Dashboard Training Manual

CAL POLY

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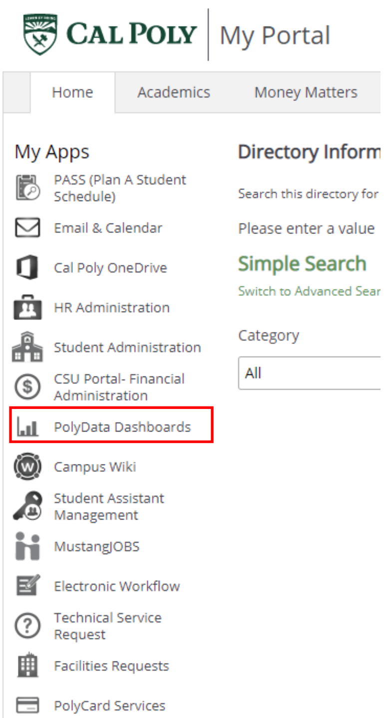
1.0 Logging into the Cal Poly Dashboard

1. Access Cal Poly, My Portal https://myportal.calpoly.edu
2. Under My Apps select PolyData Dashboards, this will direct you to Cal Poly's Dashboard



3. If site asks for login credentials use Cal Poly user name and password

2.0 Dashboard Features

This section will review several of the Cal Poly Dashboard features.

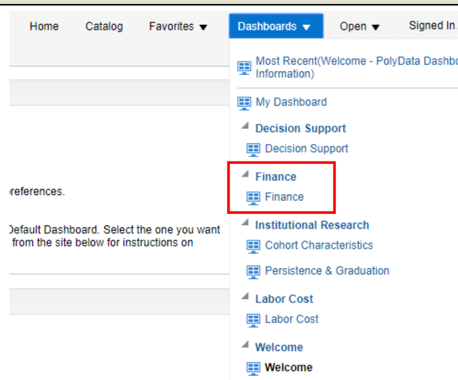
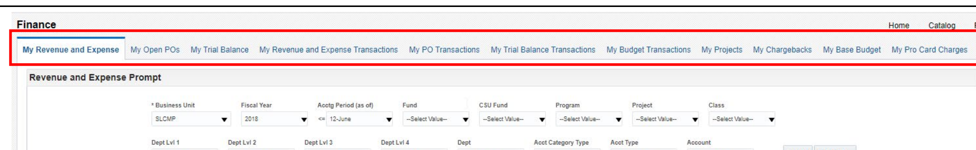
- Home Page
- Report Filters
- Search Functionality
- Column Functionality
- Table Prompts and Report Section Features within Drills
- Saving Customizations
- Miscellaneous Features

2.1 Home Page

Once you have successfully logged in, you will be directed to the Welcome page. This page contains your available Dashboards.

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>1. Click the down arrow to see a list of dashboards available.

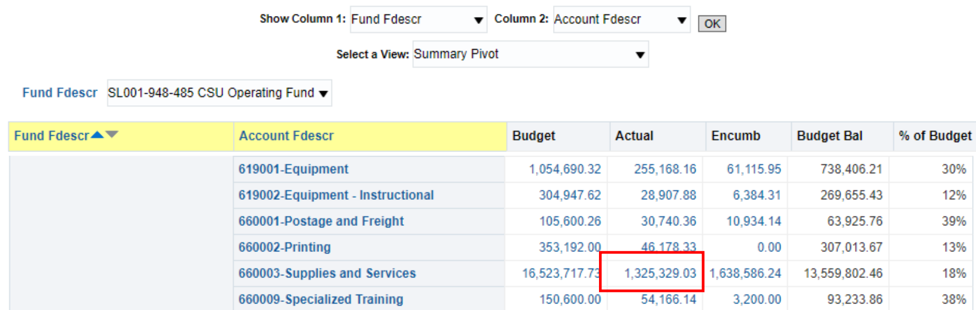
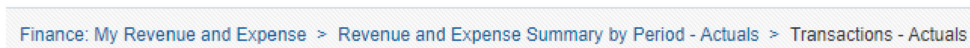
2. Select Finance.

Note: this training focuses only on the Finance dashboard</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.</td><td>
</td></tr>
</table>

2.2 Breadcrumbs

If there is the ability to drill into the information on the summary tabs by clicking on the hyperlinked numeric value, you will see “Breadcrumbs” at the bottom of the page that will take you back to the starting point.

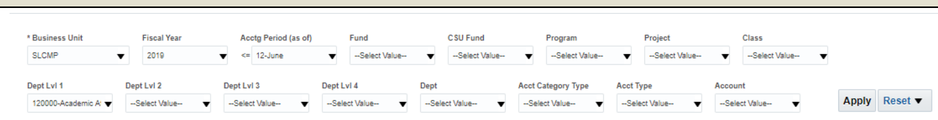
<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>Various Reports/Tabs have the ability to drill down on a hyperlinked numeric value by placing cursor on a value and selecting. For example, the My Revenue and Expense Report. After applying your filters to the report, click on the hyperlinked numeric value to bring up the detail. You can use the Breadcrumbs if you wish to go back to the Report you started with.

Note: This can also be done by clicking return at the bottom of the page, discussed later in the training</td><td>
</td></tr>
<tr><td>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.</td><td>
</td></tr>
</table>

2.3 Report Filters

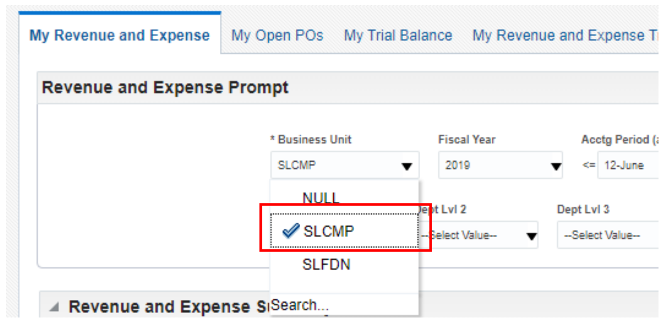
Report Filters allow you to filter based on the report criteria you want to display.

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>Each tab will have different filters available depending on the function of the tab.

This example is using filters under the My Revenue and Expense tab</td><td>
</td></tr>
</table>

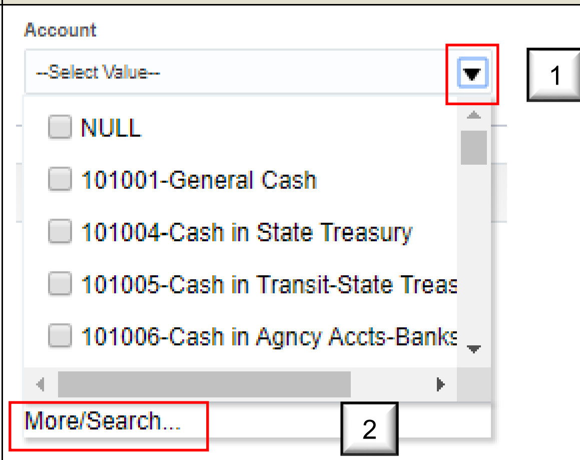
2.4 Multiple Business Units

Depending on your security, you may have multiple Business Units to choose from.

Processing Steps / Field Name	Screenshot / Description
Select the Business Unit for the report you want to run. For most users, this will be SLCMP.	

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 list is too long and you want to perform a specific search select the More/Search. See below.	

