Introduction to the Financial Data Warehouse

This document is a beginner's guide for Sac State users of the Financial Data Warehouse (FDW). The goal is to learn how to login to FDW and navigate the dashboards, and to make use of the customization and export features.

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Get Access to FDW

 Access to the FDW system is managed via the Common Access Request System (CARS). The URL for CARS is <u>https://www.csus.edu/irt/reports-dashboards/peoplesoft/initiate-a-cars-request.html</u>. Each department has a designated person who has permission to submit CARS requests.

Login to FDW

 Use your favorite browser to navigate to the CSUS home page: <u>http://www.csus.edu/</u> 2. Select the "My Sac State" link at the top of the page



3. Login using your SacLink username and password.

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Login
e Password Help

4. Select the Finance Data Warehouse link:



5. Your FDW home will look like this and the Data Warehouse updates will appear here as well.

	CSU The Calif Business In	ornia State University elligence / Data Warehouse	
	Financial Reporting	FIRMS GAAP	Sponsored Programs
	Transaction Inquiry	Tree Reporting	
CSU \ TTAR		Labor Cost Distribution	
The Data Warehouse is current as of: 11-APR-19 02:00 AM			
r current information about Data Warehouse updates, training events, and other ws of interest, please click the link below to go to the Finance Data Warehouse ssage Board in CSYou.			
Note: CSYou will com in a separate browser window.			

Dashboards

Dashboards serve to group related reports in FDW. The list of dashboards for every user varies depending on the privileges of that user.

Select a dashboard

- 1. Click on the Dashboards drop-down menu in the top of the window.
- 2. Click on a Dashboard name, "Financial Reporting" in this example.



These are the frequently used dashboards at Sac State:

Dashboard Name	Description
Financial Reporting	Financial summaries, trial balances, and fund balances
Transaction Inquiry	Requisitions, Purchase Orders, Actual, and ProCard reports
Tree Reporting	List tree contents (Department tree, Fund tree, etc.)

Parts of a Dashboard

- A dashboard is a group of related reports. The reports are listed two ways: Tabs across the top and also going down in the "Report Index" section of the dashboard. Both lists are the same.
- 2. The "Default Settings for this Dashboard" allows you to predefine some report parameters for all reports in a dashboard.
- 3. The icon called the "gear" is in the top-right of the screen. The gear is explained in more detail in the "Customizations" section.

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Report	Index								
Manage	My Budget as of Period								
filters, inc	e is designed to produce repo cluding fund, department, acco type 50 (revenue) and account	unt, project, program							
Financial	I Summary As of Period								
data base limited to	period indicated in the filter, the ed on a wide number of filters v any account type or all-inclusi see Financial Summary Betwee	which include the cha ve for assets, liabiliti	artfields, state and	CSU attribute	s, trees, and PeopleSoft	chartfield attrib	utes. These r	eports can	
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Setup Dashboard Defaults

Setup dashboard defaults the first time you use a dashboard. This feature will save you time when you run reports because FDW will automatically enter these values for each report you run. Each dashboard has its own set of defaults that need to be setup and saved.

- 1. Select our business unit, "SACST"
- 2. Select the budget ledger "Budgets"
- 3. Click the "Apply" button



Save this default setting for the dashboard as a customization. Check the "Make this my default for this page" radio button. See the section below for additional information about customizations.

Customizations

Many people run the same report with the same filters and formatting options over and over. FDW allows users to save a "customization" and then just recall the customization and run it again so that we do not have to re-enter all the options every time. Always "Apply" your changes before you save your customization.

1. Click on the "gear"

2. You can apply, save, edit, or clear customizations.



Apply Saved Customization

If you have previously saved customizations, then you can select "Apply Saved Customization" to get that customization and apply it to the current report. Note in the example below that the customization "BUDGETED FUNDS REPORT" is the default for this report.

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			Export to Excel	►
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•	60 - Expenditur 🔻	Select Val	Create Prompted Link	
Р	2015 One-Time		Apply Saved Customization	►
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Account	479 Projections		Edit Saved Customizations	
Select	Budgeted Fund Repor	rts(default)	Clear My Customization	
	Budgeted Funds Repor	t		
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Save Current Customization

You can select "Save Current Customization" to save your current report options. FDW will prompt you for a customization name. If you provide a name that already exists, then you will be warned about the existing customization, and then you can overwrite it if you want. Note the checkbox to make this new customization the default for this page.

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N	ame							
Save	e for	۲	Ме					
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			Make th	iis my default for thi	s page			
OK Cancel								

Edit Saved Customization

Use this option to see all your customizations for this report. If you select an existing customization, you can:

- 1. Rename it
- 2. Select it as the default by using the "My default" radio button.
- 3. Delete the customization by clicking the "X".



Clear My Customization

This option will reset all the filters on your report to the FDW default. Use this to start building a new report from scratch. This will not change your list of saved customizations.

Export Report Results

FDW allows you to export your report to your workstation where you can edit the file and make more changes.

To export a report:

- 1. Click the "Export" link at the bottom of the report.
- 2. Select the format option. The most popular options are PDF, Excel, and Data. The Data option includes "CSV Format" (Comma Separated Values) and "Tab delimited Format".



The way that the exported file is handled on your workstation depends on your operating system and your browser.