# Questica Reports

## OVERVIEW

The following training guide covers the basics of using Questica reports and reviews in detail three reports available in Questica that have been custom developed for the CSU: Projection Report, Fund Balance (FBXX), and Quarterly UCP Fund Balance (QR01).

## Questica Report Basics

### NAVIGATION

To access the Questica report center log into Questica and select Reports -> Reports from the menu options on the left:
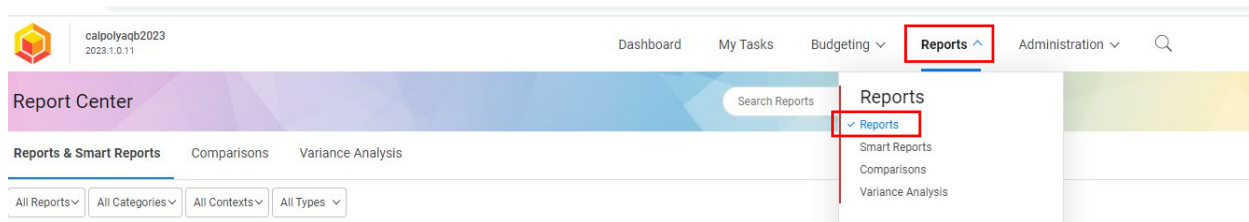


Every report available to you will be visible when first entering the report center. Scroll to locate your desired report (reports are listed in alphabetical order). The report center includes a search tool as well as a category filter that can be used to narrow your report options and thus more easily locate your report. The custom reports developed for the CSU and covered by this document are all stored in the Cal Poly Mu$tang Reports category.
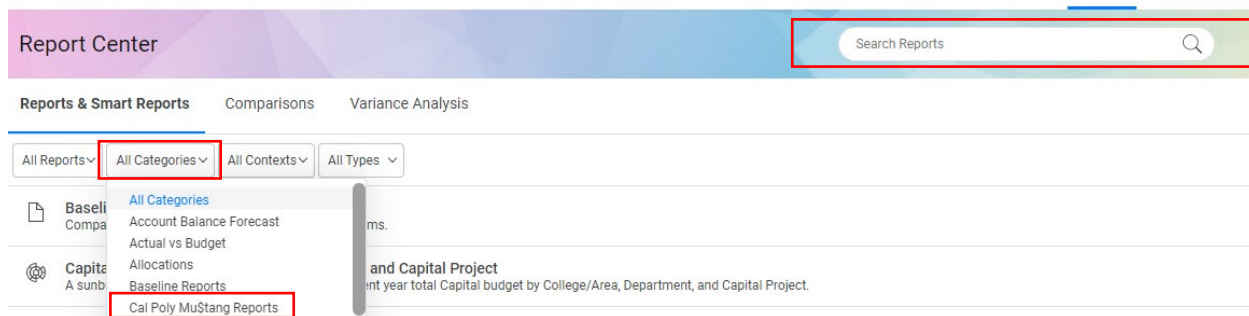


To access a report, hover your cursor over your report selection (the report row will become highlighted in a light gray color) and left click.

## Report Center

Search Reports 🔍

**Reports & Smart Reports**　　Comparisons　　Variance Analysis

[All Reports ⌄]　[Cal Poly Mu$tang Reports ⌄]　[All Contexts ⌄]　[All Types ⌄]

📄 **Baseline Comparison With Multiple Grouping**
　Compares Baseline Budgets using Multiple Group Items.

📄 **FB04 - Fund Balance by Business Unit and Division**

📄 **FB05 - Fund Balance By Business Unit and College/Area**
　Custom FB05 - Fund Balance By Business Unit and College/Area report

📄 **FB06 - Fund Balance by Business Unit and Department**
　Custom FB06 - Fund Balance by Business Unit and Department report

📄 **Projection Report**
　Custom Projection Report

📄 **QR01 Quarterly UCP Fund Balance**
　Custom - QR01 Quarterly UCP Fund Balance

A new column will expand from the right revealing more information about the report and a report preview (image). Reports can be run with or without pre-determined parameters. Select the Run Report button to run the report without parameters pre-selected; select the down arrow to the right of the Run Report button to access the report with pre-defined parameters, including saved parameters and the parameters from the last time you ran the report. Either selection will open a new window with parameter options on the left-hand side, and in either case you will be able to adjust the parameters before running the report.