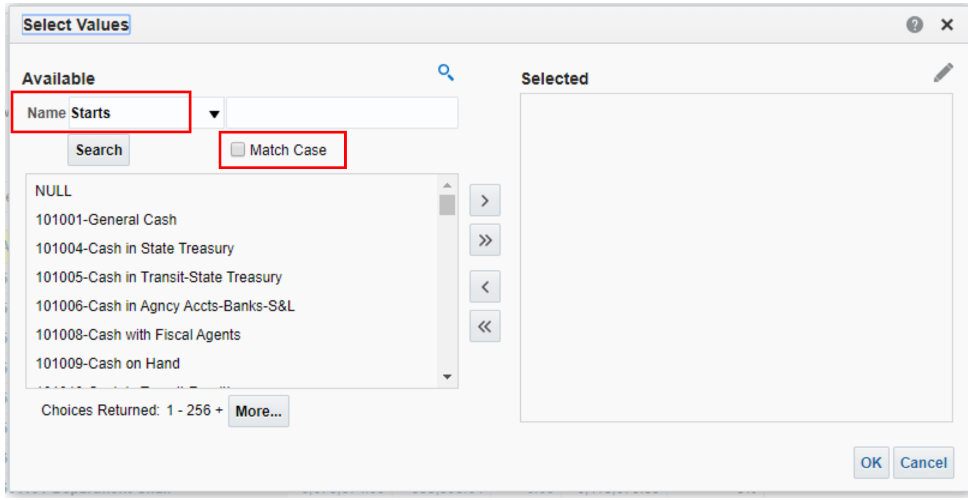
<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>

<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

</td><td>

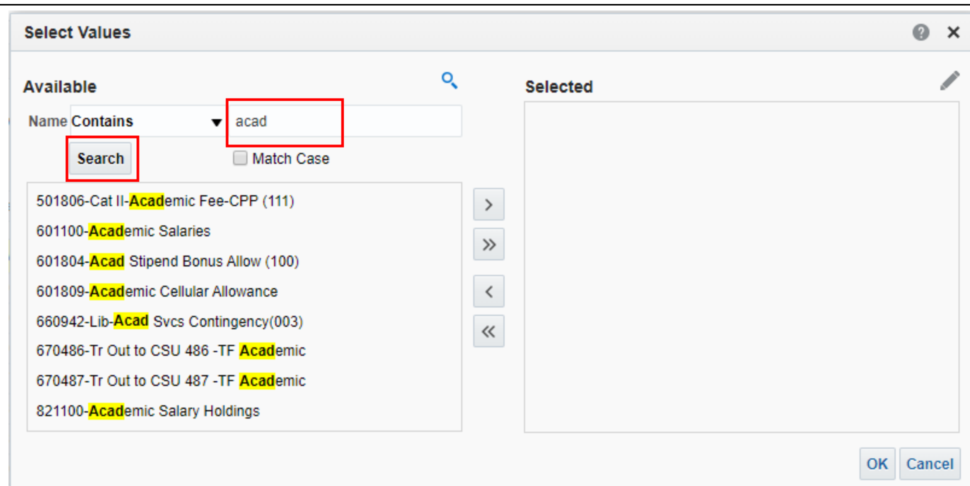


</td></tr>
<tr><td>

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>



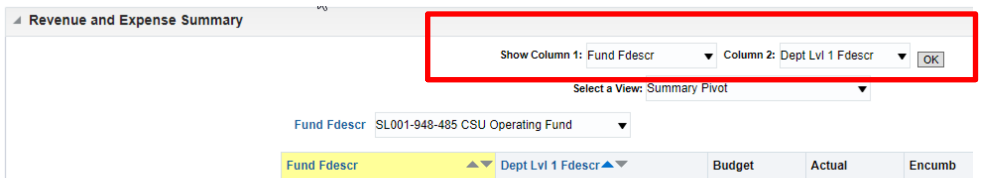
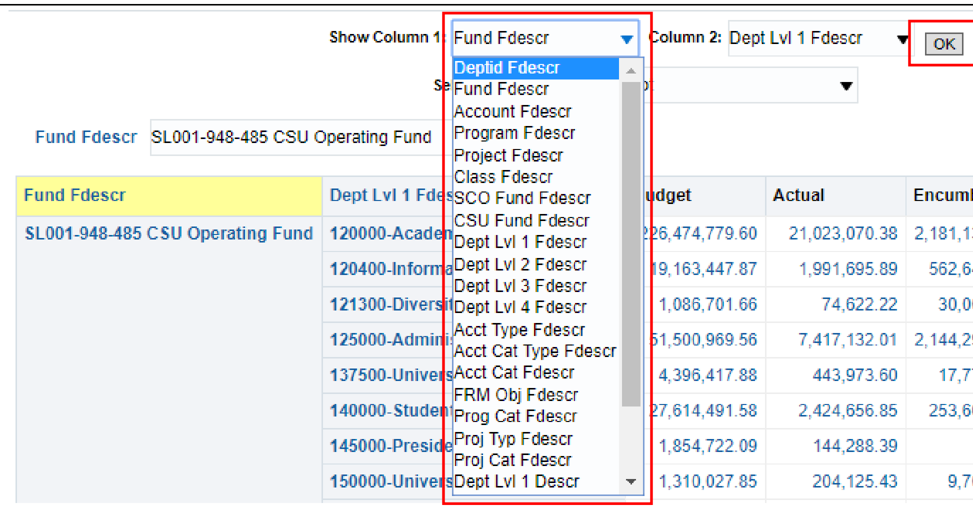
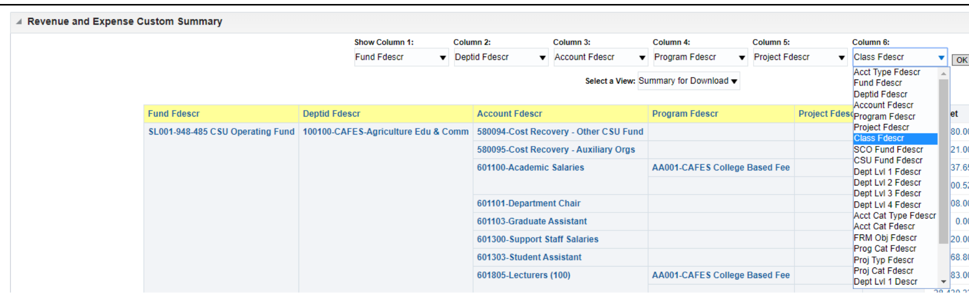
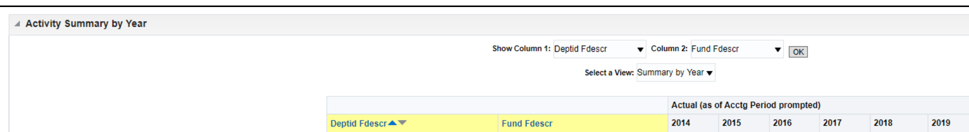
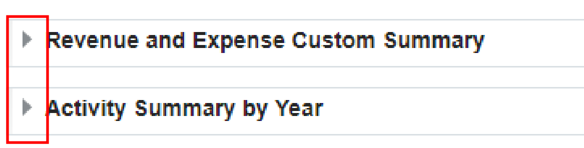
</td></tr>
</table>

2.6 Column Functionality

The number of columns of a report differs in each tab and section of the tab. Select the section on the tab that has the report with the amount of columns needed. You can sort columns to accommodate your report requirements. In some tabs you can include, exclude and move columns.

2.6.1 Tab sections

Tabs have one or three sections depending on the reporting available. Each section will have a different number of columns, select the section that allows you to filter the data to the level of detail needed for your report.

Processing Steps / Field Name	Screenshot / Description
Using My Revenue and Expense as an example The first section "Revenue and Expense Summary" only has two columns available to change for reporting	
Select the column headers from the dropdown and click "OK" to update the display	
The second section "Revenue and Expense Custom Summary" has six editable column headers to accommodate all fields of a Chart Field String. The headers can be edited to any combination of the available fields on the dropdown	
The third section "Activity Summary by Year" displays the actuals for the selected fiscal year and the five years prior with two column headers that can be edited	
Collapse sections to display only the one you would like to view by clicking the carrot to the left of the section name	

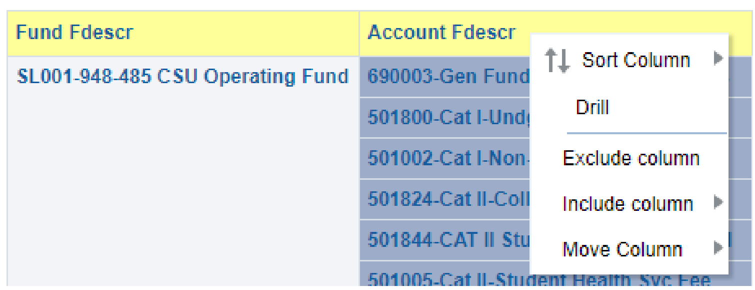
2.6.2 Sorting a Column

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 some reports, a column can be Excluded or Included. The type of column that can be included is limited to the choices in the drop down menu.

