Cal Poly Finance Dashboards

SLC May Meeting

Agenda

- Chart of Accounts
- Dashboards
- Finance Dashboards
  - Process Guide
- Tips and Tricks
- Questions

Chart of Accounts

- Cal Poly uses ORACLE PeopleSoft Application for Finance, HR and Student

Chart of Accounts

- PeopleSoft chartfields define transactions
  - Six chartfields
    - Fund
    - DeptID
    - Account
    - Program
    - Project
    - Class
- Each act as a unique dimension of the transaction
- Fund, Dept and Account are required on all transactions

Chart of Accounts

- Fund – Defines the funding source
  - CSU attributes are added to each PeopleSoft Fund
    - SCO Fund, CSU Fund, etc
      - CSU Reporting is based on these attributes
    - The Fund attributes provide the necessary information to provide CSU Systemwide and SCO reporting
  - First 2 digits define the funding source
  - Format XX999
    - MY002 indicates a specific campus fund in CSU Fund Lottery

Chart of Accounts

- DeptID – Defines the campus department originating the transactions
  - Six digit number
    - Last 2 digits indicate a sub-department
    - Example
      - Academic Affairs = 120000
      - Summer Advising = 120001 which indicates Summer Advising is a sub-dept of the Academic Affairs department

Chart of Accounts

- DeptID's represent the campus organization structure
  - Example:
    - 120000 - Academic Affairs (Level 1)
    - 102500 - College of Ag (Level 2)
    - 100100 – Agriculture Education (Level 3)
- The campus organization structure is maintained in a "Peoplesoft Tree"

Chart of Accounts

Level 1 is Defined by the Divisions – sample Academic Affairs

Level 2 is Defined as reporting to Level 1 – Sample – College of Ag or Academic Senate report to Academic Affairs

Level 3 is defined as reporting to level 2 – Sample – Wine and Viticulture reports to College of Ag

- CAPOLY - Cal Poly
  - 120000 - Academic Affairs
    - [120000] - Academic Affairs
    - [120002] - Acad Affairs-Summer Advising
    - [120003] - Acad Affairs - Cal Poly Plan
    - [120004] - College Based Fees Admin
    - 122200 - Academic Senate
    - 102500 - CAFES-College of Agriculture
      - [100100] - CAFES-Agriculture Edu & Comm
      - [100200] - CAFES-BioRes & Ag Engineering
      - [100300] - CAFES-Agribusiness
      - [100400] - CAFES-Animal Science
      - [100500] - CAFES-Horticulture & Crop Sci
      - [100700] - CAFES-Food Science & Nutrition
      - [100900] - CAFES-Hort/Crop Student Labor
      - [101100] - CAFES-Earth & Soil Sciences
      - [101600] - CAFES-Military Science (ROTC)
      - [102500] - CAFES-Coll Ag Food& Env Sci
      - [102501] - CAFES-Multicultural Ag Prog
      - [102502] - CAFES Dean's Reserve
      - [102503] - CAFES-Computer Support
      - [102504] - CAFES-Agr Research Initiative
      - [102505] - CAFES-Advancement Group
      - [102506] - CAFES Accounting Use Only
      - [102507] - CAFES-Wine and Viticulture
      - [102508] - CAFES-Grad Assistantships
      - 100600 - CAFES-Dairy Science
      - 100800 - CAFES-Natural Resource Mgmt
      - 101200 - CAFES-Farm
    - 105000 - CAED-College Arch & Env Design
    - 107500 - OCOB-Orfalea Coll of Business
    - 112500 - CENG-College of Engineering
    - 110000 - CLA-College of Liberal Arts

Chart of Accounts

- Account – Defines the nature of the transactions, Asset, Liability, Revenue, Expense, Equity
- CSU attributes are added to each PeopleSoft Account
  - The account attributes provide the necessary information to provide CSU Systemwide and SCO reporting
- The values of this chartfield are based on required values for systemwide reporting common to all CSU Campuses
  - Campuses can further expand the values for unique needs
- Six digit numeric

Chart of Accounts

- Program – Typically defines a set of ongoing campus activities
  - Use this chartfield to identify the third party that needs to be billed to be reimbursed for transaction made on their behalf.
    - Used for this purpose in Fund SL002 – Reimbursed Activity
    - Used in combination with the Project Chartfield which defines the Auxiliary org key to be billed
  - 5 digit alpha numeric value
  - Example of campus uses of program
    - College Based Fee, User Fee, Miscellaneous Course Fees