### Projection Report

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Custom Projection Report

**Report Categories**

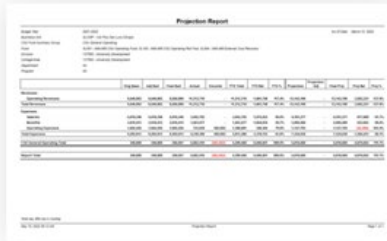[CSU Custom Reports]　[Cal Poly Mu$tang Reports]

[Report Center]

**Created By**

Questica | Last Changed On: 9/12/2023 5:58:18 PM

**Run Report**　⌄

### Projection Report

☆　✏️　🗇　🗓️

Custom Projection Report

**Report Categories**

[CSU Custom Reports]　[Cal Poly Mu$tang Reports]

[Report Center]

**Created By**

Questica | Last Changed On: 9/12/2023 5:58:18 PM

Last Run...
My Favorite Parameters...

**Run Report**　⌄

## PARAMETER SELECTION

Questica reports utilizes three main types of parameter options: Drop Down, Select, and Boolean:

Drop Down: select one value from a list of available options

Select: select one or more value(s) from a list of available options

Boolean: select one of two options, generally yes or no

It's important to note one key difference between parameters in Questica and prompts in Dashboard: not selecting a value in a Dashboard indicates retrieve all values while not selecting a parameter value in Questica indicates no values. Thus, with Questica, you need to complete all parameter prompts to run a report – if you wish to return all values for a parameter then you need to select all values (where available).

To choose a Drop Down value click on the parameter drop down (with the down arrow on the right) and select your desired option. To choose a Select value click on the Blue select button – a new box will open with all available options. Use the checkboxes to the left of each option to select one or multiple option(s), or use the check box next to "All Items" to select all. A search bar is available to aid in selection. Click the OK button to save your selections.

The Run Report button at the bottom of the Parameters section will be tinted gray until selections have been made for all parameters, indicating the report cannot be run. Once all parameters have selections the Run Report button will be tinted blue indicating the report can be run.

SAVING PARAMETERS

Parameters can be saved after entering the report. Select the icon with three dots to the right of Parameters in the upper left corner followed by + Add Report Parameter Set from the menu that opens:
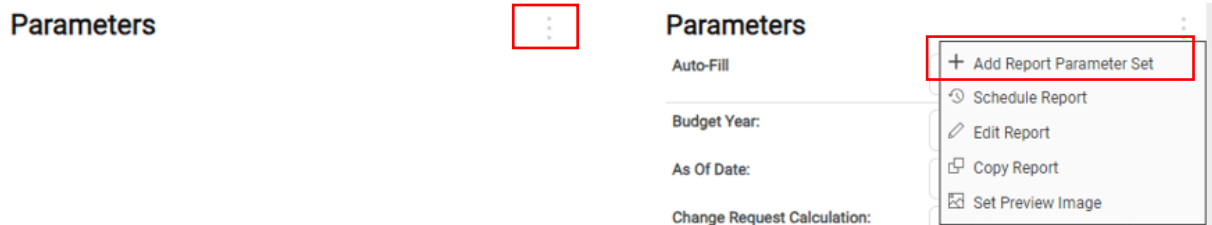


