CFS Data Warehouse Training: Manage My Budget

Presented by
University Budget Office

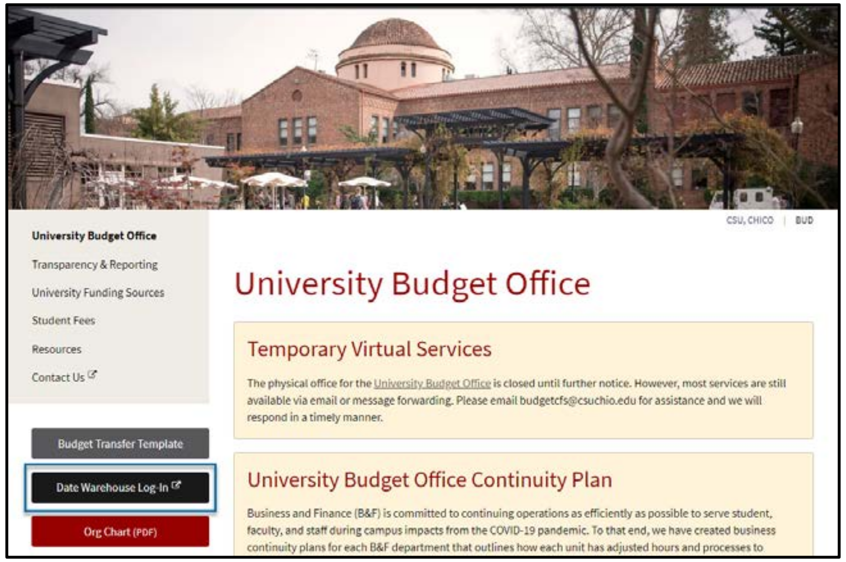
Table of Contents

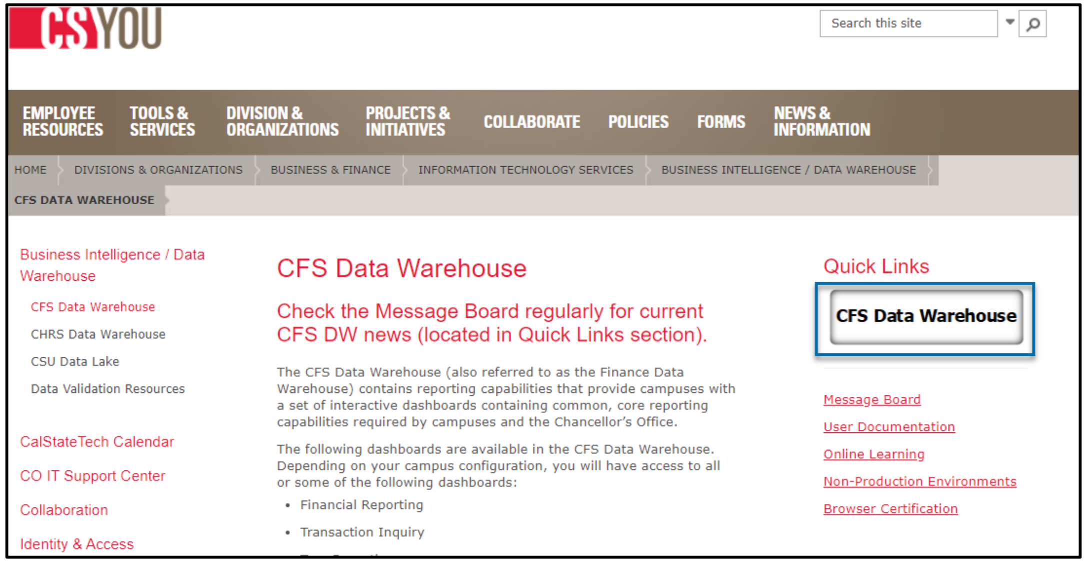
Purpose

- To guide users on best practices for running a standard report using the “Manage My Budget as of Period” tab in the Financial Reporting Dashboard of CFS Data Warehouse

Logging into Data Warehouse

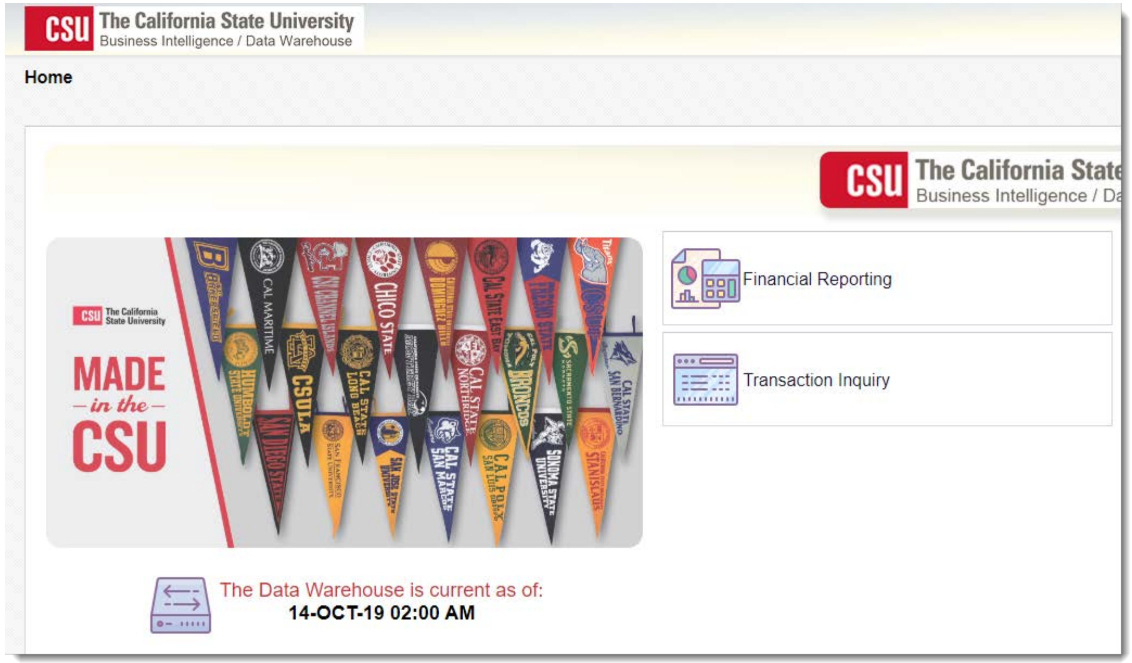
- Visit the University Budget Office's website at www.csuchico.edu/bud
- Click on the "Date Warehouse Log-In" Button
- Once you're on the CSYOU page click on the "CFS Data Warehouse" Button
- You'll then use your Chico State credentials to log-in





Setting Defaults

Date Warehouse Home Page



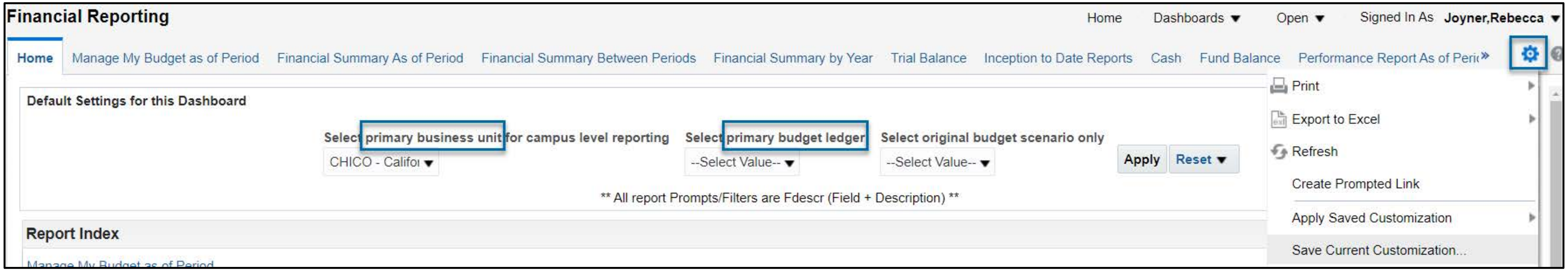
Dashboards

- **Financial Reporting** is the dashboard for running Account Balance reports
- **Transaction Inquiry** is the dashboard for Transactional reports