Chart of Accounts

- Project – Defines a set of activities for a specific time period
  - Primarily used to define projects with a beginning and ending date
    - Major/Major Capital Outlay Projects, ITS projects, etc.
- 6 digit alpha numeric value
- Cal Poly uses this chartfield in combination with the program chartfield to identify the Foundation, ASI or Corporation account being invoiced
  - Only used for this purpose in Fund SL002 – Internal Activity

Chart of Accounts

- Class – Defines specific cost reporting for a campus department
  - Cal Poly has a set of “generic” class values for departments to use as needed
    - CU001 thru CU125
    - User defined 1 thru User defined 125
    - Represents 125 values a department can use as needed
- Cal Poly uses the class chartfield to define the academic quarter on revenue transactions
- Cal Poly uses the class chartfield to define the course number on Miscellaneous Course Fee revenue transactions

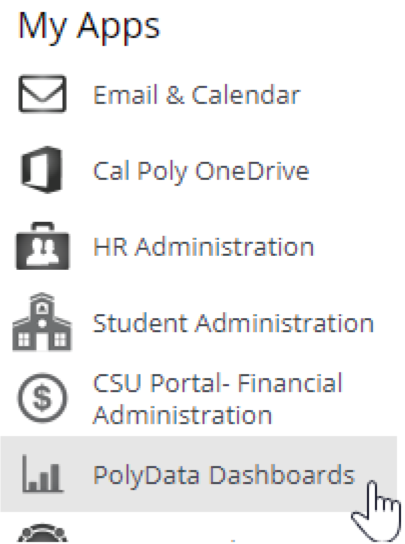
Chart of Accounts

- Sample PeopleSoft Chartfields

Fund	DeptID	Account	Program	Project	Class	Transaction Description
SL001	102500	606001				College of Ag - Operating Fund Travel
SL001	204500	613001		SR1419		Special Repair - Serrano Barn
SL001	CAPOLY	501800			CF001	State University Fee - Undergrad - Fall Quarter
MY014	112500	660003				College of Engineering - Lottery Fund Supplies and Service
SL001	112500	660003				College of Engineering - Operating Fund Supplies and Service
SL001	112500	660003	AA004			College of Engineering - Operating Fund Supplies and Service - CBF
SL002	CAPOLY	660003	R1000	Z27000		Reimb Activity - Corporation - Swanton Pacific - Supplies and Service
SL001	100100	606001			CU004	Agriculture Eduction - Operating Fund - Travel - dept defined activity
2930	**572**	**1740**	**569**	**7865**	**1204**	# **Number of Active Values as of FY 20-21**

