>You can also move through the dashboards by using the drop down menu to display of a list of available dashboards

1. Click the down arrow to see a list of dashboards available.

2. Click on the dashboard you wish to use.</td><td>
</td></tr>
<tr><td>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.

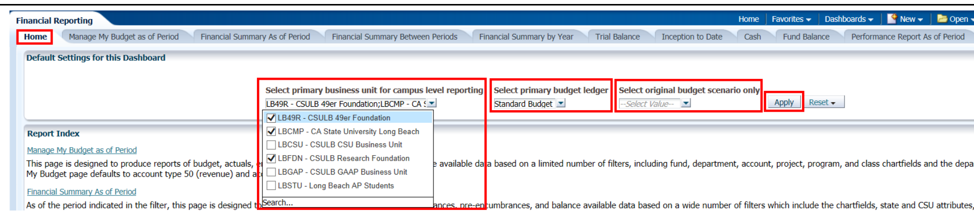
This example is using the Financial Reporting dashboard.</td><td>
</td></tr>
<tr><td>Before proceeding to the various tabs, you first need to set the dashboard's Home defaults. This is done from the Home Tab of the dashboard.

4. Select the Business Units that are applicable:

LBCMP/LBFDN/LB49R

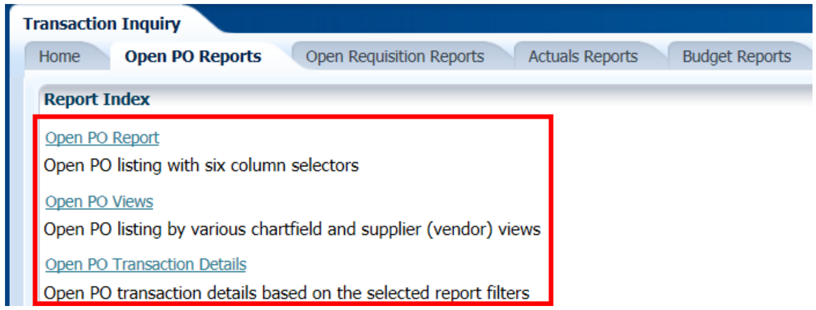
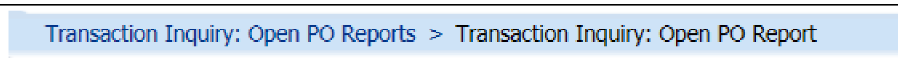
5. Select primary budget ledger = **Standard Budget**

6. Original Budget Scenario only = **leave blank**

7. Click the **Apply** button once completed.</td><td>
</td></tr>
</table>

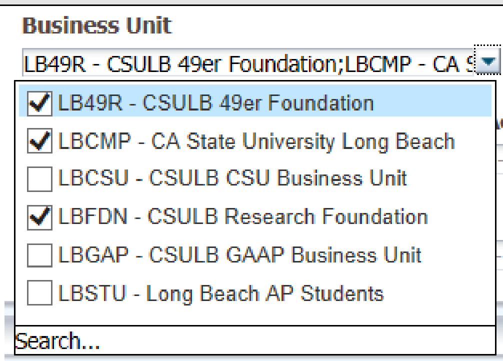
2.2 Breadcrumbs

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

Processing Steps / Field Name	Screenshot / Description
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.	
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.	

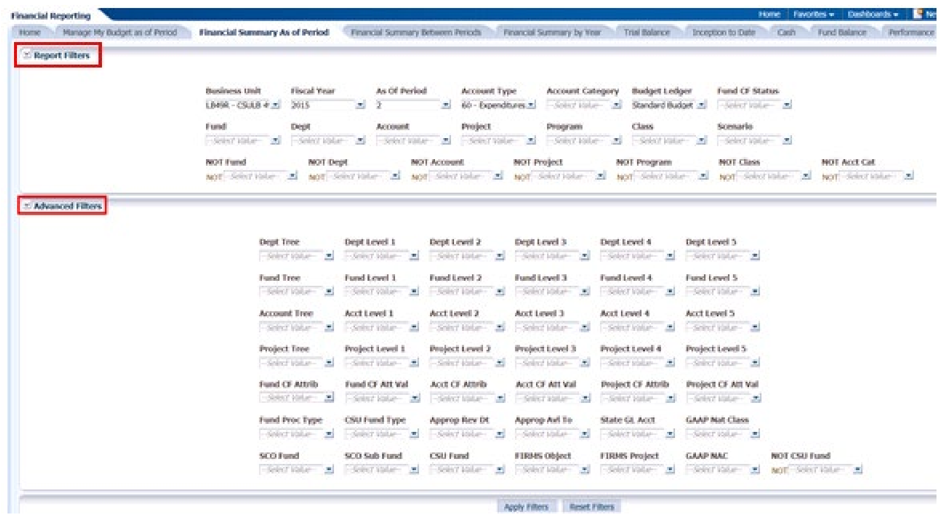
2.3 Multiple Business Units

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
Select the Business Unit(s) you want to run the report for.	

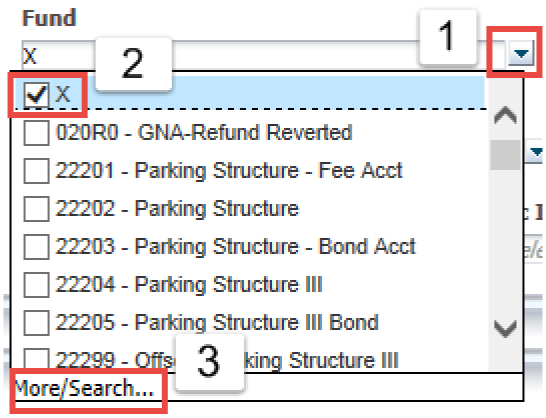
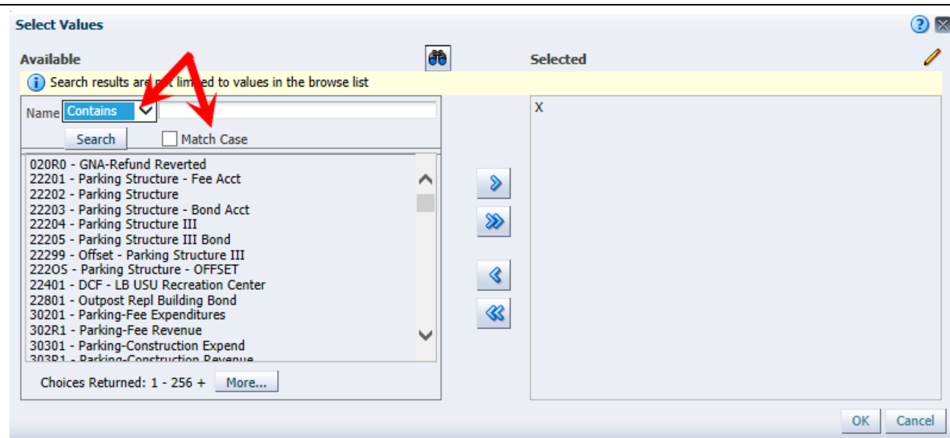
2.4 Report Filters

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 Chartfields 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	

2.5 Search Functionality

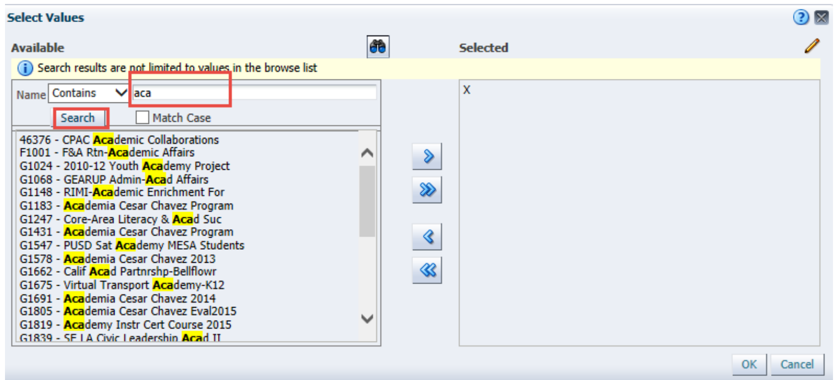
There are various ways you can search for a value. By unchecking the 'Match Case' & using 'Contains' – you can run a broader search – see below:

Processing Steps / Field Name	Screenshot / Description
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.	
<u>More/Search Feature</u> To perform a broader search, you have the following options: 1. **Name** • Starts • Contains • Ends • Is Like (pattern match) 2. **Match Case** • Uncheck	

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>
3. Enter the value you are searching for.

4. Select Search.

5. Once you find what you are looking for you can do the following to get the value(s) to move to the Selected box:

Double click the value.
Or
Select the value, and then click on the “Move”  icon.
Or
Click on the “Move All”  icon and the entire search results will move to the Selected section.
</td><td>


</td></tr>
</table>

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

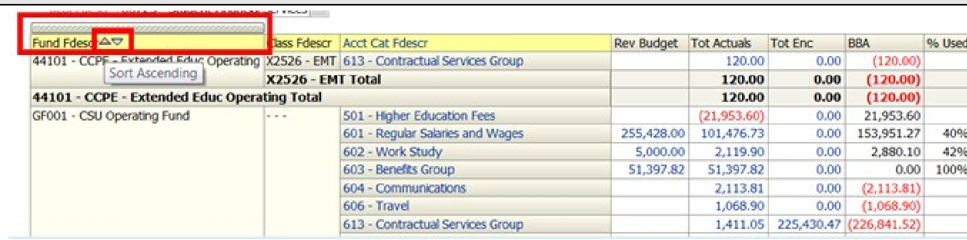
Columns can be hidden or unhidden in a report. The word “Hide” appears in the drop down list. Most 6 column reports will have the last 3 columns hidden. You can unhide any of these, or if you wish you can hide up to 4 columns.

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


</td></tr>
</table>

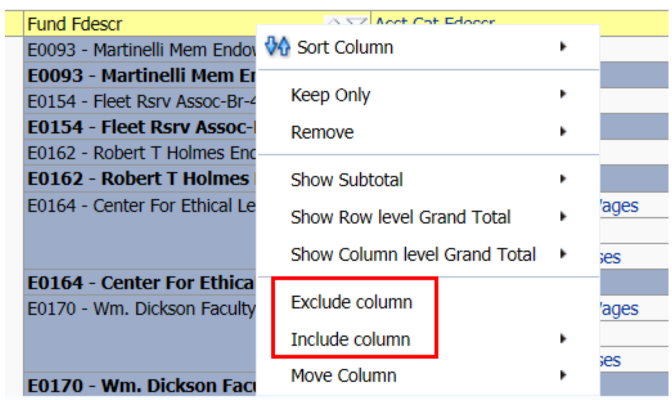
2.6.2 Sorting a Column

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

Processing Steps / Field Name	Screenshot / Description
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.	

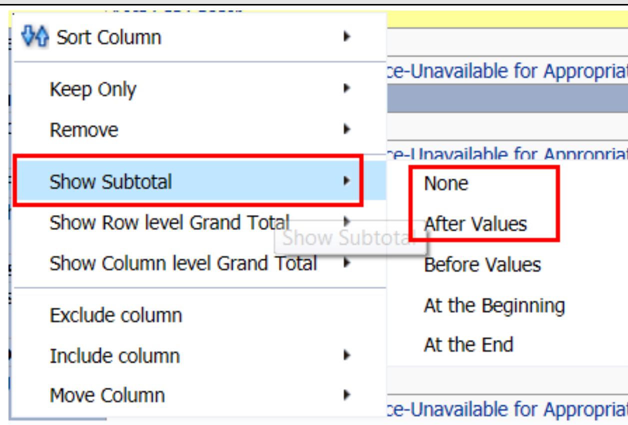
2.6.3 Exclude or Include Columns

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

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

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.

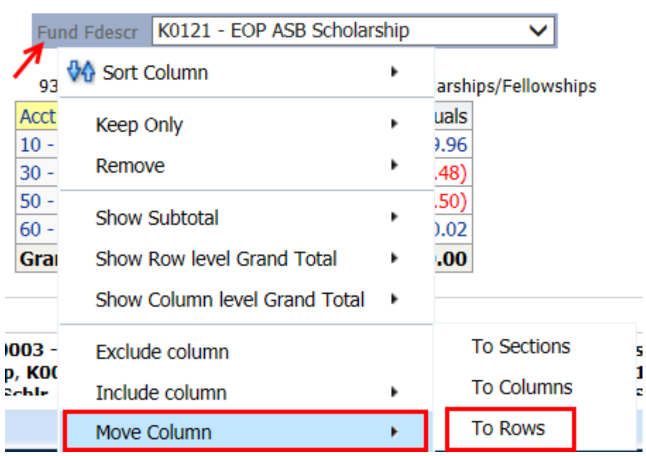
Processing Steps / Field Name	Screenshot / Description
1. Place the cursor at the top of a column. *The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.* 2. Right click on the yellow column heading to access the Columns shortcut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

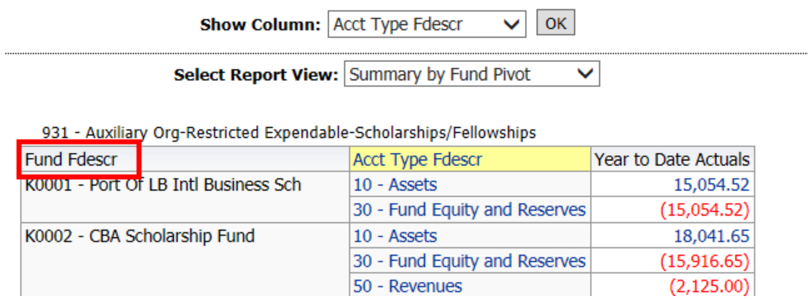
2.7 Pivot and Section Features within Reports

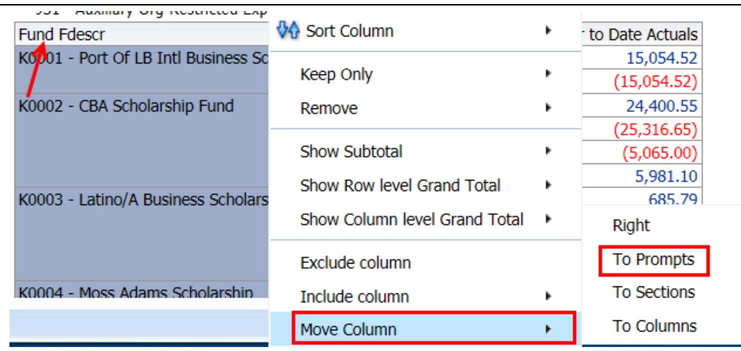
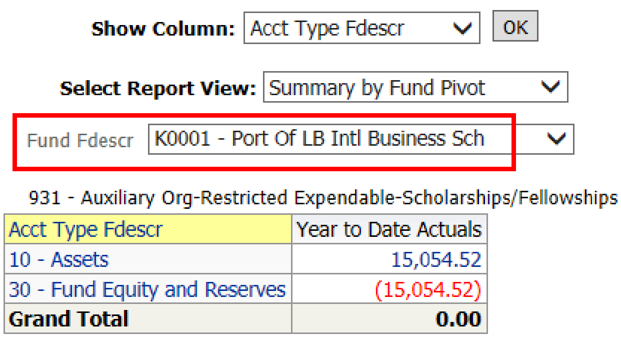
Pivots involve transposing rows into columns (pivot) or columns into rows (unpivot) to generate results in crosstab format. When reports have pivots they can be moved to the report to create either a new column or a report section.

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.

