

Data Warehouse Financial Reporting & Transaction Inquiry Overview

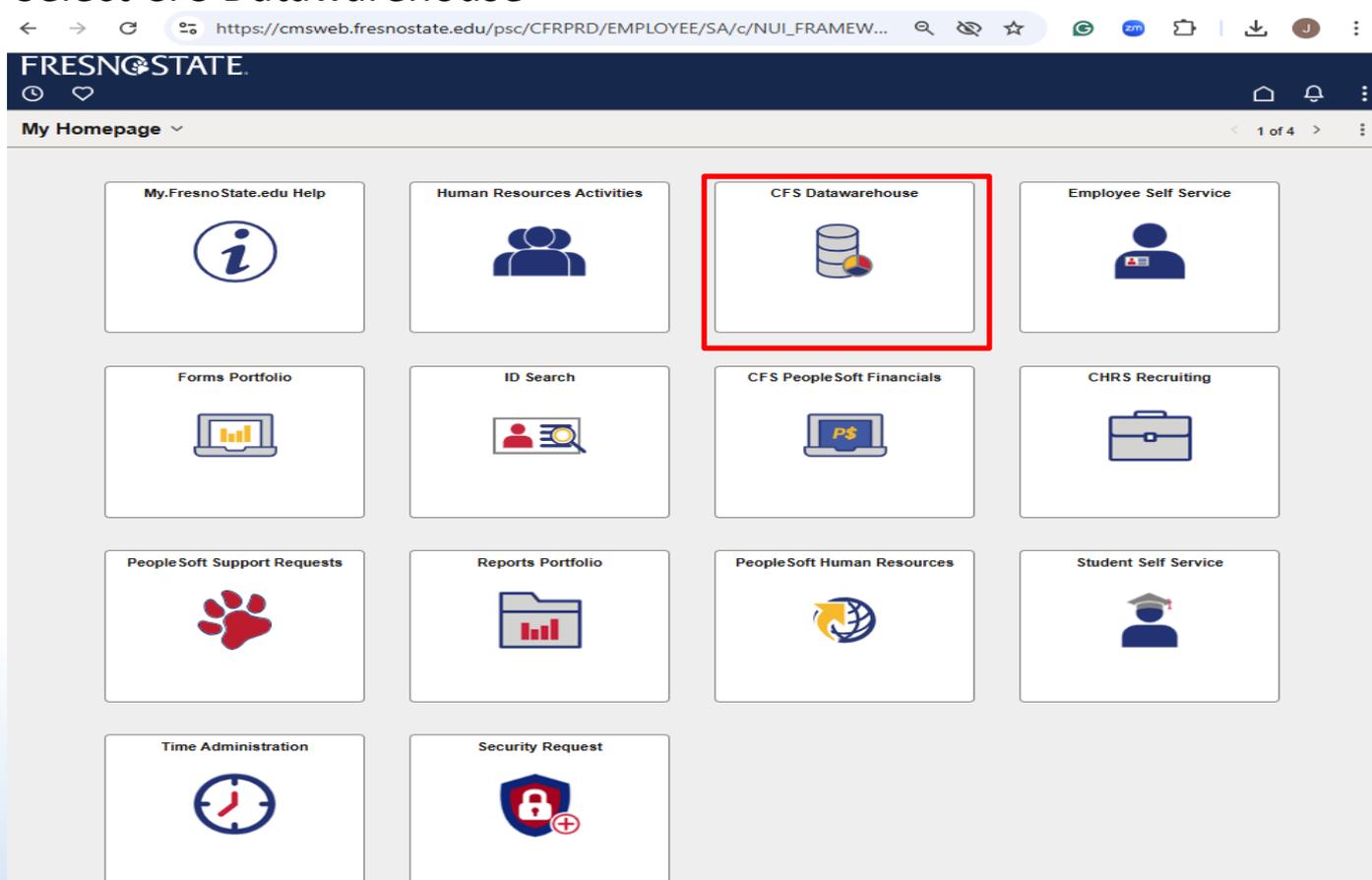
Sources:

Office of Budget & Resource Planning
Accounting Services
Chancellor's Office

- One of the main features of Finance Data Warehouse Phase 2 upgrade is the consolidation of three “Data Warehouse” dashboards – Manage My Budget, Operations, and Management Reporting – into two streamlined dashboards:
 - Financial Reporting – Manage My Budget, Management Reporting, and Operations report pages have been consolidated/relocated here with enhanced functionality.
 - Transaction Inquiry – all transaction inquiry pages are now located on this dashboard with a wider arrangement of filters and column selectors.
 - **NOTE: Data is one day old!**

Log in to the Data Warehouse

- Log into My Fresno State Portal
- Select CFS Datawarehouse



Log in to the Data Warehouse

- Below is the default screen with Dashboard icons

Home Dashboards Open Signed In As

CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

FIRMS GAAP

Sponsored Programs

Transaction Inquiry

Tree Reporting

MADE -in the- CSU

The Data Warehouse is current as of:
14-FEB-20 02:00 AM

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

Note: CSYou will open in a separate browser window.

BI/DW Message Board - **CSYOU**

Getting Started - Dashboards

Or you can click the Dashboards drop down menu to display a list of available dashboards

Dashboard Choices:

- **Financial Reporting**
- **Firms Gaap**
- **Sponsored Programs**
- **Transactions Inquiry**
- **Tree Reporting**

Home Home

CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

FIRMS GAAP

Transaction Inquiry

Tree Reporting

Dashboards Open

- Most Recent(Home - Message)
- My Dashboard
- Financial Reporting
- FIRMS GAAP
- Sponsored Programs
- Transaction Inquiry
- Tree Reporting

- Your primary choices:
 - Financial Reporting
 - Transaction Inquiry

The screenshot shows the Oracle Business Intelligence (BI) interface. The browser address bar displays the URL: <https://csudwprd.calstate.edu/analytics/saw.dll?bieehome>. The Oracle BI logo and "Business Intelligence" text are visible at the top. The user is signed in as "Aguayo, Cassandra J.". A "Dashboards" menu is open, showing a list of dashboard options: "Most Recent(My Dashboard - page 1)", "My Dashboard", "Financial Reporting", "Sponsored Programs", "Transaction Inquiry", and "Tree Reporting". The "Financial Reporting" and "Transaction Inquiry" items are highlighted with red boxes. On the left side of the dashboard, there is a "Recent Dashboards" section with "My Dashboard - page 1" and "Transaction Inquiry - Encumbra...".

Your Primary Choices:
Financial Reporting
Transaction Inquiry

javascript:void(null)

Getting Started – Establish Default Settings

- Select Business Unit
- Select Standard Budget
- Click Apply

Select primary business unit for campus level reporting: Select primary budget ledger: Select original budget scenario only:

Select primary business unit for campus level reporting: Select primary budget ledger: Select original budget scenario only:

- FRATH - CSU, Fresno Athletic Corp
 - FRCSU - CSU BU Derivation
 - FRFAD - CSU, Fresno Financial Aid AP
 - FRGAP - GAAP BU Derivation
 - FRSNO - California State Univ, Fresno
 - FRTVL - CSU, Fresno Travel
- Search...

number of filters, including fund, department, account, project, program, and class chartfields and the department

and balance available data based on a wide number of filters which include the chartfields, state and CSU attributes, tree structure, and accounting periods. see Financial Summary Between Period.

Select primary business unit for campus level reporting: Select primary budget ledger: Select original budget scenario only:

- Actuals Ledger Group
 - Ledger 1000 Ledger Group
 - Standard Budget
- Search...

- ORIGINAL
 - FINAL
 - FORECAST
 - ORGTOAPPRO
 - ORGTOAPR01
 - ORGTOAPR02
- Search...

1. Click Options Dropdown
2. Save Current Customization

Financial Reporting

Home Dashboards ▼ Open ▼ Signed In As **Aguayo, Cassandra J.** ▼

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports Cash Fund Balance Performance Report As of Period 

Default Settings for this Dashboard

Select primary business unit for campus level reporting Select primary budget ledger Select original budget scenario only

FRSNO - CSU ▼

Standard Budge ▼

ORIGINAL ▼

Apply

Reset ▼

** All report Prompts/Filters are Fdescr (Field + Description) **

Print

Export to Excel

Refresh

Create Prompted Link

Apply Saved Customization

Save Current Customization...

Edit Saved Customizations...