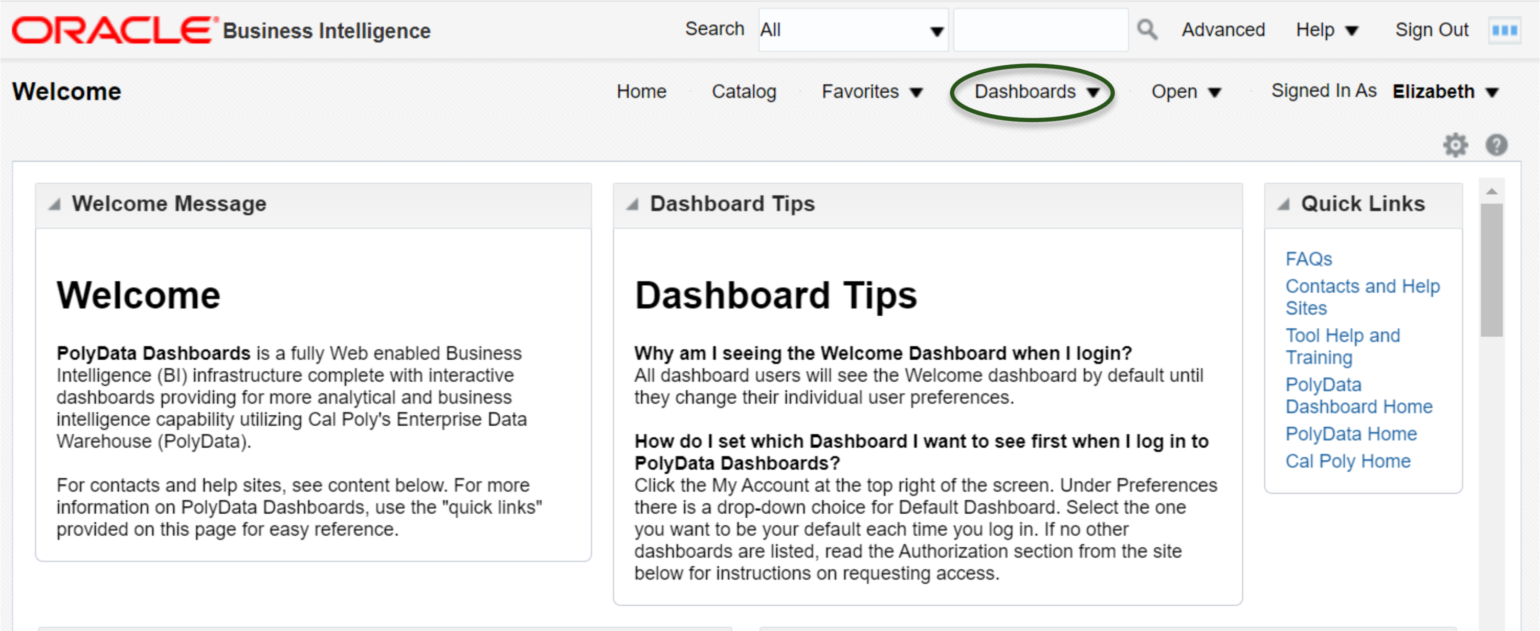
Dashboard

- Login through the Cal Poly Portal
- Select PolyData Dashboards



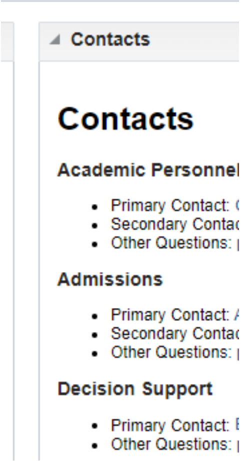
Dashboard

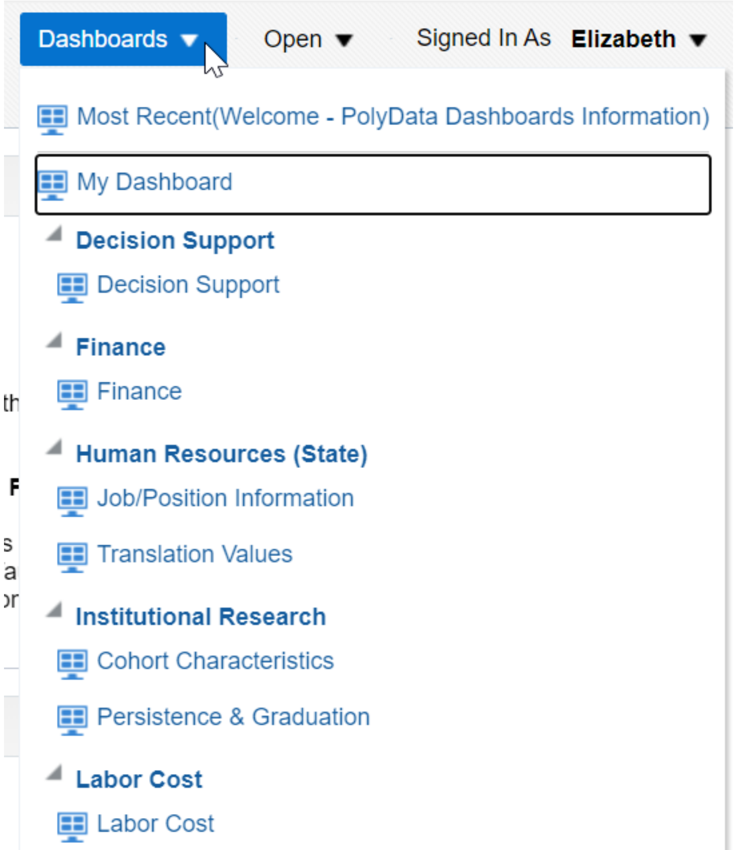