A new window will open. Title the parameter set in the General menu in the Name field; this will be the description you see when accessing saved parameters in the future:
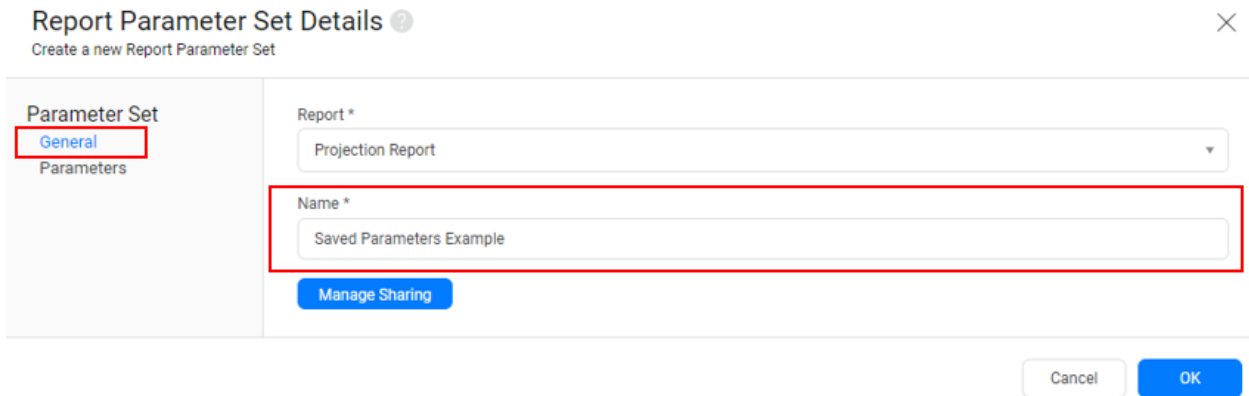


Set Parameters from the Parameters menu. The Auto-Fill option can be used to pre-fill parameters from another saved set or from your last report run. Parameters can still be adjusted after using Auto-Fill.
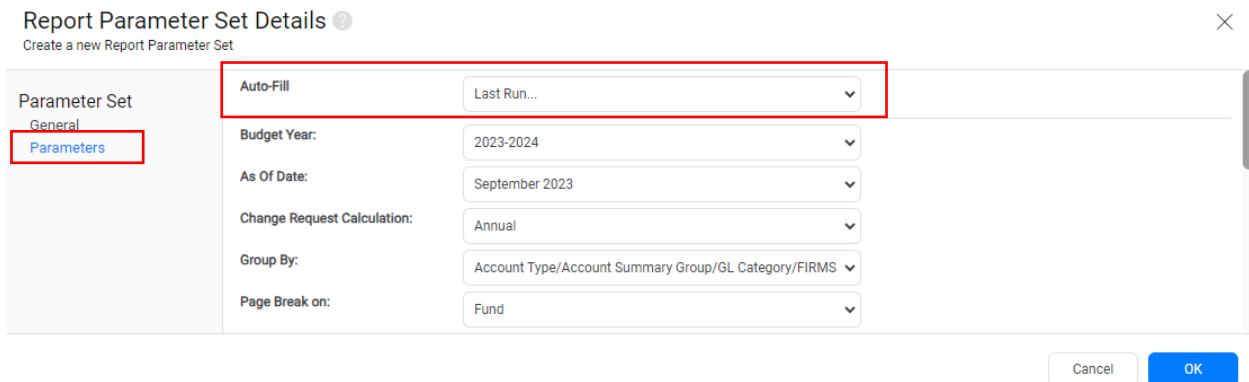


You can share your saved parameter set with other Questica users in the General menu by selecting the blue Manage Sharing button: check the box next to the user(s) you want to share with in the left-hand menu or