Clear My Customization

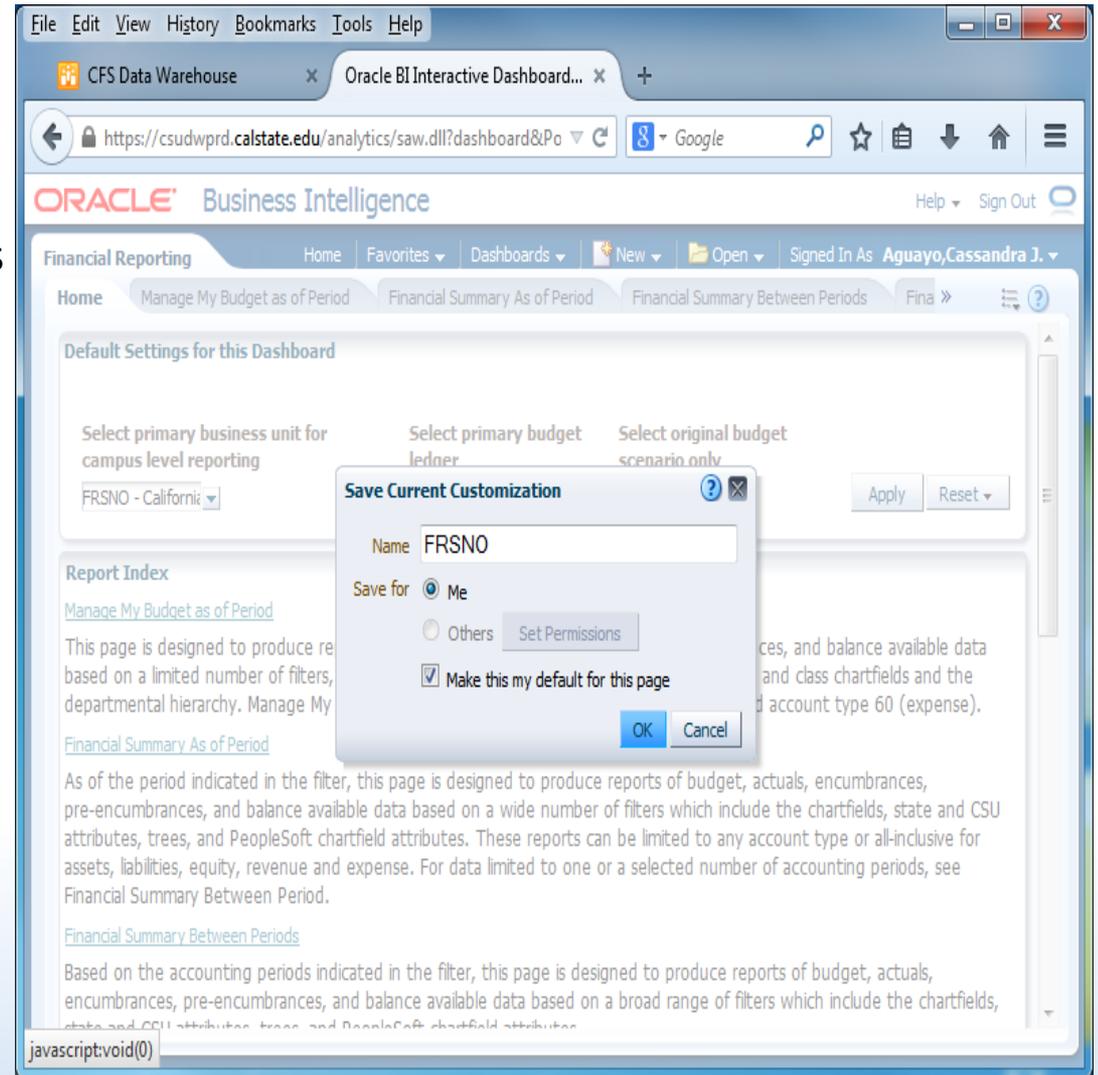
Report Index

[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 classification hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).

[Financial Summary As of Period](#)

3. Save as “FRSNO”
4. Click the option “Me”
5. Check the box “Make this my default for this page”
6. Click “OK”



Getting Started – Manage My Budget as of Period

- The Basics: one Dept, one Fund report
 1. Set Filters:
 - Business Unit- FRSNO
 - Fiscal Year – accept default or make your selection
 - Period – accept default or make your selection
 - Account Type – normally defaults to 50 & 60
 - Budget Ledger – normally defaults to Standard Budget
 - Fund
 - Department

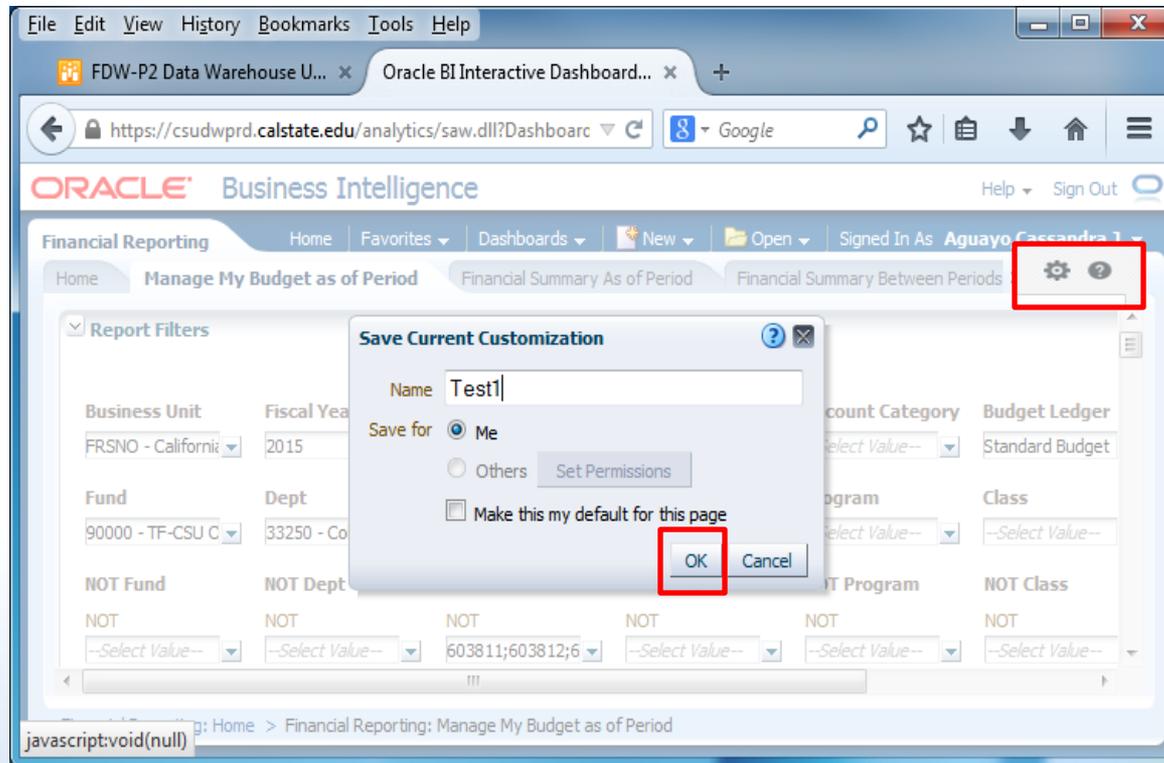
Manage My Budget as of Period

- Set Business Unit, Fiscal Year, Period, Account Type, and Budget Ledger
- Set Fund and Department
- NOT filters: Fund, Dept, Prog, Class & Not Acct Cat – use these filters if you do not want certain items included on the report...603811-603819 benefits
- Click Apply Filters

The screenshot displays the Oracle Business Intelligence interface for the 'Manage My Budget as of Period' report. The 'Report Filters' section is expanded, showing several rows of dropdown menus. The top row, highlighted with a red border, includes filters for Business Unit, Fiscal Year, As of Period, Account Type, Account Category, Budget Ledger, and Fund CF Status. The second row, highlighted with a green border, includes filters for Fund and Dept. The third row, highlighted with an orange border, includes NOT filters for Fund, Dept, Account, Project, Program, Class, and Acct Cat. The bottom row includes filters for Dept Tree Name and Dept Levels 1 through 5, along with the FIRMS Object Code. At the bottom of the filter section, there are 'Apply Filters' and 'Reset Filters' buttons, with 'Apply Filters' highlighted by a red box.

Manage My Budget as of Period

2. Save your file by clicking the drop-down menu, select “Save Current Customizations”, name your file, and select “Me”
3. Click “OK”



Report Results

The screenshot shows the Oracle Business Intelligence interface for the 'Manage My Budget as of Period' report. The report is filtered for Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, and Period = 12. The report is displayed in a summarized view, showing a table of budget items with columns for Fund Fdescr, Dept Fdescr, Account Fdescr, Current Budget, Actuals, Encumbrances, Balance Available, and % Used Fiscal Year.

Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period = 12
Time run: 9/2/2015 1:16:07 PM

Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Account Fdescr | Column 4: Hide | Column 5: Hide | Column 6: Hide

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	601888 - Non-Admin Intermittent (Chair)		27,750.27	0.00	(27,750.27)	
		601889 - Non-Admin Intermittent (Misc)		3,084.51	0.00	(3,084.51)	
		601921 - Management & Supervisory Sals		35,481.00	390,291.00	(425,772.00)	
		601931 - Regular Staff Salaries		11,493.00	124,707.00	(136,200.00)	
		601981 - Student Assistant		1,320.00	0.00	(1,320.00)	
		601982 - Bridge Student Assistant		5,143.00	0.00	(5,143.00)	
		603829 - Uniform Allowance (Non-Payroll		0.00	0.00	0.00	
		604812 - Cellular Telephones		3,964.00	0.00	(3,964.00)	

Enhanced Report Results Features:

- Reports will default to three visible columns
- Hide/unhide columns for up to as many as six columns
- Add/remove subtotals to any and all columns, as needed.
- Just as in the old version, results can be stored as a Saved Customization.

The screenshot shows the Oracle Business Intelligence Financial Reporting interface. The report is titled "Manage My Budget - As of Period" and is for Business Unit "FRSNO - California State Univ, Fresno", Fiscal Year "2015", and Period "12". The report is displayed in a summarized view. The columns are: Fund Fdescr, Dept Fdescr, Account Fdescr, Current Budget, Actuals, Encumbrances, Balance Available, and % Used Fiscal Year. The first three columns are highlighted with a red box.

