

LUNCH -AND- LEARN

Data Warehouse 101

October 4th, 2021

CSUDH

Agenda

- I. Introduction
- II. Manage My Budget
- III. Fund Balance
- IV. Tips



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

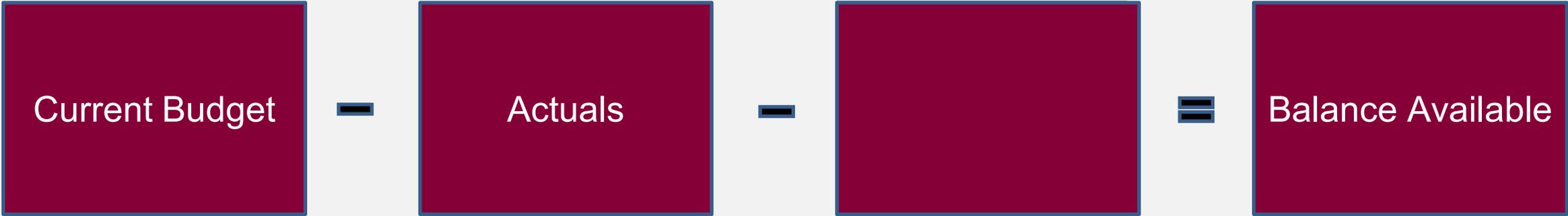


Here are the main columns that are involved in calculating the available balance:

- 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



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

Home Dashboards ▼ Open ▼ Signed

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial E

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 ▼

Apply

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



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



Report filter settings

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 Rep»

Report Filters

Business Unit DHCMP - CSU ▼	Fiscal Year 2021 ▼	As of Period 12 ▼	Account Type 50 - Revenues; ▼	Account Category --Select Value-- ▼	Budget Ledger Budget ▼	Fund CF Status --Select Value-- ▼
Fund --Select Value-- ▼	Dept 26100 - ART ▼	Account --Select Value-- ▼	Project --Select Value-- ▼	Program --Select Value-- ▼	Class --Select Value-- ▼	
NOT Fund NOT --Select Value-- ▼	NOT Dept ID 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 603 ▼
Dept Tree Name DH DEPARTM ▼	Dept Level 1 --Select Value-- ▼	Dept Level 2 --Select Value-- ▼	Dept Level 3 --Select Value-- ▼	Dept Level 4 --Select Value-- ▼	Dept Level 5 --Select Value-- ▼	FIRMS Object Code --Select Value-- ▼

Apply Filters

Reset Filters



Manage My Budget

Report Views

- Standard with Original Budget View
- Summarized View

Financial Reporting

Home Dashboards ▼ Open ▼ Signed In As Witt,Adrian ▼

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 Rep»

Business Unit = DHCMP - CSU Dominguez Hills, Fiscal Year = 2021, Period = 12

Manage My Budget - As of Period

Time run: 10/1/2021 4:26:37 PM

Show Column 1:

Fund Fdescr ▼

Column 2:

Dept Fdescr ▼

Column 3:

Acct Cat Fdescr ▼

Column 4:

Program Fdescr ▼

Column 5:

Hide ▼

Column 6:

Hide ▼

OK

Select Report View:

Summarized ▼

Summarized

Month	Month to Date	Summarized with Pre-Enc	Year to	Balance	% Used
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Manage My Budget

This is what the report looks like under the Summarized View. Download to excel format for projection modifications:

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



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)



Fund Balance

- Report Filter
 - Business Unit: DHCMP
 - Fiscal Year: 2021 (current year)
 - As of Period: 12 (YTD)
 - Fund: select fund

◀ 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** ▶

▲ Report Filters

Business Unit DHCMP - CSU ▼	Fiscal Year 2021 ▼	As Of Period 12 ▼
Fund CF Status --Select Value-- ▼	Fund FT034 - SF-ART SCULPTURE/MIXED ▼	NOT Fund NOT --Select Value-- ▼



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:

Select Report View: Encumbrance View ▼

SCO Fund Fdescr▲▼	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	FT034 - SF-ART SCULPTURE/MIXED	(10,090.35)	(11,065.00)	5,117.81	3,392.29	(12,645.25)
	485 - TF-CSU Operating Fund Total		(10,090.35)	(11,065.00)	5,117.81	3,392.29	(12,645.25)
0948 - Calif State University Trust Fund Total			(10,090.35)	(11,065.00)	5,117.81	3,392.29	(12,645.25)



Let's try an example!



Let's go over some tips



Tips

- If you are running into errors, be sure to check that DHCPMP and DH_DEPARTMENT are selected in the report filters
- Be sure the “Home” tab has the following settings selected:
 1. DHCPMP
 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”.