the group you want to share with in the right-hand menu, followed by the OK button. Check the edit box to the right of a user and/or group to provide edit rights. Users can be searched for in this window using the search bar:
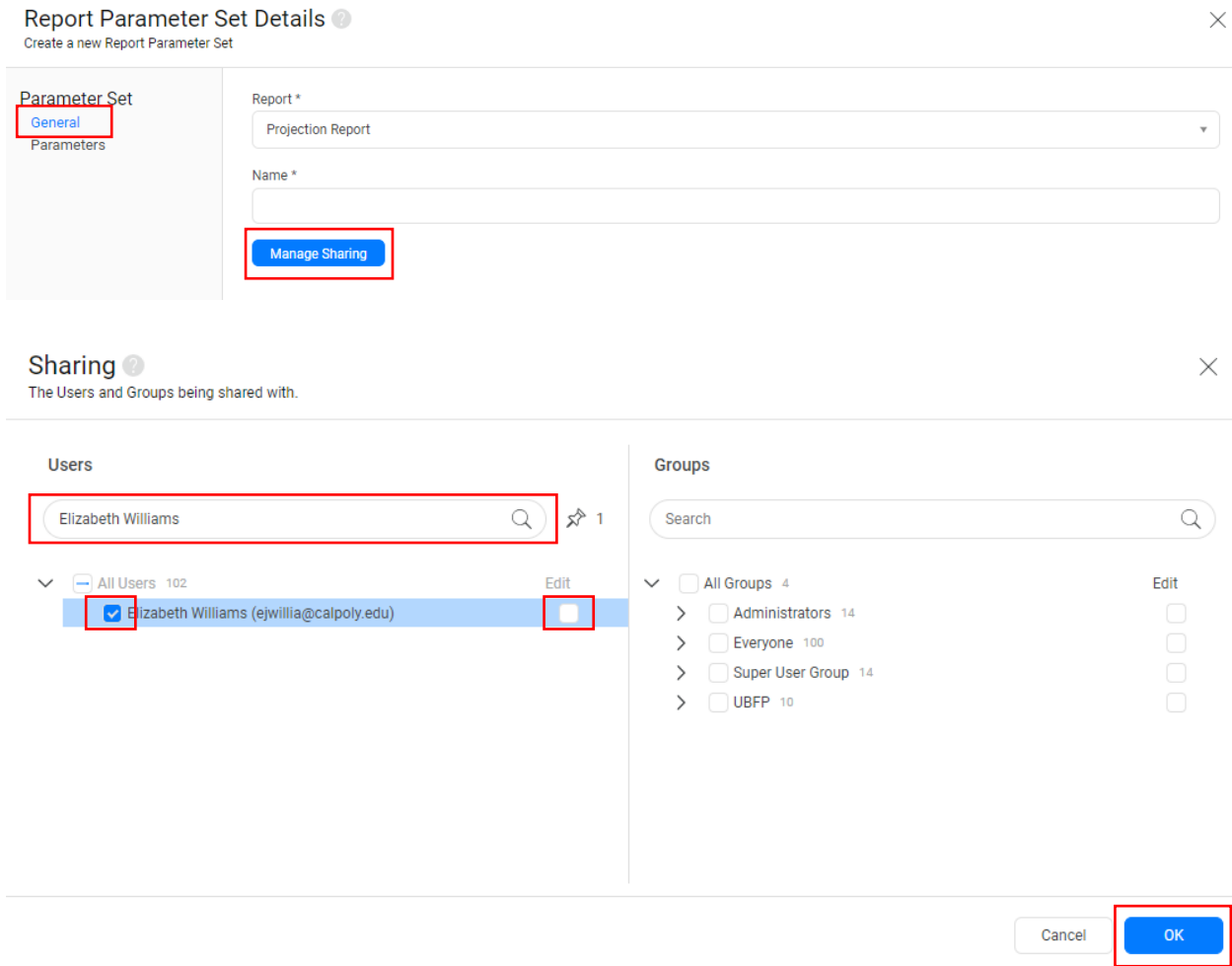


Finally, select the OK button in the bottom right corner to save the parameter set.

There is no option in the As Of Date parameter to select most recent closed month, so if using for month-end reporting you will need to adjust that parameter prior to running the report in a future month. The same is the case for Budget Year (Fiscal Year). It is recommended to select June if not using for month-end reporting as doing so will ensure all activity for the year is retrieved in the report.

To retrieve a saved parameter set use the drop down in the Report Center menu, as discussed previously, or from the Auto-Fill drop down at the top of the parameter options within the report:
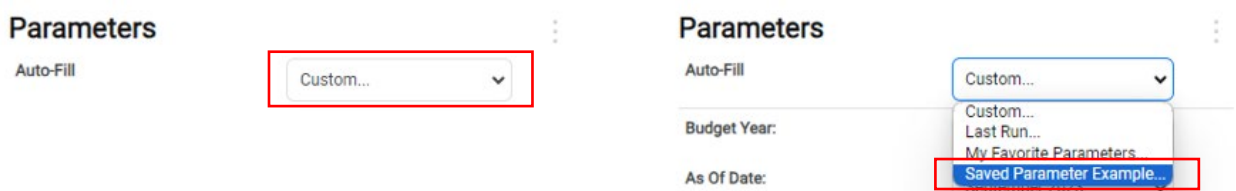
## EXPORTING AND OTHER MISC.

Select the Disc icon at the top of the report to export to PDF, Excel, etc.