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	601888 - Non-Admin Intermittent (Chair)		27,750.27	0.00	(27,750.27)	
		601889 - Non-Admin Intermittent (Misc)		3,084.51	0.00	(3,084.51)	
		601921 - Management & Supervisory Sals		35,481.00	390,291.00	(425,772.00)	
		601931 - Regular Staff Salaries		11,493.00	124,707.00	(136,200.00)	

New Feature: Hide and Display Columns

- To Hide – simply click the drop-down menu on that column, click “Hide” and click “OK” for your selections to apply.
- To Display/add column – simply click the drop-down menu on the column you want to display and make your selections and click “OK” to apply the column values and generate the report.

The screenshot displays the Oracle BI Interactive Dashboard for 'Financial Reporting'. The main window is titled 'Manage My Budget - As of Period' and shows the following details:

- Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period = 12
- Time run: 9/2/2015 1:16:07 PM

The interface features six columns for configuration:

- Column 1: Fund Fdescr
- Column 2: Dept Fdescr
- Column 3: Account Fdescr (dropdown menu is open, showing options: Account Fdescr, Hide, Selected, Bus Unit, Fund Fdescr, Fund CF Status, Dept Fdescr, Acct Cat Fdescr, Acct Type Fdescr, Project Fdescr, Prog Fdescr, Class Fdescr, Scenario Fdescr, Dept Tree Name, Dept Level 1 Fdescr)
- Column 4: Hide
- Column 5: Hide
- Column 6: Hide

The main data table is as follows:

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Ye
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	60	ttent	27,750.27	0.00	(27,750.27)	
		60	ttent	3,084.51	0.00	(3,084.51)	

New Feature: Add/Remove Subtotals

- The first two columns in every report are formatted to display subtotals.
- To add subtotals:
 - Place cursor at the top of column where you want to add subtotals to
 - Right click on yellow column heading to access the Columns shortcut menu.
 - Choose “Show Subtotal” and “> after values”
- To remove subtotals:
 - Place cursor at the top of column where you want to remove subtotals from
 - Right click on yellow column heading to access the Columns shortcut menu.
 - Choose “Show Subtotal” or “None” to remove

The screenshot shows the Oracle Business Intelligence interface. The browser address bar indicates the URL: <https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard&Selectionf>. The page title is "ORACLE Business Intelligence". The navigation bar includes "Financial Reporting" and "Manage My Budget as of Period". The report content shows "Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period = 12" and "Time run: 9/2/2015 1:16:07 PM". The report columns are "Fund Fdescr", "Dept Fdescr", and "Account Fdescr". A context menu is open over the "Account Fdescr" column header, showing options like "Sort Column", "Drill", "Keep Only", "Remove", "Show Subtotal", "Show Row level Grand Total", "Show Column level Grand Total", "Exclude column", "Include column", and "Move Column". The "Show Subtotal" option is highlighted.

Fund Fdescr	Dept Fdescr	Account Fdescr
90000 - TF-CSU Operating Fund	33250 - College of Social Sciences	601888 - Non-Admin (Chair)
		601889 - Non-Admin (Misc)

Drilldowns Improvement

- Drill down columns have been reformatted to have priority columns on the left, so they are easier to view.
- Additional fields have been added for Actuals and Budget drilldowns.
- Budget does not include PO or other Actuals specific columns
- Drilldown columns align on the left to the extent possible.

Actuals Drilldown Columns

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr	Doc Date
FLCMP - CSU Fullerton	2014	1	7/31/2014	01-AUG-14	HCM - HR Accounting Lines	892459652-2 TempHelp10011-G -	2,539.00	601302 - Temporary Help	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed	---	---	---	FTE	1.00	-	-	-	-	HRL0558764	-	-	-	-	---	7/31/2014

Budgets Drilldown Columns

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
FLCMP - CSU Fullerton	2014	4	10/21/2014	0000596119	MJE - Manual Journal Entry	INITIAL BASELINE - AA	129,972.00	601300 - Support Staff Salaries	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed	---	---	---	FTE	3.00	0	BI14-AA	N	-	FY 14-15 Initial Baseline - AA	-	-	16	INTL_BASE

New Dashboard: Transaction Inquiry

The screenshot shows a web browser window displaying the Oracle Business Intelligence Transaction Inquiry dashboard. The browser's address bar shows the URL: <https://csudwprd.calstate.edu/analytics/saw.dll?dashboard&PortalPath=%2F>. The dashboard header includes the Oracle Business Intelligence logo and navigation options like Home, Favorites, Dashboards, New, Open, and Signed In As **Aguayo, Cassandra J.**

The main content area is titled "Transaction Inquiry" and features a navigation menu with tabs: Home, Open PO Reports, Open Requisition Reports, Actuals Reports, Budget Reports, Encumbrance Reports, and Requisition Rpt. Below the navigation menu, there are three filter sections:

- Select primary business unit for campus level reporting:** A dropdown menu showing "FRSNO - California".
- Select primary budget ledger:** A dropdown menu showing "Standard Budget".
- Select original budget scenario only:** A dropdown menu showing "UPDATED".

Buttons for "Apply" and "Reset" are located to the right of the filter sections. Below the filters is a "Report Index" section with the following links and descriptions:

- [Open PO Reports](#): Displays open PO reports and transactions with varying views based on filter selection
- [Open Requisition Reports](#): Displays open requisitions reports and transactions with various chartfield views
- [Actuals Reports](#): Displays actuals transactions activity
- [Budget Reports](#): Displays budget transaction activity
- [Encumbrance Reports](#): Displays encumbrance ledger activity
- [Requisition Reports](#): Displays requisition activity in the ledger

New Dashboard: Transaction Inquiry

- Open PO Report: Set your filters and apply

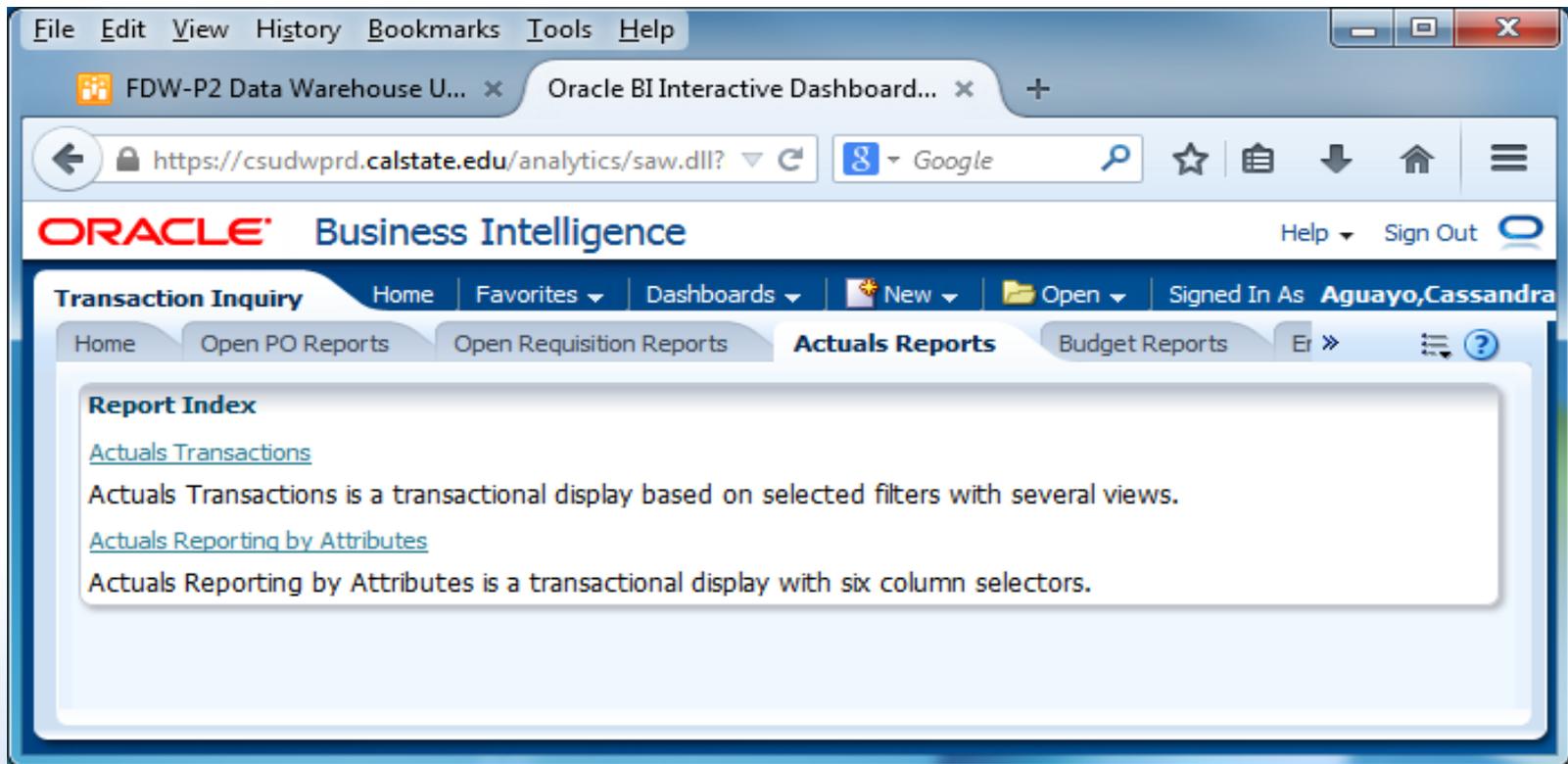
The screenshot displays the Oracle Business Intelligence Transaction Inquiry dashboard. The browser address bar shows the URL: https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2Ftransaction%20inquiry%2F_portal%2Ftransaction%20inquiry. The dashboard header includes the Oracle Business Intelligence logo and navigation options like Home, Favorites, Dashboards, New, Open, and a user profile for Aguyo, Cassandra J. The main content area contains several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period (as of):** <= 12
- Account Category:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technology
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Document Date:** --Select Value--
- Doc Line Descr:** --Select Value--
- Supplier:** --Select Value--
- Supplier Descr:** --Select Value--

At the bottom of the filter section, there is an **Advanced Filters** section and two buttons: **Apply Filters** and **Reset Filters**. A red arrow points to the **Apply Filters** button. Below the buttons is a section for **Open PO Report**. The breadcrumb trail at the bottom reads: Transaction Inquiry: Home > Transaction Inquiry: Open PO Reports > Transaction Inquiry: Open PO Report.