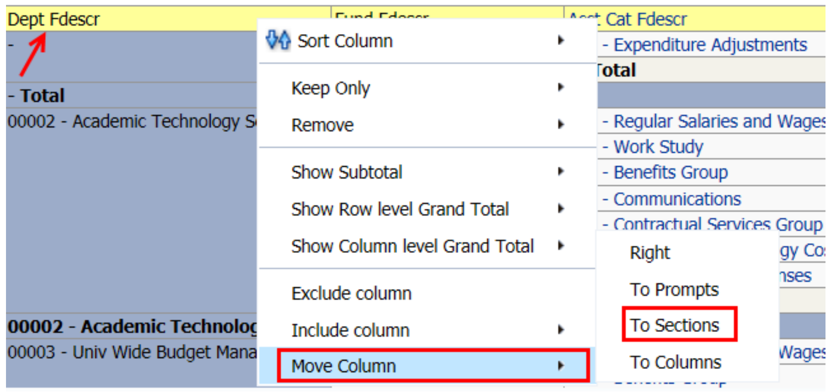
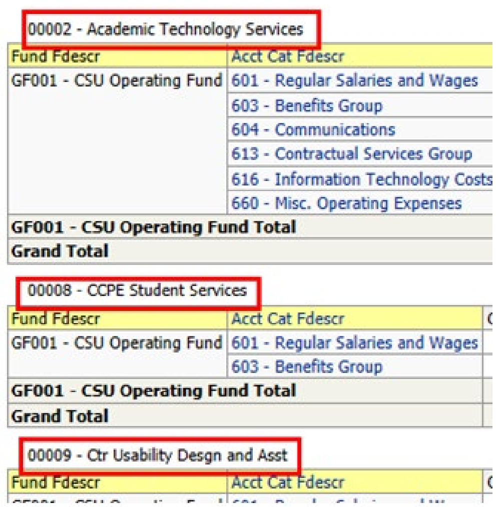
Processing Steps / Field Name	Screenshot / Description
1. When 'Pivots' are within the report, right-click on the field description, (in this example, Fund Fdescr). 2. Select "Move Columns", then "To Rows". A new column will appear on the left-most side of the report. This example is using the Financial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

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>Fund Fdescr ‘Pivot’ is now a new column: Fund Fdescr.</td><td>
</td></tr>
<tr><td>1. To move the column back as a pivot, right-click on the column header.

2. Select “Move Column” then “To Prompts”.</td><td>
</td></tr>
<tr><td>Fund Fdescr column is now a ‘Pivot’.</td><td>
</td></tr>
</table>

2.7.2 Report Sections

Column Selectors can become Report Sections.

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

2.8 Table Prompts and Report Section Features within Drills

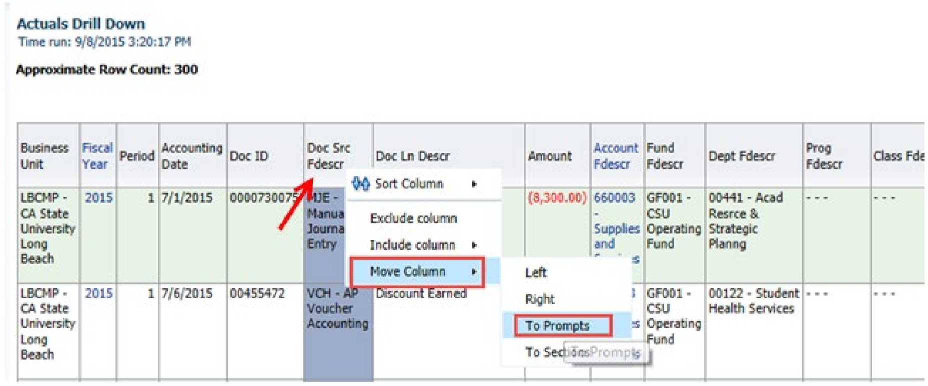
Columns within drills can be moved either to create Pivots or Report Sections.

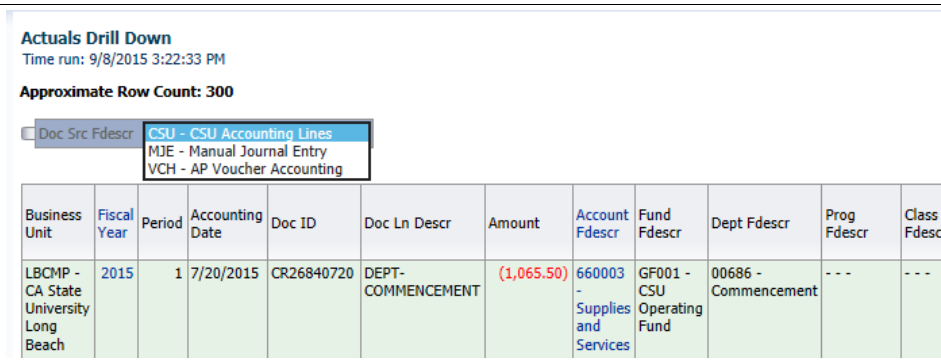
2.8.1 Creating a Pivot

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

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>1. To make a column a Table Prompt, right-click on the column header.

2. Select “Move Column” then “To Prompts”.

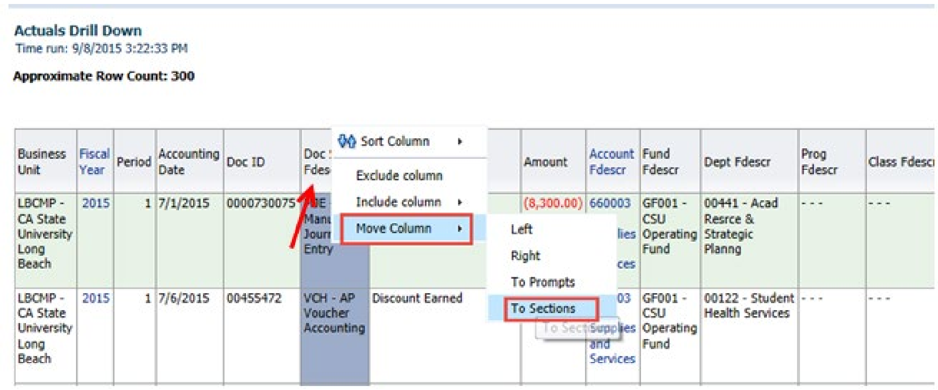
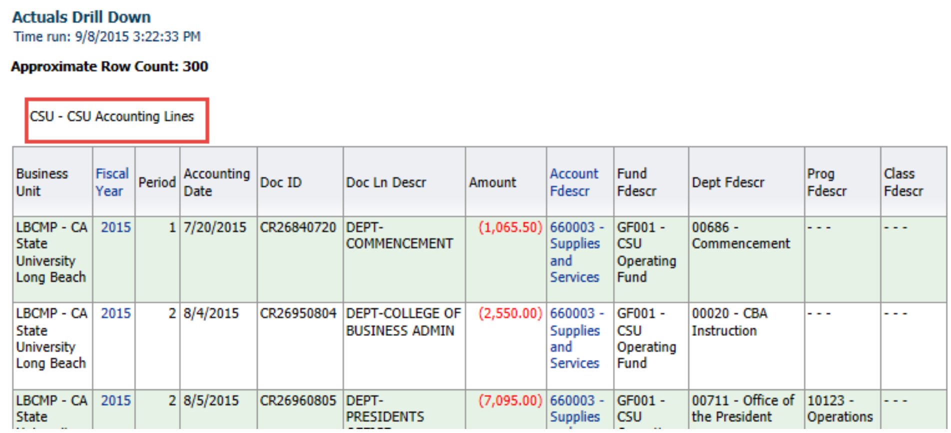
This example is using the Transaction Inquiry > Actuals Transactions Report.</td><td>


</td></tr>
<tr><td>3. You can now select on the Table Prompt.</td><td>


</td></tr>
</table>

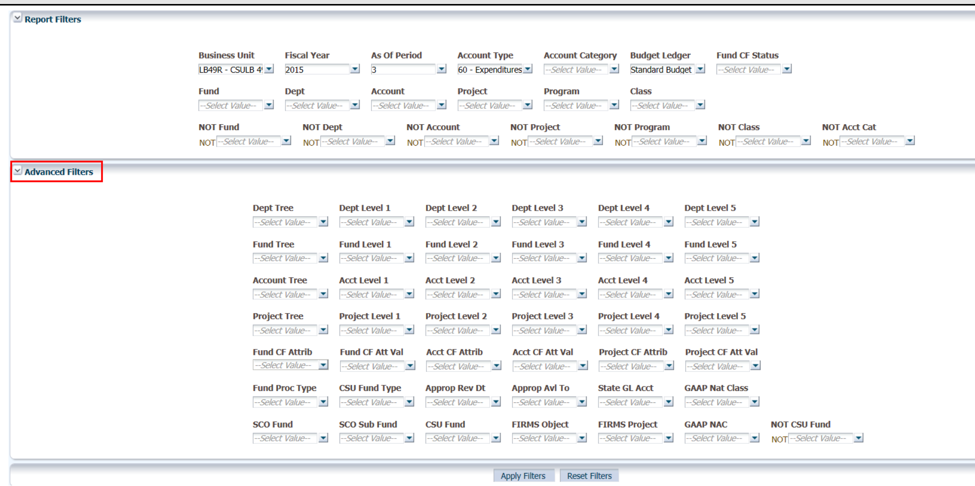
2.8.3 Creating a Report Section

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

Processing Steps / Field Name	Screenshot / Description
1. To make a column a Report Section, right-click on the column header. 2. Select “Move Column” then “To Sections”. This example is using the Transaction Inquiry > Actuals Transactions Report.	
3. The column is now a Report Section.	

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.

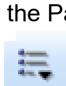
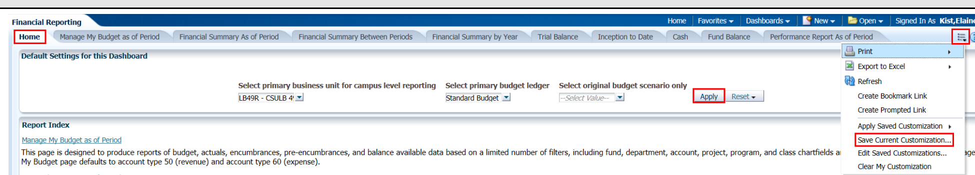
Processing Steps / Field Name	Screenshot / Description
Select the Advanced Filters to access Trees and Chartfield Attributes.	

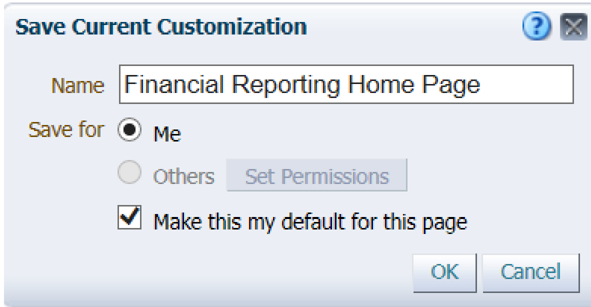
2.10 Saving Customizations

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.

2.10.1 Home Page of Dashboard

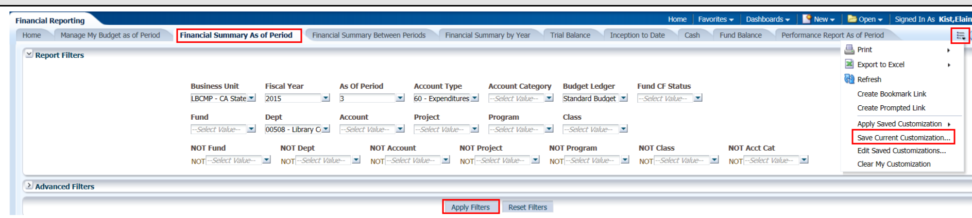
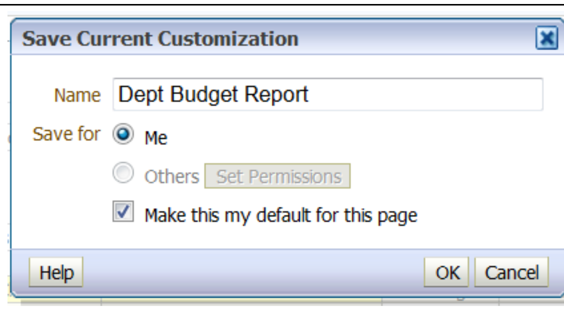
First, for every Dashboard you use, save your Home Page selections.

Processing Steps / Field Name	Screenshot / Description
1. Navigate to the Dashboards Home page you wish to make your default. 2. After you select your report filters, and click Apply, select the Page Options icon  (located in the upper right hand corner). 3. Select Save Current Customization.	

Processing Steps / Field Name	Screenshot / Description
4. Enter the name you wish to call your default page. 5. Check the “Make this my default for this page”. 6. Select OK. 7. The next time you access the Dashboards Home page your defaults will be recognized.	

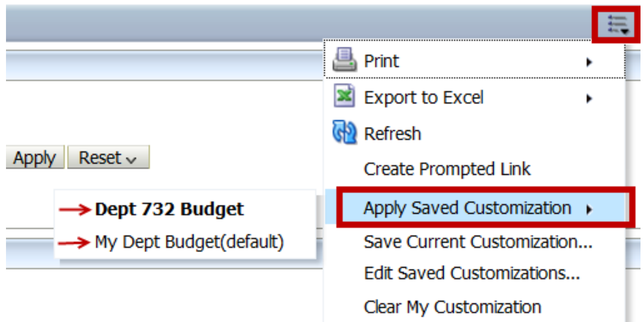
2.10.2 Report (Tab) within Dashboard

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

Processing Steps / Field Name	Screenshot / Description
1. Navigate to the Dashboard you wish to make your default. 2. After you select your report filters and click Apply Filters, select the Page Options icon  (in the upper right hand corner). 3. Select Save Current Customization.	
4. Enter the name you wish to call your default page. 5. Check the “Make this my default for this page”. 6. Select OK. The next time you access the dashboard/tab/report your report results will automatically be generated.	

2.10.3 Applying Saved Customizations

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

Processing Steps / Field Name	Screenshot / Description
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.	

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.


Rows 1 - 100

2.11.3 Return

After drilling within a report, click the **Return** link to return to main report.

Return - Analyze - Edit - Refresh - Print - Export - Create Bookmark Link

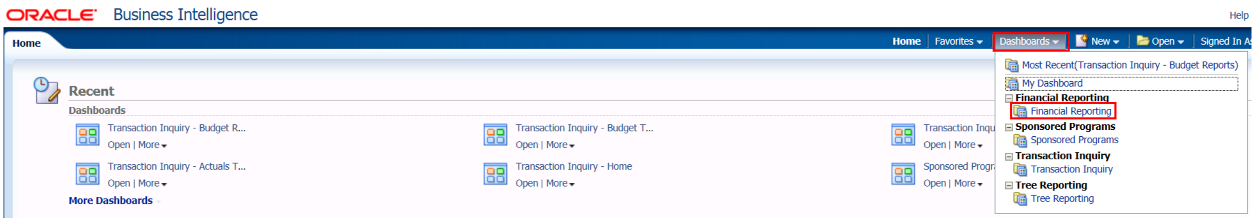
3.0 Common Reports

3.1 Managing Department Budgets – LBCMP/LBFDN/LB49R

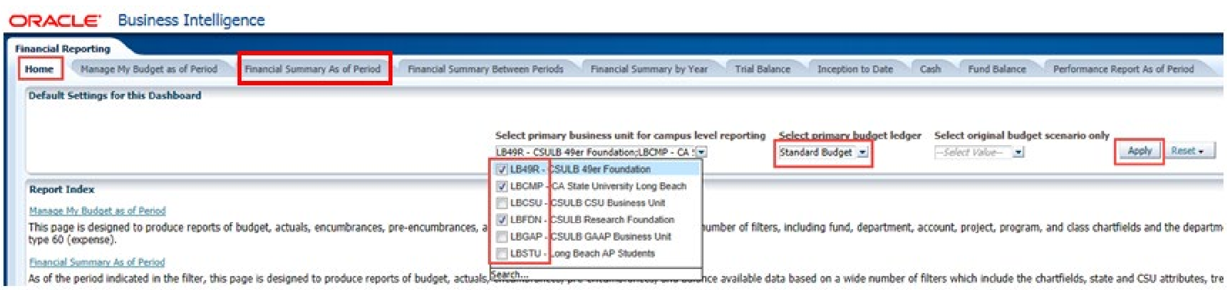
This section provides steps on how to run a Financial Summary as of Period report for the LBCMP, LBFDN and/or LB49R Business Units. The Financial Summary as of Period report is used to assist with managing your department budget. More specifically, these are funds that contain a budget. For example GF funds.