Select the Printer icon at the top of the report icon to print the report.

Use the left and right arrows at the top to toggle between pages of the report, or enter a page number between the arrows to move to that report page.  ‹ 41 of 134 ›

Use the search bar to search for report pages (e.g. DeptID, Fund).  Find | Next

Blue text within a report identifies a hyperlink that can be used to open a new report.  For example, to jump from a report containing data from multiple funds (Fund Balance report) to a fund specific report.

Select the gray vertical bar with a left arrow in the middle (between Parameters and Report sections) to hide the Parameter selection box for a full screen report view.  Select the gray bar again to open Parameters back up.

# Projection Report

## USES

The projection report provides a statement of revenues and expenditures including budget, actuals, encumbrances, and projected year-end balances.  It is a highly configurable report allowing for custom groupings (e.g. multiple funds), layouts options (e.g. account or org structure), and the retrieval of multiple reports through one parameter setup / report run.  This flexibility – combined with the budget, actual, and projection information provided – makes it a valuable tool for monthly reporting of budget status.  The report does not contain transaction level detail nor links to this data, so while it provides a summary view of financial status at a point in time it is not useful for month or year-end analysis outside of potentially identifying issues that need further investigation.

This report can also be used during budget entry, before budgets are finalized and integrated with PeopleSoft (and therefore Finance Dashboard), to review the data you have entered at a summary level.

## REPORT LAYOUT (COLUMNS)

- **Budget Columns** – Budget is presented in three columns.  Each return data from the budget ledger, dependent on budget scenario.  Budget is always current within the Budget Year (i.e. not dependent on As of Date parameter selection)
    - **Original Base** ("Orig Base") – INI scenario.  Generally, from what was entered in Questica during the initial planning period
    - **Adjusted Base** ("Adj Base") – Includes original base plus any adjustments to base including SNU, PERM and COMP scenarios

- o **Final Budget** ("Final Bud") – Includes all budget scenarios, like the budget column in Finance Dashboard – My Revenue and Expense Summary

- **Actual** – Data from the actuals ledger up through the As of Date selected

- **Encumb** – Data from the encumbrance ledger

- **YTD Total** – Actual plus Encumbrances.  The total spent or encumbered

- **YTD Balance** – The variance, favorable/(unfavorable), of Final Budget vs YTD total

- **YTD %** - YTD Total as a % of Final Budget: YTD Total / Final Budget

- **Projection** – Projected year-end amount derived based on calculation option selected.  See Projection Calculations section for details and examples

- **Projection Adj** – Currently not in use.  When enabled, will provide opportunity for Questica users to enter adjustments to the projection Questica is calculating to, in essence, override the calculation and report a projection and projected balance that meets your expectation

- **Final Proj** – Calculated projection ("Projection" column) +/- adjustments to the projection ("Projection Adj" column)

- **Proj Bal** – The projected variance, favorable/(unfavorable)

- **Proj %** - Projected year-end total as a % of Final Budget: Final Projection / Final Budget

## PARAMATERS

- **Budget Year** – Fiscal Year

- **As of Date** – The as of Fiscal Period (month).  Note, this impacts actuals (presented up through the fiscal period selected) and the year-end projection calculations, but does not impact budget.  Budget retrieves up-to-date budget ledger data for the year no matter the fiscal period selected

- **Change Request Calculation** – Not in use by our campus

- **Group By** – Effects the row layout of the report.  Each selection shows the cascading fields of the report separated by "/".  In all options data will still be separated between Revenue and Expense ("Account Type").  Three options available:
  - o **Account Structure** (AcctType/AcctSummGrp/ObjGrp/FIRMSObjectCode/GLAcct/Program) – Standard account layout.  Use this option to view the data summarized by account categories and down to the GL account level

- o **Org Structure** (AcctType/Division/ColegeArea/Department/Program) – organizes the rows based on department tree structure, starting with division down to department at the lowest level
- o **Fund Structure** (AcctType/BusinessUnit/CSUFundSummaryGroup/Fund) – use this option to view the data in a fund structure layout, from CSU fund category level down to local campus fund level

