

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-Agribusines
 - 🍃 [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

My Apps

-  Email & Calendar
-  Cal Poly OneDrive
-  HR Administration
-  Student Administration
-  CSU Portal- Financial Administration
-  PolyData Dashboards
- 

Dashboard

- Welcome Screen

The screenshot shows the Oracle Business Intelligence interface. At the top left is the Oracle Business Intelligence logo. To the right is a search bar with a dropdown menu set to 'All'. Further right are links for 'Advanced', 'Help', and 'Sign Out'. Below the search bar is a navigation bar with 'Welcome' on the left and 'Home', 'Catalog', 'Favorites', 'Dashboards', and 'Open' in the center. The 'Dashboards' menu is circled in green. To the right of 'Open' is 'Signed In As Elizabeth'. On the far right of the navigation bar are a gear icon and a question mark icon. The main content area is divided into three columns: 'Welcome Message', 'Dashboard Tips', and 'Quick Links'. The 'Welcome Message' column contains a 'Welcome' heading and text about PolyData Dashboards. The 'Dashboard Tips' column contains two sections: 'Why am I seeing the Welcome Dashboard when I login?' and 'How do I set which Dashboard I want to see first when I log in to PolyData Dashboards?'. The 'Quick Links' column contains a list of links: 'FAQs', 'Contacts and Help Sites', 'Tool Help and Training', 'PolyData Dashboard Home', 'PolyData Home', and 'Cal Poly Home'.

Dashboard

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

Contacts

Academic Personnel

- Primary Contact: (
- Secondary Contact: (
- Other Questions: |

Admissions

- Primary Contact: /
- Secondary Contact: (
- Other Questions: |

Decision Support

- Primary Contact: f
- Other Questions: |

Dashboards ▼ Open ▼ Signed In As **Elizabeth** ▼

Most Recent(Welcome - PolyData Dashboards Information)

My Dashboard

- ▲ **Decision Support**
 - Decision Support
- ▲ **Finance**
 - Finance
- ▲ **Human Resources (State)**
 - Job/Position Information
 - Translation Values
- ▲ **Institutional Research**
 - Cohort Characteristics
 - Persistence & Graduation
- ▲ **Labor Cost**
 - Labor Cost

Dashboard

- Welcome Screen

ORACLE Business Intelligence

Search All [] [] Advanced Help Sign Out

Welcome Home Catalog Favorites Dashboards Open Signed In As **Elizabeth** [] []

Welcome Message

Welcome

PolyData Dashboards is a fully Web enabled Business Intelligence (BI) infrastructure complete with interactive dashboards providing for more analytical and business intelligence capability utilizing Cal Poly's Enterprise Data Warehouse (PolyData).

For contacts and help sites, see content below. For more information on PolyData Dashboards, use the "quick links" provided on this page for easy reference.

Dashboard Tips

Why am I seeing the Welcome Dashboard when I login?

All dashboard users will see the Welcome dashboard by default until they change their individual user preferences.

How do I set which Dashboard I want to see first when I log in to PolyData Dashboards?

Click the My Account at the top right of the screen. Under Preferences there is a drop-down choice for Default Dashboard. Select the one you want to be your default each time you log in. If no other dashboards are listed, read the Authorization section from the site below for instructions on requesting access.

Quick Links

- FAQs
- Contacts and Help Sites
- Tool Help and Training
- PolyData
- Dashboard Home
- PolyData Home
- Cal Poly Home

Dashboard

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

My Account

User ID: ejwillia@calpoly.edu
Display Name: Elizabeth

Preferences BI Publisher Preferences Mobile Preferences Delivery Options Application Roles

Starting Page Finance : Finance ▼

Finance Dashboard

- The Finance Dashboard house the financial data for the University

The screenshot displays the Oracle Business Intelligence Finance Dashboard. At the top, the Oracle logo and 'Business Intelligence' text are visible. A search bar contains the word 'All'. Navigation links include 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Open', 'Signed In As Elizabeth', and 'Sign Out'. The main navigation bar includes 'My Revenue and Expense' (highlighted), 'My Open POs', 'My Trial Balance', 'My Revenue and Expense Transactions', 'My PO Transactions', 'My Trial Balance Transactions', 'My Budget Transactions', 'My Projects', and 'My C'. The central area is titled 'Revenue and Expense Prompt' and contains a form with the following fields:

* Business Unit	Fiscal Year	Acctg Period (as of)	Fund	CSU Fund	Program	Project	Class
SLCMP	2020	<= 12-June	SL001-948-485 CSL	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Dept Lvl 1	Dept Lvl 2	Dept Lvl 3	Dept Lvl 4	Dept	Acct Category Type	Acct Type	Account
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	50-Revenues	--Select Value--

Buttons for 'Apply' and 'Reset' are located at the bottom right of the form. On the right side, an 'Important Information' sidebar shows the date 'Today is Thursc April 15, 2021' and a message: 'The data availabl this PolyData Dashboard page last refreshed fr PolyData on Thursday, April 2021 4:03:55 A'.