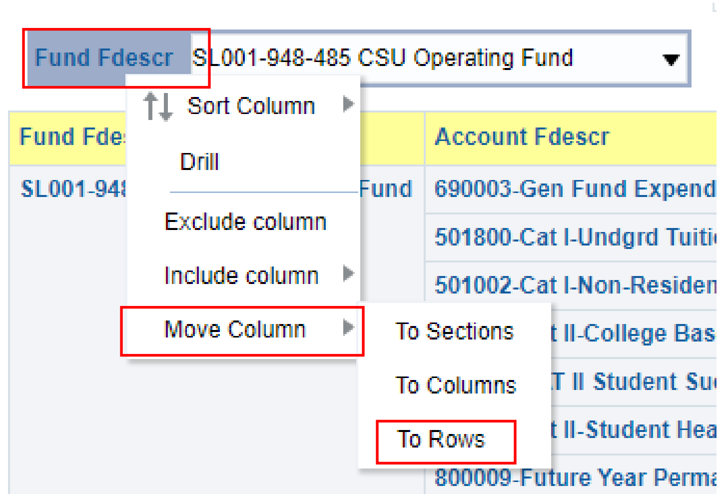
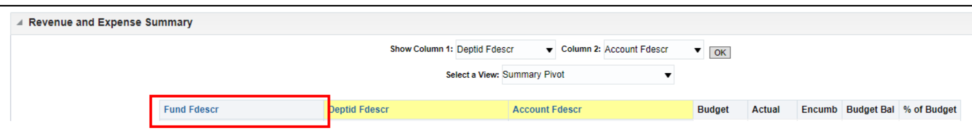
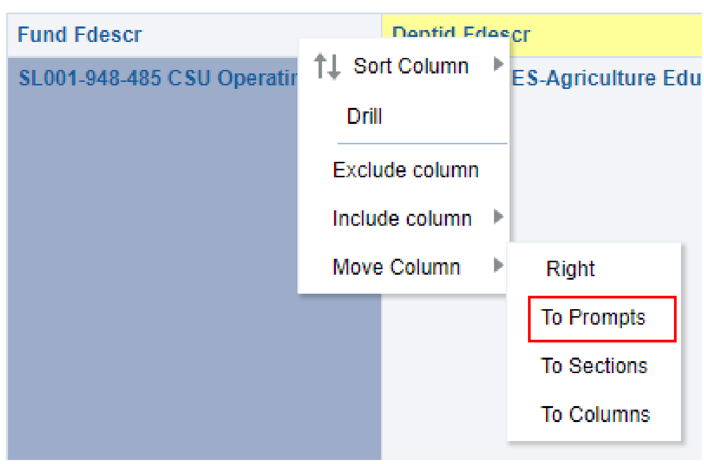
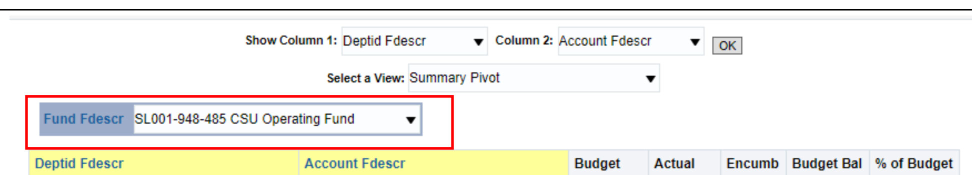
Processing Steps / Field Name	Screenshot / Description
1. Right Mouse Click on the column. Select action accordingly. **Note:** These functions are not available on all reports	

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.

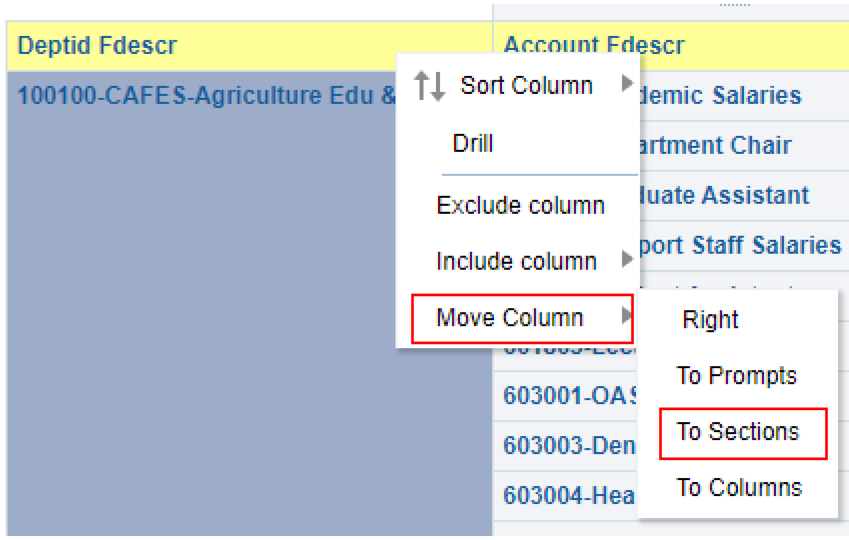
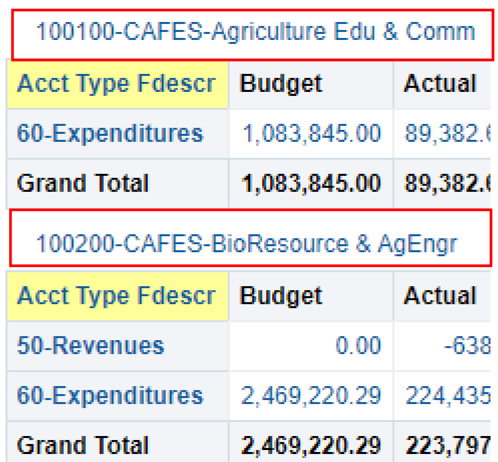
Processing Steps / Field Name	Screenshot / Description
1. When 'Pivots' are within the report, right-click on the field description, (in this example, Fund Fdescr). 2. Select "Move Columns", then "To Rows". A new column will appear on the left-most side of the report. This example is using the My Revenue and Expense > Revenue and Expense Summary	
Fund Fdescr 'Pivot' is now a new column: Fund Fdescr.	
1. To move the column back as a pivot, right-click on the column header. 2. Select "Move Column" then "To Prompts".	
Fund Fdescr column is now a 'Pivot'.	

2.7.2 Report Sections

Column Selectors can become Report Sections.

<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>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 My Revenue and Expense > Revenue and Expense Summary</td><td>
</td></tr>
<tr><td>Deptid Fdescr column is now a Report Section.</td><td>
</td></tr>
</table>

2.8 Table Prompts and Report Section Features within Transactions tabs

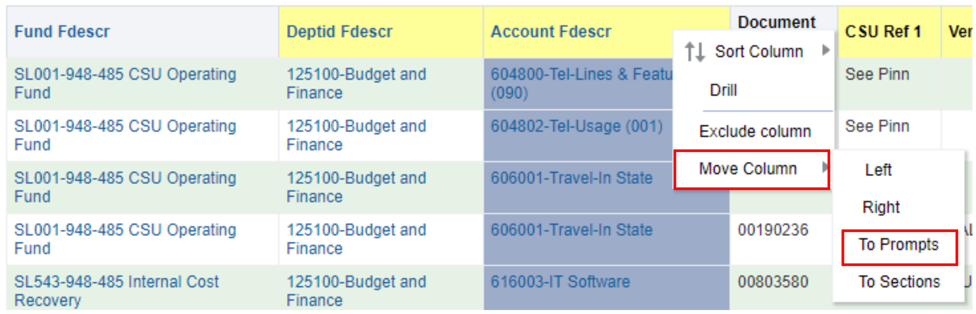
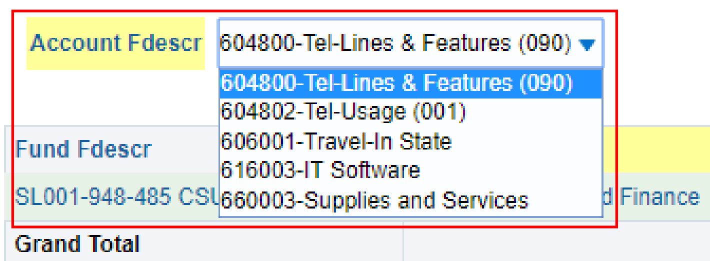
Columns can be moved either to create Pivots or Report Sections.