New Dashboard: Transaction Inquiry

- Actuals Transactions
- Actuals Reporting by Attributes



New Dashboard: Transaction Inquiry

➤ Actuals by Period

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', and 'Open' options. The user is signed in as 'Aguayo, Cassandra J.'. The main area is titled 'Transaction Inquiry' and contains a 'Report Filters' section with various dropdown menus for Business Unit, Fiscal Year, Period From, Period To, Account Type, Account Category, Fund, Dept, Account, Project, Program, Class, NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat, Posted Date, Document Source, Doc ID, Accounting Date, Doc Line Descr, Journal Source, Journal Template, Supplier, and Supplier Descr. Below the filters are 'Advanced Filters' and 'Apply Filters' and 'Reset Filters' buttons. The main content area is titled 'Actuals Transactions by Period' and includes a 'Select Report View' dropdown set to 'Actuals Transactions Limited with Subtotals'. A 'Page Number' dropdown is set to '1'. The table below displays the transaction data.

Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Document Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Amount
FRSNO - California State Univ, Fresno	2015	1	0000729483	MJE - Manual Journal Entry	7/9/2015	17	0	Technology Services	(525.00)
			0000729483 Total						(525.00)
			0000733021	MJE - Manual Journal Entry	7/16/2015	67	0	BTA-6/3/15-B Malvestuto-Hotel	5.00

Transaction Inquiry: Actuals Reports > Transaction Inquiry: Actuals Transactions

New Dashboard: Transaction Inquiry

➤ Actuals Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguayo, Cassandra J.'. The main area is titled 'Transaction Inquiry' and contains several filter sections:

- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technolog
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT 603811;603812;6
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Posted Date:** --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Accounting Date:** --Select Value--
- Doc Line Descr:** --Select Value--
- Journal Source:** --Select Value--
- Journal Template:** --Select Value--
- Supplier:** --Select Value--
- Supplier ID:** --Select Value--

Below the filters is an 'Advanced Filters' section with 'Apply Filters' and 'Reset Filters' buttons. The main data area is titled 'Actuals Reporting by Attributes' and shows the following details:

- Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period is between 0,12
- Time run: 9/2/2015 2:10:00 PM
- Column 1: Fund Fdescr
- Column 2: Dept Fdescr
- Column 3: Acct Fdescr
- Column 4: Account
- Column 5: Hide
- Column 6: Hide
- Select Report View: Actuals Custom Summary

Fund Fdescr	Dept Fdescr	Acct Fdescr	Account	Doc ID	Posted Date	Doc Src Fdescr	Doc Line Fdescr
90000 - TF-CSU Operating Fund	84145 - Technology Services	201807 - AP - PO Oblig Accrual - GL015	201807	-	8/8/1988	PYB - GL BEGINNING BALANCE	-
		601921 - Management & Supervisory Sals	601921	04-AUG-15	8/4/2015	HCM - HR Accounting Lines	101762501-0 Mgmt&Supv-MANAGERS
							10292-0 Mgmt&Supv-MANAGERS

The bottom breadcrumb trail reads: Transaction Inquiry: Home > Transaction Inquiry: Actuals Reports > Transaction Inquiry: Actuals Reporting by Attributes

New Dashboard: Transaction Inquiry

- Budget Transactions
- Budget Reporting by Attributes

The screenshot shows a web browser window displaying the Oracle Business Intelligence interface. The browser's address bar shows the URL: <https://csudwprd.calstate.edu/analytics/saw.dll?Dashboard>. The Oracle Business Intelligence logo is visible at the top. Below the logo, the 'Transaction Inquiry' dashboard is displayed, featuring a navigation menu with tabs for 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', 'Budget Reports', 'Encumbrance Reports', and 'Requisition Reports'. The 'Budget Reports' tab is currently selected. Underneath, a 'Report Index' section lists two reports: 'Budget Transactions' and 'Budget Reporting by Attributes'. Each report has a brief description: 'Budget Transactions is a transactional display based on selected filters with several views.' and 'Budget Reporting by Attributes is the transactional display with six column selectors.'

New Dashboard: Transaction Inquiry

➤ Budget Transactions

The screenshot shows the Oracle Business Intelligence Transaction Inquiry dashboard. The interface includes a navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguiayo, Cassandra J.'. Below the navigation bar is the 'Report Filters' section, which contains various dropdown menus for filtering data, such as Business Unit, Fiscal Year, Period From, Period To, Account Type, Account Category, Budget Ledger, Fund, Dept, Account, Project, Program, Class, Scenario, NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat, Doc ID, Doc Date, Jrnl Source, and Doc Line Descr. There are also 'Apply Filters' and 'Reset Filters' buttons. Below the filters is the 'Budget Transactions' section, which includes a 'Select Report View' dropdown set to 'Budget Transactions Limited with Subtotals' and a 'Page Number' dropdown set to '1'. The main data area displays a table with the following columns: Business Unit, Fiscal Year, Period, Doc ID, Doc Src Fdescr, Doc Date, Doc Ln #, Doc Ln Descr, and Amount.

Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Doc Date	Doc Ln #	Doc Ln Descr	Amount
FRSNO - California State Univ, Fresno	2015	2	0000741225	MJE - Manual Journal Entry	8/4/2015	74	ABJ-001 FY14 PY Enc Carryfwd	63,370.00
			0000741225 Total					63,370.00
			0000741263	MJE - Manual Journal Entry	8/4/2015	182	ABJ-002 FY14 PY BBA Carryfwd	981,950.00
			0000741263 Total					981,950.00

New Dashboard: Transaction Inquiry

➤ Budget Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As: Aguayo, Cassandra J.'. The main content area is titled 'Transaction Inquiry' and contains several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period From:** Between 1
- Period To:** -12
- Account Type:** 50 - Revenues;60
- Account Category:** --Select Value--
- Budget Ledger:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technolog
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- Scenario:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Doc ID:** --Select Value--
- Doc Date:** --Select Value--
- Journal Source:** --Select Value--
- Doc Line Descr:** --Select Value--

Below the filters is an 'Advanced Filters' section with 'Apply Filters' and 'Reset Filters' buttons. The main report area is titled 'Budget Reporting by Attributes' and shows the following summary:

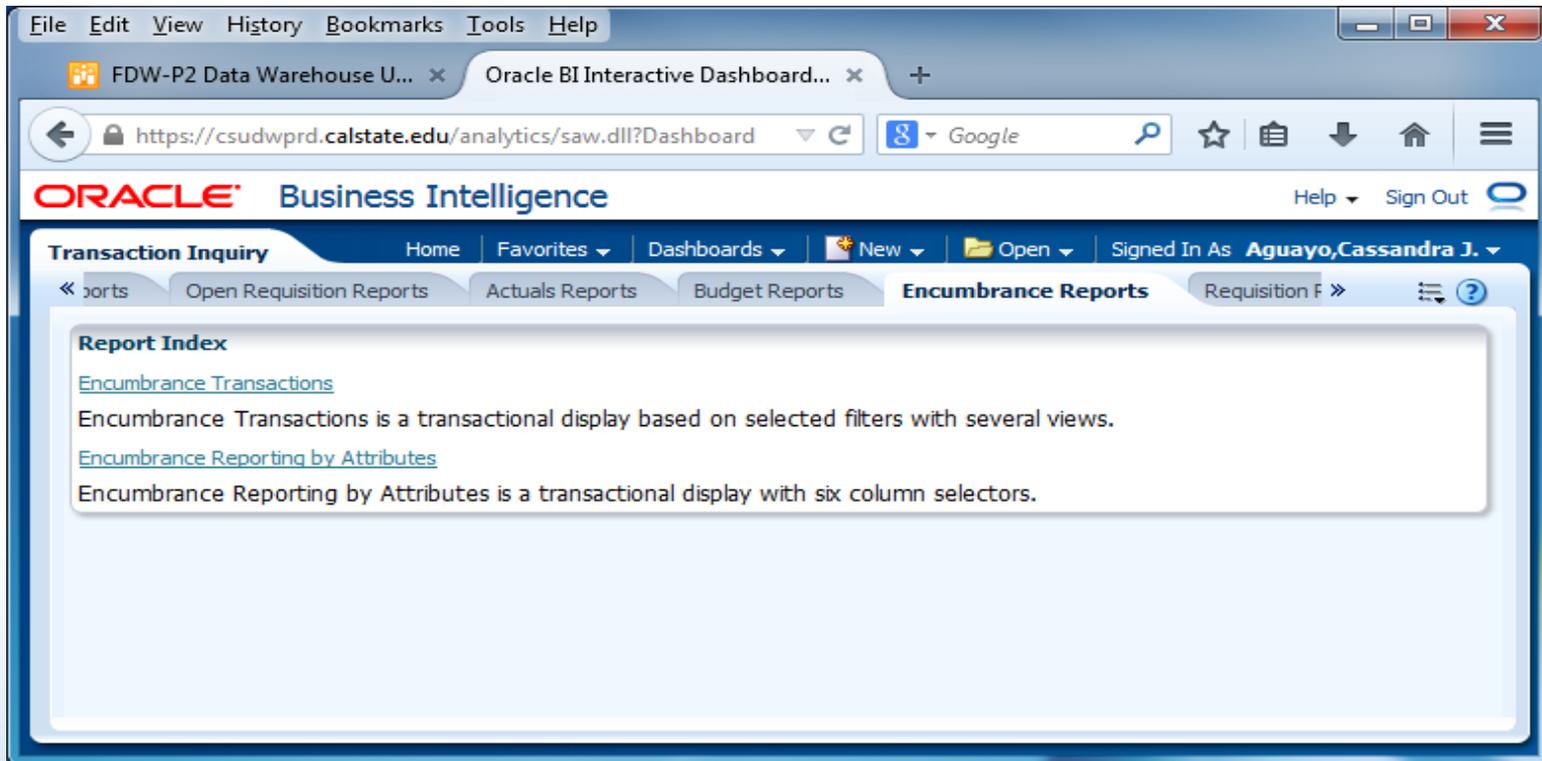
Business Unit = **FRSNO - California State Univ, Fresno**, Fiscal Year = **2015**, Period is between **1,12**
 Time run: 9/2/2015 11:13:14 AM