➢ This power point focuses on running a report within the "Financial Reporting" dashboard

➢ Click on "Financial Reporting"

Setting default



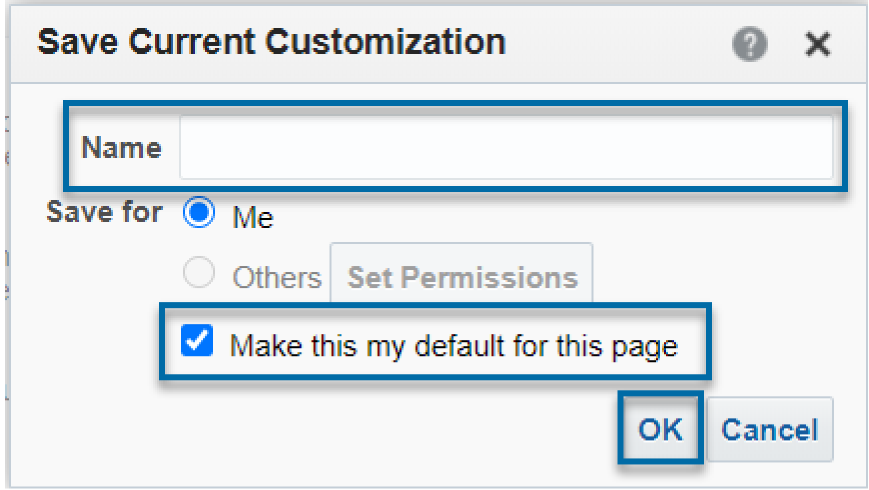
- **Primary Business Unit -** Chico
- **Primary Budget ledger –** Budgets
- Select the setting wheel in the top right corner
- Click on **Save Current Customization**

Setting default

How To:

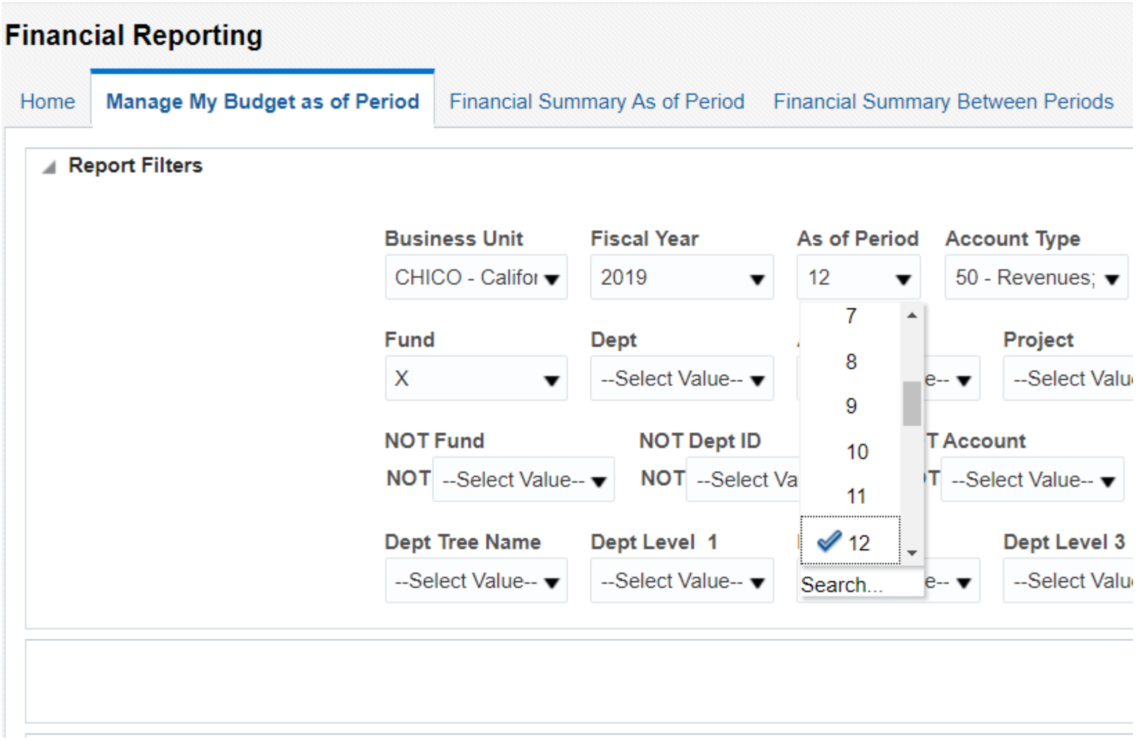
- Name – Default
- Check the “Make this my default for this page
- Click ok

Example



Helpful Hints for Selecting Filters

Example: “As of Period”



How To:

Report selections can be set using the drop-down arrow and select the value from the list provided

Common Examples:

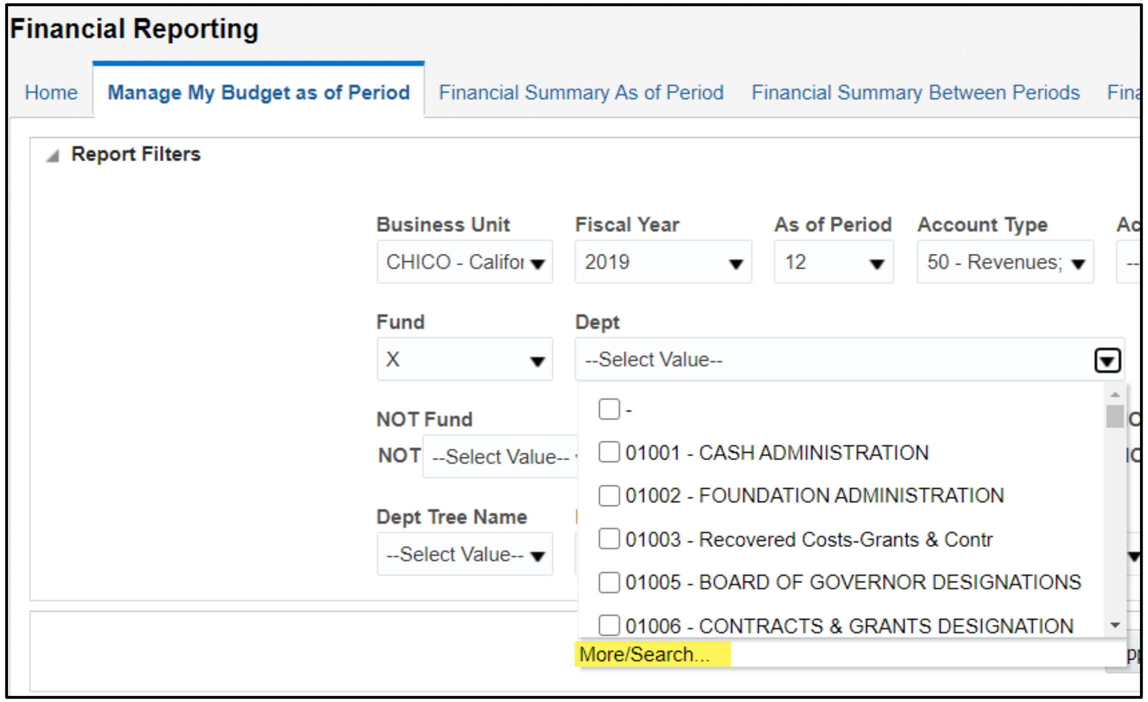
- Fund
- As of Period
- Account Type
- Dept Tree Name
- Not Acct Cat