2.8.1 Creating a Pivot

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

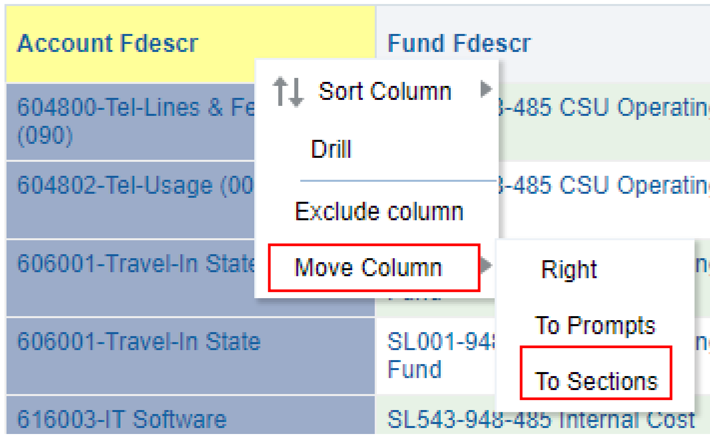
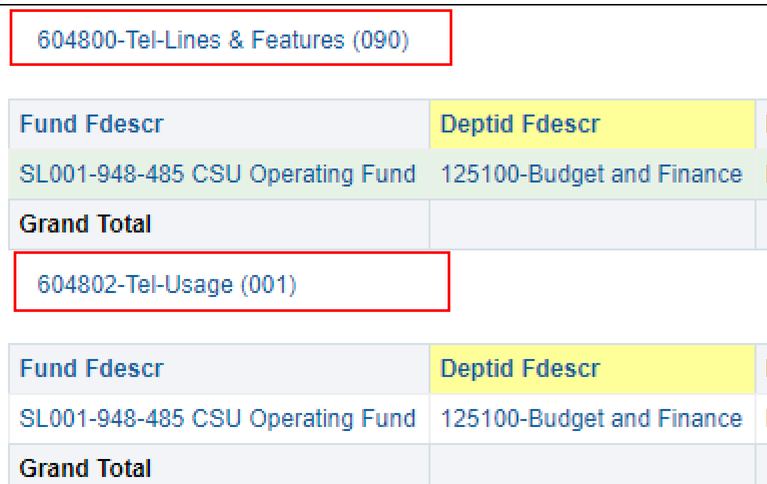
<table>
<tr><th>Processing Steps / Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>1. To make a column a Table Prompt, right-click on the column header.

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

This example is using My Revenue and Expense Transactions > Actual Transactions</td><td>
</td></tr>
<tr><td>3. You can now select on the Table Prompt.</td><td>
</td></tr>
</table>

2.8.2 Creating a Report Section

From transaction lines, you can move a column to a Report Section.

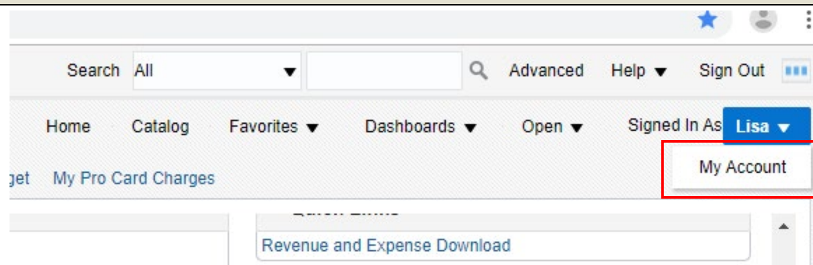
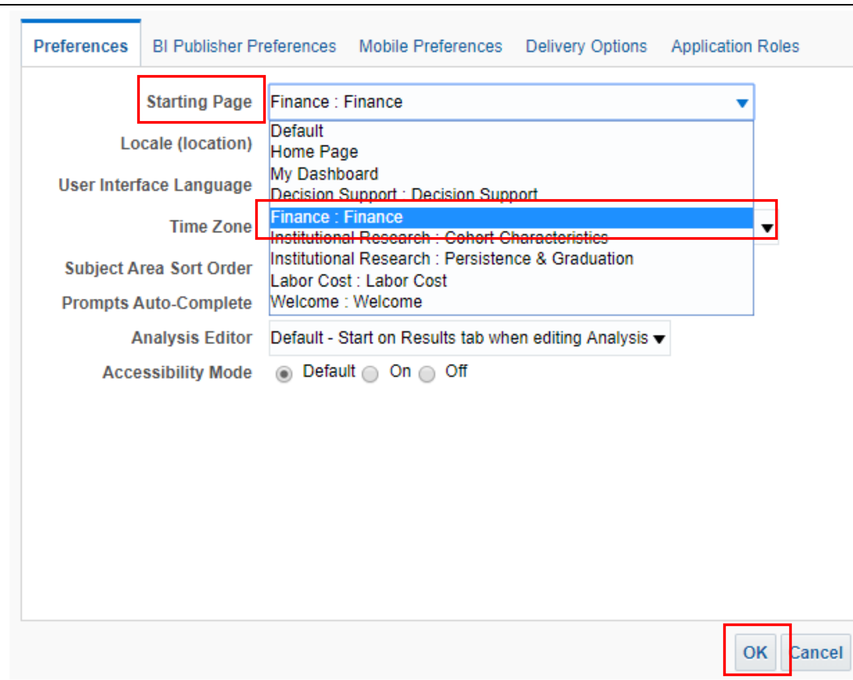
Processing Steps / Field Name	Screenshot / Description
1. To make a column a Report Section, right-click on the column header. 2. Select “Move Column” then “To Sections”. This example is using My Revenue and Expense Transactions > Actual Transactions	
3. The column is now a Report Section.	

2.9 Saving Customizations

Once you have selected your report filters and are satisfied with the results, you can “Save Current Customization”. You can make one of the “Save Current Customization” 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.

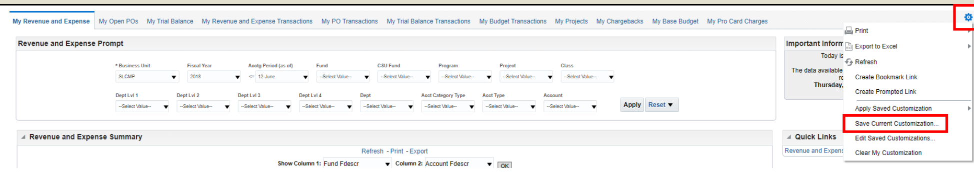
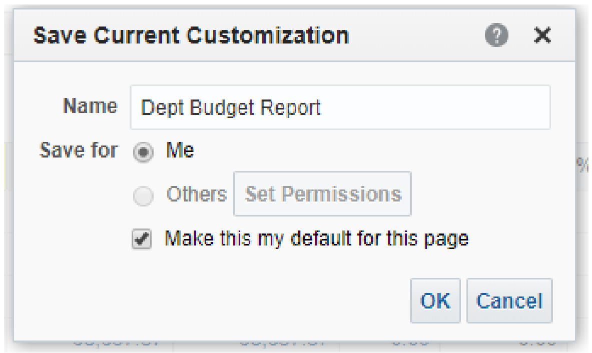
2.9.1 Home Page of Dashboard

The Dashboard you most commonly use can be saved to be the default when Dashboards is opened instead of defaulting to the “Welcome” page

Processing Steps / Field Name	**Screenshot / Description**
1. Select the dropdown under your name and click My Account	
2. On the Preferences tab under Starting Page select the dashboard you most commonly use, for most users this will be Finance, then select “OK” to set your preference	

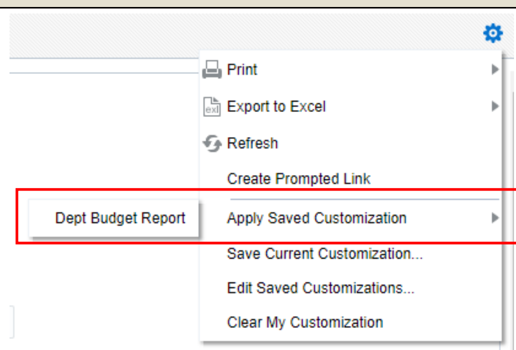
2.9.2 Report (Tab) within Dashboard

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

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

2.9.3 Applying Saved Customizations

If you have many “Save Current Customization”, 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.	

2.10 Miscellaneous Features

2.10.1 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.
2. Select Data then the CSV Format. Another window will open up with the report in Excel.

2.10.2 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.

2.10.3 Return

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

Return - Refresh - Print - Export - Create Bookmark Link

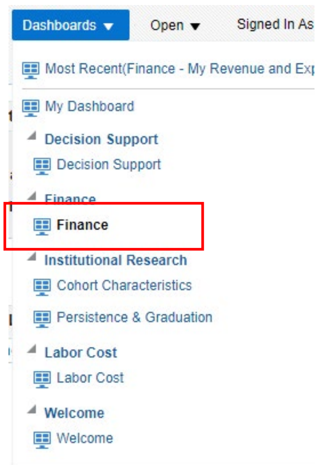
3.0 Common Reports

3.1 My Revenue and Expense, Managing Department Budgets – SLCMP

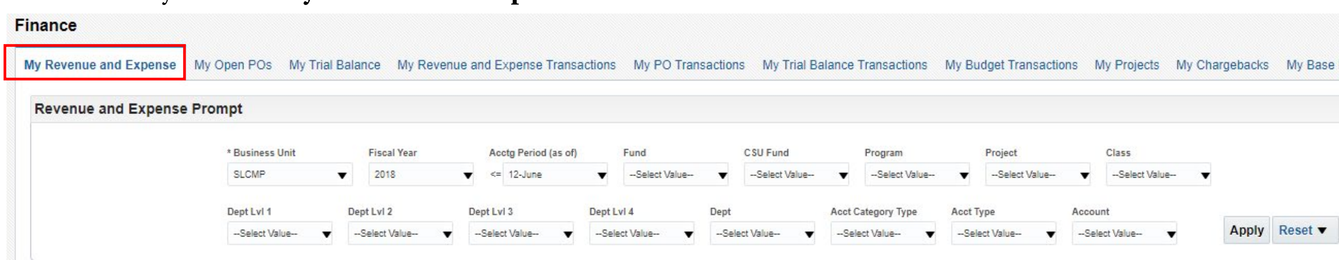
This section provides steps on how to run a My Revenue and Expense report for the SLCMP. The My Revenue and Expense report is used to assist with managing your department budget. More specifically, these are funds that contain a budget. For example GF funds.