- **Page Break on** – Defines the level at which separate reports will be created.  For example, if department is selected a separate report will be retrieved for every department included within your parameter selections.  Reports will be presented on separate tabs when exported to Excel.  Select "None" if you want all data meeting parameter criteria combined on a single report

- **Expand To** – Ties to Group By (choices are different depending on the selection in Group By), identifying at what level the data is first visible when the report is run.  The level expanded to can be adjusted after running the report by clicking on the "+" symbols to expand or "-" to contract

- **Business Unit** – SLCMP is our campus business unit.  Corporation and Foundation may be incorporated into Questica in the future, but their financial data is currently unavailable in Questica

- **Fund** – Local campus fund.  Select one or more funds

- **Division** – Select one or more divisions

- **College/Area** – Options are dependent on division selection.  One level down from division in org structure.  In most cases synonymous with department level 2 in finance dashboard.  Select one or more

- **Department** – Options are dependent on college/area selection.  Select one or more departments

- **Account Type** – Revenue, expense, or both ("all").  In most cases select all

- **Program Restriction –** Not in use by our campus

- **Program –** Program code, select one or more.  Select all to retrieve all financial data meeting other parameter criteria.  For example, select SSF01 if you only want to report student success fee activity.  "<Not Set>" is no program code (i.e. null value) in the program field

- **Projection Calculation** – Impacts the calculation methodology used to derive the projection amounts.  See below for more detail and examples

- **Include Report Total** – Select "Yes" for the report to calculate change in net assets (surplus/deficit) at the bottom of the report, or "No" to exclude that calculation from the report

## PROJECTION CALCULATIONS

Both projection methodologies attempt to account for Revenue and Operating Expense seasonality, but in different ways, while Salary and Benefit projections use the same calculation which trends out the most

recent month of actuals (per the As of Date).  Historical average difference uses the average amount spent (or earned) over the projection months from prior years as the projection and adds YTD actuals to arrive at an annual projected total.  Projection % uses a historical % spent (or earned) YTD over the annual total and applies that % to the current YTD totals to derive a year-end projected total.  Projections tend to get more accurate the further into the fiscal year in both methodologies.  Projection % can result in unrealistically high projections if timing changes such that a transaction is recorded in a fiscal period earlier than usual.

### HISTORICAL AVERAGE DIFFERENCE

- **Revenue** – Prior three-year fiscal year average less prior three-year year-to-date (YTD) average plus current year YTD actuals (YTD from As of Date parameter).  If current year YTD is zero then prior fiscal year annual total is used

- **Salary and Benefits** – As of Date month total multiplied by number of remaining months plus YTD total

- **Operating Expenditures** – Same as Revenue

| Revenue & Operating Expense Projection Calculation | | |
|---|---|---|
| | Actuals as of | |
| Fiscal Year | "As of Date" selection | Yearly Totals |
| 2017-18 | 185 | 445 |
| 2018-19 | 185 | 500 |
| 2019-20 | 290 | 525 |
| Average | 220 | 490 |
| | A | B |
| | | |
| | | Historical Avg. Diff. (B-A) |
| 2020-21 | 150 | 270 |
| | C | D |
| | | |
| | | YE Projection (C+D) |
| | | 420 |

| Revenue & Operating Expense Projection Calculation (if 0) | | |
|---|---|---|
| | Actuals as of | |
| Year | "As of Date" selection | Yearly Totals |
| 2017-18 | 495 | 495 |
| 2018-19 | 0 | 165 |
| 2019-20 | 165 | 165 |
| Average | 220 | 275 |
| | | |
| | If current year = 0 | Prior Year Actuals |
| 2020-21 | 0 | 165 |
| | | |
| | | YE Projection |
| | | 165 |

| Salary and Benefits Projection Calculation | | | | | |
|---|---|---|---|---|---|
| "As of Date" = December | | | | | |
| July | August | September | October | November | December |
| 225,000 | 230,000 | 255,000 | 257,000 | 255,000 | 260,000 |
| A | B | C | D | E | F |
| | | | | Calculation | |
| | | | | YTD Total (Sum A:F) | 1,482,000 |
| | | | | | G |
| | | | | | |
| | | | | "As of Date" month report was ran through (F) | 260,000 |
| | | | | Remaining # of Months (H) | 6 |
| | | | | As of Date * Remaining # of Months (F*H) | 1,560,000 |
| | | | | | I |
| | | | | | |
| | | | | YE Projection (G+I) | 3,042,000 |