Column configuration: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Acct Fdescr, Column 4: Hide, Column 5: Hide, Column 6: Hide. Select Report View: Budget Custom Summary.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Document Date	Posted Date	Doc Src Fdescr	Doc Ln Descr	Budget Amt
90000 - TF-CSU Operating Fund	84145 - Technology Services	603811 - Oasdi	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	23,450.32
		603812 - Retirement	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	95,593.48
		603813 - Medicare	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	6,254.09
		603814 - Health and Welfare	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	83,623.34
		603815 - Flex Cash	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	804.00
		603816 - Dental Insurance	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	8,840.75
		603817 - Vision Care	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	536.18
		603818 - Life Insurance	BEN0000001	7/31/2015	8/5/2015	MJE - Manual Journal Entry	BENEFIT POOL ALLOC - ACTU	147.20

New Dashboard: Transaction Inquiry

- Encumbrance Transactions
- Encumbrance Reporting by Attributes



New Dashboard: Transaction Inquiry

➤ Encumbrance Transactions

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Aguayo, Cassandra J.'. The main area contains a filter panel with the following settings:

- Business Unit: FRSNO - California
- Fiscal Year: 2015
- Period From: 0, Period To: 12
- Account Category: --Select Value--
- Fund: 90000 - TF-CSU C
- Dept: 84145 - Technolog
- Account, Project, Program, Class: --Select Value--
- NOT Fund, NOT Dept, NOT Account, NOT Project, NOT Program, NOT Class, NOT Acct Cat: --Select Value--
- Document Source, Doc ID, Document Date, Doc Line Descr: --Select Value--

Below the filters are 'Apply Filters' and 'Reset Filters' buttons. The main content area displays the following summary:

Encumbrance Transactions
Time run: 9/2/2015 11:19:29 AM
Business Unit = **FRSNO - California State Univ, Fresno**, Fiscal Year = **2015**, Period is between **0,12**

Page Number: 1

Encumbrance Transactions with Subtotals

Business Unit	PO #	PO Line #	Document Date	Fiscal Year	Period	Doc Src Descr	Voucher Ln	Doc ID	Voucher ID	Doc Ln Descr	Encumbrances
FRSNO - California State Univ, Fresno	0000072427	1	7/3/2014	2015	1	AP Voucher Accounting	1	0000072427	00444905	BLANKET PURCHASE ORDER FOR MIS	(1,283.92)
		1	7/3/2014	2015	1	AP Voucher Accounting	1	0000072427	00445321	BLANKET PURCHASE ORDER FOR MIS	(831.17)

New Dashboard: Transaction Inquiry

➤ Encumbrance Reporting by Attributes

The screenshot shows the Oracle Business Intelligence Transaction Inquiry interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As: Aguayo, Cassandra J.'. The main area contains several filter sections:

- Business Unit:** FRSNO - California
- Fiscal Year:** 2015
- Period From:** Between 0
- Period To:** 12
- Account Category:** --Select Value--
- Fund:** 90000 - TF-CSU C
- Dept:** 84145 - Technology
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Document Source:** --Select Value--
- Doc ID:** --Select Value--
- Document Date:** NOT --Select Value--
- Doc Line Descr:** --Select Value--

Below the filters is an 'Advanced Filters' section with 'Apply Filters' and 'Reset Filters' buttons. The main report area is titled 'Encumbrance Transactions by Attributes' and shows the following summary:

Business Unit = FRSNO - California State Univ, Fresno, Fiscal Year = 2015, Period is between 0,12
 Encumbrance Transactions by Attributes
 Time run: 9/2/2015 11:38:15 AM

Column configuration: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Acct Fdescr, Column 4: Doc Ln, Column 5: Supplier, Column 6: Hide. 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
90000 - TF-CSU Operating Fund	84145 - Technology Services	604812 - Cellular Telephones	1	0000021612	0000075348	7/3/2015	7/3/2015	ENC - Encumbrance Activity from a PO	1	TS - BLANKET P.O. FOR MONTHLY	1,500.00
						7/27/2015	7/3/2015	VCH - AP Voucher Accounting	1	TS - BLANKET P.O. FOR MONTHLY	(102.11)
		61201 - Contractual Services	1	000000117	000007722	9/5/2015	7/19/2014	VCH - AP Voucher Accounting	1	BLANKET PURCHASE ORDER	(75.50)

Trial Balance Selections

- This report is best used for Fund only views
- Prompt filter has down arrow. It will default to current period and year unless it is a save selection report. (Hint: Save as Period 12)
- Multiple Funds can be selected for this report. (Departments cannot be filtered in this)
- Click Apply Filters

The screenshot displays the 'Financial Reporting' interface with a 'Report Filters' section. The filters are as follows:

- Business Unit:** --Select Value--
- Fiscal Year:** 2015
- As Of Period:** 4
- Fund CF Status:** --Select Value--
- Fund:** X (Please Wait)
- NOT Fund:** NOT --Select Value--
- Fund Tree:** --Select Value--
- Fund Level 2:** --Select Value--
- Fund Level 3:** --Select Value--
- Fund Level 4:** --Select Value--
- Fund Level 5:** --Select Value--
- Fund CF Attrib:** --Select Value--
- CSU Fund Type:** --Select Value--
- Fund Proc Type:** --Select Value--
- Approp Rev Dt:** --Select Value--
- Approp Avl To Date:** --Select Value--
- SCO Fund:** --Select Value--
- CSU Fund:** --Select Value--
- NOT CSU Fund:** NOT --Select Value--
- GAAP NAC:** --Select Value--

At the bottom of the filter section, there is a 'Search...' input field and two buttons: 'Apply Filters' (highlighted with a red box) and 'Reset Filters'.

Report Filters – Fund Selection Criteria

- Double-click on any value to move it into or out of the Selected box or use the arrow button.
- Enter first number of Fund to list all with that beginning number.
- Search is available in drop down box for ‘Starts’, ‘Contains’, ‘Ends’, and ‘Is Like’. Unselect Match Case for more options. It does not identify the description. There is limited criteria in the selection box. If your search contains more . Remember to select ‘Search’.
- When more than 256 results, hit the “More” button to display the next 256 choices. Otherwise, you may not find your choice. It is easier to use the ‘Search’ than to scroll.
- Click ‘Ok” to save.

The screenshot shows the 'Select Values' dialog box. At the top, there are dropdown menus for 'Fund CF Status', 'Fund', and 'NOT Fund'. Below these are tabs for 'Fund Tree', 'Fund Level 1', 'Fund Level 2', 'Fund Level 3', 'Fund Level 4', and 'Fund Level 5'. The main area is divided into 'Available' and 'Selected' sections. In the 'Available' section, there is a search dropdown set to 'Starts', a 'Search' button, and a 'Match Case' checkbox. A list of fund codes and descriptions is shown below. In the 'Selected' section, the value 'X' is present. At the bottom right, there are 'OK' and 'Cancel' buttons.