Revenue and Expense Information

The screenshot displays the Oracle Business Intelligence Finance interface. At the top, the Oracle logo and 'Business Intelligence' text are visible. A search bar and navigation links like 'Advanced', 'Help', and 'Sign Out' are present. Below this, the 'Finance' section contains a menu with several options: 'My Revenue and Expense', 'My Open POs', 'My Trial Balance', 'My Revenue and Expense Transactions', 'My PO Transactions', 'My Trial Balance Transactions', 'My Budget Transactions', 'My Projects', and 'My C'. The first two options are circled in green. Below the menu is a 'Revenue and Expense Prompt' form with various dropdown menus for selection, including Business Unit (SLCMP), Fiscal Year (2020), Acctg Period (12-June), Fund (SL001-948-485 CSL), CSU Fund, Program, Project, Class, Dept Lvl 1-4, Dept, Acct Category Type, Acct Type (50-Revenues), and Account. 'Apply' and 'Reset' buttons are at the bottom right of the form. On the right side, there is an 'Important Information' panel with a date and a refresh message.

- 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

Finance Home Catalog Favorites ▾ Dashboards ▾ Open ▾ Signed In As **Elizabeth**

[My Revenue and Expense](#) [My Open POs](#) [My Trial Balance](#) [My Revenue and Expense Transactions](#) [My PO Transactions](#) [My Trial Balance Transactions](#) [My Budget Transactions](#) » 

Open PO Prompt

* Business Unit	Fund	Department	Account	Program	Project	Class	Fiscal Year (as of)	Acctg Period (as of)
SLCMP ▾	--Select Value-- ▾	125800-Fiscal Svcs- ▾	--Select Value-- ▾	--Select Value-- ▾	--Select Value-- ▾	--Select Value-- ▾	2020 ▾	11-May ▾

- 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

Finance Home Catalog Favorites ▾ Dashboards ▾

[My Revenue and Expense](#) [My Open POs](#) [My Trial Balance](#) [My Revenue and Expense Transactions](#) [My PO Transactions](#) [My Trial Balance Transactions](#)

Trial Balance Prompt

* Business Unit	Fiscal Year	Acctg Period (as of)	Fund	CSU Fund	<input type="button" value="Apply"/>	<input type="button" value="Reset ▾"/>
SLCMP ▾	2020 ▾	<= 11-May ▾	SL001-948-485 CSL ▾	--Select Value-- ▾		

- 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

Finance Home Catalog Favorites ▼

My Revenue and Expense My Open POs My Trial Balance My Revenue and Expense Transactions My PO Transactions My Trial Balance Transactions **My Budget Transactions** My Projects My Chargebacks My Base Budget My P

Budget Transactions Prompt

* Business Unit	Fiscal Year	Acctg Period	Date Posted	Document Source	Document ID	Ledger Group	Dept Lvl 1	Dept Lvl 2	Dept Lvl 3
SLCMP ▼	2020 ▼	11-May ▼	--Select Value-- ▼	--Select Value-- ▼		OPER_BUDG ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼
Fund	Department	Account	Program	Project	Class	Acct Category Type			
--Select Value-- ▼	125800-Fiscal Svcs- ▼	--Select Value-- ▼							

[Apply](#) [Reset ▼](#)

- 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 Revenue and Expense My Open POs My Trial Balance My Revenue and Expense Transactions My PO Transactions My Trial Balance Transactions My Budget Transactions **My Projects** |

Projects Prompt

* Business Unit: SLCMP
Fund: --Select Value--
Department: --Select Value--
Account: --Select Value--
Program: --Select Value--
CSU Fund: --Select Value--
Dept Lvl 1: --Select Value--
Dept Lvl 2: --Select Value--
Project Category: --Select Value--
Project: 2143-Mott Gym Rep
Class: --Select Value--

My Trial Balance My Revenue and Expense Transactions My PO Transactions My Trial Balance Transactions My Budget Transactions My Projects **My Pro Card Charges** My Base Budget

* Business Unit: SLCMP
Fiscal Year: 2020
Acctg Period: 11-May
Date Posted: --Select Value--
Document Source: --Select Value--
Document ID:
Fund: --Select Value--
Department: 125800-Fiscal Svcs-
Account: --Select Value--
Program: --Select Value--
Project: --Select Value--
Class: --Select Value--
Apply Reset

My Trial Balance My Revenue and Expense Transactions My PO Transactions My Trial Balance Transactions My Budget Transactions My Projects **My Chargebacks** |

* Business Unit: SLCMP
Fiscal Year: 2020
Acctg Period: 11-May
Date Posted: --Select Value--
Doc ID:
Customer: --Select Value--
Fund: --Select Value--
Department: 125800-Fiscal Svcs-
Account: --Select Value--
Program: --Select Value--
Project: --Select Value--
Class: --Select Value--
Apply Reset

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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