3.1.1 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:

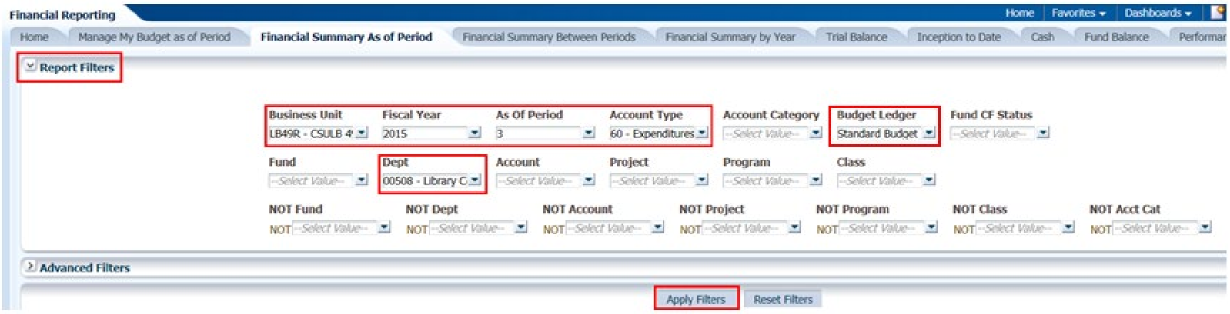
Default Settings	Options
Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

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 **Financial Summary as of Period** Tab.

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



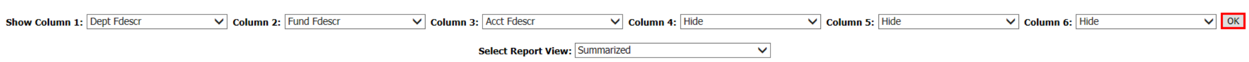
- **Business Unit** = Defaults from Home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = Defaults to most current open period. Click on the down arrow to choose another value from a dropdown field.
- **Account Type** = 60 – Expenditures.
- **Budget Ledger** = Standard Budget. Defaults from home page.
- **Department** = User specific – Click on the down arrow to choose a value(s).

8. 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
00508 - Library Computer Labs	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	64,600.00	27,513.25	0.00	37,086.75	43%
		602 - Work Study		4,369.50	0.00	(4,369.50)	
		603 - Benefits Group	136.17	136.17	0.00	0.00	100%
		604 - Communications		126.00	0.00	(126.00)	
		616 - Information Technology Costs		584.80	0.00	(584.80)	
		619 - Equipment Group		0.00	0.00	0.00	
		660 - Misc. Operating Expenses	1,300.00	0.00	0.00	1,300.00	0%
	GF001 - CSU Operating Fund Total		**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**
00508 - Library Computer Labs Total			**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**
Grand Total			**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**

9. 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**



10. Report View = Summarized.

11. 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 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
00508 - Library Computer Labs	GF001 - CSU Operating Fund	601303 - Student Assistant	64,600.00	27,513.25	0.00	37,086.75	43%
		602001 - Work Study-On Campus		4,369.50	0.00	(4,369.50)	
		603012 - Medicare	136.17	136.17	0.00	0.00	100%
		604001 - Telephone Usage		126.00	0.00	(126.00)	
		616002 - I/T Hardware-Non Capitalized		584.80	0.00	(584.80)	
		616003 - I/T Software - Non Cap		0.00	0.00	0.00	
		616005 - Misc Info Tech Costs		0.00	0.00	0.00	
		619800 - Instr Equip-NonCapitalized		0.00	0.00	0.00	
		660003 - Supplies and Services	1,300.00	0.00	0.00	1,300.00	0%
	GF001 - CSU Operating Fund Total		**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**
00508 - Library Computer Labs Total			**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**
Grand Total			**66,036.17**	**32,729.72**	**0.00**	**33,306.45**	**50%**

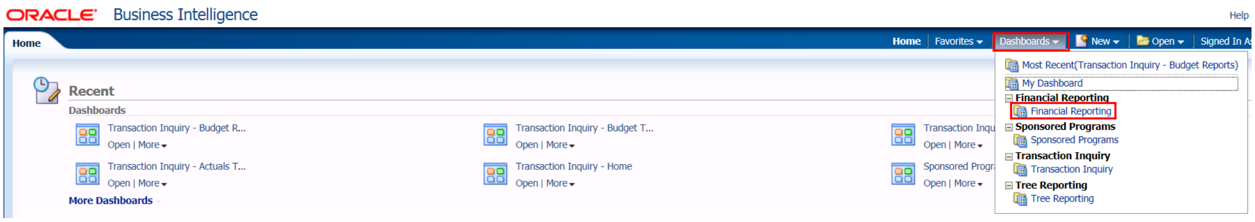
Columns	Definitions
Current Budget	Amount you have available to spend during the Fiscal Year (FY) selected.
Actuals	Total Amount you have spent to date. (Based on the FY and Accounting period specified)
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Budget Available	Amount you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

3.2 Fund Balance Report – All BU's

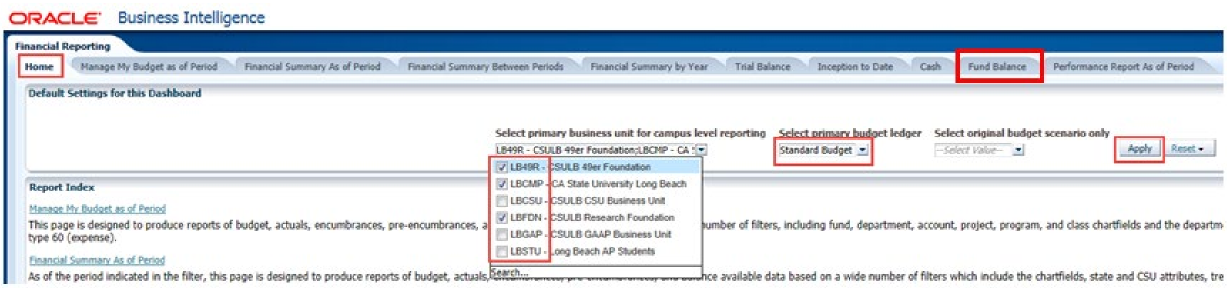
This section provides steps on how to run a Fund Balance report for all Business Units. This Fund Balance report is used to assist with managing those Funds that are not budgeted. It displays how much you have left to spend in the Fund.

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:

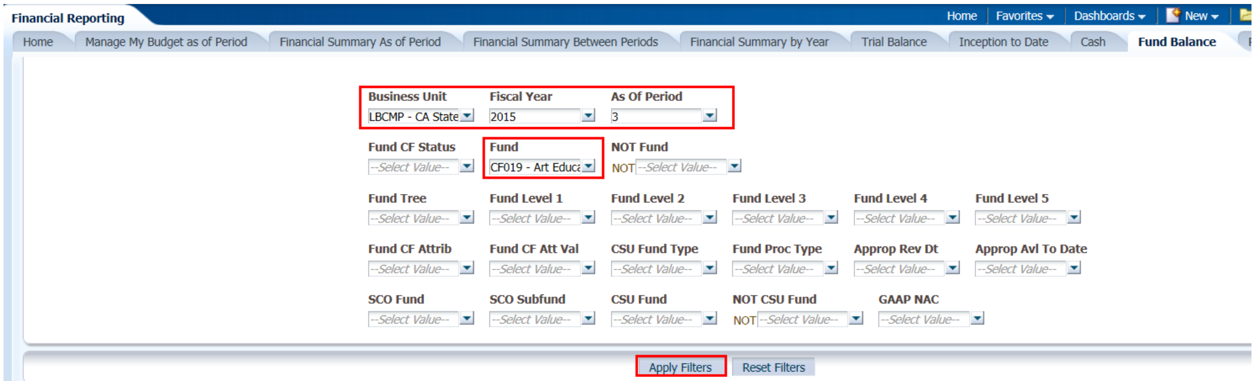
Default Settings	Options
Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

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.

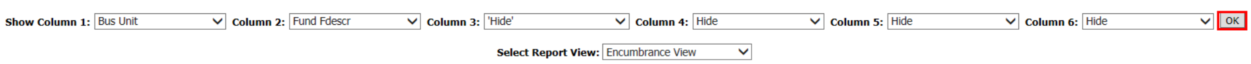


- **Business Unit** = Defaults from Home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific - Click on the down arrow to choose value(s) from a multi-select fields. You may select more than one fund.

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	CF019 - Art Education/Tech	(1,872.09)	(8,880.00)	8,861.39	(1,890.70)
	485 - TF-CSU Operating Fund Total		**(1,872.09)**	**(8,880.00)**	**8,861.39**	**(1,890.70)**
0948 - Calif State University Trust Fund Total			**(1,872.09)**	**(8,880.00)**	**8,861.39**	**(1,890.70)**
Grand Total			**(1,872.09)**	**(8,880.00)**	**8,861.39**	**(1,890.70)**

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**



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

Bus Unit	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
LBCMP	CF019 - Art Education/Tech	(1,872.09)	(8,880.00)	8,861.39	0.00	(1,890.70)
	CF019 - Art Education/Tech Total	**(1,872.09)**	**(8,880.00)**	**8,861.39**	**0.00**	**(1,890.70)**
LBCMP Total		**(1,872.09)**	**(8,880.00)**	**8,861.39**	**0.00**	**(1,890.70)**
Grand Total		**(1,872.09)**	**(8,880.00)**	**8,861.39**	**0.00**	**(1,890.70)**

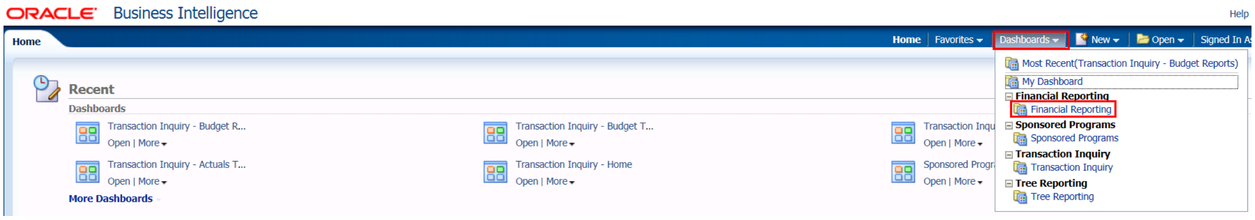
Columns	Definitions
Beginning Fund Balance	How much money you had remaining from last year. A negative number means you have money left. A positive number means you have overspent.
Year to Date Revenue	Amount of money you have collected/received to date. (Based on the FY and Accounting period specified). 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

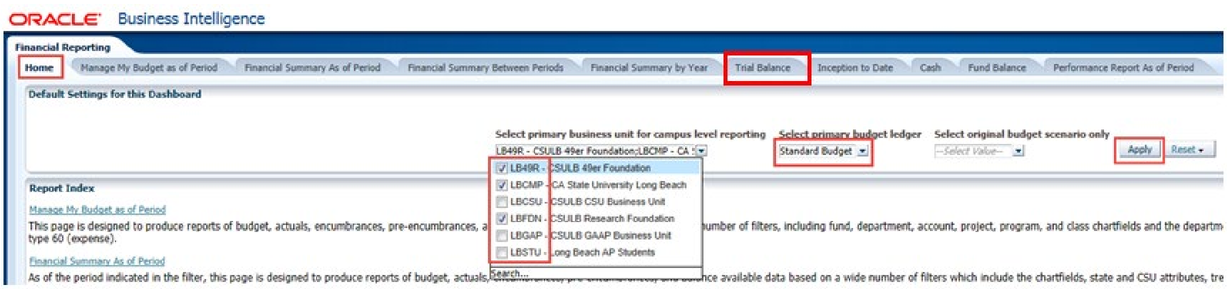
This section provides steps on how to run a Trial Balance report for all Business Units. The Trial Balance report assists with managing those Funds that are not budgeted. It displays the account balances within the Fund.

3.3.1 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:

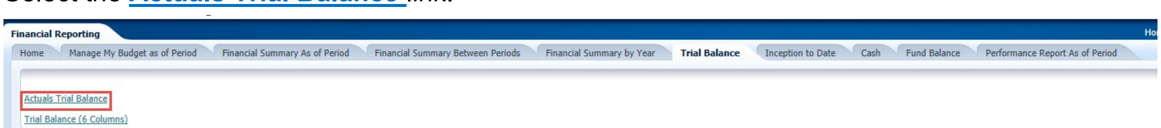
Default Settings	Options
Primary business unit (If you have funds in multiple BU's, then select all the BU's you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

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

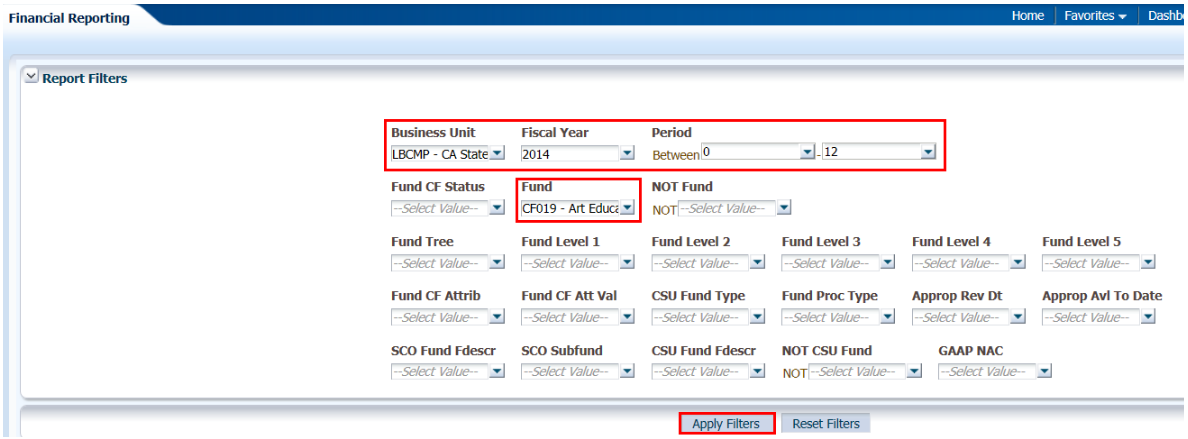
5. ***Optional.*** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Home Page of Dashboard** for details.

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.