Selection Buttons	Use the buttons below to move items into the Selected Box.
	De-select all items.
	De-select highlighted item(s)
	Select all items listed
	Select highlighted item(s)

Trial Balance (6 columns)

- This report is good to view the available cash balance
- In the 6 Column Trial Balance, various columns can be added to suit different reporting needs

Report Filters

Business Unit: Fiscal Year: As Of Period:

Fund CF Status: Fund: NOT Fund:

Fund Tree: Fund Level 1: Fund Level 2: Fund Level 3: Fund Level 4: Fund Level 5:

Fund CF Attrib: Fund CF Att Val: CSU Fund Type: Fund Proc Type: Approp Rev Dt: Approp Avl To Date:

SCO Fund: SCO Subfund: CSU Fund: NOT CSU Fund: GAAP NAC:

Trial Balance (6 Columns)

Business Unit = , Fiscal Year = [b]2015, Period = 4
Time run: 10/8/2015 11:10:11 AM

Show Column 1: Column 2: Column 3: Column 4: Column 5: Column 6:

Select Report View:

Fund Fdescr	Acct Fdescr	Dept Fdescr	Actuals
40300 - Perkins Loans	101871 - Cash-Short Term Investment	- Blank DEPTID - one space	(20,524.22)
			18,427.42
		00000 - Blank Org	625,514.59
	101871 - Cash-Short Term Investment Total		623,417.79
	103882 - A/R Other	00000 - Blank Org	1,505,710.34
	103882 - A/R Other Total		1,505,710.34
	103895 - A/R-Loans-General	00000 - Blank Org	0.00
	103895 - A/R-Loans-General Total		0.00
	104851 - Allow Unc Accts-A/R Other	00000 - Blank Org	(1,505,710.34)
	104851 - Allow Unc Accts-A/R Other Total		(1,505,710.34)
	109801 - Stu Loans-Receiveable	00000 - Blank Org	34,091,305.09
	109801 - Stu Loans-Receiveable Total		34,091,305.09
	109802 - Stu Loans Rec-Collections	00000 - Blank Org	(21,988,850.86)
	109802 - Stu Loans Rec-Collections Total		(21,988,850.86)
	109803 - Stu Loans Rec-Adjustments	00000 - Blank Org	(9,052,223.35)
	109803 - Stu Loans Rec-Adjustments Total		(9,052,223.35)
	201803 - Accts Payable	- Blank DEPTID - one space	0.00
		00000 - Blank Org	(1,375.00)
	201803 - Accts Payable Total		(1,375.00)
	250806 - Uncl Coll-Borrower Payments	00000 - Blank Org	0.00
	250806 - Uncl Coll-Borrower Payments Total		0.00

Cash Balance Report

- Choose your Fund Number

The screenshot displays the 'Financial Reporting' interface. At the top, there are navigation tabs: Home, Favorites, Dashboards, and a sub-menu containing Home, Manage My Budget as of Period, Financial Summary As of Period, Financial Summary Between Periods, Financial Summary by Year, Trial Balance, Inception to Date, **Cash**, and Fund Balance. Below this is the 'Report Filters' section, which contains several dropdown menus for filtering data. The 'Fund' dropdown menu is highlighted with a red box and shows 'X' and 'Please Wait' as options. Other filters include Business Unit, Fiscal Year (2015), As Of Period (4), Fund CF Status, NOT Fund, Fund Tree, Fund Level 2-5, Fund CF Attrib, CSU Fund Type, Fund Proc Type, Approp Rev Dt, Approp Avl To Date, SCO Fund, CSU Fund, NOT CSU Fund, and GAAP NAC. At the bottom of the filter section are 'Apply Filters' and 'Reset Filters' buttons. A 'Cash' dropdown is visible at the very bottom left of the interface.

Cash Report

- Balance will show in Cash column. Report will only show the Cash balance.

Financial Reporting

Home | Manage My Budget as of Period | Financial Summary As of Period | Financial Summary Between Periods | Financial Summary by Year | Trial Balance | Inception to Date | **Cash** | Fund Balance

Report Filters

Business Unit: --Select Value-- | Fiscal Year: 2015 | As Of Period: 4

Fund CF Status: --Select Value-- | Fund: 10 - Perkins Loans | NOT Fund: NOT --Select Value--

Fund Tree: --Select Value-- | Fund Level 1: --Select Value-- | Fund Level 2: --Select Value-- | Fund Level 3: --Select Value-- | Fund Level 4: --Select Value-- | Fund Level 5: --Select Value--

Fund CF Attrib: --Select Value-- | Fund CF Att Val: --Select Value-- | CSU Fund Type: --Select Value-- | Fund Proc Type: --Select Value-- | Approp Rev Dt: --Select Value-- | Approp Avl To Date: --Select Value--

SCO Fund: --Select Value-- | SCO Subfund: --Select Value-- | CSU Fund: --Select Value-- | NOT CSU Fund: NOT --Select Value-- | GAAP NAC: --Select Value--

Apply Filters | Reset Filters

Cash

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/8/2015 1:30:06 PM

Show Column 1: SCO Fund Fdescr | Column 2: CSU Fund Fdescr | Column 3: Fund Fdescr | Column 4: Hide | Column 5: Hide

Select Report View: Summary View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Cash
0948 - Calif State University Trust Fund	403 - TF-Perkins Loans	40300 - Perkins Loans	623,417.79
	403 - TF-Perkins Loans Total		623,417.79
0948 - Calif State University Trust Fund Total			623,417.79
Grand Total			623,417.79

Financial Summary As of Period

- You can drill down for detailed information, in any field that shows an underline when you scroll over it

Financial Reporting Home Favorites Dashboards

Home Manage My Budget as of Period **Financial Summary As of Period** Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Cash Fund Balance Performance Report As

Report Filters

Business Unit: --Select Value-- Fiscal Year: 2015 As Of Period: 4 Account Type: --Select Value-- Account Category: --Select Value-- Budget Ledger: --Select Value-- Fund CF Status: --Select Value--

Fund: 90000 - TF-CSU C Dept: 41406 - Accountir Account: --Select Value-- Project: --Select Value-- Program: --Select Value-- Class: --Select Value--

NOT Fund: NOT --Select Value-- NOT Dept: NOT --Select Value-- NOT Account: NOT --Select Value-- NOT Project: NOT --Select Value-- NOT Program: NOT --Select Value-- NOT Class: NOT --Select Value-- NOT Acct Cat: NOT --Select Value--

Advanced Filters

Apply Filters Reset Filters

Financial Summary - As of Period

Business Unit = , Fiscal Year = [b]2015, Period = 4
Time run: 10/8/2015 1:37:32 PM

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

Select Report View: Summarized

41406 - Accounting Services		Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
Fund Fdescr	Acct Fdescr					
90000 - TF-CSU Operating Fund	601921 - Management & Supervisory Sals	52,449.00	79,827.00		(132,276.00)	
	601931 - Regular Staff Salaries	252,407.42	759,537.00		(1,011,944.42)	
	601933 - Overtime	2,167.85	0.00		(2,167.85)	
	601961 - Temporary Help	20,175.24	0.00		(20,175.24)	
	601981 - Student Assistant	2,377.80	0.00		(2,377.80)	
	601982 - Bridge Student Assistant	5,683.50	0.00		(5,683.50)	
	603811 - Oasdi	18,808.85	0.00		(18,808.85)	
	603812 - Retirement	77,178.66	0.00		(77,178.66)	
	603813 - Medicare	4,744.23	0.00		(4,744.23)	
	603814 - Health and Welfare	83,810.25	0.00		(83,810.25)	
	603815 - Flex Cash	420.00	0.00		(420.00)	
	603816 - Dental Insurance	7,604.78	0.00		(7,604.78)	
	603817 - Vision Care	543.03	0.00		(543.03)	
	603818 - Life Insurance	191.25	0.00		(191.25)	
	603819 - Long Term Disability Insurance	49.44	0.00		(49.44)	

Financial Summary Between Periods

- Report is similar to Financial Summary As of Period, but it allows the user to choose periods to view

The screenshot shows the 'Financial Reporting' application interface. The main navigation bar includes 'Home', 'Manage My Budget as of Period', 'Financial Summary As of Period', 'Financial Summary Between Periods' (selected), 'Financial Summary by Year', 'Trial Balance', 'Inception to Date', 'Cash', 'Fund Balance', and 'Performance Report As of Period'. Below the navigation bar is the 'Report Filters' section, which includes dropdown menus for Business Unit, Fiscal Year (2015), Period From (Between 2), Period To (4), Account Type, Account Category, Budget Ledger, and Fund CF Status. There are also filters for Fund, Dept, Account, Project, Program, and Class. Below these are 'NOT' filters for Fund, Dept, Account, Project, Program, Class, and Acct Cat. An 'Advanced Filters' section contains 'Apply Filters' and 'Reset Filters' buttons. The main report area is titled 'Financial Summary Between Periods' and shows the following configuration: Business Unit = , Fiscal Year = [b]2015, Period is between 2,4. The time run is 10/8/2015 1:43:13 PM. The report columns are: Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Acct Fdescr, Column 4: Hide, Column 5: Hide, Column 6: Hide. The 'Select Report View' is set to 'Summarized'. The data table below shows the following information:

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		35,309.00	(23,213.00)	(12,096.00)	
		601931 - Regular Staff Salaries		170,044.42	(166,520.00)	(3,524.42)	
		601933 - Overtime		334.76	0.00	(334.76)	
		601961 - Temporary Help		12,475.26	0.00	(12,475.26)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		2,664.00	0.00	(2,664.00)	
		603811 - Oasdi		12,634.84	0.00	(12,634.84)	
		603812 - Retirement		52,153.62	0.00	(52,153.62)	
		603813 - Medicare		3,144.88	0.00	(3,144.88)	
		603814 - Health and Welfare		59,094.11	0.00	(59,094.11)	
		603815 - Flow Cash		280.00	0.00	(280.00)	

Financial Summary by Year

- Compares fields year by year. Periods and Department field can also be filtered.
- Select years and periods to compare
- Select Column order for the report
- Shows amounts posted from year to year and it allows the user to drill down

