Financial Summary As of Period

The purpose of this document is to help someone report budget and actuals for a fund or organization in the Financial Data Warehouse (FDW).

Assumptions:

- You have access to the FDW.
- You know how to login to the FDW.
- A. Select the "Financial Reporting" Dashboard marked below:

lome	Home Catalog	Dashboards 👻 New 👻 Open 🕇
	CSU The Calicourie State U	Most Recent(Home - Message) My Dashboard Financial Reporting
	Financial Reporting	Financial Reporting FIRMS GAAP FIRMS GAAP LCD
CSU	Transaction Inquiry	Labor Cost Distribution Labor Cost Distribution CHRS Labor Cost Distribution CHRS Sponsored Programs Sponsored Programs
The Data Warehouse is current as of: 11-APR-19 02:00 AM		Transaction Inquiry Transaction Inquiry Tree Reporting Tree Reporting

If you have already setup your Financial Reporting Home defaults, then proceed to step B. Here are the steps to setup your Financial Reporting Home defaults:

- 1. Set the primary business unit to "SACST"
- 2. Set the primary budget ledger to "Budgets"
- 3. Click the "Apply" button

ne	Manage My Budget as of Period	Financial Summary As of Period	Financial Summary Between Periods	Financial Summary by Year	Trial Balance	Inception to Date Re	ports Cash	Fund Balance	Performance Repo	t As of Period
əfault	Settings for this Dashboard									
			Select primary business unit	for campus level reporting	Select primary	budget ledger Sele	ct original budg	et scenario only		
			SACST - Cal SI 👻 💶		Budgets	▼Se	lect Value 🔻 🕇		Apply Reset	e
				** All report Pr	ompts/Filters are	e Fdescr (Field + Descr	ption) **			

B. Select "Financial Summary As of Period" using either of these two links:

10000	Manage My Budget as of Pe	riod Financial Summary As of P	eriod Financial Summary B	etween Periods »
Default	Settings for this Dashboard	d 🔨		
Selec camp	t primary business unit for us level reporting	Select primary budget ledger	Select on, of budget scenario only	
SAC	ST - Cal Si ▼	Budgets 🗸	Select Value 🔻	Apply Reset •
	** A	II report Prompts/Filters are Fdesc	r (Field + Description) **	
Manage This pag based o	My Budget as of Period e is designed to produce rep n a limited number of filters, i ental hierarchy. Manace My	orts of budget, actuals, cocumbrai ncluding fund, dependent, accour Budget per vauts to account ty	nces, pre-encumbrances, and l nt, project, program, and class ype 50 (revenue) and account i	balance available data chartfields and the type 60 (expense).
departm	, , ,			
departm Financia	I Summary As of Period 🚄			

This will take you to the Report Filters for the report. The first row should reflect your defaults for Business Unit and Budget Ledger.

Home	Manage My Budget as of Period	Financial Summ	ary As of Period Fi	nancial Summ	ary Between Pe	eriods Fina	incial Summary by	Year Trial Balance	Inception to Date
Repor	rt Filters								
	Business Unit		Fiscal Year	Acc	ounting Period	(as of) Ad	count Type	Account Category	Budget Ledger
	SACST - Cal State Un	niv Sacramento	2016	▼ 12	•	6	0 - Expenditur 🔻	Select Value 🔻	Budgets
	Fund	Dept	Account	Project	Pro	gram	Class		
	MDS01 - Genei 🔻	Select Value 🔻	Select Value 🔻	-Select Va	alue 🔻S	elect Value	▼Select Va	lue 🔻	
	NOT Fund	NOT Dept ID	NOT Acco	ount	NOT Projec	t	NOT Program	NOT Cla	iss I
	NOTSelect Value-	 NOTSelect V 	/alue 🔻 NOTSe	lect Value 🔻	NOTSele	ect Value 🔻	NOTSelect	Value 🔻 NOT	Select Value 🔻 🛛

The following steps will illustrate changing the following Report Filters:

- Fund
- Account Type
- NOT Acct Cat (excluded Account Category)
- Dept
- C. Click on the drop-down arrow next to "Fund" in the "Report Filters" section:

Home	Manage My Budget	as of Period	Financial Su	mmary	As of Period	Finan	cial Summary B
Repo	rt Filters						
	Business Unit				Fiscal Year		Accounting F
	SACST - Cal S	State Univ 🕤	ramento	•	2018	•	10
	Fund	Jept		Acco	unt	Proje	ct

D. Click on the checked box next to "X" to remove "X" from the list of funds to display:

Fund	_
X	•
₽x	~
NULL	
□-	
1418 - Udvardy Grad Student Award End	
811 - Net Investment in Capital Asse	
821 - Restricted: Nonexpendable - En More/Search	Ť

E. Click on "More/Search...":

Home Mana	age My Budget as of Period	Financial Summary As
Report Filte	rs	
	Business Unit	F
	SACST - Cal State Univ Sac	ramento 🔻
	Fund	
	х	•
	✓X	~
	□-	
Advance	🗌 1418 - Udvardy Grad St	udent Award End
	811 - Net Investment in	Capital Asse
	821 - Restricted: Nonex	pendable - En