3.1.1 Running The Report

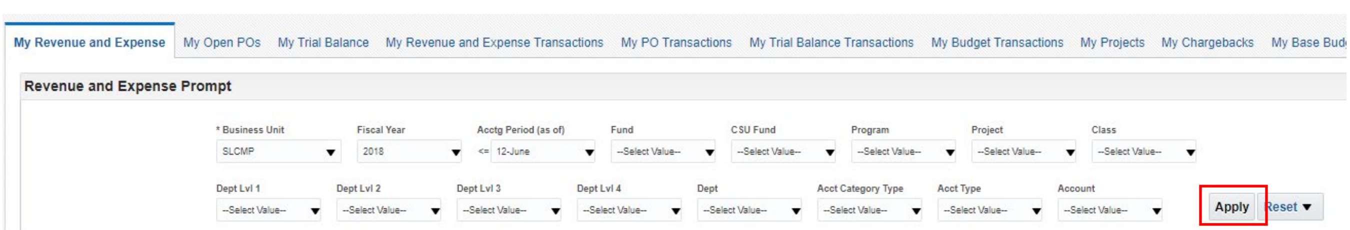
1. Select **Finance** dashboard.



2. This will take you to the **My Revenue and Expense** tab of the **Finance** dashboard.



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



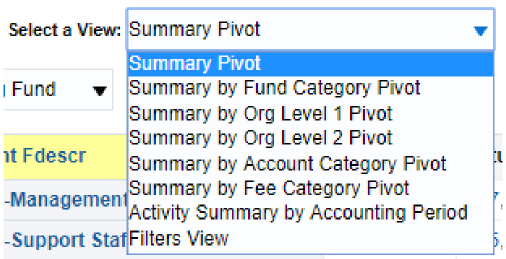
- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period (as of)** = Click on the down arrow and choose a value from a dropdown field.
- **Account Type** = 60 – Expenditures.
- **Department** = User specific – Click on the down arrow to choose a value(s).

- Select any other fields necessary to your report

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

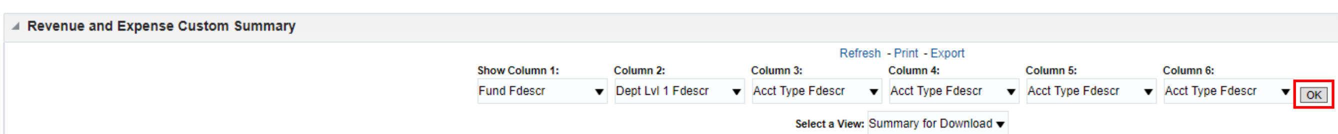
Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	601201-Management and Supervisory	509,820.00	33,272.00	0.00	476,548.00	7%
	601300-Support Staff Salaries	81,996.00	12,188.00	0.00	69,808.00	15%
	603001-OASDI	2,779.08	2,779.08	0.00	0.00	100%
	603003-Dental Insurance	685.31	685.31	0.00	0.00	100%
	603004-Health and Welfare	6,724.09	6,724.09	0.00	0.00	100%
	603005-Retirement	14,009.41	14,009.41	0.00	0.00	100%
	603011-Life Insurance	50.40	50.40	0.00	0.00	100%
	603012-Medicare	649.96	649.96	0.00	0.00	100%
	603013-Vision Care	44.82	44.82	0.00	0.00	100%
	603014-Long-Term Disability Insurance	20.76	20.76	0.00	0.00	100%
	604800-Tel-Lines & Features (090)	0.00	80.00	0.00	-80.00	

5. Select a view – option to create different pivot tables of the report, available views vary depending on the summary section selected



  - Summary Pivot will be most commonly used, Fee Category Pivot is useful for areas with budget from Student Fees
    - This example is using My Revenue and Expense > Revenue and Expense Summary. Note: pivot options vary depending on reporting section selected

6. Choose a section that has the number of columns available that allows all the necessary fields to be viewed, Change Column Selectors



  - This example is using My Revenue and Expense > Revenue and Expense Custom Summary

7. Click **OK** to regenerate report results with selected columns.

Fund Fdescr	Deptid Fdescr	Account Fdescr	Program Fdescr	Project Fdescr	Class Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget

Note: Only Column headers that are highlighted in "Yellow" can be changed.

8. ***Optional.*** Save your Report filters. See **2.9.2 Report (Tab) within Dashboard** for details.

3.1.2 Reading The Report

Fund Fdescr	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	601201-Management and Supervisory	509,820.00	33,272.00	0.00	476,548.00	7%
	601300-Support Staff Salaries	81,996.00	12,188.00	0.00	69,808.00	15%
	603001-OASDI	2,779.08	2,779.08	0.00	0.00	100%
	603003-Dental Insurance	685.31	685.31	0.00	0.00	100%
	603004-Health and Welfare	6,724.09	6,724.09	0.00	0.00	100%
	603005-Retirement	14,009.41	14,009.41	0.00	0.00	100%

Columns	Definitions
Budget	Total amount budgeted one time for 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 Bal	Amount you have left to spend.
% of Budget	Percentage you have spent.

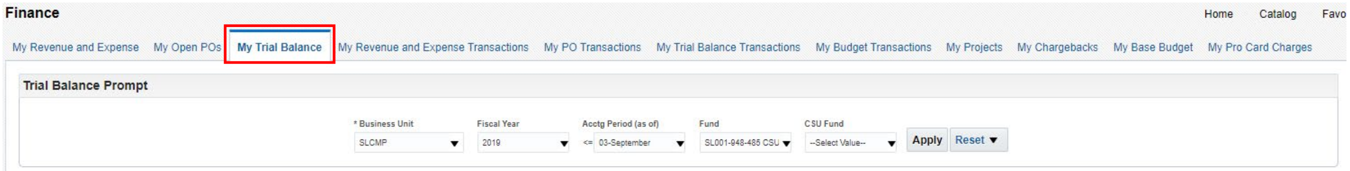
3.2 Trial Balance Report – All BU's

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.

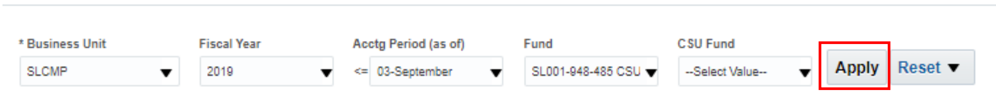
3.2.1 Running The Report

1. From the Home page, select the **Finance** dashboard.

2. Select the **My Trial Balance** tab of the **Finance** dashboard.

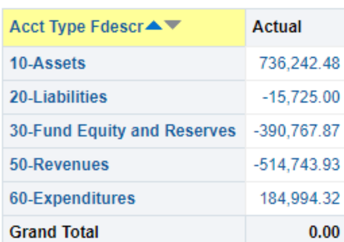


3. Select Report Filters - search criteria that are used to generate the report results.



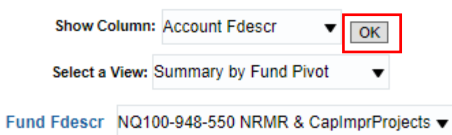
- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period (as of)** = Click on the down arrow and choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select fields.

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

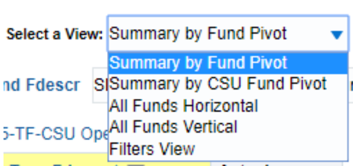


Acct Type Fdescr	Actual
10-Assets	736,242.48
20-Liabilities	-15,725.00
30-Fund Equity and Reserves	-390,767.87
50-Revenues	-514,743.93
60-Expenditures	184,994.32
Grand Total	0.00

5. Change Column Selector to: Show Column = **Account Fdescr**



6. Report View = Summary by Fund Pivot. If viewing multiple funds All Funds Horizontal or another option may generate more useful reporting



7. Click **OK** to regenerate report results with selected columns.

Note: Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 1 column.

