Table of Contents

• Purpose
• Logging in
• Setting default
• Helpful Hints for Selecting Filters
• Selecting Filters
• Changing Column Headers
• Subtotaling Columns
• Set Up Customizations
• Update a Saved Customization
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 “Data 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
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
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.

![Filter Selection Diagram](image.png)
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”
Saving Customization

Why

• This saves time and allows you to not have to reset your filters every time you want to run the same report.

Example

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

How To:
Saving Customization

**How To: Save Customization**

- Name your 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