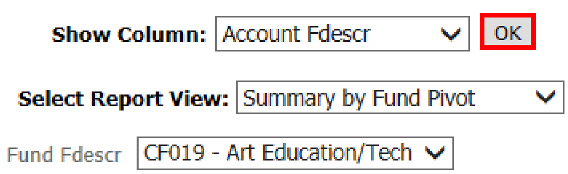


- **Business Unit** = Default from home page.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period Between** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow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



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**

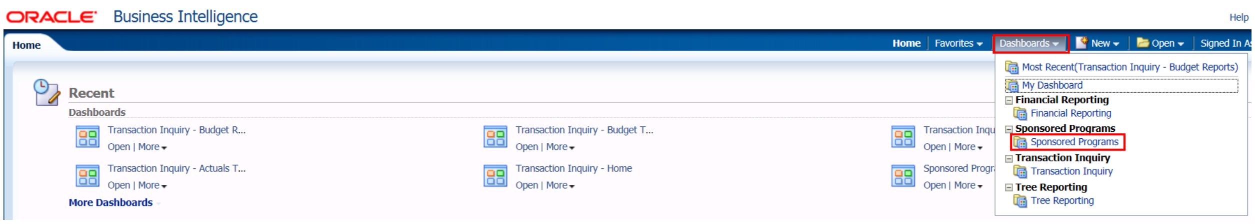
Account Fdescr	Description
1XXXXX – Assets	Assets are anything of value that the fund controls. Cash and inventory are considered assets. So are accounts receivable, which represent money owed to the fund. The normal balance of these accounts is positive (or debit).
2XXXXX – Liabilities	Liabilities are debts a fund owes to other entities. This could be accounts payable, which represents payments owed to suppliers or revenues collected in advance where a student has paid for a class in advance. The normal balance of these accounts is negative (or credit).
3XXXXX – Fund Balance/Net Assets	Fund balance or net assets represent the portion of the fund that is owned free and clear. If all the fund's assets were liquidated and used to pay off the debts, the amount leftover would be the fund balance or net assets. This amount leftover, along with the current year's net income or loss represents the amount of cash that a fund has to spend. A negative (or credit) balance in these accounts is a good thing.
5XXXXX – Revenues	Total revenues collected for the fiscal year. Revenue accounts are normally recorded as negative (or credit).
6XXXXX – Expenses	Total expenditures recorded for the fiscal year. Expense accounts normally have a positive (or debit) balance.

3.4 Grant Reporting

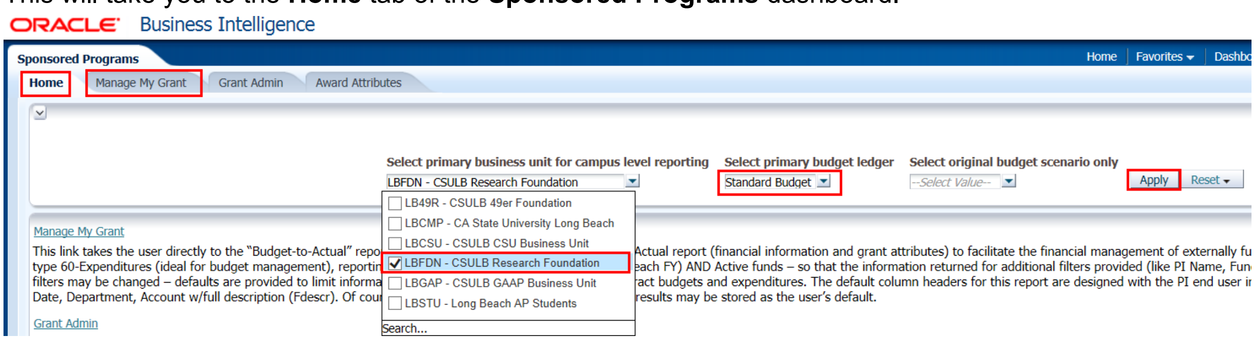
This section provides steps on how to run a Manage My Grants report for the LBFDN Business Unit. The report described below is used to assist with managing your LBFDN Sponsored Programs, RS and G Fund expenditures.

3.4.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Sponsored Programs** dashboard.



2. This will take you to the **Home** tab of the **Sponsored Programs** dashboard.



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

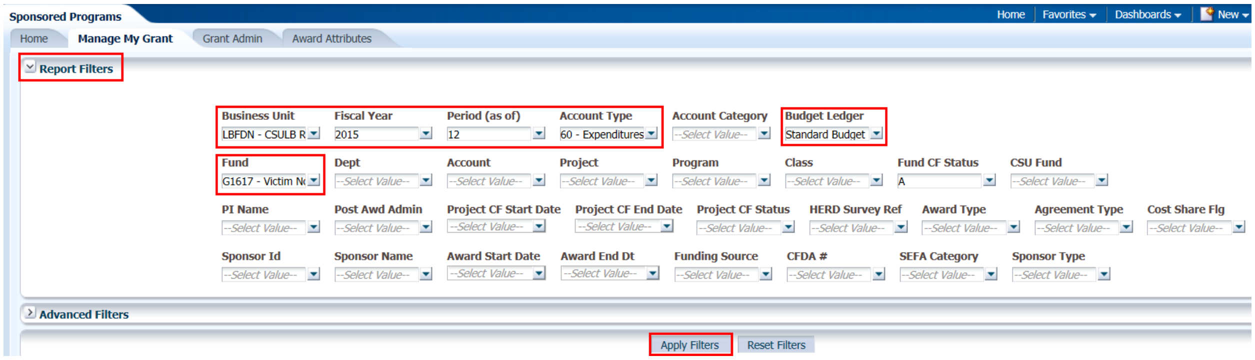
Default Settings	Options
Primary business unit	LBFDN – CSULB Research Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

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 **Sponsored Programs** Dashboard, select the **Manage My Grant** Tab.

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



- **Business Unit** = LBFDN. Defaults from Home page.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period** = Defaults to most current open period. Click on the down arrow to choose another value from a dropdown field.
- **Account Type** = 60 – Expenditures. Defaults.
- **Budget Ledger** = Standard Budget. Defaults from home page.
- **Fund** = User specific – Click on the down arrow to choose a value(s).

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

Fund Fdescr	Project Fdescr	Project End Dt	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
G1617 - Victim Notification Focus Eval	G161713100 - Victim Notification Focus 2013	6/30/2014	00350 - Psychology	601100 - Academic Salaries	9,700.00	0.00	0.00	9,700.00	0%
				601201 - Management and Supervisory	3,004.00	2,970.00	0.00	34.00	99%
				601300 - Support Staff Salaries		2,220.00	0.00	(2,220.00)	
				601303 - Student Assistant	4,420.00	1,296.00	0.00	3,124.00	29%
				601902 - Academic Salaries Manual Adj		10,098.00	0.00	(10,098.00)	
				603001 - OASDI	568.00	496.16	0.00	71.84	87%
				603090 - Benefits-Others	4,152.00	4,553.74	0.00	(401.74)	110%
				613800 - Consulting Contract Services	6,400.00	1,984.55	0.00	4,415.45	31%
				616003 - I/T Software - Non Cap	1,280.00	1,637.10	0.00	(357.10)	128%
				662001 - F&A Cost - Federal	4,429.00	0.00	0.00	4,429.00	0%
				662803 - F&A Cost- Non-Governmental		3,788.33	0.00	(3,788.33)	
	G161713100 - Victim Notification Focus 2013 Total				**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**
G1617 - Victim Notification Focus Eval Total					**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**
Grand Total					**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**

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.

9. ***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

Fund Fdescr	Project Fdescr	Project End Dt	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
G1617 - Victim Notification Focus Eval	G161713100 - Victim Notification Focus 2013	6/30/2014	00350 - Psychology	601100 - Academic Salaries	9,700.00	0.00	0.00	9,700.00	0%
				601201 - Management and Supervisory	3,004.00	2,970.00	0.00	34.00	99%
				601300 - Support Staff Salaries		2,220.00	0.00	(2,220.00)	
				601303 - Student Assistant	4,420.00	1,296.00	0.00	3,124.00	29%
				601902 - Academic Salaries Manual Adj		10,098.00	0.00	(10,098.00)	
				603001 - OASDI	568.00	496.16	0.00	71.84	87%
				603090 - Benefits-Others	4,152.00	4,553.74	0.00	(401.74)	110%
				613800 - Consulting Contract Services	6,400.00	1,984.55	0.00	4,415.45	31%
				616003 - I/T Software - Non Cap	1,280.00	1,637.10	0.00	(357.10)	128%
				662001 - F&A Cost - Federal	4,429.00	0.00	0.00	4,429.00	0%
				662803 - F&A Cost- Non-Governmental		3,788.33	0.00	(3,788.33)	
	G161713100 - Victim Notification Focus 2013 Total				**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**
G1617 - Victim Notification Focus Eval Total					**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**
Grand Total					**33,953.00**	**29,043.88**	**0.00**	**4,909.12**	**86%**

Columns	Definitions
Current Budget	Total Amount you have to spend. (Based on the FY and Accounting period specified).
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.

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.

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
GF001 - CSU Operating Fund	00508 - Library Computer Labs	601303 - Student Assistant	64,600.00	48,713.80	0.00	15,886.20	75%
		602001 - Work Study-On Campus		13,422.60	0.00	(13,422.60)	
		603012 - Medicare	136.17	136.17	0.00	0.00	100%
		604001 - Telephone Usage		252.00	0.00	(252.00)	
		616002 - I/T Hardware-Non Capitalized		1,520.80	0.00	(1,520.80)	
		616003 - I/T Software - Non Cap		0.00	0.00	0.00	
		616005 - Misc Info Tech Costs		0.00	0.00	0.00	
		616803 - I/T Hardware-Capitalized		48,206.34	0.00	(48,206.34)	
		619800 - Instr Equip-NonCapitalized		0.00	0.00	0.00	
		660003 - Supplies and Services	1,300.00	0.00	0.00	1,300.00	0%
	00508 - Library Computer Labs Total		**66,036.17**	**112,251.71**	**0.00**	**(46,215.54)**	**170%**
GF001 - CSU Operating Fund Total			**66,036.17**	**112,251.71**	**0.00**	**(46,215.54)**	**170%**
Grand Total			**66,036.17**	**112,251.71**	**0.00**	**(46,215.54)**	**170%**

Results are displayed:

Actuals Drill Down
Time run: 8/24/2015 3:02:13 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	Purchase Order	Supplier ID	Supplier Name
LBCMP - CA State University Long Beach	2014	4	10/1/2014	00428723	VCH - AP Voucher Accounting	6677/ITSCO 714-761-8886	584.80	616002 - I/T Hardware-Non Capitalized	GF001 - CSU Operating Fund	00508 - Library Computer Labs	- - -	- - -	- - -	-	0.00	-	0000025781	USBANKCORP -002
LBCMP - CA State University Long Beach	2014	12	6/16/2015	00453665	VCH - AP Voucher Accounting	CA Recycle Fee = 234 at $4.00	936.00	616002 - I/T Hardware-Non Capitalized	GF001 - CSU Operating Fund	00508 - Library Computer Labs	- - -	- - -	- - -	-	0.00	0000047305	0000000212	HEWLETTPAC -001
Grand Total							**1,520.80**								**0.00**			

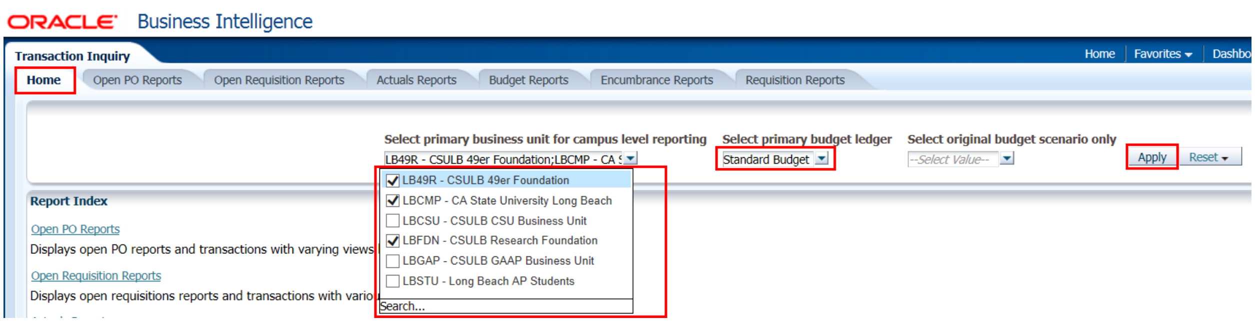
5.0 Detail Transaction Reporting – All BU's

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 (If you have funds in multiple BU's, then select all the BU's you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget	Standard Budget
Budget scenario	Leave Blank

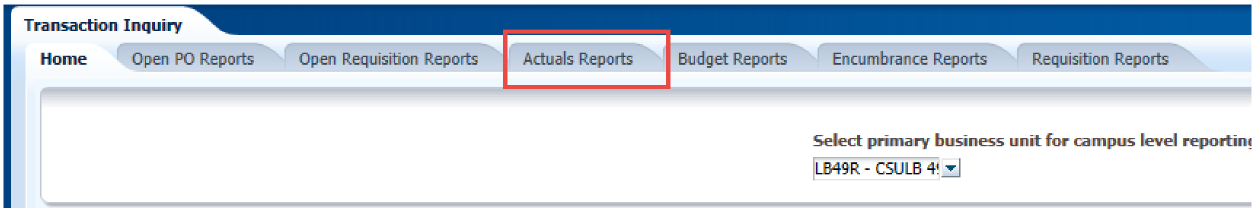
4. Click **Apply** to execute your selection.

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.

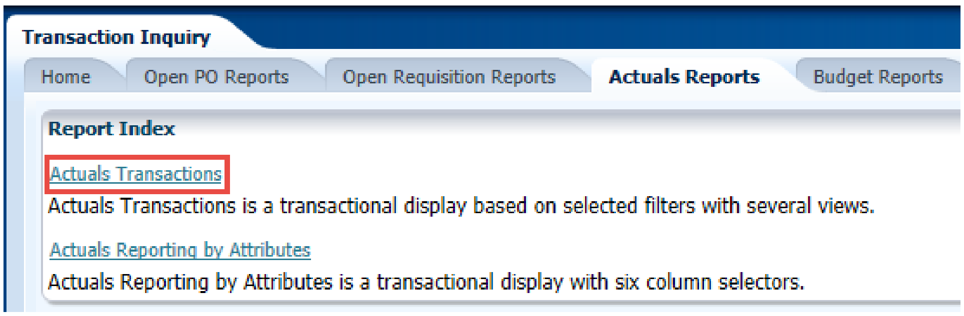
5.2 Transaction Inquiry - Actuals Transactions

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

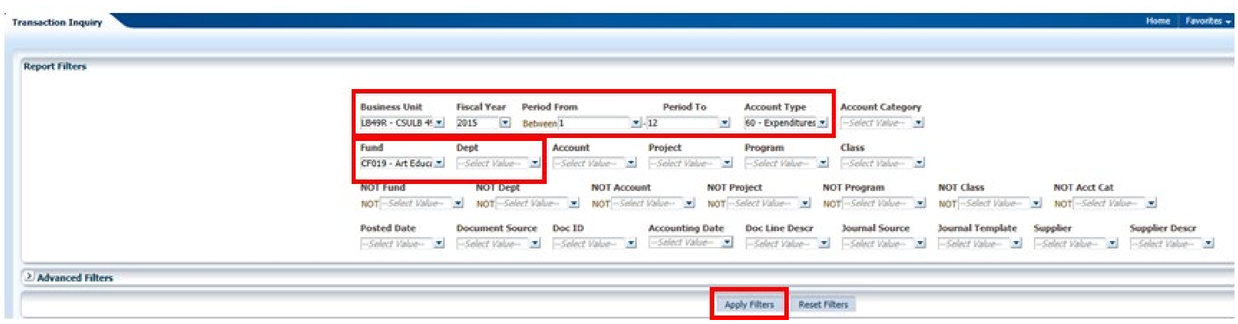
1. From the **Transaction Inquiry** Dashboard, click on the **Actuals Reports** Tab.