The screenshot displays a financial reporting application interface. At the top, there is a navigation bar with links for Home, Dashboards, Open, and Signed In As Witt,Adrian. Below this is a breadcrumb trail: Period > Financial Summary Between Periods > Financial Summary by Year > Trial Balance > Inception to Date Reports > Cash > Fund E. A gear icon in the top right corner has been clicked, opening a dropdown menu with the following options: Print, Export to Excel, Refresh, Create Prompted Link, Apply Saved Customization, Save Current Customization... (highlighted), Edit Saved Customizations..., and Clear My Customization. The background shows a form with various filters: Account Type (50 - Revenues;), Account Category (--Select Value--), Budget Ledger (Budget), Fund CF Status (--Select Value--), Project (--Select Value--), Program (--Select Value--), Class (--Select Value--), NOT Project, NOT Program, NOT Class, and FIRMS Object Code.



Tips

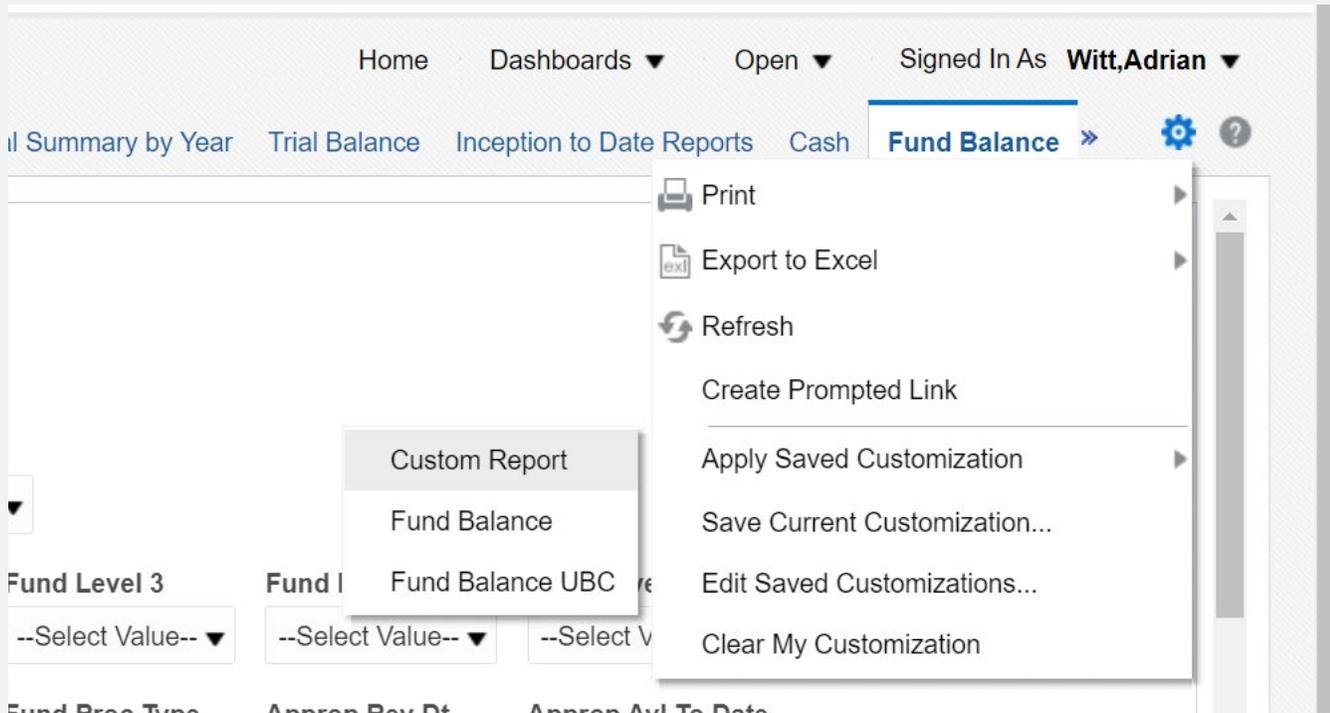
- You will then be prompted to give your report a name. After a name has been entered, click ok, and the report will be available to run.

The screenshot shows a web application interface for financial reporting. At the top, there is a navigation bar with the following items: Home, Manage My Budget as of Period, **Financial Summary As of Period** (highlighted), Financial Summary Between Periods, Financial Summary by Year, Trial Balance, and Inception to Date Rep. Below the navigation bar is a section titled "Report Filters" containing several dropdown menus: Business Unit (DHCMP - CSU), Fiscal Year (2021), Accounting Period (as of) (4), Fund (X), Dept (--Select Value--), Account (--Select Value--), Project (--Select Value--), NOT Fund (NOT --Select Value--), NOT Dept ID (NOT --Select Value--), NOT Account (NOT --Select Value--), Fund CF Status (--Select Value--), T Class (T --Select Value--), and NOT Acct Cat (NOT --Select Value--). A modal dialog box titled "Save Current Customization" is open in the center, featuring a "Name" field with the text "Custom Report", a "Save for" section with radio buttons for "Me" (selected) and "Others", a "Set Permissions" button, and a checkbox for "Make this my default for this page". The dialog also has "OK" and "Cancel" buttons at the bottom right. Below the "Report Filters" section is a link for "Advanced Filters".



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.



Q&A