8. ***Optional.*** Save your Report filters. See **2.9.2 Report (Tab) within Dashboard** for details.

3.2.2 Reading The Report

Account Fdescr	Actual
101801-Cash-Short Term Invest (100)	731,585.05
103854-AR-Operating Rev (AR-BI) (004)	4,657.43
201001-Accounts Payable	-15,725.00
201810-Manual JE Accruals-Oblig (001)	0.00
201899-AP-Reserve for Encumb (001)	0.00
305002-Fund Balance-Continuing Approp	-390,767.87
403002-Reserve for Encumbrance	0.00
503411-Private Contributions Capital	-529,069.50
590001-Prior Year Revenue Adjustment	14,325.57
607011-Minor Capital Outlay	3,154.35
607022-Capital-Design Fees(pre-const)	11,381.21
607809-WD-Architect Fees (021)	0.00
613001-Contractual Services	170,458.76
617001-Servcs frm Othr Funds-Agencies	0.00
840000-Roll Forward Budget	0.00
840001-Budget-Reserves	0.00
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.

4.0 Drilldown to Detailed Data

From summary tab 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	Account Fdescr	Budget	Actual	Encumb	Budget Bal	% of Budget
SL001-948-485 CSU Operating Fund	604001-Telephone Usage (Operating Cos	35,200.00	115.75	0.00	35,084.25	0%
	604090-Telephone - Other	11,000.00	322.54	11,123.84	-446.38	104%
	604800-Tel-Lines & Features (090)	275,582.00	137,227.04	0.00	138,354.96	50%
	604801-Tel-Install & Equip (090)	7,200.30	250.00	0.00	6,950.30	3%
	604802-Tel-Usage (001)	22,828.00	6,641.84	0.00	16,186.16	29%
	604803-Tel-Cellular (090)	118,285.00	32,065.60	0.00	86,219.40	27%
	605001-Utilities - Electricity	3,734,528.00	357,237.68	0.00	3,377,290.32	10%
	605002-Utilities - Gas	872,176.00	113,019.34	0.00	759,156.66	13%

- Results can be drilled down on a hyperlinked numeric value to bring up more details.

2019

		Actual			Actual
Deptid Fdescr	Fund Fdescr	01-July	02-August	03-September	
100100-CAFES-Agriculture Edu & Comm	SL001-948-485 CSU Operating Fund	60.00	60.00		120.00
100200-CAFES-BioResource & AgEngr	SL001-948-485 CSU Operating Fund	97.00	97.00		194.00
100300-CAFES-Agribusiness	SL001-948-485 CSU Operating Fund	60.00	60.00		120.00
100400-CAFES-Animal Science	SL001-948-485 CSU Operating Fund	285.00	285.00		570.00

- Results are displayed:

Fund Fdescr	Deptid Fdescr	Account Fdescr	Document ID	CSU Ref 1	Vendor Name	Purchase Order	Date Posted	Fiscal Year	Doc Src Fdescr	Document Line Descr	Actuals
SL001-948-485 CSU Operating Fund	100100-CAFES-Agriculture Edu & Comm	604800-Tel-Lines & Features (090)	IS-CHG1908	See Pinn			8/17/2019	2019	CSU-CSU Accounting Lines	Tele Exchange	60.00
Grand Total											60.00

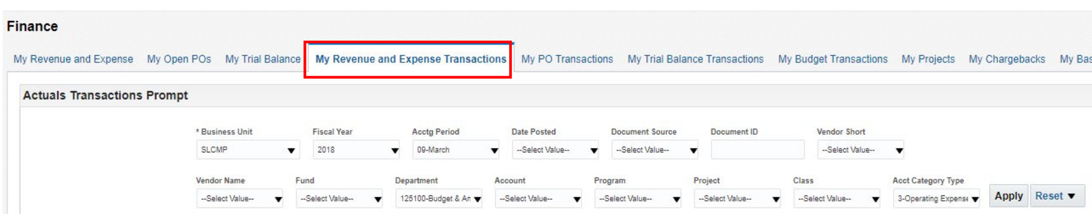
5.0 Detail Transaction Reporting – All BU's

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 seven reports that can be run that display transaction information, a few of these reports are described below. 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.

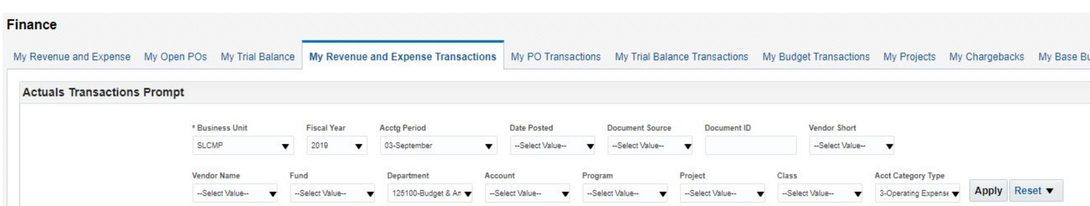
5.1 My Revenue and Expense Transactions

1. Select **Finance** dashboard.

2. Select the **My Revenue and Expense Transactions** tab of the **Finance** dashboard.



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



- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period** = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **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.
- **Department** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Or

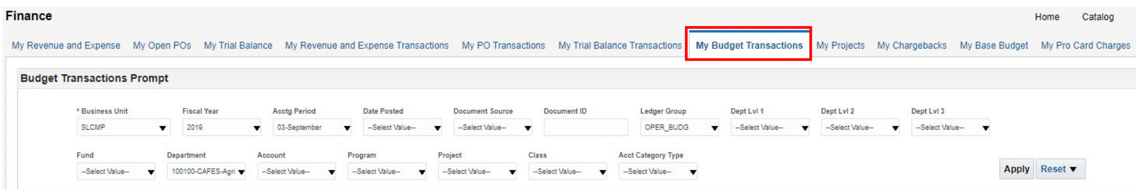
- **Document ID** = Journal number, Voucher number or other Document ID number to search specific transactions

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

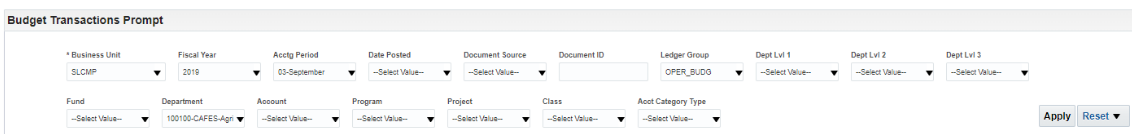
5.2 My Budget Transactions

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

1. Select the **My Budget Transactions** tab of the **Finance** dashboard.



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



- **Business Unit** = SLCMP (unless reporting on Foundation, then use SLFDN)
- **Ledger Group** = Base or Operating ledger
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period** = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **Account Category Type** = Defaults to all account types
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

Or

- **Document ID** = Journal number

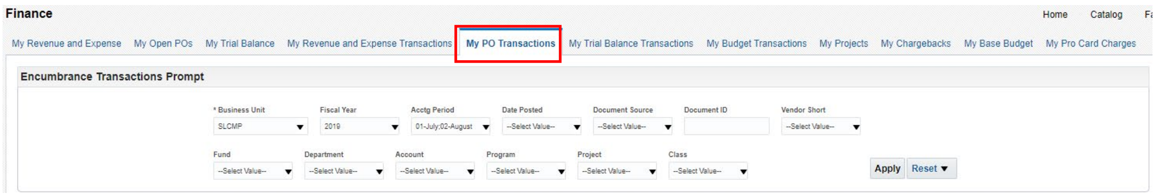
3. When all your report filters are selected, click **Apply** to generate the report.

5.3 My PO Transactions

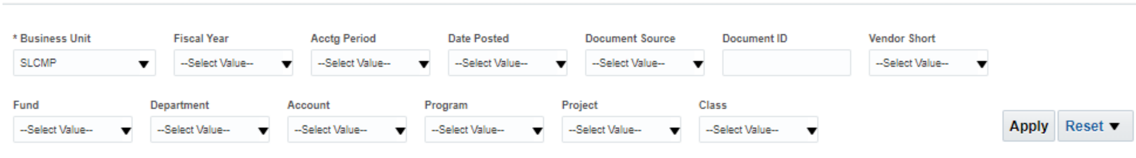
This report displays open Purchase Orders based on the specified report filters.

- You have the ability to change the columns of information displayed using the column selectors (column headers highlighted in "Yellow")

1. Select the **My PO Transactions** tab of the **Finance** dashboard.



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



- **Business Unit** = SLCMP
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period** = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **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.