Helpful Hints for Advance Filter Search

How To:

- Some filters have many values to scroll through in the list provided
- Instead, hit the More/Search…

Example: “Dept”

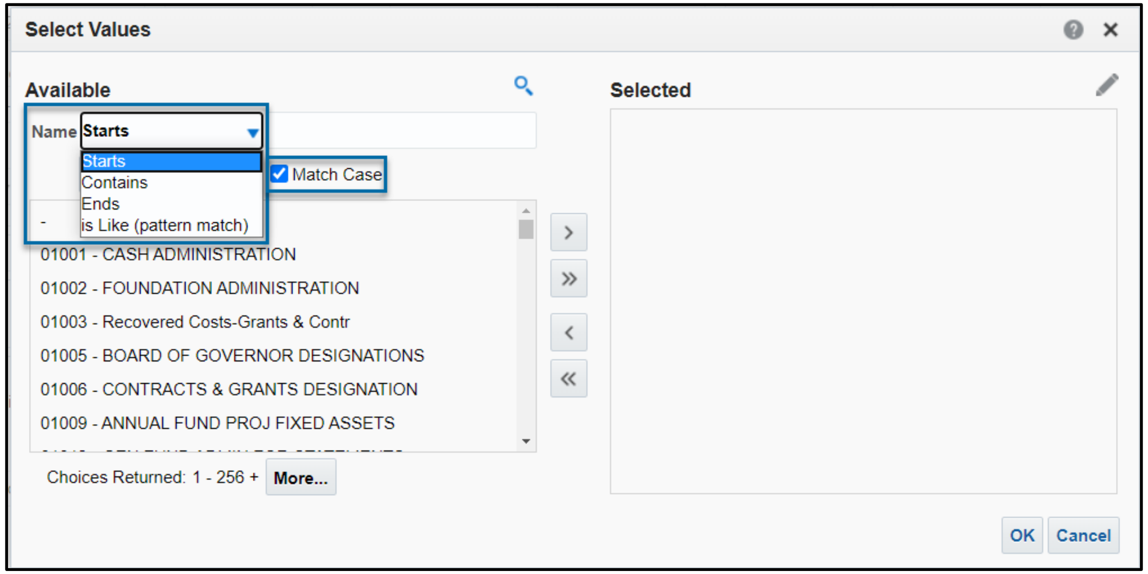


Helpful Hints for Advance Filter Search

How to:

- After hitting "More/Search…" a new box will pop up
- If **Match Case** is checked then you'll want to pay attention to when a letter is capitalized or not
- By unchecking **Match Case**, you will not have to worry about capitalizing when searching by description
- **Name** can also be changed from **Starts** to **Contains** for different searching needs

Example

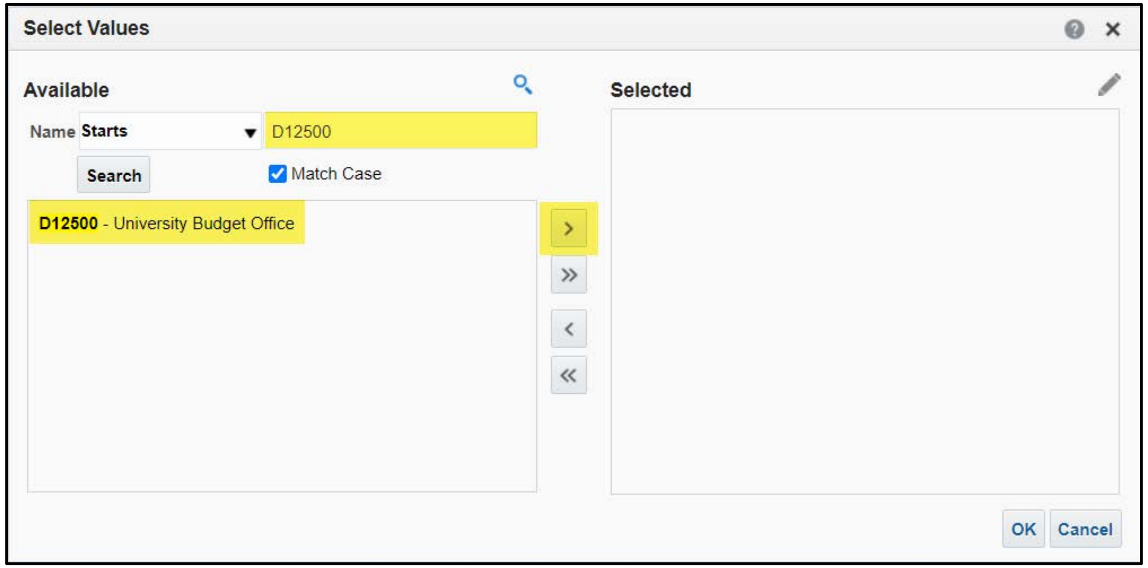


Helpful Hints for Advance Filter Search

How To:

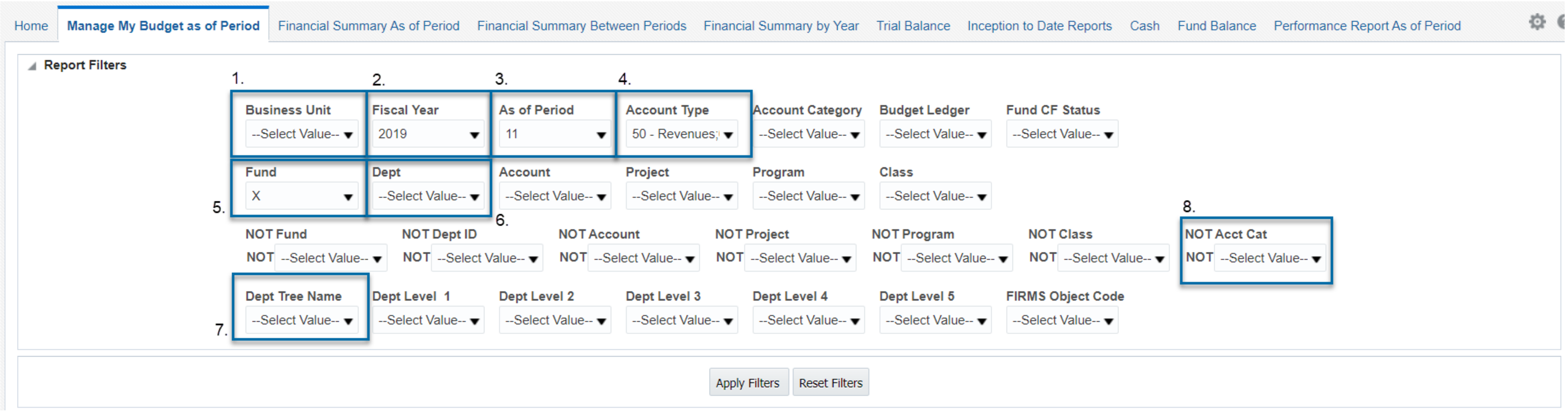
- Enter your DeptID and hit enter
- Select your DeptID from the list that populates
- Hit the arrow button to move your DeptID to the right-side box

Example: “Dept”