- Welcome Screen



Dashboard

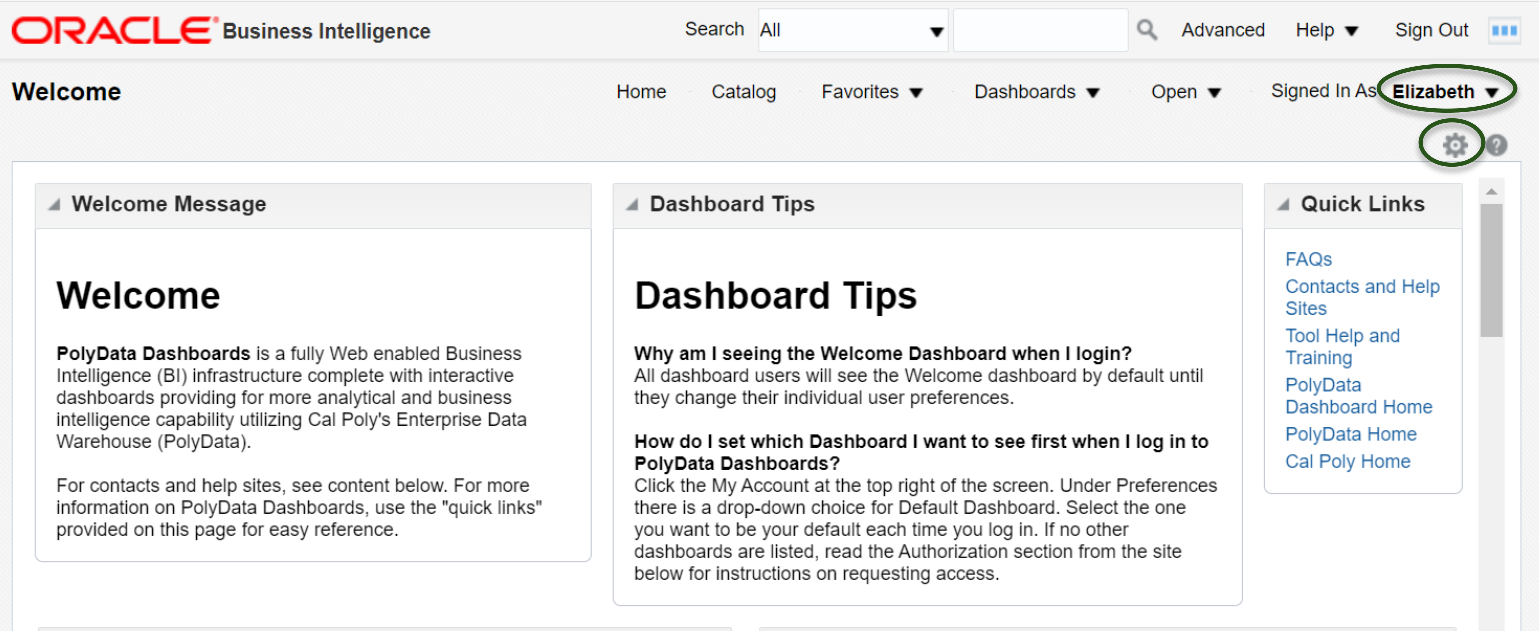
- Dashboards – shows only those you have security for
- The welcome screen has contacts for the various dashboards