Or

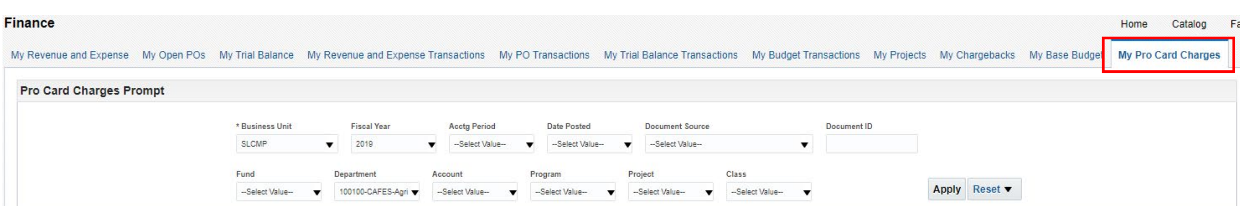
- **Document ID** = Purchase Order number

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

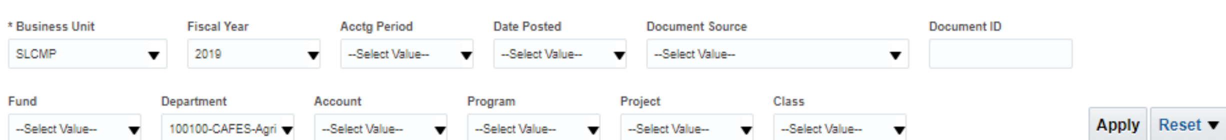
5.4 My Pro Card Charges

This report displays ProCard transaction details based on selected report filters.

1. Select the **My Pro Card Charges** tab of the **Finance** dashboard.



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



- **Business Unit** = SLCMP
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period** = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.

- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

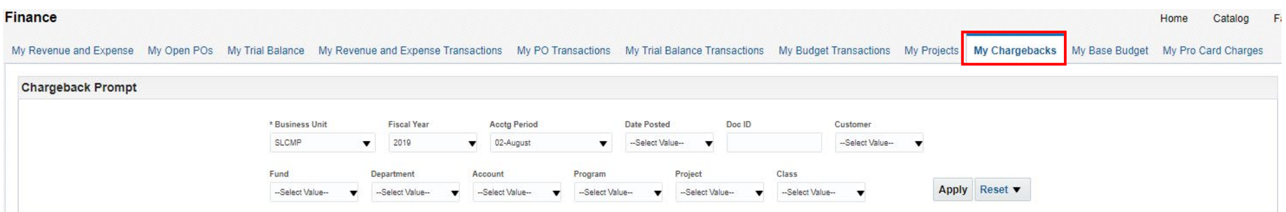
3. When all your report filters are selected, click **Apply** to generate the report.

5.5 My Chargebacks

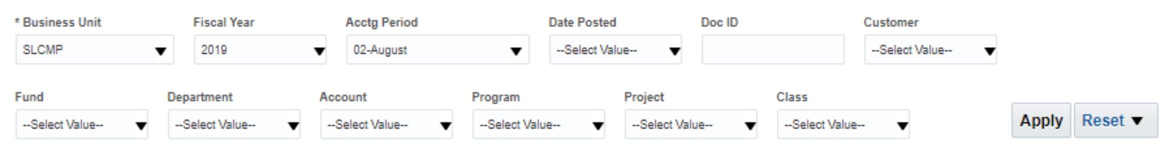
This tab provides information on charges between departments on campus with more detail than My Revenue and Expense Transactions. For example, charges from one of the Facilities trade shops related to a Work Order or a Project.

5.5.1 Running The Report

1. Select the **My Chargebacks** tab of the **Finance** dashboard.



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



- **Business Unit** = SLCMP
- **Fiscal Year** = Current year i.e.: 2019 – Click on the down arrow to choose a value from a dropdown field.
- **Acctg Period** = Click on the down arrow to choose a value from a dropdown field. Select the month you would like to report on or leave blank to view all months in the fiscal year selected.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Department** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

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

5.5.2 Reading The Report

1. The type of charge is shown in the **Customer Name** column, charges related to ITS show as blank in the Customer Name field. The main Customers for Chargebacks are:

ALARM
POSTAGE
FACILITIES
LIVESCAN
MEDIA
COPYCHG
TRANSPORT
UPS
WAREHOUSE
CAMPSHIP
CCS

2. Results for DeptID 100100-CAFES as an example of typical detail provided in this report/tab, column selectors can be edited if necessary

Chargeback Transactions

Show Chart Fields: Deptid Fdescr | Account Fdescr | Program Fdescr | Project Fdescr | Class Fdescr | OK

Select a View: Transactions Table

Fund Fdescr	Deptid Fdescr	Account Fdescr	Program Fdescr	Project Fdescr	Class Fdescr	Document ID	Document Line Descr	Date Posted	Identifier	Customer Name	Invoice Line Note	Actuals
SL001-948-485 CSU Operating Fund	100100-CAFES-Agriculture Edu & Comm	604800-Tel-Lines & Features (090)				IS-CHG1907	Tele Exchange	7/17/2019				60.00
						IS-CHG1908	Tele Exchange	8/17/2019				60.00
		604802-Tel-Usage (001)				IS-CHG1907	Toll/Local Charges	7/17/2019				2.94
						IS-CHG1908	Toll/Local Charges	8/17/2019				4.69
		604803-Tel-Cellular (090)				IS-CHG1907	Cellular Charges	7/17/2019				87.87
						IS-CHG1908	Cellular Charges	8/17/2019				107.26
		617001-Servcs frm Othr Funds-Agencies				CHBK133499	Vehicle #1137	7/31/2019		TRANSPORT	# of Gallons=15.283	52.40
							Vehicle #1138	7/31/2019		TRANSPORT	# of Gallons=15.608	53.52
							Vehicle #1319	7/31/2019		TRANSPORT	# of Gallons=14.896	51.08
							Vehicle #645	7/31/2019		TRANSPORT	# of Gallons=16.332	56.00
						CHBK133559	B&W	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019~# of copies=2067 Chg/Copy=0.0055 Tax=0.41	11.78
							Color	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019~# of copies=1182 Chg/Copy=0.06018 Tax=2.58	73.71
							Lease	7/31/2019		COPYCHG	Copier ID=A79M011019202 Period=July 2019 Rent=154.55 Tax=11.20	165.75
						CHBK133603	Vehicle #1137	8/31/2019		TRANSPORT	# of Gallons=7.156	24.03
							Vehicle #645	8/31/2019		TRANSPORT	# of Gallons=15.343	51.52
						CHBK133646	B&W	8/31/2019		COPYCHG	Copier ID=A79M011019202 Period=AUGUST 2019~# of copies=9837 Chg/Copy=0.01 Tax=1.96	56.06

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
Document ID	Journal ID
Date Posted	Journal Date
Document Line Descr	Journal Line Description

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
Document ID	CSU Batch Number
Date Posted	Accounting Date
Document Line Descr	Charge description (Facilities work order number, vehicle number for gasoline charges, type of copy charge – B&W, Color or Lease)
Customer Name	Customer name for chargebacks
CSU Ref 1	Details of the charge that are not contained in the Document Line Descr (gallons of gasoline charged, copier ID, number of pieces of mail receiving postage)
CSU Ref 2	Details of the charge that are not contained in the Document Line Descr or CSU Ref 1 (number of copies and charge per copy, Facilities work order labor and material amounts)

Doc Src Fdescr: HCM Payroll Accounting Lines (Payroll Entries)

DATA WAREHOUSE FIELD	VALUE
Document ID	Run Date
Date Posted	Accounting Date
Document Line Description	Employee ID and salary or benefit description

Doc Src Fdescr: VCH Voucher Accounting Lines (When Vendor Invoices are processed)

DATA WAREHOUSE FIELD	VALUE
Document ID	Voucher ID
Date Posted	Accounting Date
Document Line Descr	Description from voucher
Invoice ID	Invoice number
Purchase Order	Purchase Order number if applicable
Vendor Name	Name of vendor payment was issued to
Vendor Short	Shortened name of vendor payment was issued to

Doc Src Fdescr: SFJ – Student Financial Journals (Transactions which originated from the Student System)

DATA WAREHOUSE FIELD	VALUE
Document ID	Journal ID
Date Posted	Accounting Date
Document Line Descr	Student Financials Interface

Doc Src Fdescr: BIL - Billing Accounting Lines (When customers are invoiced)

DATA WAREHOUSE FIELD	VALUE
Document ID	Invoice Number
Date Posted	Accounting Date
Document Line Descr	Description of service
Customer Name	Name of Customer that is being billed
Identifier	Additional detail from billing