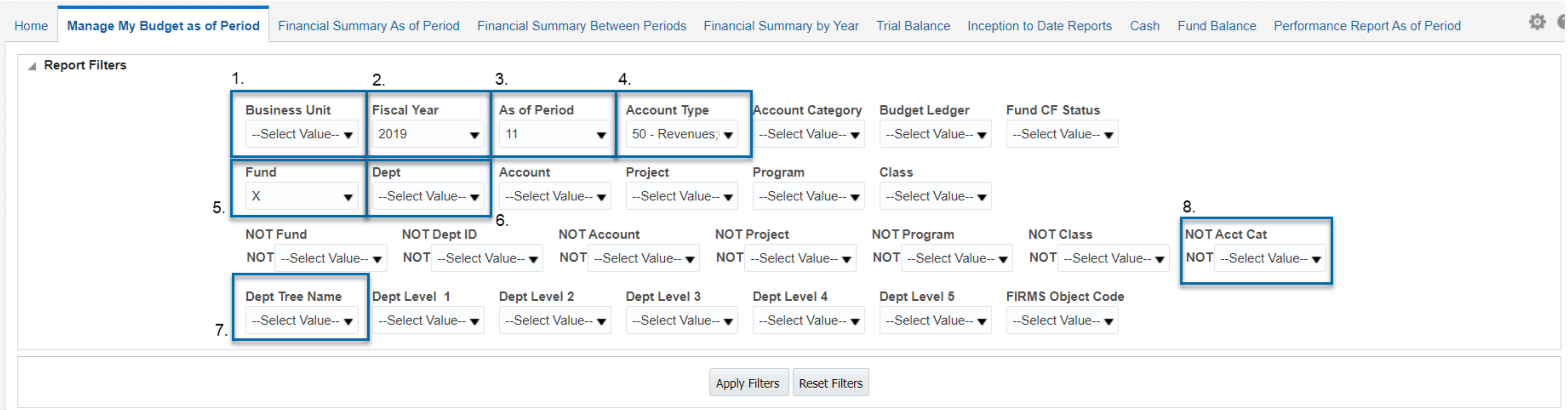
Selecting Filters

- These are the basic filters that you'll want to include when running a standard report



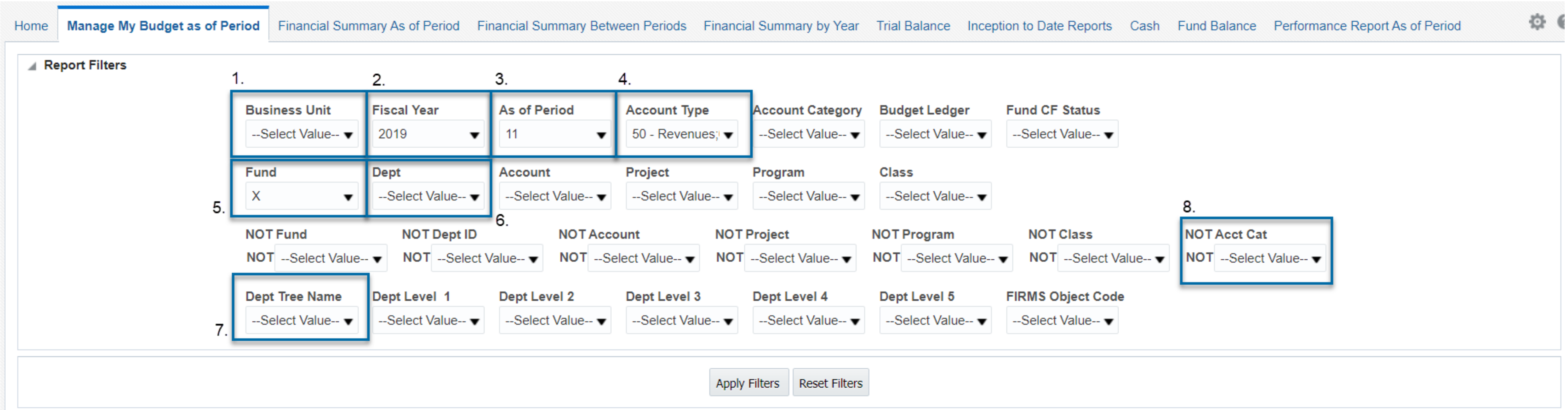
Selecting Filters

1. Business Unit – Select "CHICO – California State Univ, Chico"
   - This should already be populated but be sure to double check



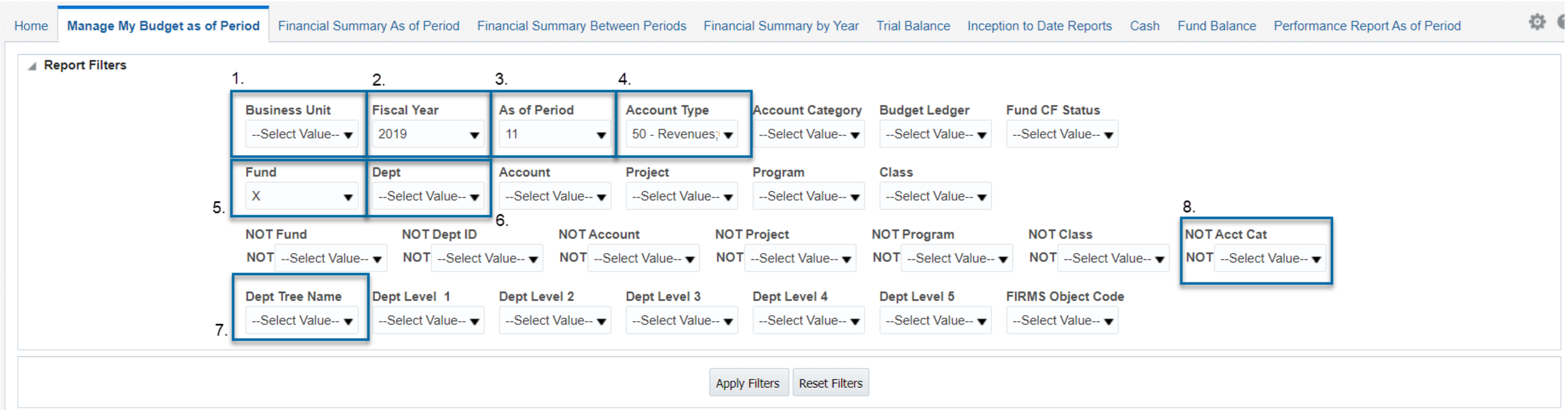
Selecting Filters

2. Fiscal Year – Select "2019" for fiscal year 2019-2020



Selecting Filters

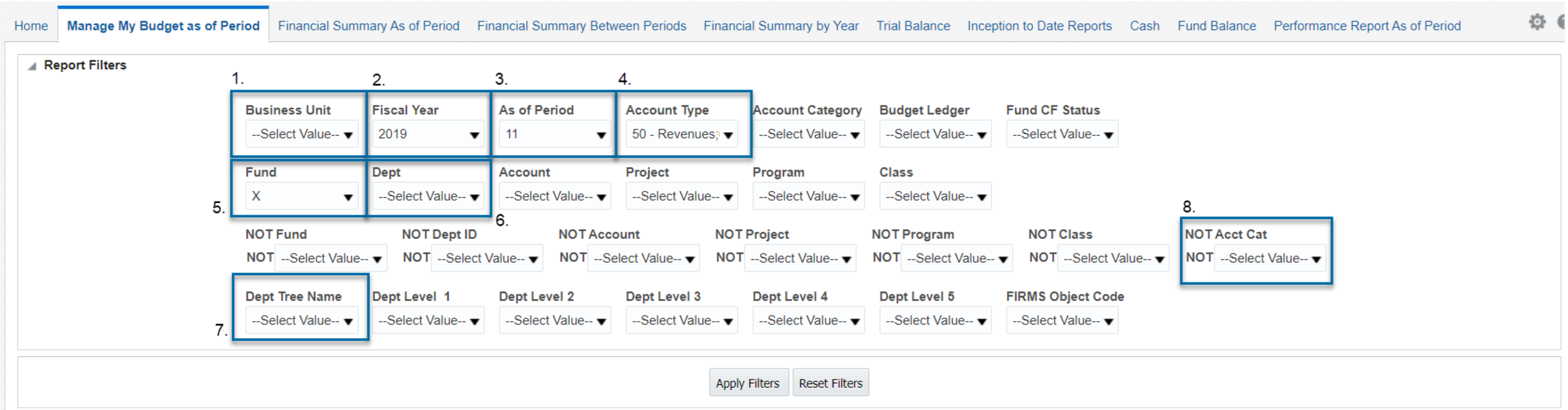
3. As of Period – Select "12" to view all posted months
   - Selecting period 12 is enabling your customization to be a current to date report anytime you run it, you can however choose whichever period you would like to limit the report to.