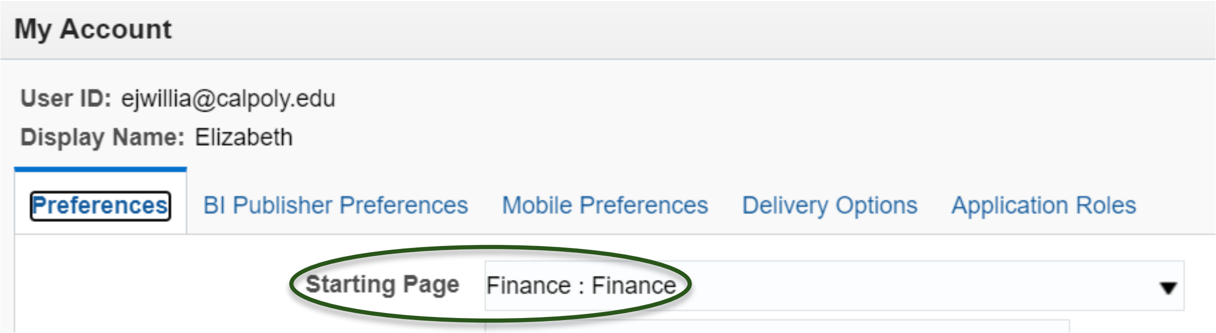
Dashboard

- Welcome Screen



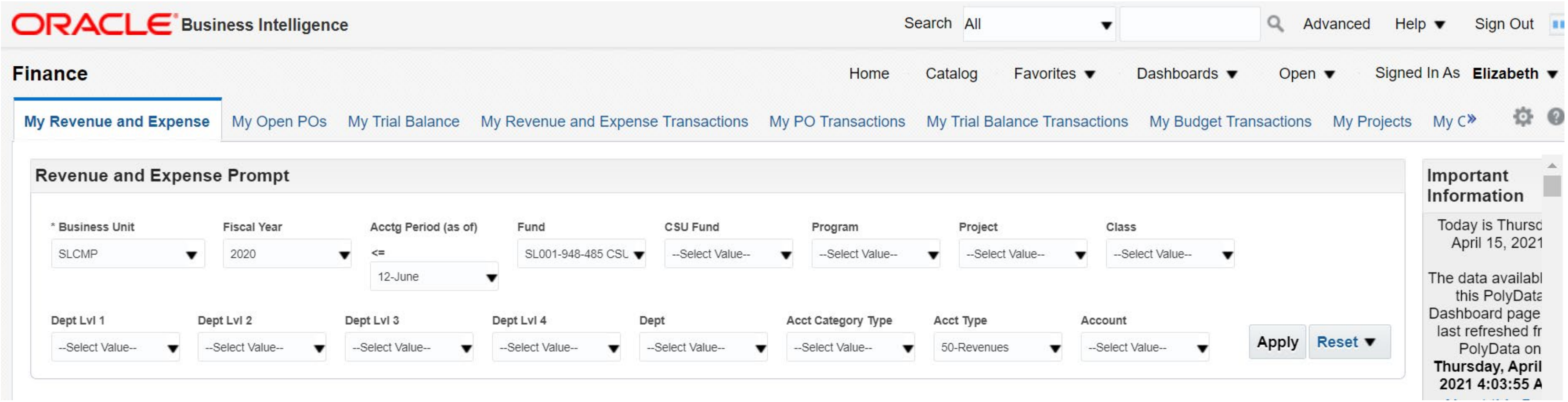
Dashboard

- Signed in “your name”
- Click on the down
- My Account

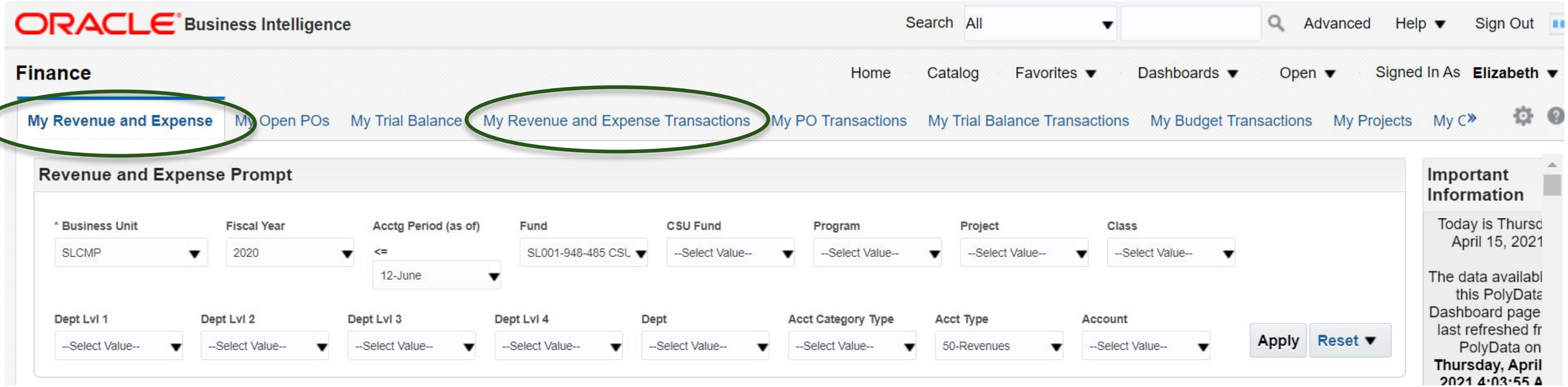


Finance Dashboard

- The Finance Dashboard house the financial data for the University

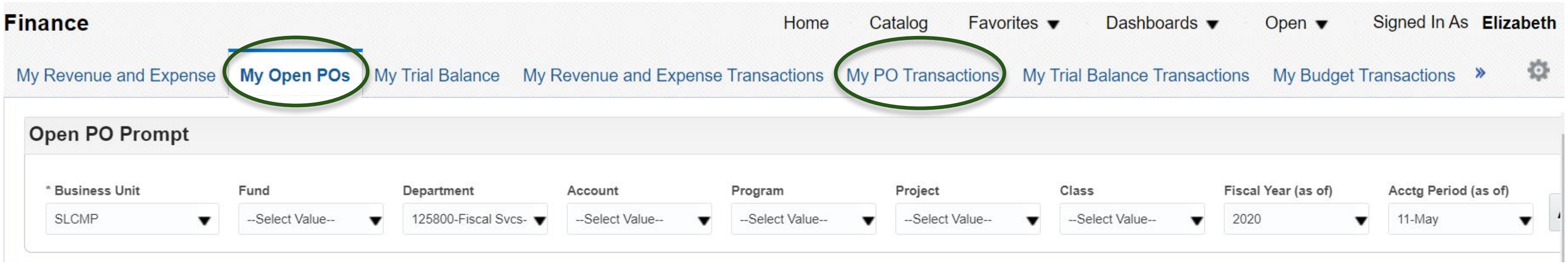


Revenue and Expense Information



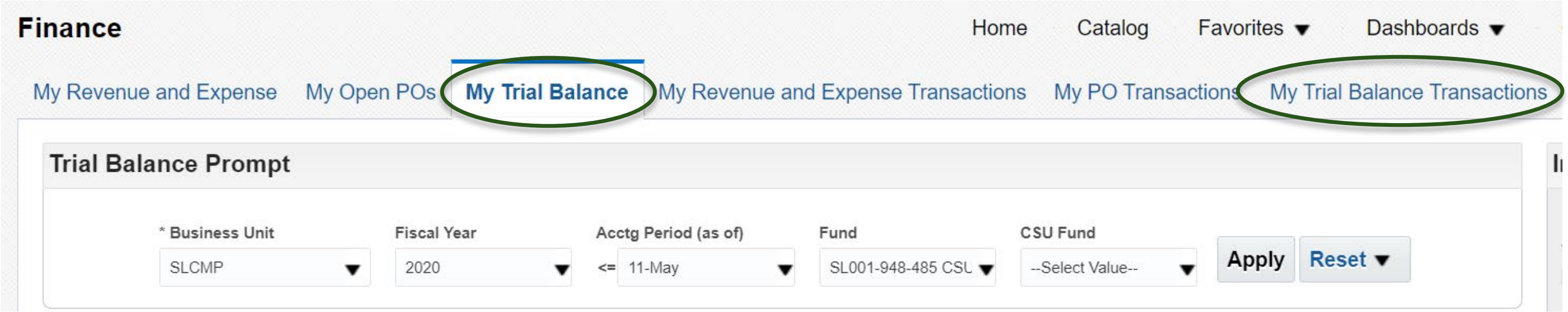