Encumbrance

Doc Source Descr: Encumbrance Activity from a PO (the initial activity from a PO)

DATA WAREHOUSE FIELD	VALUE
Document ID	Purchase Order Number
Date Posted	Accounting Date
Document Line Descr	Line description from PO
Vendor Name	Name of vendor PO is issued to
Vendor Short	Shortened name of vendor PO is issued to

Doc Source Descr: AP Voucher Accounting (When a Vendor Invoice is matched to a PO)

DATA WAREHOUSE FIELD	VALUE
Document ID	Purchase Order Number
Date Posted	Accounting Date
Document Line Descr	Line description from PO
Invoice ID	Invoice number
Vendor Name	Name of vendor PO is issued to
Vendor Short	Shortened name of vendor PO is issued to
Voucher ID	Voucher Number

Budgets

Doc Src Fdescr: MJE Manual Budget Journals (When Budget Journal Entries are made)

DATA WAREHOUSE FIELD	VALUE
Document ID	Journal ID
Date Posted	Accounting Date
Document Line Descr	Journal line description
Scenario	Type of budget transfer
Ledger Group	Ledger budget transfer posted to (Base or Operating Ledger)

7.0 Appendix B DWH Reporting Index

Financial Reporting Reports

Page Name	Page / Report Description
My Revenue and Expense	This page is designed to produce reports of budget, actuals, 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.
My Open POs	This page is designed to produce reports of open purchase orders based on a limited number of filters, including fund, department, account, project, program, and class Chartfields
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.
My Revenue and Expense Transactions	This page is designed to produce a transaction level report of actuals and can be filtered by fiscal year, accounting period, document source, vendor, fund, department, account, project, program, class and account category type. This page can be used to look up expenditure transfers with the journal ID number.
My PO Transactions	This page is designed to produce a transaction level report of purchase orders and can be filtered by fiscal year, accounting period, date posted, document source, vendor, fund, department, account, project, program, and class. This page can be used to look up purchase orders with the PO number in the document ID field.
My Trail Balance Transactions	This page is designed to produce a transaction level report of actuals that shows detail of each transaction and can be filtered by fiscal year, accounting period, document source, vendor, fund, department, account, project, program, class and account category type.
My Budget Transactions	This page is designed to produce a transaction level report of budget transfers. This report should be filtered first by ledger group (base or oper) and then the appropriate filters for your report. This report can be used to look up budget journal IDs in the document ID field and is used to find budget transfers.
My Projects	This page is designed to produce capital project reports. Report shows project actuals by fiscal years with activity.
My Chargebacks	This report displays charges between departments on campus. Charges are categorized the type of charge using the column Customer Name.
My Base Budget	This report is designed to produce reports of base budgets or permanent budgets allocated to a Division/College Area/Department. This report shows the beginning year base budget, any adjustments to that base budget throughout the year and the final budget amount.
My Pro Card Charges	This report is designed to produce a transaction level report of Pro Card charges based on a limited number of filters, including fund, department, account, project, program, and class Chartfields.

8.0 Appendix C Data Warehouse Glossary

8.1 Fields: Report Filters, Columns, Drill Downs

FIELD	DEFINITION
% of Budget	Percent Used. Percent of the budget that has been used
Account Fdescr	The Account value and full description.
Acct Cat Fdescr	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
Acct Cat Type Fdescr	Account Category Type value and full description. Summarizes Account Chartfields into a higher level type with description.
Acct Type Fdescr	Account Type value and full description. Summarizes Account Chartfields into a higher level type with description.
Actuals	Amount of actuals recorded.
Budget Bal	Budget – Actuals – Encumbrances.
Budget	Total Budget Amount.
Business Unit	Business Unit.
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 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 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 or Deptid	Department ID value.
Deptid Fdescr	Department ID value and full description.
Deptid Descr	Department full description.
Dept Lvl 1 Descr	Department Level 1 description. Division Level.
Dept Lvl 2 Descr	Department Level 2 description. Sub-Division Level or College
Dept Lvl 3 Descr	Department Level 3 description. Sub-Sub-Division level or College
Dept Lvl 4 Descr	Department Level 4 description. Sub-Sub-Division level or College
Dept Lvl 1 Fdescr	Department Level 1 code plus description. Division Level.
Dept Lvl 2 Fdescr	Department Level 2 code plus description. Sub-Division Level or College
Dept Lvl 3 Fdescr	Department Level 3 code plus description. Sub-Sub-Division level or College
Dept Lvl 4 Fdescr	Department Level 4 code plus description. Sub-Sub-Division level or College
Document 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.
Document Line Descr	Document Line Description. The line description of the transaction source document

FIELD	DEFINITION
Doc Src Fdescr	Document Source full description. The description of the source associated with the subsystem where the transaction originated.
Encumbrance	The amount encumbered from a Purchase Order.
FIRMS Obj Cd Fdescr	FIRMS Object 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.
Invoice ID	If the source transaction came from Accounts Payable, this is the Supplier Invoice #.
Open PO Amount	The amount remaining on a purchase order.
PO #	Purchase Order number.
PO Line #	Purchase Order Line number.
Program Fdescr	Program value and full description.
Prog Cat Fdescr	Program category and full description.
Project Fdescr	Project ID value and full description.
Proj Cat Fdescr	Project category and full description.
Proj Typ Fdescr	Project type and full description.
Scenario	Scenario value.
SCO Fund Fdescr	SCO Fund Value with description. Used for State Reporting.
Vendor Name	Vendor Name.
Vendor Short	Vendor name shortened.

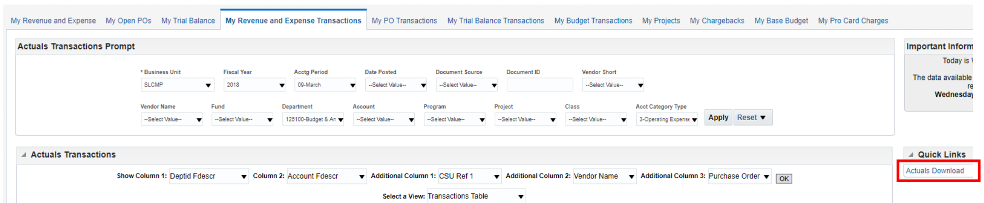
9.0 Tips and Tricks

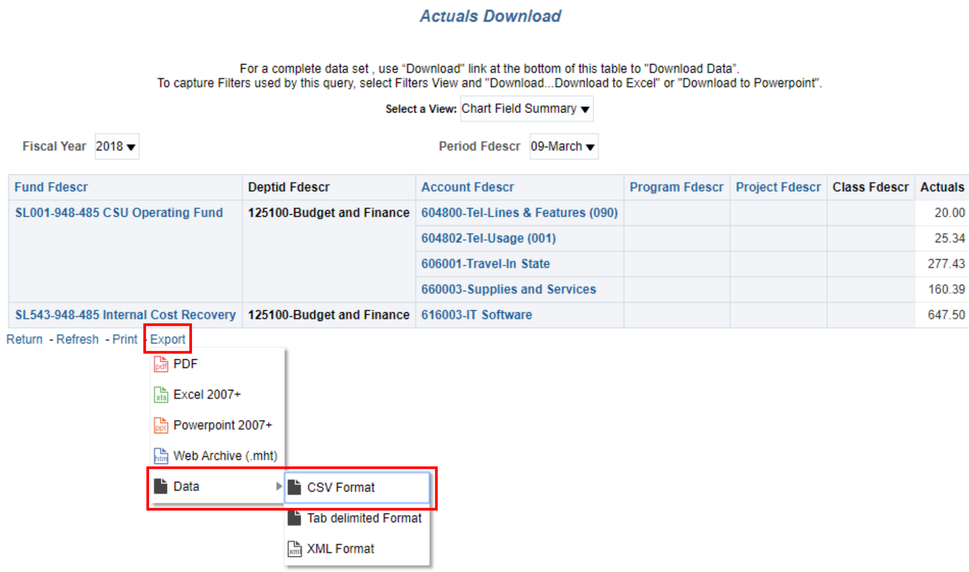
9.1 Actuals Download

Under Quick Links an actuals download is available that contains all available fields of a report

<table>
<tr><th>Processing Steps /
Field Name</th><th>Screenshot / Description</th></tr>
<tr><td>Filter report fields and apply.

Select Actuals Download under Quick Links

This example uses My Revenue and Expense Transactions</td><td>
</td></tr>
<tr><td>A new page will generate that the Actuals Download can be exported from.

Select Export > Data > CSV Format</td><td>
</td></tr>
</table>