Selecting Filters

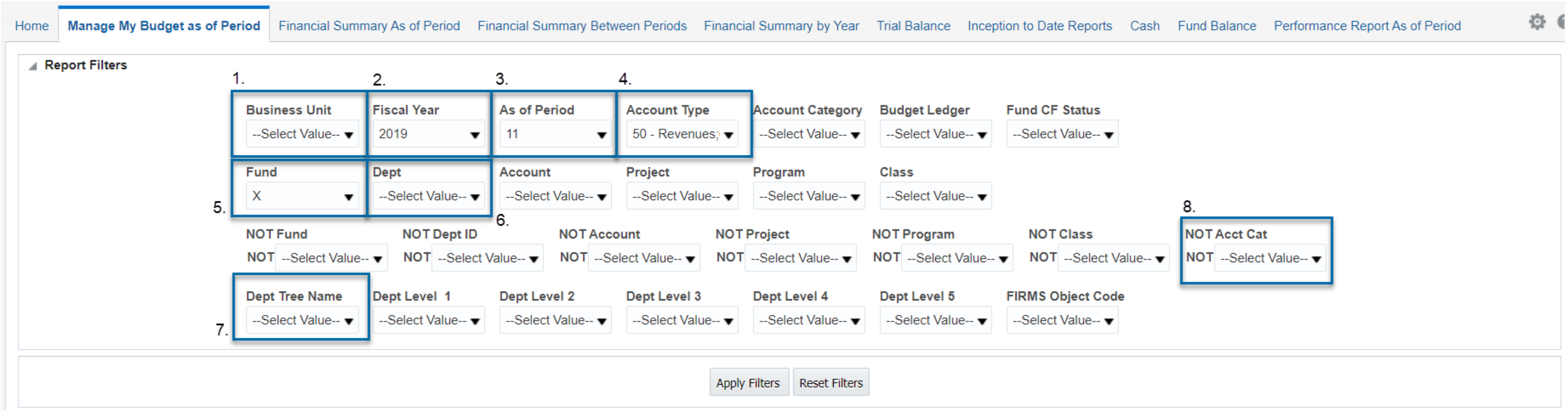
4. Account Type – Select “50 – Revenues and 60 - Expenditures”

- These should already be populated but be sure to double check



Selecting Filters

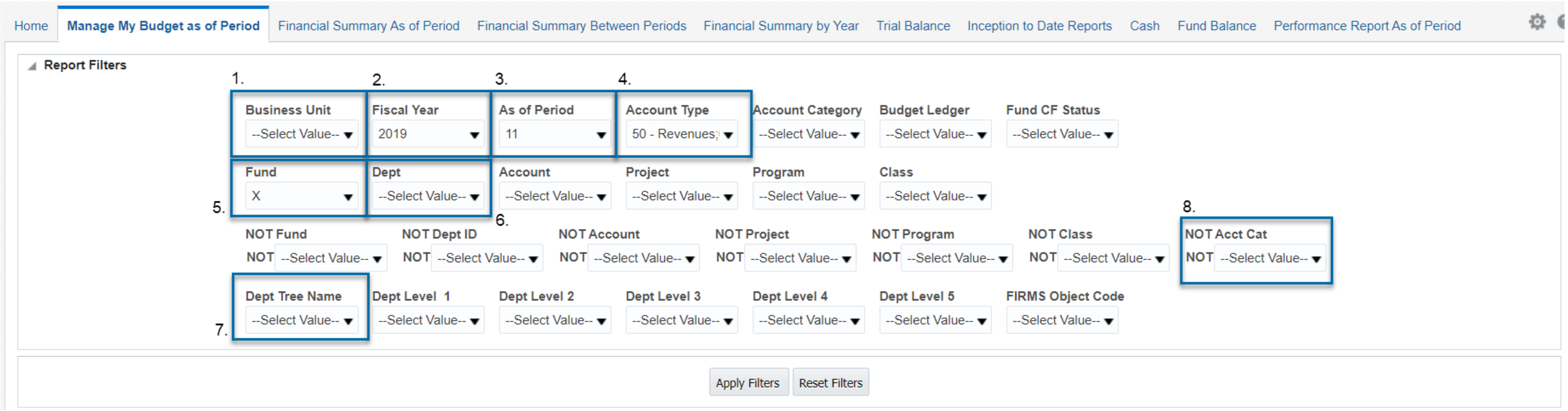
5. Fund – There is an X that always populates here, make sure that X is unchecked to view all funds; or select More/Search for a specific fund



Selecting Filters

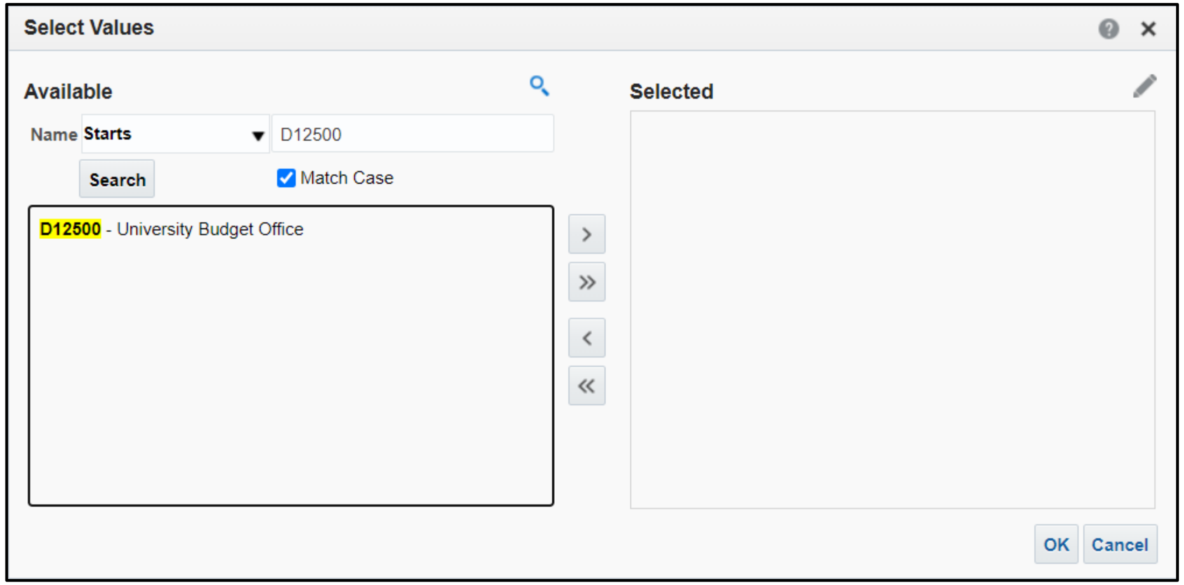
6. Dept – Recommended to click “More/Search…” to find Dept ID