- **Revenue** – YTD extrapolated from an historical three-year average % accumulated in the prior three years through the As of Date: current year YTD actuals divided by (prior three-year YTD total divided by prior three-year annual total).  Calculation is run at the lowest level – program code

- **Salary and Benefits** – As of Date month total multiplied by number of remaining months plus YTD total (same as Historical Average Difference calculation, see above for example)

- **Operating Expenditures** – Same as Revenue

| Revenue & Operating Expense Projection Calculation | | | |
|---|---|---|---|
| Fiscal Year | YTD Total as of | Annualy Total | Projection % |
| | "As of Date" selection | June | % of Annual Actual |
| 2017-18 | 185 | 445 | 41.5730337% |
| 2018-19 | 185 | 500 | 37.0000000% |
| 2019-20 | 290 | 525 | 55.2380952% |
| | | | |
| Average Over 3 Years | 220 | 490 | 44.8979592% |

YTD Actual Avg for 3 Years through the As of Date — **A**

Annual Actual Avg for 3 Years — **B**

Percentage of Annual Actuals based on As of Date selected (A/B) — **C**

**Projection generated:**

| Fiscal Year | YTD Total as of | Annual Projection | Projection % Used |
|---|---|---|---|
| | "As of Date" selection | June | |
| 2020-21 | 150 | 334 | 44.8979592% |

Current year actuals throught the As of Date — **D**

**YE Projection (D/C)**

Projection % used in calculation (from above) — **C**

# Fund Balance Report (FBXX)

## USES

The Fund Balance Report series presents summary information by fund of beginning balances, new funding (sources), uses (expenditures), and ending balances.  Its intended use is to provide a snapshot of available balances by fund at the org level specified, and can aid in the decision of what fund to apply an expenditure to or in identifying available balances in rarely used (and potentially forgotten) funds.

It is important to note that values, and therefore balances, in this report are dependent on the department used in transactions.  Ending balance does not necessarily equate to a fund's total current balance if there are transactions within the fund that have a department used in the CFS that does not meet the report parameter criteria.  Therefore, it is quite possible for mischaracterizations of available balances to be presented in funds that are not uniquely transacted from by a level of the organization (dependent on what org level is chosen for the report).  As an example, this is often the case with Financial Aid funds where an

operating department is used in the revenue (sources) transactions but the Financial Aid department is used in the financial aid expenditures. In this case, a report run at the operating unit level would show an overstated balance available because the expenditures in the Financial Aid department would not be included in uses.

## REPORT LAYOUT (COLUMNS)

- **Fund** – Local campus fund code and description

- **Beginning Balance** – A Balance Sheet item, the balance available to begin the fiscal year (i.e. beginning Fund Balance / Net Assets / Equity / Reserves). Note, beginning SL001 balance (roll forward) is shown as a source in SL100. For budgeted funds, such as Lottery, beginning balance (roll forward) is comingled with new sources in the Total Source column, assuming budget flag is not set to ignore.

- **Total Source** – Revenue excluding transfers in or, when budget flag is not set to ignore, total expenditure budget for funds that have been flagged (identified) as "budgeted funds"

- **Salary Expense** – Actual Salary expenditures through the As of Date

- **Benefit Expense** – Actual Benefit expenditures through the As of Date

- **Operating Expense** – Actual Operating expenditures through the As of Date

- **Encumb** – Encumbrance balance at the As of Date

- **Transfer In** – Actual Transfer In (non-reciprocal transfer of cash from other funds) through the As of Date

- **Transfer Out** – Actual Transfer Out (non-reciprocal transfer of cash to other funds) through the As of Date

- **Ending Balance** – Available balance (budget balances for budgeted funds) at the As of Date. Equal to Beginning Balance plus Total Source plus Transfer In less all Expense and Transfer Out columns. See cautionary note about balances above (in Uses section)

## REPORT OPTIONS

There are multiple reports available in the Fund Balance series. Each is presented in the same layout – the report options define at what org level you want to run the report (e.g. FB04 is for a report at the division level, FB06 is for a report at the department level). This is unlike the Projection Report where one report is available and the org level of the data retrieved is determined via the parameter setup.