The screenshot displays the 'Financial Reporting' interface with the 'Financial Summary by Year' report selected. The 'Report Filters' section includes dropdowns for Business Unit, Fiscal Year (set to 'Between 2013, 2014'), Period From (0), and Period To (12). Below this, there are filters for Fund, Dept, Account, Project, Program, and Class. A red box highlights the 'Fiscal Year' dropdown and the 'Show Column 1' through 'Show Column 6' settings, which are configured as: Fund Fdescr, Dept Fdescr, Acct Fdescr, Hide, Hide, and Hide. The 'Advanced Filters' section is empty. The 'Financial Summary by Year' section shows the report parameters: Business Unit = , Fiscal Year = [b]2013,2014, Period = 0,12. The time run is 10/2/2015 1:50:41 PM. The 'Select Report View' is set to 'Summary by Year (Actuals)'. The data table below shows actuals for 2013 and 2014 for various accounts.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Actuals	
			2013	2014
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		215,641.82
		601931 - Regular Staff Salaries	817,993.82	793,188.35
		601933 - Overtime	1,878.36	8,758.67
		601936 - Terminal Pay	0.00	50,495.33
		601961 - Temporary Help	75,642.23	52,447.63
		601981 - Student Assistant	11,799.70	10,563.30
		601982 - Bridge Student Assistant	4,041.65	1,068.00
		603811 - Oasdi	50,588.15	62,691.78
		603812 - Retirement	174,500.42	246,678.95
		603813 - Medicare	12,890.75	16,015.70
		603814 - Health and Welfare	253,389.31	271,187.54

Export and Print

- Example is from Financial Summary As of Period
- Refresh, Print, and Export options are at the bottom of the page

Financial Reporting

Home Manage My Budget as of Period **Financial Summary As of Period** Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Cash Fund Balance Performance Report As of Period

Apply Filters Reset Filters

Financial Summary - As of Period

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/9/2015 1:43:01 PM

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

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals	52,449.00	79,827.00		(132,276.00)	
		601931 - Regular Staff Salaries	252,407.42	759,537.00		(1,011,944.42)	
		601933 - Overtime	2,167.85	0.00		(2,167.85)	
		601961 - Temporary Help	20,175.24	0.00		(20,175.24)	
		601981 - Student Assistant	2,377.80	0.00		(2,377.80)	
		601982 - Bridge Student Assistant	5,683.50	0.00		(5,683.50)	
		603811 - Oasdi	18,808.85	0.00		(18,808.85)	
		603812 - Retirement	77,178.66	0.00		(77,178.66)	
		603813 - Medicare	4,744.23	0.00		(4,744.23)	
		603814 - Health and Welfare	83,810.25	0.00		(83,810.25)	
		603815 - Flex Cash	420.00	0.00		(420.00)	
		603816 - Dental Insurance	7,604.78	0.00		(7,604.78)	
		603817 - Vision Care	543.03	0.00		(543.03)	
		603818 - Life Insurance	191.25	0.00		(191.25)	
		603819 - Long-term Disability Insurance	40.44	0.00		(40.44)	
		606802 - Travel-In State	137.30	0.00		(137.30)	
		613801 - Contractual Services	25,000.00	0.00		(25,000.00)	
		616802 - Computer Maintenance	0.00	0.00		0.00	
		616822 - Software Maintenance	0.00	0.00		0.00	
		616823 - NonCap Inst Software&Licenses	0.00	0.00		0.00	
		616841 - Other Computer Svcs & Supplies	0.00	0.00		0.00	
		660812 - Non-Capitalized Equip/Furn	2,797.16	2,690.61		(5,487.77)	
		660814 - Office Supplies	1,786.83	0.00		(1,786.83)	
		660823 - Miscellaneous Costs	0.00	0.00		0.00	
		660850 - Repairs & Maintenance	0.00	0.00		0.00	
		660898 - Prior Year Budget Carry Forward	0.00	0.00		0.00	
		660973 - Merchant Card Fees	34,641.11	323,840.17		(358,481.28)	
		41406 - Accounting Services Total		592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

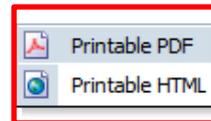
Dept Fdescr is equal to 41406 - Accounting Services
and Fund Fdescr is equal to 90000 - TF-CSU Operating Fund
and Fiscal Year is equal to 2015

Refresh - Print - Export

Print to PDF

- The Print hyperlink located beneath the report will print the individual report in either PDF or HTML formats. Both are similar

	660898 - Prior Year Budget Carry Forwrd	0.00	0.00	0.00
	660973 - Merchant Card Fees	34,641.11	323,840.17	(358,481.28)
	41406 - Accounting Services Total	592,964.70	1,165,894.78	(1,758,859.48)
	90000 - TF-CSU Operating Fund Total	592,964.70	1,165,894.78	(1,758,859.48)
	Grand Total	592,964.70	1,165,894.78	(1,758,859.48)



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

- Printing to HTML provides a printout screen similar to a screenshot. The result is a smaller output which can fit to one page

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/9/2015 1:43:01 PM

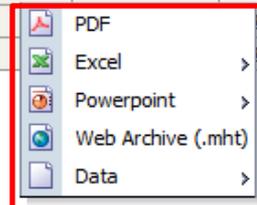
Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85)	
		601961 - Temporary Help		20,175.24	0.00	(20,175.24)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)	
		603811 - Oasdi		18,808.85	0.00	(18,808.85)	
		603812 - Retirement		77,178.66	0.00	(77,178.66)	
		603813 - Medicare		4,744.23	0.00	(4,744.23)	
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)	
		603815 - Flex Cash		420.00	0.00	(420.00)	
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)	
		603817 - Vision Care		543.03	0.00	(543.03)	
		603818 - Life Insurance		191.25	0.00	(191.25)	
		603819 - Long-term Disability Insurance		40.44	0.00	(40.44)	
		606802 - Travel-In State		137.30	0.00	(137.30)	
		613801 - Contractual Services		25,000.00	0.00	(25,000.00)	
		616802 - Computer Maintenance		0.00	0.00	0.00	
		616822 - Software Maintenance		0.00	0.00	0.00	
		616823 - NonCap Inst Software&Licenses		0.00	0.00	0.00	
		616841 - Other Computer Svcs & Supplies		0.00	0.00	0.00	
		660812 - Non-Capitalized Equip/Furn		2,797.16	2,690.61	(5,487.77)	
		660814 - Office Supplies		1,786.83	0.00	(1,786.83)	
		660823 - Miscellaneous Costs		0.00	0.00	0.00	
		660850 - Repairs & Maintenance		0.00	0.00	0.00	
		660898 - Prior Year Budget Carry Forwrd		0.00	0.00	0.00	
		660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)	
	41406 - Accounting Services Total			592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

Dept Fdescr is equal to **41406 - Accounting Services**
and Fund Fdescr is equal to **90000 - TF-CSU Operating Fund**
and Fiscal Year is equal to **2015**

Exporting Data

- Exports all data on the screen to a variety of file formats including PDF, Excel, & CSV.
- Exporting to PDF results in a file similar to the print to PDF, but it can be saved as a file.
- Exporting to Excel presents the data in Excel along with report formats. Formulas are not transferred to Excel. It is only hardcoded numbers.
- Tab Delimited and CSV files will open in Excel without any formatting and can then be saved as an Excel file. Be sure to save as an Excel file. This export may include more data than shown on the screen.

	660812 - Non-Capitalized Equip/Furn	2,797.16	2,690.61	(5,487.77)
	660814 - Office Supplies	1,786.83	0.00	(1,786.83)
	660823 - Miscellaneous Costs	0.00	0.00	0.00
	660850 - Repairs & Maintenance	0.00	0.00	0.00
	660898 - Prior Year Budget Carry Forwrd	0.00	0.00	0.00
	660973 - Merchant Card Fees	34,641.11	323,840.17	(358,481.28)
	41406 - Accounting Services Total	592,964.70	1,165,894.78	(1,758,859.48)
90000 - TF-CSU Operating Fund Total		1,964.70	1,165,894.78	(1,758,859.48)
Grand Total		1,964.70	1,165,894.78	(1,758,859.48)



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

Example of Export to PDF

- This is a good tool to send the report to a manager
- Select PDF as Export file type
- After selecting the PDF file, a box will pop up asking to either open or save the file. Either option will work.
- Click OK

The image shows a screenshot of a web application interface. At the top, there is a table with columns for financial data. A dropdown menu is open over the table, showing options: PDF, Excel, Powerpoint, Web Archive (.mht), and Data. The 'PDF' option is highlighted with a red box. Below the table, there are buttons for 'Refresh', 'Print', and 'Export'. Below the buttons, there is a dialog box titled 'Opening Financial Summary As of Period.pdf'. The dialog box contains the following text: 'You have chosen to open: Financial Summary As of Period.pdf which is: Adobe Acrobat Document (7.6 KB) from: https://csudwprd.calstate.edu'. Below this, it asks 'What should Firefox do with this file?' and has two radio buttons: 'Open with Adobe Acrobat Reader DC (default)' and 'Save File'. The 'Save File' option is selected and highlighted with a red box. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

Example of Export to Excel

- Select Export to Excel. Then select the Excel 2007+ format.
- After selecting the Excel file as output, a box will either open or save to file. Either option will work.
- Click OK

973 - Merchant Card Fees		34,641.11	323,840.17	
Total		592,964.70	1,165,894.78	(1)
		592,964.70	1,165,894.78	(1)
			94.78	(1)