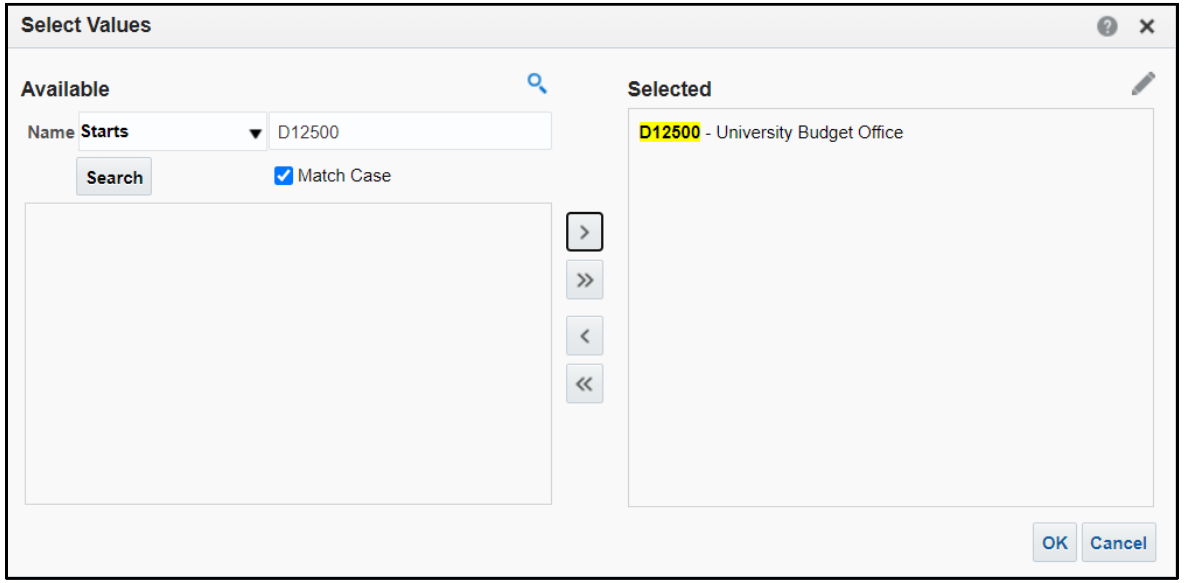
➢ Or you can use the Dept Level filters to select a range of Dept IDs by level



Selecting Filters

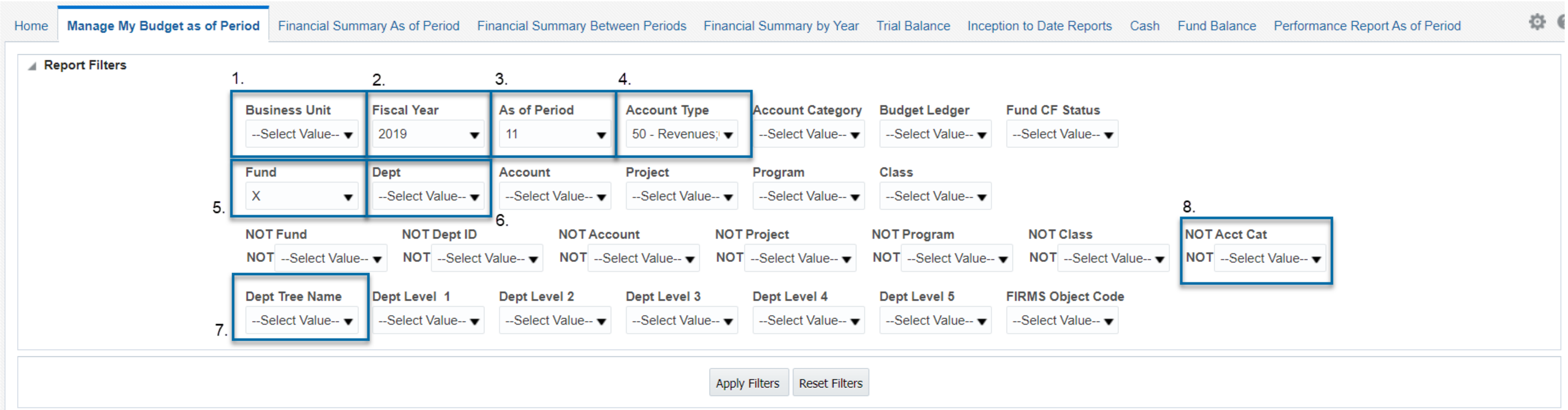
6. Dept – Type in your DeptIDs; once the DeptID populates the left box be sure to move over to the right box and click ok