2. Click the **Actuals Transactions** link.

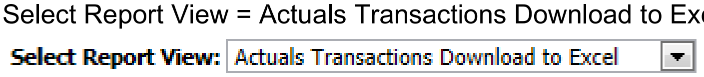


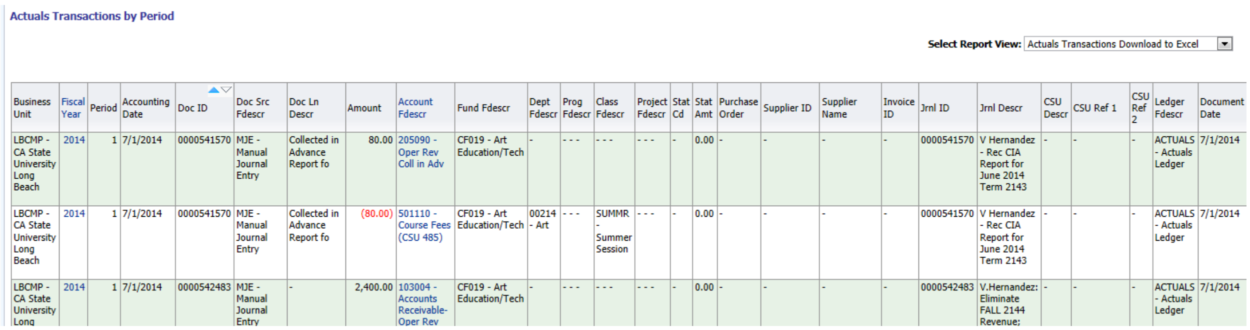
3. Select the Report Filters - search criteria that are used to generate the report results.



- **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.





Actuals Transactions by Period

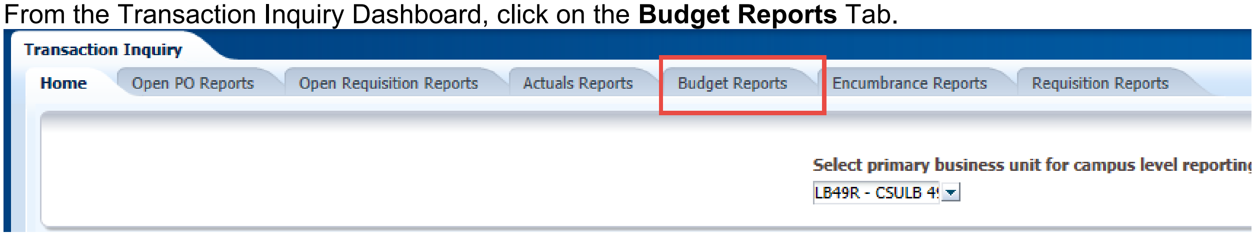
Select Report View: Actuals Transactions Download to Excel

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
LBCMP - CA State University Long Beach	2014	1	7/1/2014	0000541570	MJE - Manual Journal Entry	Collected in Advance Report fo	80.00	205090 - Oper Rev Coll in Adv	CF019 - Art Education/Tech	-	- - -	- - -	- - -	-	0.00	-	-	-	-	0000541570	V Hernandez - Rec CIA Report for June 2014 Term 2143	-	-	-	ACTUALS - Actuals Ledger	7/1/2014
LBCMP - CA State University Long Beach	2014	1	7/1/2014	0000541570	MJE - Manual Journal Entry	Collected in Advance Report fo	(80.00)	501110 - Course Fees (CSU 485)	CF019 - Art Education/Tech	00214 - Art	- - -	SUMMR - Summer Session	- - -	-	0.00	-	-	-	-	0000541570	V Hernandez - Rec CIA Report for June 2014 Term 2143	-	-	-	ACTUALS - Actuals Ledger	7/1/2014
LBCMP - CA State University Long	2014	1	7/1/2014	0000542483	MJE - Manual Journal Entry	-	2,400.00	103004 - Accounts Receivable- Oper Rev	CF019 - Art Education/Tech	-	- - -	- - -	- - -	-	0.00	-	-	-	-	0000542483	V.Hernandez: Eliminate FALL 2144 Revenue;	-	-	-	ACTUALS - Actuals Ledger	7/1/2014

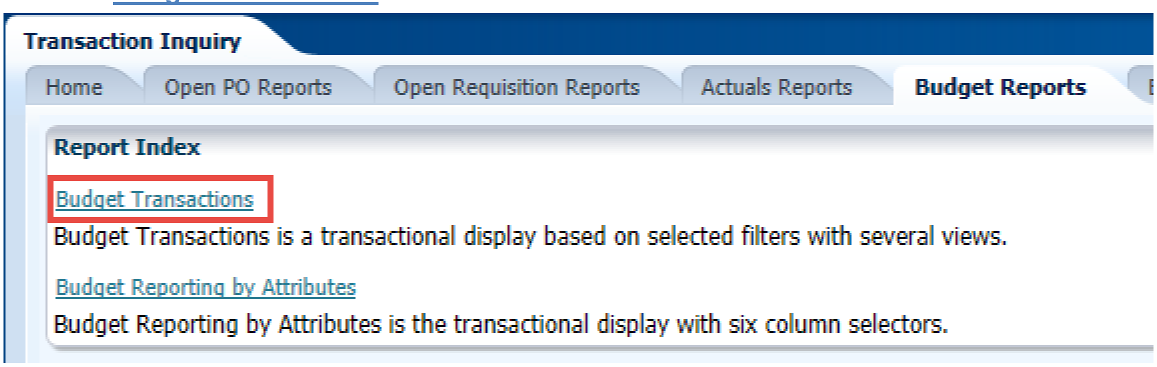
5.3 Transaction Inquiry - Budget Transactions

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

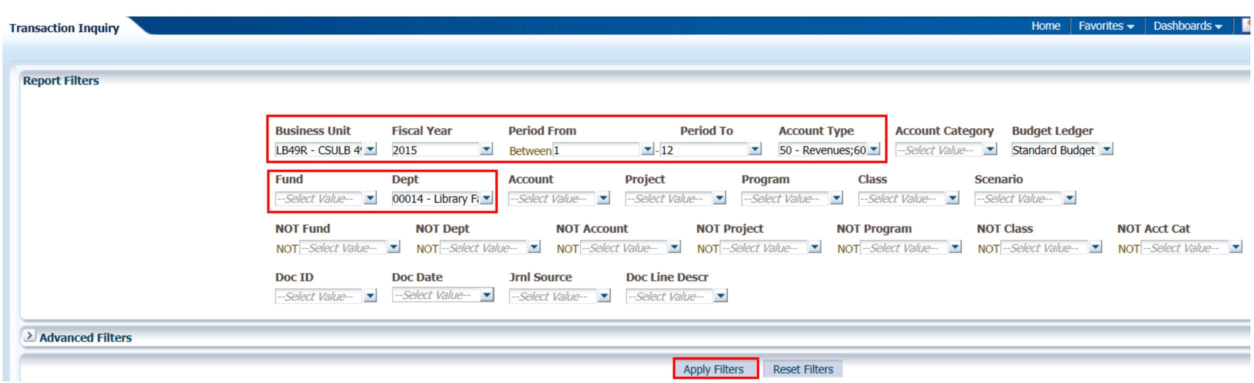
1. From the Transaction Inquiry Dashboard, click on the **Budget Reports** Tab.



2. Click the Budget Transactions link.

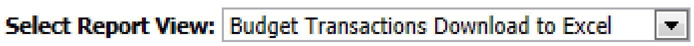


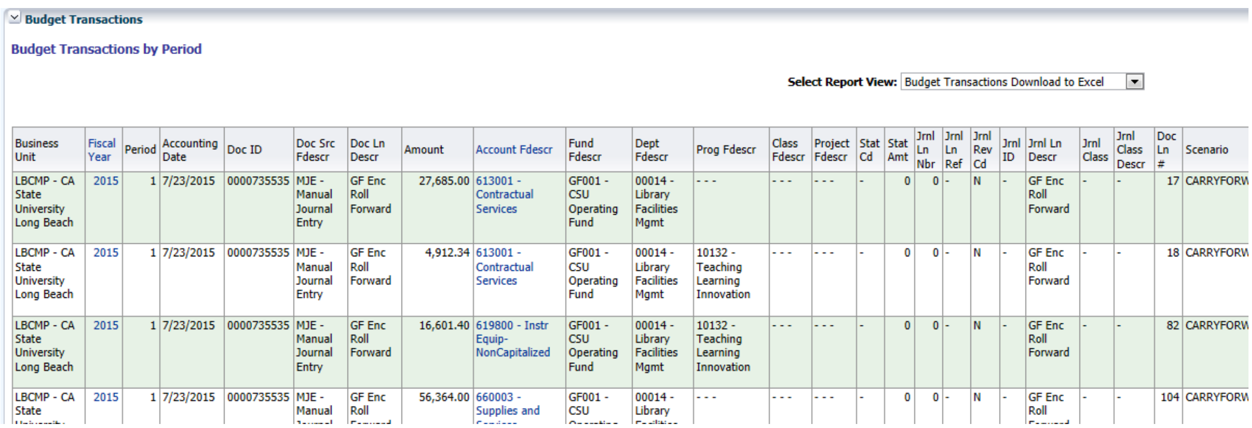
3. Select the Report Filters - search criteria that are used to generate the report results.



- **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.
- **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.





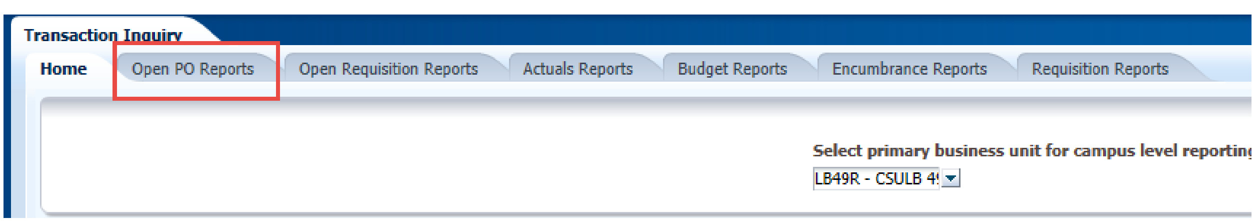
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr	Doc Ln #	Scenario
LBCMP - CA State University Long Beach	2015	1	7/23/2015	0000735535	MJE - Manual Journal Entry	GF Enc Roll Forward	27,685.00	613001 - Contractual Services	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt	- - -	- - -	- - -	-	0	0	-	N	-	GF Enc Roll Forward	-	-	17	CARRYFORW
LBCMP - CA State University Long Beach	2015	1	7/23/2015	0000735535	MJE - Manual Journal Entry	GF Enc Roll Forward	4,912.34	613001 - Contractual Services	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt	10132 - Teaching Learning Innovation	- - -	- - -	-	0	0	-	N	-	GF Enc Roll Forward	-	-	18	CARRYFORW
LBCMP - CA State University Long Beach	2015	1	7/23/2015	0000735535	MJE - Manual Journal Entry	GF Enc Roll Forward	16,601.40	619800 - Instr Equip-NonCapitalized	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt	10132 - Teaching Learning Innovation	- - -	- - -	-	0	0	-	N	-	GF Enc Roll Forward	-	-	82	CARRYFORW
LBCMP - CA State	2015	1	7/23/2015	0000735535	MJE - Manual	GF Enc Roll	56,364.00	660003 - Supplies and	GF001 - CSU	00014 - Library	- - -	- - -	- - -	-	0	0	-	N	-	GF Enc Roll	-	-	104	CARRYFORW

5.4 Transaction Inquiry – Open PO Reports

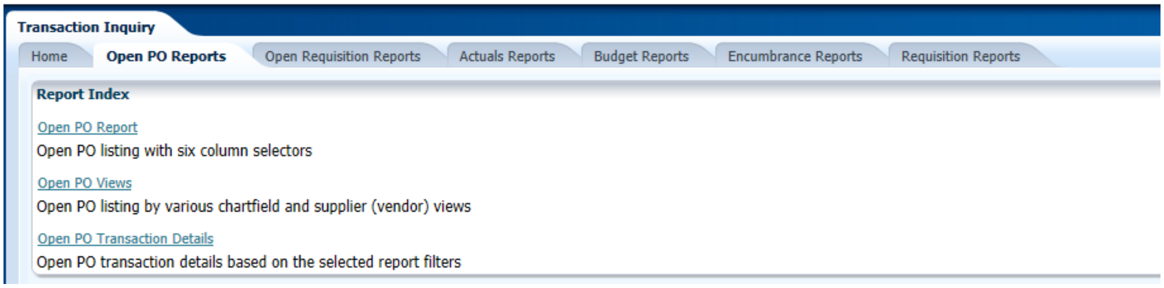
There are three reports available:

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

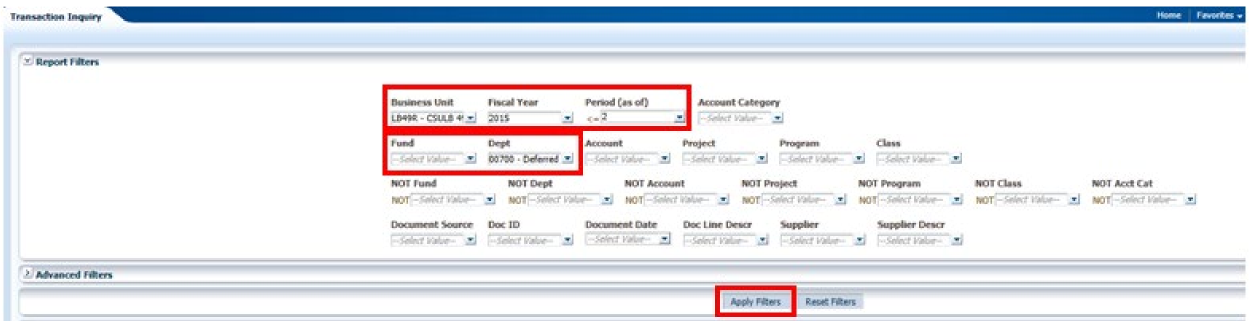
1. From the Transaction Inquiry Dashboard, click on the **Open PO Reports** Tab.



