I. Introduction
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Introduction to Data Warehouse
What are some uses of Data Warehouse?

• Projections can be made to predict where a given department/division will end the year

• Expenses can be looked up by account, department, program, or fund

• Department budget balances can be monitored to ensure funds are being used correctly

• Fund balances can be queried to track cash balances

• Data Warehouse is a good resource for researching transactions
Manage My Budget
Here are the main columns that are involved in calculating the available balance:

• Current Budget – includes original & one time budgets
• Actuals – expenses/revenues
• Encumbrances – purchase orders that have not been spent
• Available Balance – remaining/unused budget
Manage My Budget Formula

Current Budget \( - \) Actuals \( - \) Encumbrances \( = \) Balance Available
Manage My Budget

Before running a report, be sure that the following settings are selected:

1. Business unit: DHCMP
2. Budget Ledger: Budget
3. Scenario: Original

Financial Reporting

Default Settings for this Dashboard

Select primary business unit for campus level reporting: DHCMP - CSU
Select primary budget ledger: Budget
Select original budget scenario only: ORIGINAL

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

• Report Filter
  o Business Unit: DHCMP
  o Fiscal Year: 2021 (current year)
  o As of Period: 12 (YTD)
  o Account Type: 50 Revenues, 60 Expenditures
  o Budget Ledger: Budget
  o Fund: remove X
  o Dept Tree Name: DH_DEPARTMENT
  o Not Account: 603
Manage My Budget

Report Views
- Standard with Original Budget View
- Summarized View
This is what the report looks like under the Summarized View. Download to excel format for projection modifications:

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Dept Fdescr</th>
<th>Acct Cat Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
<th>% Used Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADHT - CSU OPERATING FUND</td>
<td>12345 - TEDDY TORO</td>
<td>580 - Other Financial Sources</td>
<td>(30,275.00)</td>
<td>0.00</td>
<td>30,275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>601 - Regular Salaries and Wages</td>
<td>456,789.00</td>
<td>216,394.36</td>
<td>0.00</td>
<td>240,394.64</td>
<td>47%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>604 - Communications</td>
<td></td>
<td>720.34</td>
<td>0.00</td>
<td>(720.34)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>606 - Travel</td>
<td>(38,903.00)</td>
<td>0.00</td>
<td>0.00</td>
<td>(38,903.00)</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>613 - Contractual Services Group</td>
<td>32,020.00</td>
<td>4,505.66</td>
<td>11,020.00</td>
<td>16,494.34</td>
<td>48%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>616 - Information Technology Costs</td>
<td></td>
<td>160.00</td>
<td>0.00</td>
<td>(160.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>617 - Services from Other Funds/Agencies Group</td>
<td>3,840.00</td>
<td>0.00</td>
<td></td>
<td>(3,840.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>660 - Misc. Operating Expenses</td>
<td>920,672.14</td>
<td>75,310.75</td>
<td>0.00</td>
<td>845,361.39</td>
<td>8%</td>
</tr>
<tr>
<td>12345 - TEDDY TORO</td>
<td></td>
<td></td>
<td>1,370,578.14</td>
<td>270,656.11</td>
<td>11,020.00</td>
<td>1,088,902.03</td>
<td>21%</td>
</tr>
<tr>
<td>AADHT - CSU OPERATING FUND Total</td>
<td></td>
<td></td>
<td>1,370,578.14</td>
<td>270,656.11</td>
<td>11,020.00</td>
<td>1,088,902.03</td>
<td>21%</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td>1,370,578.14</td>
<td>270,656.11</td>
<td>11,020.00</td>
<td>1,088,902.03</td>
<td>21%</td>
</tr>
</tbody>
</table>
Let's try an example!
Fund Balance Report
Fund Balance

• It allows the user to view the cash balance of the fund, there are no options to bring in department, program or projects. The Fund Balance report is a straightforward report, it has fewer moving pieces than Mange My Budget.

• It should be used as a reference for funds that are for single use (examples Miscellaneous and Trust funds)
• Report Filter
  o Business Unit: DHCMP
  o Fiscal Year: 2021 (current year)
  o As of Period: 12 (YTD)
  o Fund: select fund
Fund Balance

Report View

- Encumbrance View – selecting this view ensure that the ending fund balance shows the funds that are available to spend

- This is what the report looks like under the Encumbrance View. Revenues are recorded as negatives; a positive balance will be in the red. Download to excel format for projection modifications:

<table>
<thead>
<tr>
<th>SCO Fund Fdescr</th>
<th>CSU Fund Fdescr</th>
<th>Fund Fdescr</th>
<th>Beginning Fund Balance</th>
<th>Year to Date Revenue</th>
<th>Year to Date Expenses</th>
<th>Encumbrances</th>
<th>Ending Fund Balance w/Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>0948 - Calif State University Trust Fund</td>
<td>485 - TF-CSU Operating Fund</td>
<td>FT034 - SF-ART SCULPTURE/MIXED</td>
<td>(10,090.35)</td>
<td>(11,065.00)</td>
<td>5,117.81</td>
<td>3,392.29</td>
<td>(12,645.25)</td>
</tr>
<tr>
<td></td>
<td>485 - TF-CSU Operating Fund Total</td>
<td></td>
<td>(10,090.35)</td>
<td>(11,065.00)</td>
<td>5,117.81</td>
<td>3,392.29</td>
<td>(12,645.25)</td>
</tr>
<tr>
<td>0948 - Calif State University Trust Fund Total</td>
<td></td>
<td></td>
<td>(10,090.35)</td>
<td>(11,065.00)</td>
<td>5,117.81</td>
<td>3,392.29</td>
<td>(12,645.25)</td>
</tr>
</tbody>
</table>
Let's try an example!
Let's go over some tips
Tips

• If you are running into errors, be sure to check that DHCMP and DH_DEPARTMENT are selected in the report filters.

• Be sure the “Home” tab has the following settings selected:
  1. DHCMP
  2. Budget
  3. Original

• To go back, use the return button (bottom of screen) not the web browser arrows.

• Remove “X” from any fields (report filters).
Tips

• To save a report, select the gear icon in the upper right-hand corner. Click the “Save Current Customization”, give your report a name and selected “ok”.
Tips

• You will then be prompted to give your report a name. After a name has been entered, click ok, and the report will be available to run.
Tips

- To run the report, click the gear icon. Go to apply saved customizations and select your report. Once the customized filters have populated. Click apply.
Further Discussion

Q&A