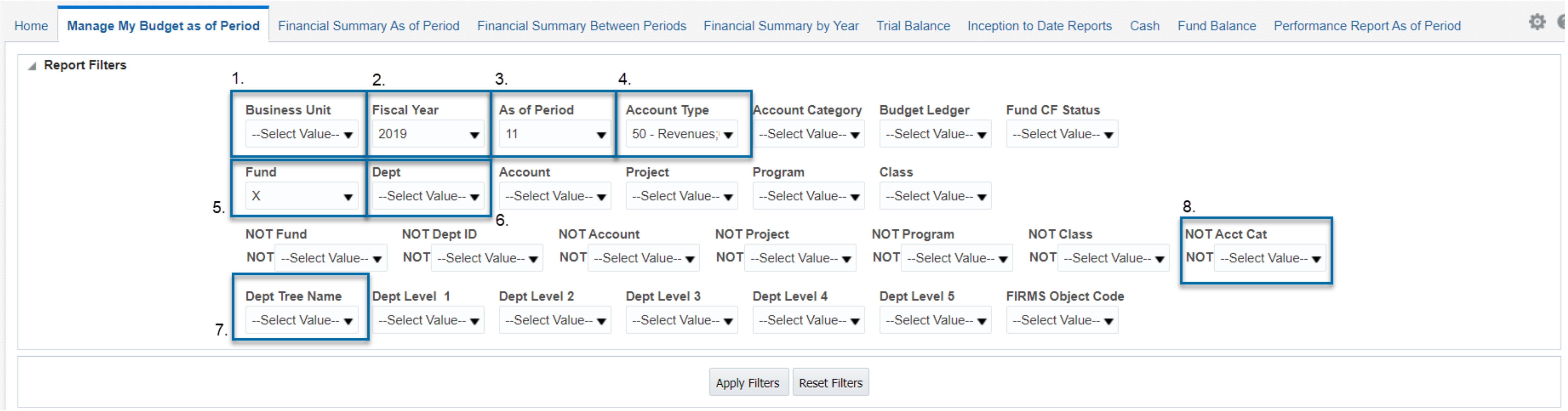
Selecting Filters

7. Dept Tree Name – Select “CHI_RPTG_SECURITY”

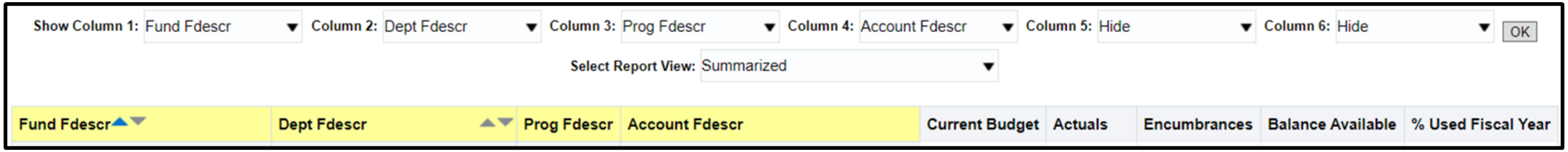


Selecting Filters

8. NOT Acct Cat – Select "603" to not view Benefits



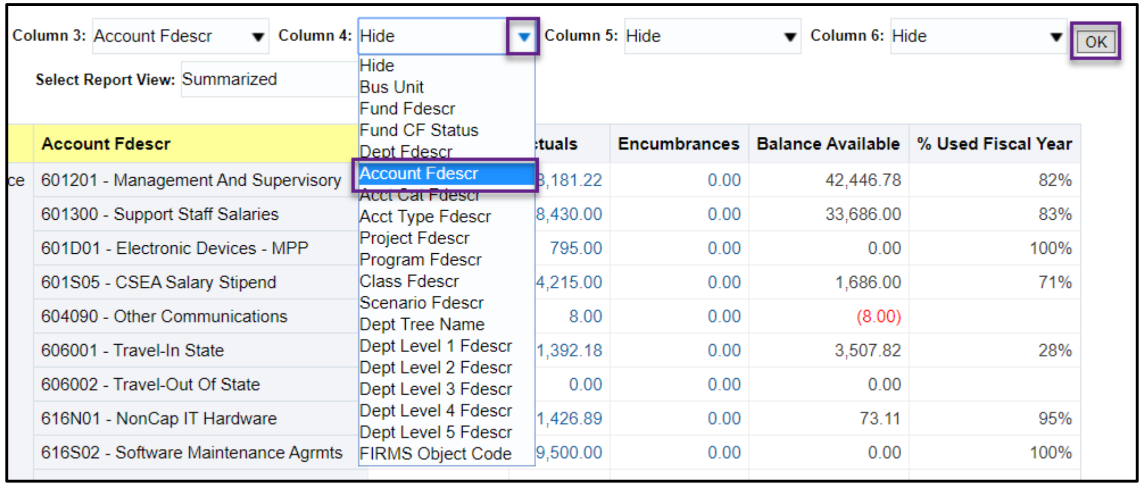
Changing Column Headers

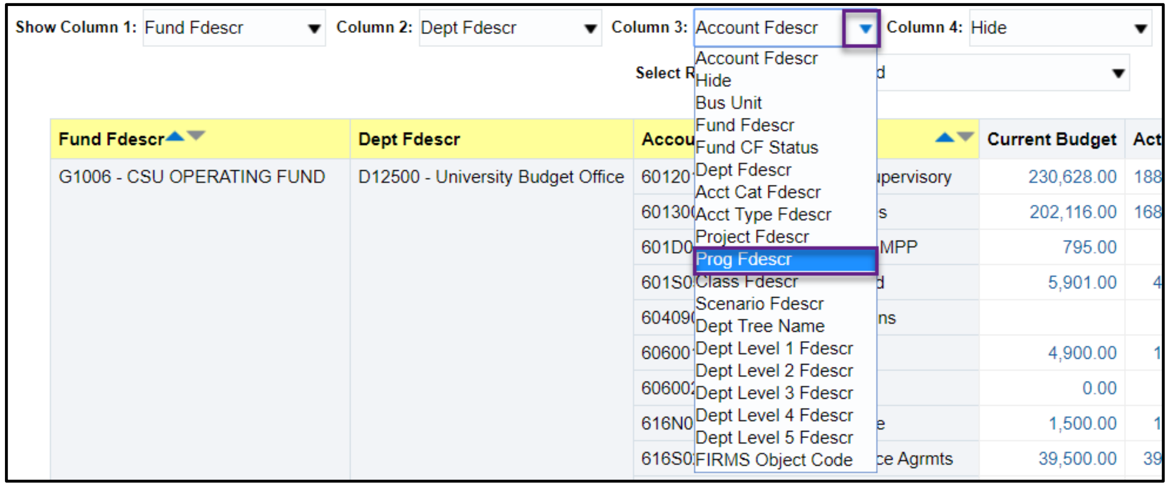


- The most likely scenario where the header columns need to be changed is when a unit is wanting to view program codes
- The column headers default to most departments' basic needs, but they can be changed to show the information in different way

Changing Column Headers

- Click on the drop-down arrow
- Select from the list
- Click OK





Subtotaling Columns

- If you’re sticking to the default column headers the report should be displaying the desired totals
- If you add program code, you’ll want to adjust what columns are totaling and which are not

Subtotaling Columns

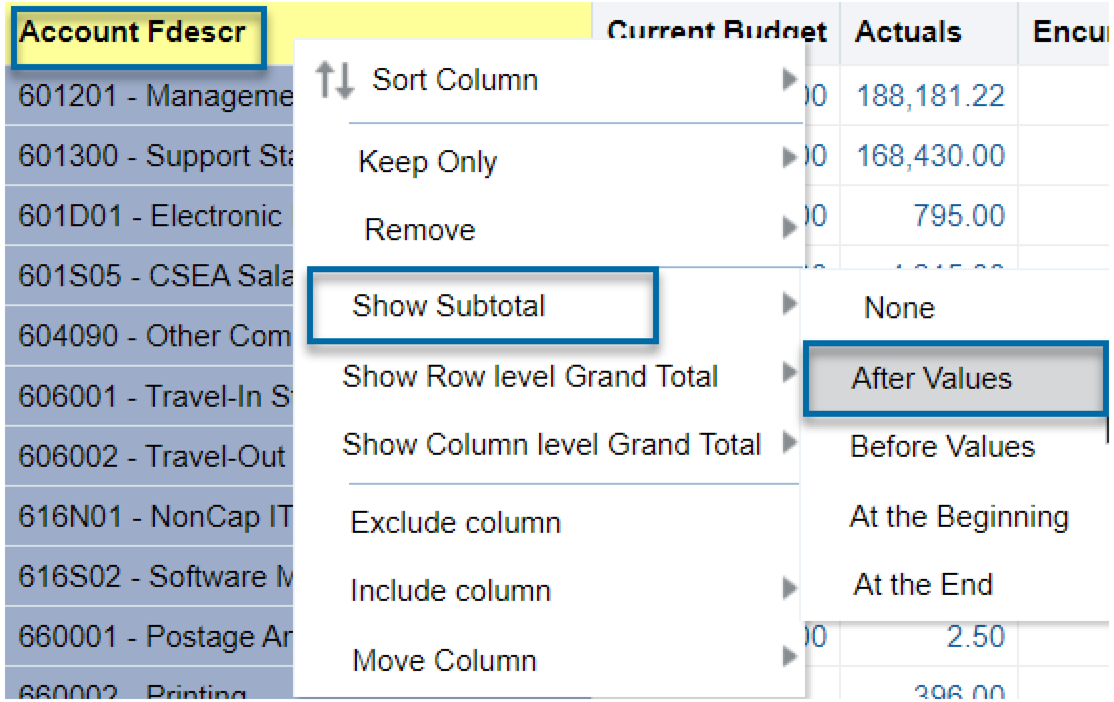
How To:

- Right click on the header you want to subtotal
- Select Show Subtotal
- Select After Values

Additional Note:

- You can also remove a column's subtotaling by selecting "None"