PDF

Excel

Powerpoint

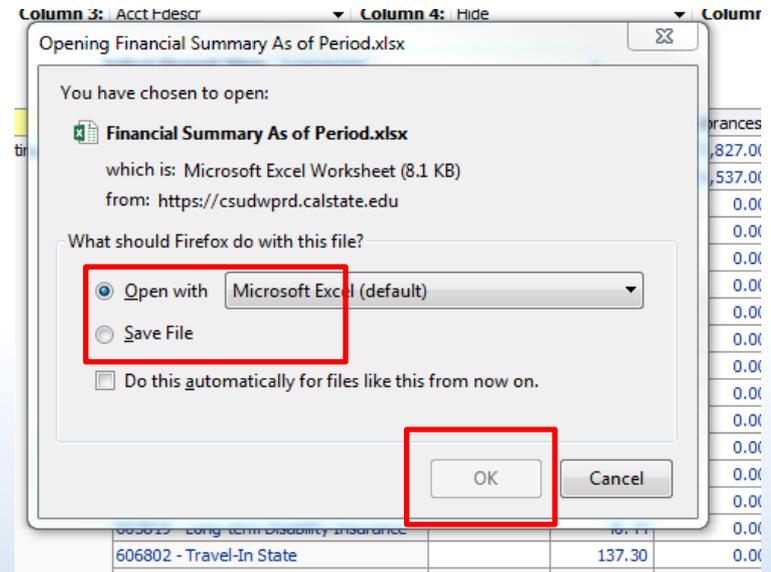
Web Archive (.mht)

Data

Excel 2003

Excel 2007+

Refresh - Print - Export



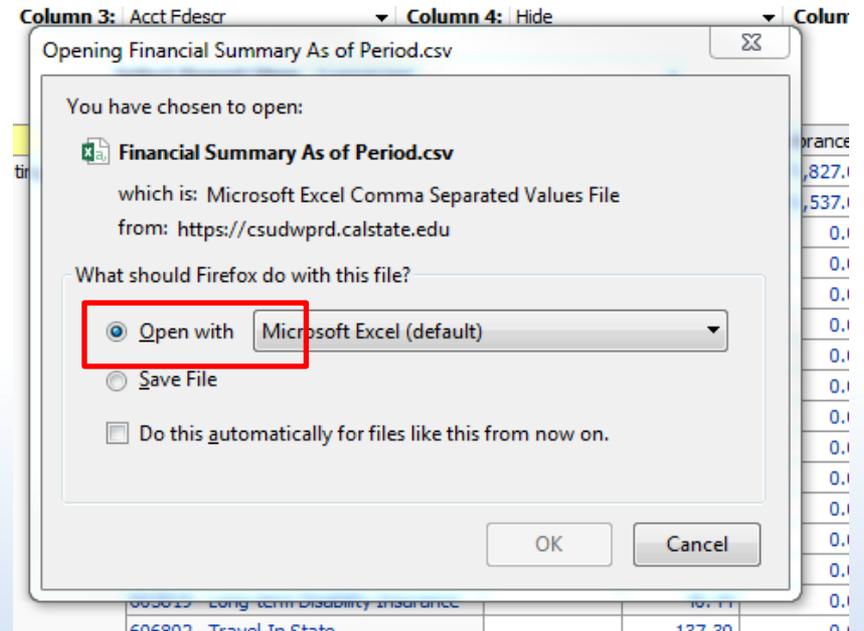
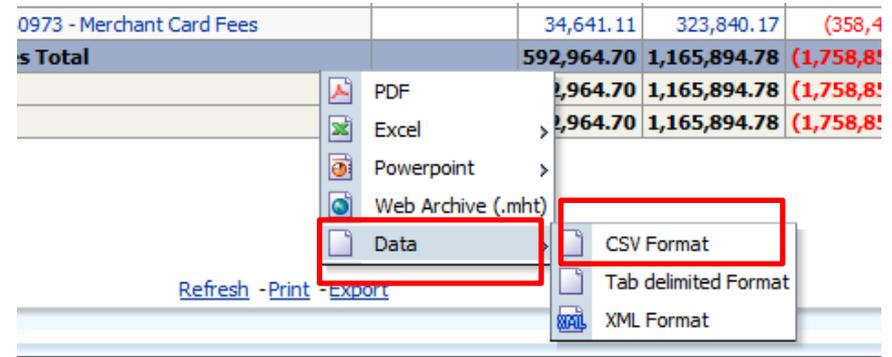
Example of Export to Excel Data Output

- The data is downloaded into Excel. The formatting can be manipulated from this point and can be saved as an Excel file.
- Formulas do not carry forward. Numbers are hardcoded.

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85)	
		601961 - Temporary Help		20,175.24	0.00	(20,175.24)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)	
		603811 - Oasdi		18,808.85	0.00	(18,808.85)	
		603812 - Retirement		77,178.66	0.00	(77,178.66)	
		603813 - Medicare		4,744.23	0.00	(4,744.23)	
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)	
		603815 - Flex Cash		420.00	0.00	(420.00)	
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)	
		603817 - Vision Care		543.03	0.00	(543.03)	
		603818 - Life Insurance		191.25	0.00	(191.25)	
		603819 - Long-term Disability Insurance		40.44	0.00	(40.44)	
		606802 - Travel-In State		137.30	0.00	(137.30)	
		613801 - Contractual Services		25,000.00	0.00	(25,000.00)	
		616802 - Computer Maintenance		0.00	0.00	0.00	
		616822 - Software Maintenance		0.00	0.00	0.00	
		616823 - NonCap Inst Software&Licenses		0.00	0.00	0.00	
		616841 - Other Computer Svcs & Supplies		0.00	0.00	0.00	
		660812 - Non-Capitalized Equip/Furn		2,797.16	2,690.61	(5,487.77)	
		660814 - Office Supplies		1,786.83	0.00	(1,786.83)	
		660823 - Miscellaneous Costs		0.00	0.00	0.00	
		660850 - Repairs & Maintenance		0.00	0.00	0.00	
		660898 - Prior Year Budget Carry Forward		0.00	0.00	0.00	
		660973 - Merchant Card Fees					
		41406 - Accounting Services Total		34,641.11	323,840.17	(358,481.28)	
90000 - TF-CSU Operating Fund Total				592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

Example of Export to Data – CSV Format

- Select Export to Data – CSV Format
- Prompt will open the CSV file with Excel. There is also an option to save the file. Opening in Excel is recommended.



Example of Export to Data – CSV Format Output

- The CSV file opens to Excel as unformatted data. It can be manipulated from this point. Data includes information such as additional fields which may not be seen on the original output screen.
- Remember to save the file as an Excel file when finished formatting

Fiscal Year	Period	Fund	Dept	Fdes	Acct	Fdes	FIRMS	Obj	Month	to	Month	Current B	Total	Prior Year	Actuals	Balance A	% Used	FI	Encumbr	Original B	Actuals	Pe	Balance Available w/Pre-Encumbr
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601921 - N 601201 - Management and Supervisory									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601931 - R 601300 - Support Staff Salaries									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601961 - T 601302 - Temporary Help									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 616802 - C 616002 - I/T Hardware									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 616822 - S 616003 - I/T Software									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 616823 - N 616003 - I/T Software									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 616841 - C 616005 - Misc Info Tech Costs									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660812 - N 660003 - Supplies and Services									0	0	0	-2901.5			2901.5		0	0	-2901.5	
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660814 - C 660003 - Supplies and Services									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660823 - N 660003 - Supplies and Services									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660850 - R 660021 - Repairs and Maintenance									0	0	0	0	0	0	0	0	0	0	0	0
2015	0	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660973 - N 660090 - Expenses-Other									0	0	0	0	0	0	0	0	0	0	0	0
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601921 - N 601201 - Management and Supervisory									0	17140		17140	-120180		103040		17140	-120180		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601931 - R 601300 - Support Staff Salaries									0	82363		82363	-1008420		926057		82363	-1008420		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601933 - C 601301 - Overtime									0	1833.09		1833.09	-1833.09		0		1833.09	-1833.09		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601961 - T 601302 - Temporary Help									0	7699.98		7699.98	-7699.98		0		7699.98	-7699.98		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601982 - B 601303 - Student Assistant									0	3019.5		3019.5	-3019.5		0		3019.5	-3019.5		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603811 - C 603001 - OASDI									0	6174.01		6174.01	-6174.01		0		6174.01	-6174.01		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603812 - R 603005 - Retirement									0	25025.04		25025.04	-25025.04		0		25025.04	-25025.04		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603813 - N 603012 - Medicare									0	1599.35		1599.35	-1599.35		0		1599.35	-1599.35		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603814 - H 603004 - Health and Welfare									0	24716.14		24716.14	-24716.14		0		24716.14	-24716.14		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603815 - F 603015 - Flex Cash									0	140		140	-140		0		140	-140		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603816 - D 603003 - Dental Insurance									0	2438.62		2438.62	-2438.62		0		2438.62	-2438.62		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603817 - V 603013 - Vision Care									0	181.01		181.01	-181.01		0		181.01	-181.01		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603818 - L 603011 - Life Insurance									0	63.75		63.75	-63.75		0		63.75	-63.75		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 603819 - L 603014 - Long-Term Disability Insurance									0	13.48		13.48	-13.48		0		13.48	-13.48		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 606802 - T 606001 - Travel-In State									0	137.3		137.3	-137.3		0		137.3	-137.3		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660812 - N 660003 - Supplies and Services									0	123.08		123.08	-123.08		0		123.08	-123.08		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660814 - C 660003 - Supplies and Services									0	928.87		928.87	-928.87		0		928.87	-928.87		
2015	1	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 660973 - N 660090 - Expenses-Other									0	2157.37		2157.37	-326157		324000		2157.37	-326157		
2015	2	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601921 - N 601201 - Management and Supervisory									0	17140		17140	0		-17140		17140	0		
2015	2	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601931 - R 601300 - Support Staff Salaries									0	85651.42		85651.42	-3524.42		-82127		85651.42	-3524.42		
2015	2	0948	Calli 485 - TF-C:90000 - TF 41406 - Ac 601933 - C 601301 - Overtime									0	173.01		173.01	173.01		0		173.01	173.01		

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