2. Select the desired report link.



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

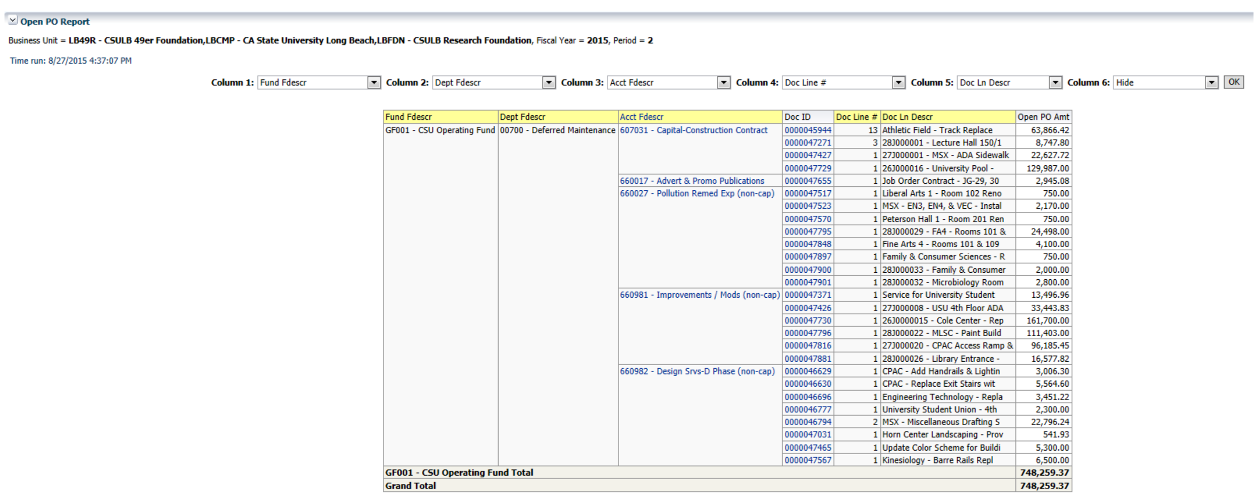


- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period =** 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific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

5.4.1 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 = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period = **2**

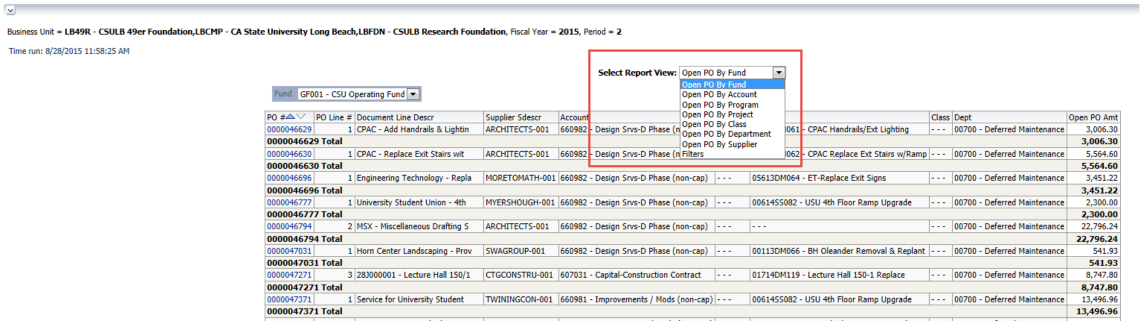
Time run: 8/27/2015 4:37:07 PM

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

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Open PO Amt
GF001 - CSU Operating Fund	00700 - Deferred Maintenance	607031 - Capital-Construction Contract	0000045944	13	Athletic Field - Track Replace	63,866.42
			0000047271	3	28J000001 - Lecture Hall 150/1	8,747.80
			0000047427	1	27J000001 - MSX - ADA Sidewalk	22,627.72
			0000047729	1	26J000016 - University Pool -	129,987.00
		660017 - Advert & Promo Publications	0000047655	1	Job Order Contract - JG-29, 30	2,945.08
		660027 - Pollution Remed Exp (non-cap)	0000047517	1	Liberal Arts 1 - Room 102 Reno	750.00
			0000047523	1	MSX - EN3, EN4, & VEC - Instal	2,170.00
			0000047570	1	Peterson Hall 1 - Room 201 Ren	750.00
			0000047795	1	28J000029 - FA4 - Rooms 101 &	24,498.00
			0000047848	1	Fine Arts 4 - Rooms 101 & 109	4,100.00
			0000047897	1	Family & Consumer Sciences - R	750.00
			0000047900	1	28J000033 - Family & Consumer	2,000.00
			0000047901	1	28J000032 - Microbiology Room	2,800.00
		660981 - Improvements / Mods (non-cap)	0000047371	1	Service for University Student	13,496.96
			0000047426	1	27J000008 - USU 4th Floor ADA	33,443.83
			0000047730	1	26J0000015 - Cole Center - Rep	161,700.00
			0000047796	1	28J000022 - MLSC - Paint Build	111,403.00
			0000047816	1	27J000020 - CPAC Access Ramp &	96,185.45
			0000047881	1	28J000026 - Library Entrance -	16,577.82
		660982 - Design Srvs-D Phase (non-cap)	0000046629	1	CPAC - Add Handrails & Lightin	3,006.30
			0000046630	1	CPAC - Replace Exit Stairs wit	5,564.60
			0000046696	1	Engineering Technology - Repla	3,451.22
			0000046777	1	University Student Union - 4th	2,300.00
			0000046794	2	MSX - Miscellaneous Drafting S	22,796.24
			0000047031	1	Horn Center Landscaping - Prov	541.93
			0000047465	1	Update Color Scheme for Buildi	5,300.00
			0000047567	1	Kinesiology - Barre Rails Repl	6,500.00
GF001 - CSU Operating Fund Total						**748,259.37**
Grand Total						**748,259.37**

5.4.2 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 = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period = **2**

Time run: 8/28/2015 11:58:25 AM

Select Report View: Open PO By Fund

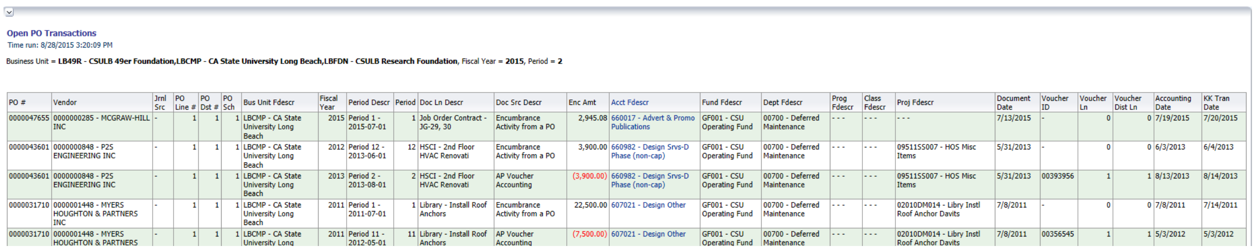
Open PO By Fund
Open PO By Account
Open PO By Program
Open PO By Project
Open PO By Class
Open PO By Department
Open PO By Supplier
Filters

Fund GF001 - CSU Operating Fund

PO #	PO Line #	Document Line Descr	Supplier Sdescr	Account			Class	Dept	Open PO Amt
0000046629	1	CPAC - Add Handrails & Lightin	ARCHITECTS-001	660982 - Design Srvs-D Phase (n		061 - CPAC Handrails/Ext Lighting	- - -	00700 - Deferred Maintenance	3,006.30
0000046629 Total									**3,006.30**
0000046630	1	CPAC - Replace Exit Stairs wit	ARCHITECTS-001	660982 - Design Srvs-D Phase (n		062 - CPAC Replace Ext Stairs w/Ramp	- - -	00700 - Deferred Maintenance	5,564.60
0000046630 Total									**5,564.60**
0000046696	1	Engineering Technology - Repla	MORETOMATH-001	660982 - Design Srvs-D Phase (non-cap)	- - -	05613DM064 - ET-Replace Exit Signs	- - -	00700 - Deferred Maintenance	3,451.22
0000046696 Total									**3,451.22**
0000046777	1	University Student Union - 4th	MYERSHOUGH-001	660982 - Design Srvs-D Phase (non-cap)	- - -	00614SS082 - USU 4th Floor Ramp Upgrade	- - -	00700 - Deferred Maintenance	2,300.00
0000046777 Total									**2,300.00**
0000046794	2	MSX - Miscellaneous Drafting S	ARCHITECTS-001	660982 - Design Srvs-D Phase (non-cap)	- - -	- - -	- - -	00700 - Deferred Maintenance	22,796.24
0000046794 Total									**22,796.24**
0000047031	1	Horn Center Landscaping - Prov	SWAGROUP-001	660982 - Design Srvs-D Phase (non-cap)	- - -	00113DM066 - BH Oleander Removal & Replant	- - -	00700 - Deferred Maintenance	541.93
0000047031 Total									**541.93**
0000047271	3	28J000001 - Lecture Hall 150/1	CTGCONSTRU-001	607031 - Capital-Construction Contract	- - -	01714DM119 - Lecture Hall 150-1 Replace	- - -	00700 - Deferred Maintenance	8,747.80
0000047271 Total									**8,747.80**
0000047371	1	Service for University Student	TWININGCON-001	660981 - Improvements / Mods (non-cap)	- - -	00614SS082 - USU 4th Floor Ramp Upgrade	- - -	00700 - Deferred Maintenance	13,496.96
0000047371 Total									**13,496.96**

5.4.3 Report: Open PO Transaction Details

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



Open PO Transactions

Time run: 8/28/2015 3:20:09 PM

Business Unit = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period = **2**

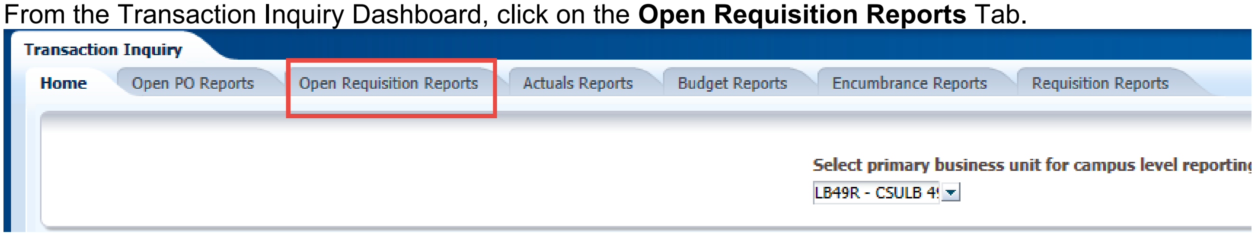
PO #	Vendor	Jrnl Src	PO Line #	PO Dst #	PO Sch	Bus Unit Fdescr	Fiscal Year	Period Descr	Period	Doc Ln Descr	Doc Src Descr	Enc Amt	Acct Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Proj Fdescr	Document Date	Voucher ID	Voucher Ln	Voucher Dist Ln	Accounting Date	KK Tran Date
0000047655	0000000285 - MCGRAW-HILL INC	-	1	1	1	LBCMP - CA State University Long Beach	2015	Period 1 - 2015-07-01	1	Job Order Contract - JG-29, 30	Encumbrance Activity from a PO	2,945.08	660017 - Advert & Promo Publications	GF001 - CSU Operating Fund	00700 - Deferred Maintenance	- - -	- - -	- - -	7/13/2015	-	0	0	7/19/2015	7/20/2015
0000043601	0000000848 - P2S ENGINEERING INC	-	1	1	1	LBCMP - CA State University Long Beach	2012	Period 12 - 2013-06-01	12	HSCI - 2nd Floor HVAC Renovati	Encumbrance Activity from a PO	3,900.00	660982 - Design Srvs-D Phase (non-cap)	GF001 - CSU Operating Fund	00700 - Deferred Maintenance	- - -	- - -	09511SS007 - HOS Misc Items	5/31/2013	-	0	0	6/3/2013	6/4/2013
0000043601	0000000848 - P2S ENGINEERING INC	-	1	1	1	LBCMP - CA State University Long Beach	2013	Period 2 - 2013-08-01	2	HSCI - 2nd Floor HVAC Renovati	AP Voucher Accounting	(3,900.00)	660982 - Design Srvs-D Phase (non-cap)	GF001 - CSU Operating Fund	00700 - Deferred Maintenance	- - -	- - -	09511SS007 - HOS Misc Items	5/31/2013	00393956	1	1	8/13/2013	8/14/2013
0000031710	0000001448 - MYERS HOUGHTON & PARTNERS INC	-	1	1	1	LBCMP - CA State University Long Beach	2011	Period 1 - 2011-07-01	1	Library - Install Roof Anchors	Encumbrance Activity from a PO	22,500.00	607021 - Design Other	GF001 - CSU Operating Fund	00700 - Deferred Maintenance	- - -	- - -	02010DM014 - Libry Instl Roof Anchor Davits	7/8/2011	-	0	0	7/8/2011	7/14/2011
0000031710	0000001448 - MYERS HOUGHTON & PARTNERS	-	1	1	1	LBCMP - CA State University Long	2011	Period 11 - 2012-05-01	11	Library - Install Roof Anchors	AP Voucher Accounting	(7,500.00)	607021 - Design Other	GF001 - CSU Operating Fund	00700 - Deferred Maintenance	- - -	- - -	02010DM014 - Libry Instl Roof Anchor Davits	7/8/2011	00356545	1	1	5/3/2012	5/3/2012

5.5 Transaction Inquiry – Open Requisition Reports

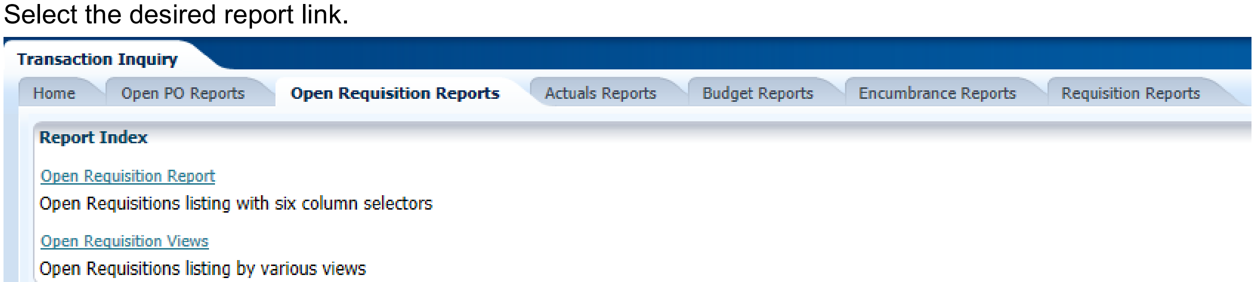
There are two available reports:

- Open Requisition Report
- Open Requisition Views

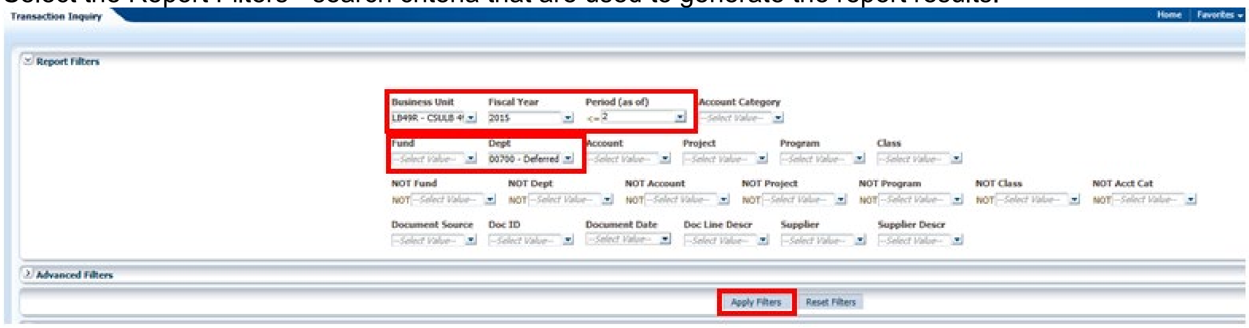
1. From the Transaction Inquiry Dashboard, click on the **Open Requisition Reports** Tab.