PARAMETERS

- **Budget Year** – Fiscal Year

- **Business Unit** – SLCMP is our campus business unit.  Corporation and Foundation may be incorporated into Questica in the future, but their financial data is currently unavailable in Questica

- **Division** – Select one division

- **College/Area** – FB05 and FB06 only.  Select one college/area.  Options are dependent on Division selection

- **Department** – FB06 only.  Select one department.  Options are dependent on College/Area selection

- **As of Date** – The as of Fiscal Period (month) of the report

- **Ignore Budgeted Flag?** – It is generally recommended to select "No".  Certain funds have been identified (flagged) as budgeted funds, which means that sources of funding are from budget allocations in the expenditure budget ledger rather than from revenues posted to the actuals ledger.  Selecting yes will ignore this fund flag and populate the sources column in the report with revenue data from the actuals ledger in all cases, which will often lead to a misrepresentation of available balances within "budgeted funds"

- **Display in Color?** – Select whether the report is formatted with color ("Yes") or not ("No")

# Quarterly UCP Fund Balance (QR01)

## USES

The Quarterly UCP Fund Balance report is an extension of the Fund Balance report specific to University Campus Program funds and thus has similar uses.  This report contains additional information in the form of identifying the fund manager for each fund, prior year beginning fund balance, and sources and uses broken out quarterly.  There is only one report version – org level for the report is determined in the parameter setup like with the Projection Report.

This report has the same limitations regarding available balances and department usage as described in the Fund Balance report section.

Fund selection for the report is determined by the Controller's Office, and fund manager is identified within the fund agreement (also maintained by the Controller's Office).  Please contact the general University Campus Program email for questions or changes that impact this report.

## REPORT LAYOUT (COLUMNS)

- **Fund** – Local campus UCP fund code and description

- **Fund Manager** – Fund Manager as designated in the fund agreement

- **Prior Year Beginning Balance** – A Balance Sheet item, the balance available to begin the fiscal year prior to the fiscal year selected in the Budget Year parameter (i.e. beginning Fund Balance / Net Assets / Equity / Reserves)

- **Beginning Balance** – A Balance Sheet item, the balance available to begin the fiscal year as selected in the Budget Year parameter

- **Total Source** (Quarterly) – Revenue excluding transfers in or, when budget flag is not set to ignore, total expenditure budget for funds that have been flagged (identified) as "budgeted funds"

- **Salary Expense** (Quarterly) – Actual Salary expenditures by quarter up through the As of Date

- **Benefit Expense** (Quarterly) – Actual Benefit expenditures by quarter up through the As of Date

- **Operating Expense** (Quarterly) – Actual Operating expenditures by quarter up through the As of Date

- **Encumb** (Quarterly) – Encumbrance balance (only shown in the quarter the As of Date falls in)

- **Transfer In** (Quarterly) – Actual Transfer In by quarter up through the As of Date

- **Transfer Out** (Quarterly) – Actual Transfer Out by quarter up through the As of Date

- **Ending Balance** (Quarterly) – Available ending balance by quarter up through the As of Date

## PARAMATERS

- **Budget Year** – Fiscal Year

- **Business Unit** – SLCMP is our campus business unit.  Corporation and Foundation may be incorporated into Questica in the future, but their financial data is currently unavailable in Questica

- **Fund** – Select one or more funds.  Note, all funds in Questica are available within this selection but only funds flagged as UCP funds will be included in the report

- **Division** – Select one or more divisions

- **College/Area** – Options are dependent on division selection.  One level down from division in org structure.  In most cases synonymous with department level 2 in finance dashboard.  Select one or more

- **Department** – Options are dependent on college/area selection.  Select one or more departments

- **As of Date** – The as of Fiscal Period (month).  Data will be presented up through the fiscal period selected (select June for all fiscal year activity or the most recent closed month for a month-end report)

- **Ignore Budgeted Flag?** – Same as described above.  It is rare that a UCP fund would be identified as a "budgeted fund"; there are currently no cases of this so either selection will currently produce the same output