Example



Saving Customization

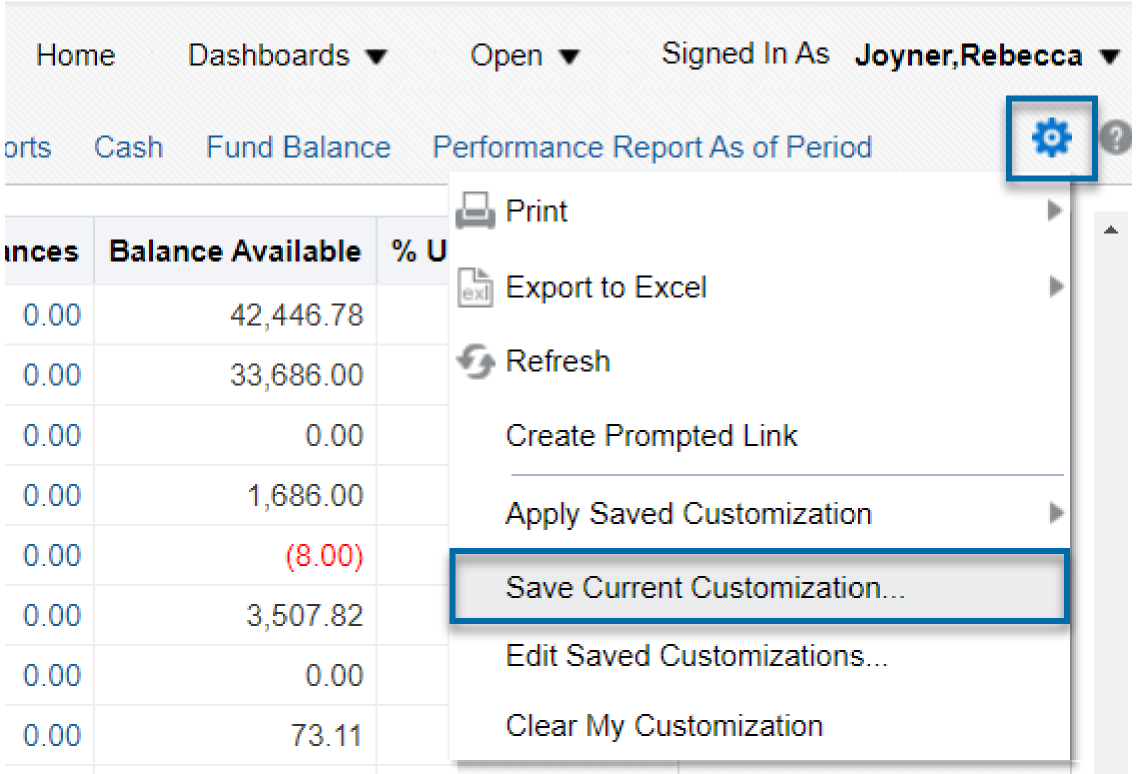
Why

- This saves times and allows for you to not have to reset your filters every time you want to run the same report

How To:

- Click on the settings wheel on the top right corner of the screen
- Select Save Current Customization

Example

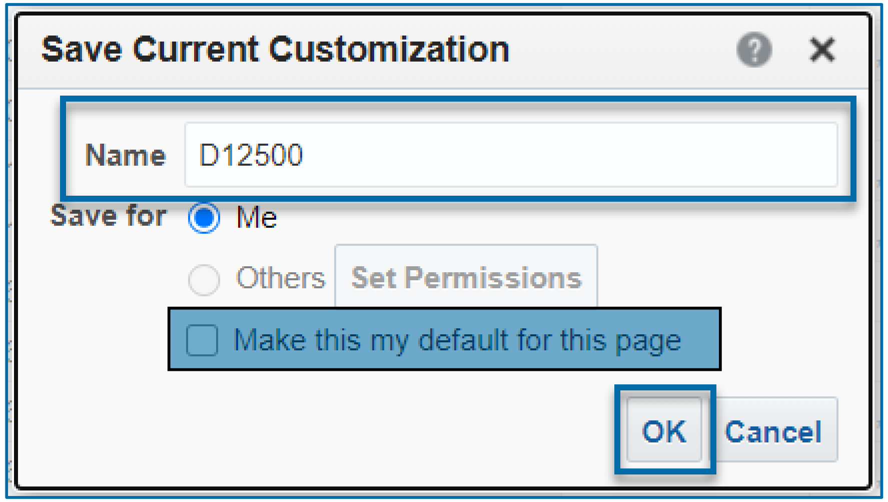


Saving Customization

How To: Save Customization

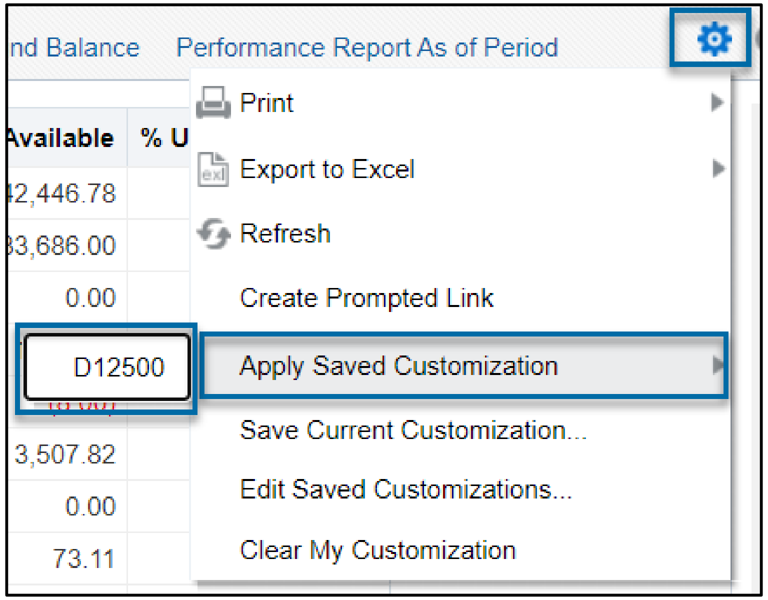
- Name you customization
- Hit OK

➢ If you check the **make this my default for this page,** then this report will automatically run when you click into the **Manage My Budget** tab



How To: Apply Customization

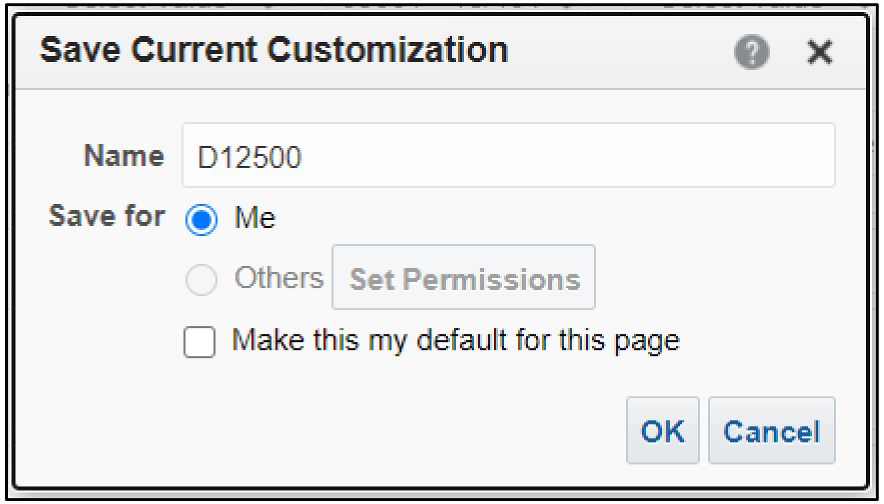
- Using the same setting wheel, you can now apply your saved customization

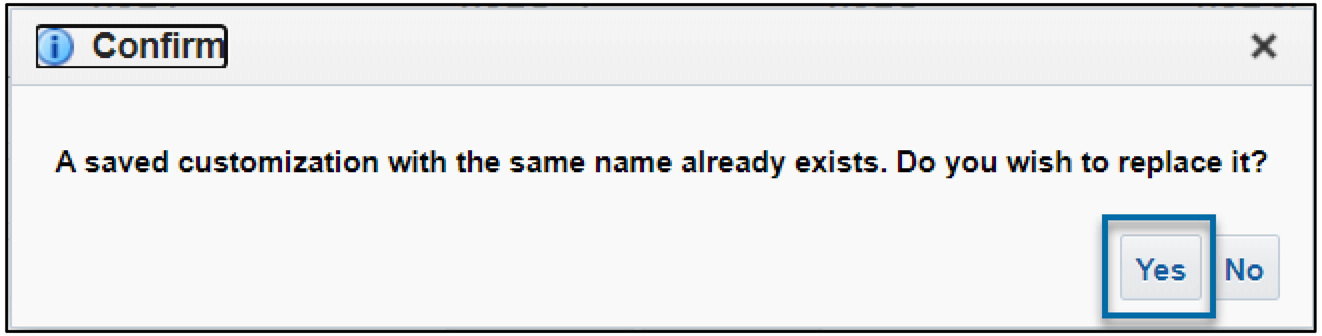


Update a Saved Customization

How To:

- First apply your saved customization by clicking on the setting wheel and selecting “Apply Saved Customization”
- Apply the adjustments to your filters or column headers that you wish to update
- Go through the same steps as before to save a customization
- Use the **exact same name** you used on your previous customization and replace the previous copy





Thank You

Please email budgetcfs@csuchico.edu to schedule a one-on-one training