- My Revenue and Expense – Similar to an Income Statement showing current year profit/loss at a summary level
- My Revenue and Expense Transactions same information as above just at a detail level

Purchase Order Information



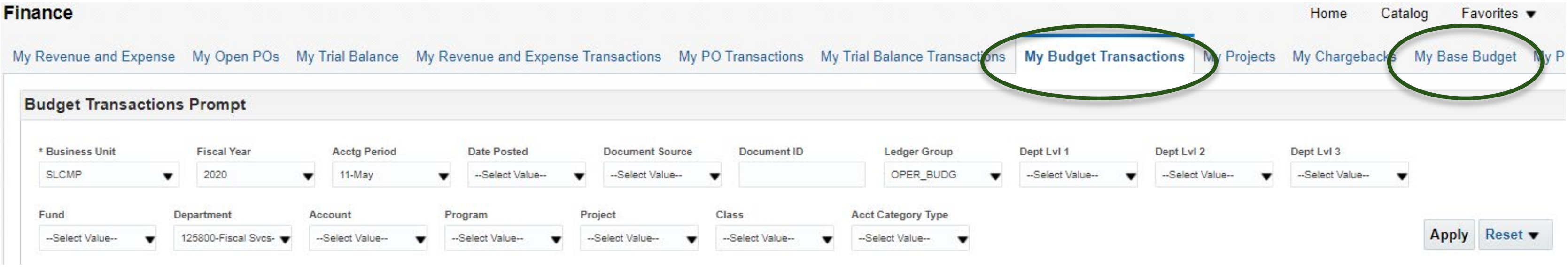
- My Open POs – Shows the current open PO's based for the criteria selected
- My PO Transactions shows the encumbrance and expenses at a detail level

