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
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
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
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
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
• 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
## Sample PeopleSoft Chartfields

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

5/19/2021
Dashboard

- Login through the Cal Poly Portal
- Select PolyData Dashboards
Welcome Screen

**Welcome Message**

*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.
• Dashboards – shows only those you have security for
• The welcome screen has contacts for the various dashboards
Dashboard

- Welcome Screen

![Oracle Business Intelligence Welcome Screen](image)

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Dashboard

- Signed in “your name”
- Click on the down
- My Account
The Finance Dashboard houses 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
• 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??