2. Select the desired report link.



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

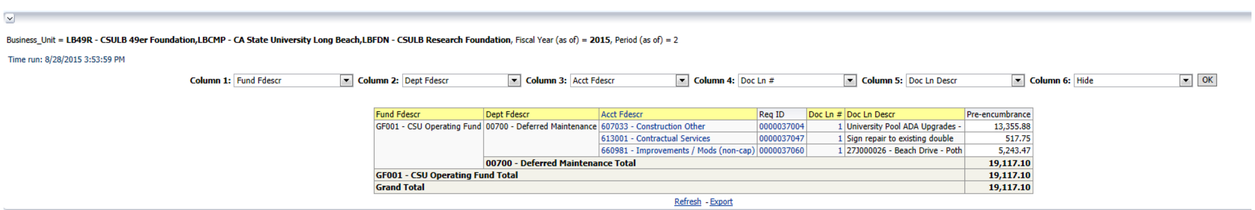


- **Business Unit** = Defaults from home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2015 – Click on the down arrow to choose a value from a dropdown field.
- **Period =** 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific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

5.5.1 Report: Open Requisition Report

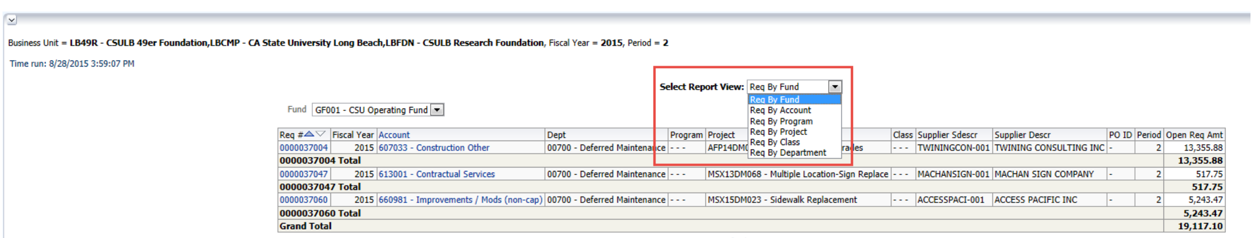
This report displays open requisitions based on the specified report filters.

- 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.



5.5.2 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.

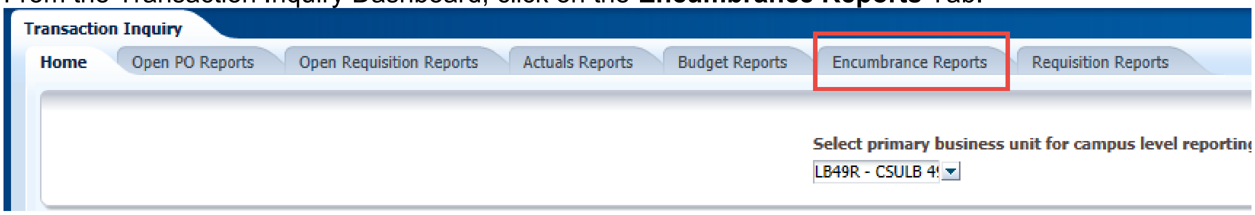


5.6 Transaction Inquiry – Encumbrance Reports

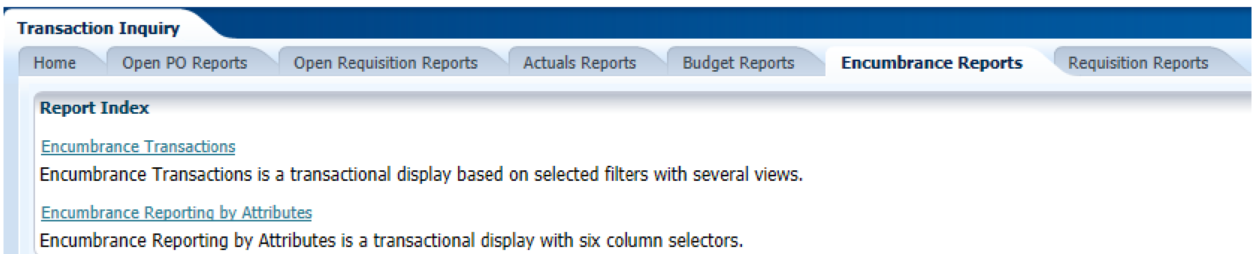
There are two reports available:

- o Encumbrance Transactions
- o Encumbrance Reporting by Attributes

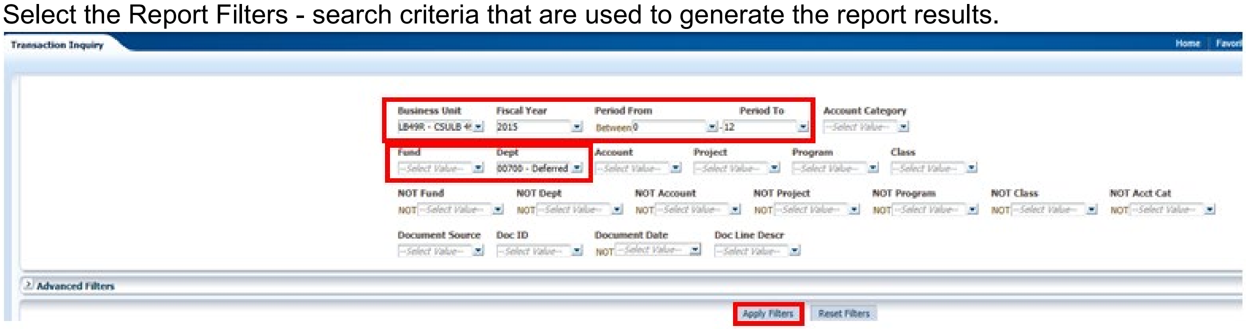
1. From the Transaction Inquiry Dashboard, click on the **Encumbrance Reports** Tab.



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.

5.6.1 Report: Encumbrance Transactions

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

Encumbrance Transactions
Time run: 8/28/2015 4:03:38 PM

Business Unit = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, 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
LBCMP - CA State University Long Beach	0000045944	4	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		4	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		5	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		5	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		6	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		6	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		7	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		7	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		8	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		8	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		9	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		9	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		10	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		10	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		11	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		11	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		12	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		12	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		13	9/4/2014	2015	1	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
		13	9/4/2014	2015	2	Encumbrance Activity from a PO	0	0000045944	-	Athletic Field - Track Replace	0.00
	0000046629	1	1/29/2015	2015	1	AP Voucher Accounting	1	0000046629	00455817	CPAC - Add Handrails & Lightin	(2,004.20)
	0000046630	1	1/29/2015	2015	1	AP Voucher Accounting	1	0000046630	00455819	CPAC - Replace Exit Stairs wit	(8,346.90)
	0000046651	1	2/3/2015	2015	1	AP Voucher Accounting	2	0000046651	00455816	Signs, Option 2 -Fabricated le	(9,554.94)
		2	2/3/2015	2015	1	AP Voucher Accounting	3	0000046651	00455816	Signs, Full Size Sample Not An	(117.72)
		3	2/3/2015	2015	1	AP Voucher Accounting	1	0000046651	00455816	Installation of signs per spec	(2,400.00)

5.6.2 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 = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period is between **0,12**

Encumbrance Transactions by Attributes
Time run: 8/28/2015 4:06:28 PM

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

Select Report View: Encumbrance Custom Summary

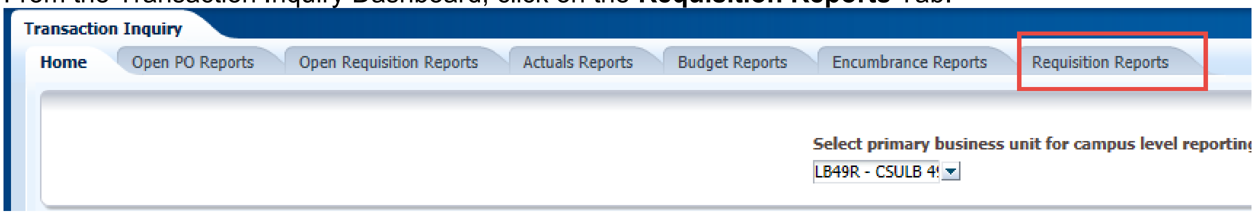
Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc Ln	Supplier	Doc ID	Accounting Date	PO Date	Doc Src Fdescr	Doc Ln #	Doc Ln Descr	Encumbrance
GF001 - CSU Operating Fund	00700 - Deferred Maintenance	607031 - Capital-Construction Contract	1	0000018690	0000047729	7/30/2015	7/21/2015	ENC - Encumbrance Activity from a PO	1	26J000016 - University Pool -	129,987.00
				0000035716	0000047427	7/13/2015	6/18/2015	VCH - AP Voucher Accounting	1	27J000001 - MSX - ADA Sidewalk	(2,375.29)
				0000038361	0000046651	7/7/2015	2/3/2015	VCH - AP Voucher Accounting	1	Signs, Option 2 -Fabricated le	(9,554.94)
			3	0000038439	0000047271	8/13/2015	5/29/2015	VCH - AP Voucher Accounting	3	28J000001 - Lecture Hall 150/1	(101,208.20)
			4	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	4	Athletic Field - Track Replace	0.00
				0000038361	0000046651	7/7/2015	2/3/2015	VCH - AP Voucher Accounting	4	Inset to loose back fittings a	(2,437.24)
			5	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	5	Athletic Field - Track Replace	0.00
				0000038361	0000046651	7/7/2015	2/3/2015	VCH - AP Voucher Accounting	5	Boon Lift to properly install	(272.50)
			6	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	6	Athletic Field - Track Replace	0.00
			7	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	7	Athletic Field - Track Replace	0.00
			8	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	8	Athletic Field - Track Replace	0.00
			9	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	9	Athletic Field - Track Replace	0.00
			10	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	10	Athletic Field - Track Replace	0.00
			11	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	11	Athletic Field - Track Replace	0.00
			12	0000035290	0000045944	8/11/2015	9/4/2014	ENC - Encumbrance Activity from a PO	12	Athletic Field - Track Replace	0.00

5.7 Transaction Inquiry – Requisition Reports

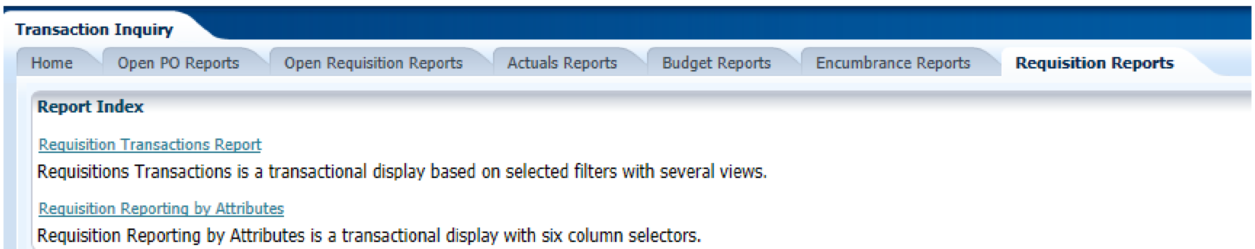
There are two reports available:

- Requisition Transactions Reports
- Requisition Reporting by Attributes

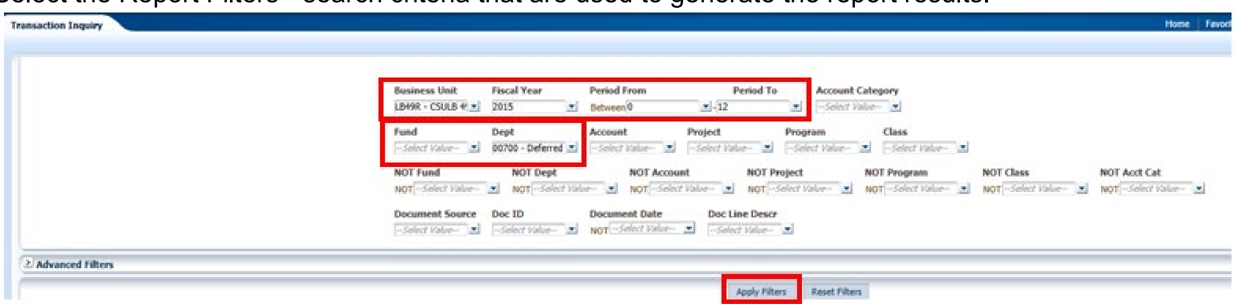
1. From the Transaction Inquiry Dashboard, click on the **Requisition Reports** Tab.



2. Select the desired report link.



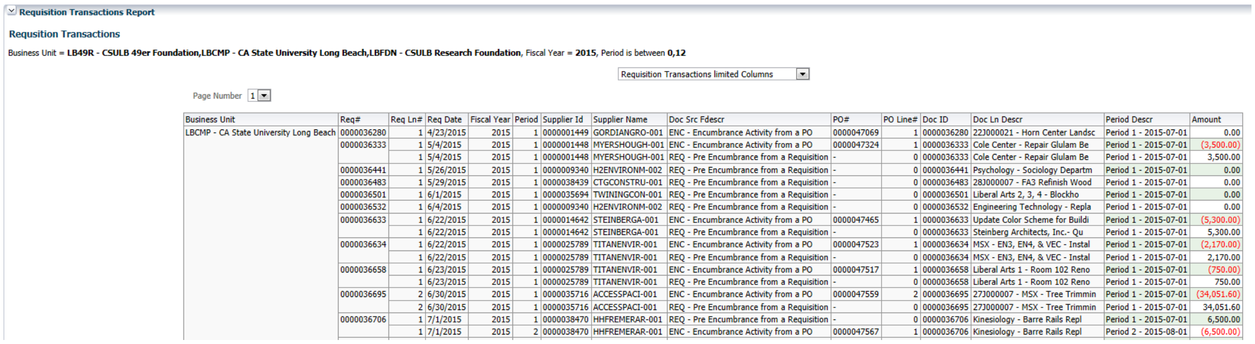
3. Select the Report Filters - search criteria that are used to generate the report results.



- **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.