Trial Balance Information



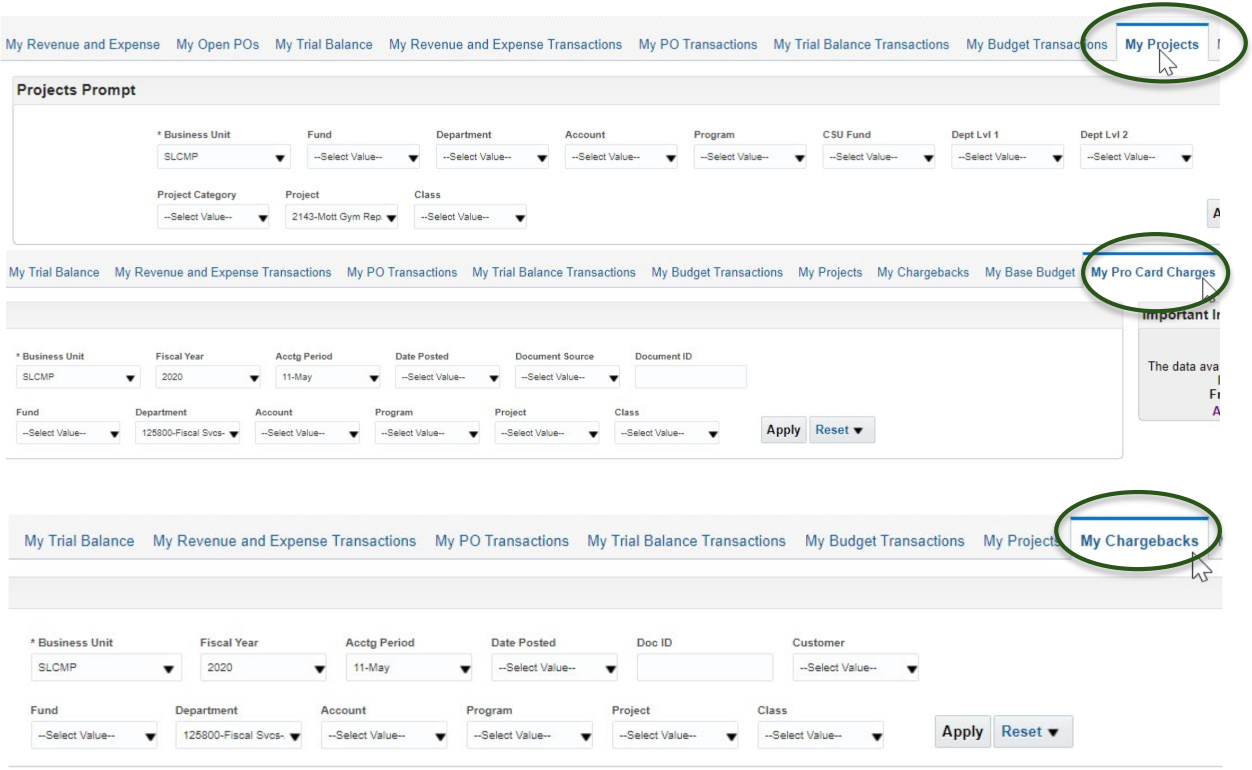
- My Trial Balance– Shows current year balances at a summary level
- My Trial Balance Transactions shows the same information at a detail level

Budget Transactions



- My Budget Transactions – Shows current year budget entries at a detail level
- My Base Budget – is the BASE ledger that shows the permanent base budget *(no longer use this only there for historical information)*

Other Tabs



My Projects – use this if you want to track project to date expenses

My Pro Card Charges – use this when searching for Pro Card charges

My Chargebacks – This is used for more detailed information related to on campus chargebacks (ex. Facilities, Postage, etc.

New Dashboard Training Manual

Tips and Tricks

- My Revenue and Expense Transactions tab – Quick Links
  - *Actuals Download allows you to download data with all available additional column selections*
- You can move columns around to better view your data on the Dashboard
  - *For example if you want to prompt on Fee category*
- You can include additional columns

Live-Demo

Questions??

CAL POLY

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