5.7.1 Report: Requisition Report

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



Requisition Transactions Report

Requsition Transactions

Business Unit = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period is between **0,12**

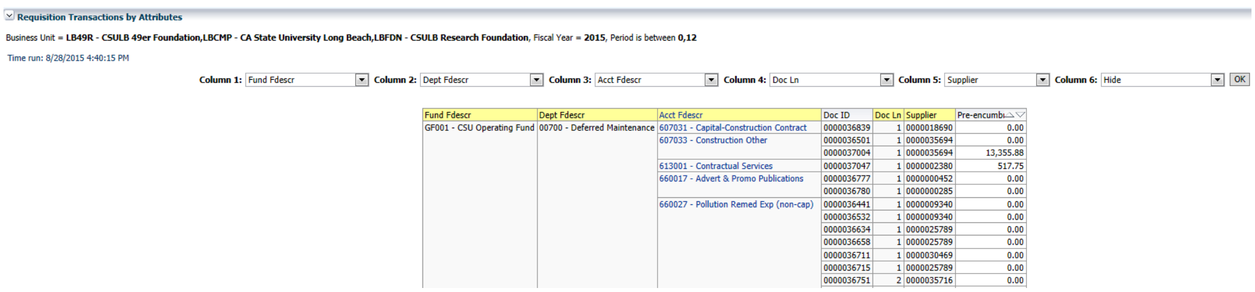
Requisition Transactions limited Columns

Page Number 1

Business Unit	Req#	Req Ln#	Req Date	Fiscal Year	Period	Supplier Id	Supplier Name	Doc Src Fdescr	PO#	PO Line#	Doc ID	Doc Ln Descr	Period Descr	Amount
LBCMP - CA State University Long Beach	0000036280	1	4/23/2015	2015	1	0000001449	GORDIANGRO-001	ENC - Encumbrance Activity from a PO	0000047069	1	0000036280	22J000021 - Horn Center Landsc	Period 1 - 2015-07-01	0.00
	0000036333	1	5/4/2015	2015	1	0000001448	MYERSHOUGH-001	ENC - Encumbrance Activity from a PO	0000047324	1	0000036333	Cole Center - Repair Glulam Be	Period 1 - 2015-07-01	(3,500.00)
		1	5/4/2015	2015	1	0000001448	MYERSHOUGH-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036333	Cole Center - Repair Glulam Be	Period 1 - 2015-07-01	3,500.00
	0000036441	1	5/26/2015	2015	1	0000009340	H2ENVIRONM-002	REQ - Pre Encumbrance from a Requisition	-	0	0000036441	Psychology - Sociology Departm	Period 1 - 2015-07-01	0.00
	0000036483	1	5/29/2015	2015	1	0000038439	CTGCONSTRU-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036483	28J000007 - FA3 Refinish Wood	Period 1 - 2015-07-01	0.00
	0000036501	1	6/1/2015	2015	1	0000035694	TWININGCON-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036501	Liberal Arts 2, 3, 4 - Blockho	Period 1 - 2015-07-01	0.00
	0000036532	1	6/4/2015	2015	1	0000009340	H2ENVIRONM-002	REQ - Pre Encumbrance from a Requisition	-	0	0000036532	Engineering Technology - Repla	Period 1 - 2015-07-01	0.00
	0000036633	1	6/22/2015	2015	1	0000014642	STEINBERGA-001	ENC - Encumbrance Activity from a PO	0000047465	1	0000036633	Update Color Scheme for Buildi	Period 1 - 2015-07-01	(5,300.00)
		1	6/22/2015	2015	1	0000014642	STEINBERGA-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036633	Steinberg Architects, Inc.- Qu	Period 1 - 2015-07-01	5,300.00
	0000036634	1	6/22/2015	2015	1	0000025789	TITANENVIR-001	ENC - Encumbrance Activity from a PO	0000047523	1	0000036634	MSX - EN3, EN4, & VEC - Instal	Period 1 - 2015-07-01	(2,170.00)
		1	6/22/2015	2015	1	0000025789	TITANENVIR-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036634	MSX - EN3, EN4, & VEC - Instal	Period 1 - 2015-07-01	2,170.00
	0000036658	1	6/23/2015	2015	1	0000025789	TITANENVIR-001	ENC - Encumbrance Activity from a PO	0000047517	1	0000036658	Liberal Arts 1 - Room 102 Reno	Period 1 - 2015-07-01	(750.00)
		1	6/23/2015	2015	1	0000025789	TITANENVIR-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036658	Liberal Arts 1 - Room 102 Reno	Period 1 - 2015-07-01	750.00
	0000036695	2	6/30/2015	2015	1	0000035716	ACCESSPACI-001	ENC - Encumbrance Activity from a PO	0000047559	2	0000036695	27J000007 - MSX - Tree Trimmin	Period 1 - 2015-07-01	(34,051.60)
		2	6/30/2015	2015	1	0000035716	ACCESSPACI-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036695	27J000007 - MSX - Tree Trimmin	Period 1 - 2015-07-01	34,051.60
	0000036706	1	7/1/2015	2015	1	0000038470	HHFREMERAR-001	REQ - Pre Encumbrance from a Requisition	-	0	0000036706	Kinesiology - Barre Rails Repl	Period 1 - 2015-07-01	6,500.00
		1	7/1/2015	2015	2	0000038470	HHFREMERAR-001	ENC - Encumbrance Activity from a PO	0000047567	1	0000036706	Kinesiology - Barre Rails Repl	Period 2 - 2015-08-01	(6,500.00)

5.7.2 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 = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period is between **0,12**

Time run: 8/28/2015 4:40:15 PM

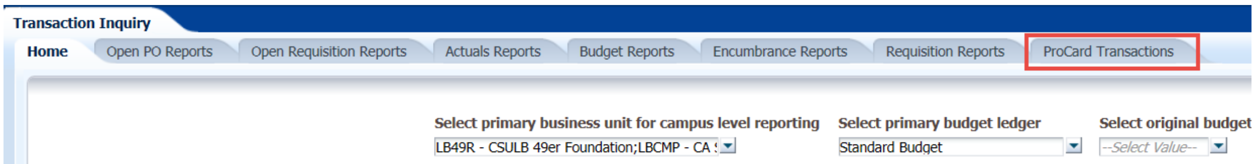
Column 1: Fund Fdescr **Column 2:** Dept Fdescr **Column 3:** Acct Fdescr **Column 4:** Doc Ln **Column 5:** Supplier **Column 6:** Hide OK

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln	Supplier	Pre-encumb
GF001 - CSU Operating Fund	00700 - Deferred Maintenance	607031 - Capital-Construction Contract	0000036839	1	0000018690	0.00
		607033 - Construction Other	0000036501	1	0000035694	0.00
			0000037004	1	0000035694	13,355.88
		613001 - Contractual Services	0000037047	1	0000002380	517.75
		660017 - Advert & Promo Publications	0000036777	1	0000000452	0.00
			0000036780	1	0000000285	0.00
		660027 - Pollution Remed Exp (non-cap)	0000036441	1	0000009340	0.00
			0000036532	1	0000009340	0.00
			0000036634	1	0000025789	0.00
			0000036658	1	0000025789	0.00
			0000036711	1	0000030469	0.00
			0000036715	1	0000025789	0.00
			0000036751	2	0000035716	0.00

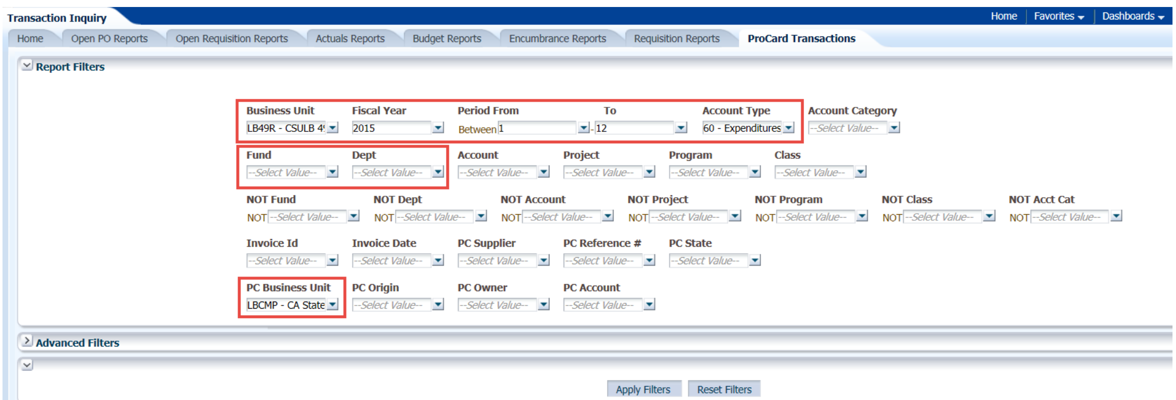
5.8 Transaction Inquiry – ProCard Transactions

This report displays ProCard transaction details based on selected report filters. For example PC Supplier Name, Transaction Date, PC Reference, and PC Description.

1. From the **Transaction Inquiry** Dashboard, click on the **ProCard Transactions** Tab.

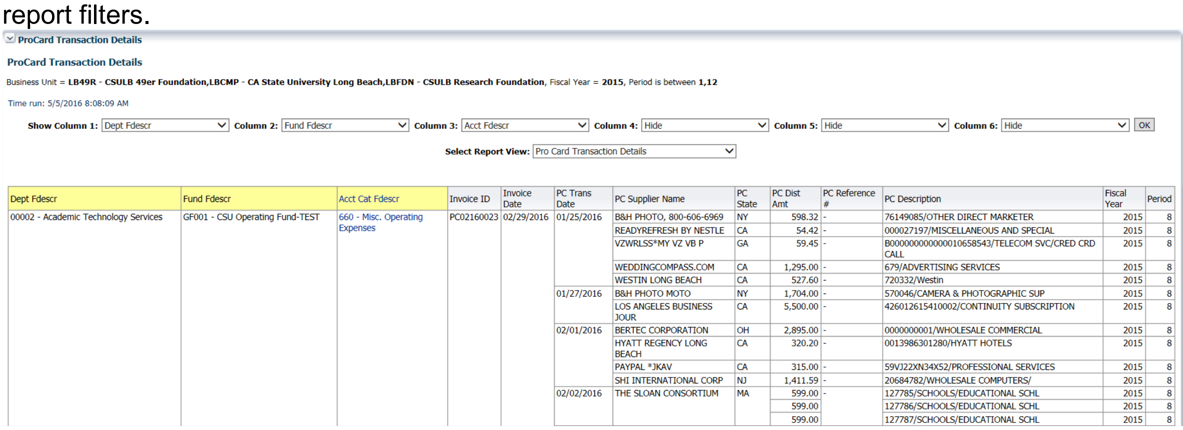


2. Select the Report Filters - search criteria that are used to generate the report results.



- **Business Unit** = Defaults from home page. Select the General Ledger Business Unit that the financial transaction is recorded.
- **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.
- **PC Business Unit** = Select the Business Unit that the ProCard account is set up under.

3. **ProCard Transaction Details Report -** This report lists all ProCard transaction details based on the specified report filters.



ProCard Transaction Details

ProCard Transaction Details

Business Unit = **LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation**, Fiscal Year = **2015**, Period is between **1,12**

Time run: 5/5/2016 8:08:09 AM

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: Pro Card Transaction Details

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
00002 - Academic Technology Services	GF001 - CSU Operating Fund-TEST	660 - Misc. Operating Expenses	PC02160023	02/29/2016	01/25/2016	B&H PHOTO, 800-606-6969	NY	598.32	-	76149085/OTHER DIRECT MARKETER	2015	8
						READYREFRESH BY NESTLE	CA	54.42	-	000027197/MISCELLANEOUS AND SPECIAL	2015	8
						VZWRLSS*MY VZ VB P	GA	59.45	-	B000000000000010658543/TELECOM SVC/CRED CRD CALL	2015	8
						WEDDINGCOMPASS.COM	CA	1,295.00	-	679/ADVERTISING SERVICES	2015	8
						WESTIN LONG BEACH	CA	527.60	-	720332/Westin	2015	8
					01/27/2016	B&H PHOTO MOTO	NY	1,704.00	-	570046/CAMERA & PHOTOGRAPHIC SUP	2015	8
						LOS ANGELES BUSINESS JOUR	CA	5,500.00	-	426012615410002/CONTINUITY SUBSCRIPTION	2015	8
					02/01/2016	BERTEC CORPORATION	OH	2,895.00	-	0000000001/WHOLESALE COMMERCIAL	2015	8
						HYATT REGENCY LONG BEACH	CA	320.20	-	0013986301280/HYATT HOTELS	2015	8
						PAYPAL *JKAV	CA	315.00	-	59VJ22XN34X52/PROFESSIONAL SERVICES	2015	8
						SHI INTERNATIONAL CORP	NJ	1,411.59	-	20684782/WHOLESALE COMPUTERS/	2015	8
					02/02/2016	THE SLOAN CONSORTIUM	MA	599.00	-	127785/SCHOOLS/EDUCATIONAL SCHL	2015	8
								599.00		127786/SCHOOLS/EDUCATIONAL SCHL	2015	8
								599.00		127787/SCHOOLS/EDUCATIONAL SCHL	2015	8

ProCard Fields

There are nine specific ProCard fields available as either a filter, column selector, and/or report column.

Field	Definition
Invoice ID	The Credit Card Companies Invoice ID in the CFS system.
Invoice Date	The Credit Card Companies Invoice Date in the CFS system.
PC Supplier	The Supplier Name associated with the ProCard transaction.
PC Reference #	How this field is used in the ProCard module is Dept Specific. An example might be departments use this for internal tracking, a cross reference to their records or a Requisition/Purchase Order Number.
PC State	The state from which the ProCard purchase was made.
PC Business Unit	The business unit that the ProCard account is set up under.
PC Origin	Represents the Credit Card Program the cardholder is enrolled in. For example, USB for US Bank Procurement Card or USO for the US Bank One Card.
PC Owner	The ProCard account owner (Name).
PC Account	The ProCard Account number assigned to the account owner.

6.0 Appendix A Document Sources

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

Actuals

Doc Src Fdescr: MJE - Manual Journal Entry

DATA WAREHOUSE FIELD	VALUE
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
Doc Dst Ln #	Distribution Line

DATA WAREHOUSE FIELD	VALUE
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
PO Sch	Purchase Order Schedule Number

DATA WAREHOUSE FIELD	VALUE
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

7.0 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 • 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.
ProCard Transactions	This report displays ProCard transaction details based on selected report filters with six column selectors.

8.0 Appendix C Data Warehouse Glossary

8.1 Fields: Dashboards – Home Page

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	LBCMP or LBFDN or LB49R
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).

8.2 Fields: Report Filters, Columns, Drill Downs

FIELD	DEFINITION
% 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.
Acct Fdescr	The Account value and full description.
Acct Cat	Account Category value. Summarizes Account Chartfields into higher level categories.
Acct Cat Fdescr	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
Acct Type	Account Type Value. Summarizes Account Chartfields into a higher level type.
Acct Type Fdescr	Account Type value and full description. Summarizes Account Chartfields into a higher level type with description.
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.
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.

FIELD	DEFINITION
Balance Available	Budget – Actuals – Encumbrances.
Balance Available w/Pre-Enc	Budget – Actuals – Encumbrances – PreEncumbrances.
Current Budget	Total Budget Amount.
Bus Unit	Business Unit.
Bus Unit Fdescr	Business Unit value and full description.
Class	Class value
Class Fdescr	The class value with class full description.
CSU Fund	CSU Fund value. Used for SW Reporting.
CSU Fund Fdescr	CSU Fund value with description. Used for SW Reporting.
CSU 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.
Dept Tree Name	The name of the Department Tree.
Dept Level 1 or Lvl 1 Fdescr	Department Level 1 code plus description. Top level department based on campus department tree
Dept Level 2 Lvl 2 Fdescr	Department Level 2 code plus description. Division Level.
Dept Level 3 or Lvl 3 Fdescr	Department Level 3 code plus description. Sub-Division Level or College
Dept Level 4 or Lvl 4 Fdescr	Department Level 4 code plus description. Sub-Sub-Division level or College
Dept Level 5 or Lvl 5 Fdescr	Department Level 5 code plus description. Sub-Sub-Division level or College
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
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
Doc Ln #	Document Line Number. The line number of the transaction source document
Doc Ln Descr	Document Line Description. The line description of the transaction source document

FIELD	DEFINITION
Doc Src	Document Source. The source associated with the subsystem where the transaction originated.
Doc Src Fdescr	Document Source full description. The description of the source associated with the subsystem where the transaction originated.
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.
FIRMS Proj Cd Fdescr	FIRMS Project Code and full description.
Fiscal Year	The fiscal year that the transaction was posted to the ledger
Fund	Fund value.
Fund Fdescr	Fund value and full description.
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.
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.

FIELD	DEFINITION
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.
PC Supplier	The Supplier Name associated with the ProCard transaction.
PC Reference #	How this field is used in the ProCard module is Dept Specific. An example might be departments use this for internal tracking, a cross reference to their records or a Requisition/Purchase Order Number.
PC State	The state from which the ProCard purchase was made.
PC Business Unit	The business unit that the ProCard account is set up under.
PC Origin	Defines where the ProCard originated from. For example campuses may have a US Bank PCard Origin (USB) as well as a One Card Origin (USO).
PC Owner	The ProCard account owner (Name).
PC Account	The ProCard Account number assigned to the account owner.
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.
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.
Prog Fdescr	Program value and full description.
Project	Project ID value.
Proj Fdescr	Project ID value and full 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.

FIELD	DEFINITION
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.
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.
Year To Date Actuals	Includes period 1 thru period (as of). Does not include period 0.