F. This step assumes you want a report for Fund MDS01, but you can enter another fund if you want. Enter "MDS01" (step 1) to add it to the list of funds to display. Note that the fund is entered in all capital letters and the "Match Case" box is checked. Then click the "Search" button (step 2):

Select Values				() X
Available		Q	Selected	
Name Starts	✓ MDS01 <1			
2 Search	Match Case	-		
NULL		>		
-	Obudant Award End	>>		
1418 - Udvardy Grad	in Canital Asse			
821 - Restricted: Nor	nexpendable - En	<		
831 - Restricted: Exp	endable - Schol	~~		
832 - Restricted: Exp	endable - Resea	\sim		
Choices Returned:	1 - 256 + More			
				OK Cance

- G. Continue to specify Fund MDS01:
 - 1. Select the "MDS01 General Operating Fund" line
 - 2. Select ">" to move it to the "Selected" list
 - 3. Click on "OK" to complete the fund selection

Avail	able		Q,	Selected	
Name	Starts	MDS01			
	Search	Match Case			
1 MDS	<mark>01</mark> - General Operating	Fund	2 >		
-			×	>	
				A	

H. Follow these steps if you only want to see expenditures: Click on the drop-down arrow next to "Account Type":

ome Manage My Budget as of Period Financia	I Summary As of Period	Financial Summary Betw	een Periods Financ	ial Summary by Year	Trial Belance Ince
Report Filters					
Business Unit	Fiscal Year	Accounting Period (as of) Account Type	Int Category	/ Budget Ledger
SACST - Cal State Univ Sacramento	2018 🔻	10 💌	Select Value 🔻	select Value	Select Value
Fund	Dept	Account	Project	Program	Class
MDS01 - General Operating Fund	▼Select Value-	▼Select Value ▼	Select Value 🔻	Select Value 🔻	Select Value 🔻
NOT Fund NOT Dept ID	NOT Account	NOT Project	NOT Progra	m NOT CI	ass N
NOTSelect Value VOTSelect Value-	▼ NOTSelect Value	e 🔻 NOTSelect Valu	ie 🔻 NOTSelec	ct Value 🔻 NOT	Select Value 🔻 N

I. Select "60 – Expenditures":



- J. You may want to exclude Salaries, Work Study and Benefits. If so, this is what you do:
 - 1. Click on the drop-down arrow for "NOT Acct Cat":

Account Type 60 - Expenditur 🔻	Account Category	Budget Ledger	Fund CF Status Select Value ▼
Project	Program	Class	
Select Value 🔻	Select Value 🔻	Select Value 🔻	
NOT Project NOT	NOT Program NOT	NOT Class NOT	NOT Acct Cat NOT
Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🗸

2. Select Account Categories 601, 602 and 603:



 Hint – The "Account Category NOT" drop-down list does not display the Account Category Description. If you want to check the description, you can click on the "Account Category" dropdown arrow:

Account Category	
Select Value	•
601 - Regular Salaries and Wages	~
602 - Work Study	- 18
603 - Benefits Group	
604 - Communications	
605 - Utilities Group	
G06 - Travel Search	_

Note: The above example references two different prompts:

- "Account Category NOT"
- "Account Category" This one has the description.
- K. Add a filter for your department. Click on the drop-down arrow for "Dept":

Home Manage My Budget	as of Period	Financ	ial Summary	As of P
Report Filters				
Business Unit	Fiscal Year		Accounting	g Period
SACST - Cal St 🔻	2018	•	10	•
Fund	Dept		Account	
MDS01 - Gener 🔻	Select va	111e	Select V	alue 🔻

L. Select your Department ID. My example department is 47900, which is not on the initial list. So, I have to click on "More/Search..." at the bottom of the list:

•
~
~

- M. Enter the Department ID like you did for the Fund Code:
 - 1. Enter 47900 in the search field.
 - 2. Click the "Search" button.
 - 3. Select 47900 in the search results
 - 4. Click the ">" arrow to move it to the "Selected" list.
 - 5. Click on "OK".



N. Open the "Advanced Filters" section marked below:

Report Filters Business Unit Fiscal Year Accounting Period (as of) Account Type Account Cat	
Business Unit Fiscal Year Accounting Period (as of) Account Type Account Cat	
	legory Bu
SACST - Cal SI 👻 2018 💌 10 💌 60 - Expenditur 👻Select Value	ue 🔻3
Fund Dept Account Project Program	Class
MDS01 - Genei ▼ 47900 - Budget ▼Select Value ▼Select Value ▼Select Value ▼	Select \
NOT Fund NOT Dept ID NOT Account NOT Project	NOT Progra
NOTSelect Value- ▼ NOTSelect Value- ▼ NOTSelect Value- ▼ NOTSelect Value- ▼	NOTSelec
Advanced Filters	

O. Select the drop-down menu for "Dept Tree":

Advanced Filters		
	Dept Tree	Dept Level 1
	Select Value 🗸	Select Value 🔻
	Fund Tree	Fund Level 1
	Select Value 🔻	Select Value 🔻

P. Select the appropriate Department Tree. The current tree is called "SAC_DEPT_TREE_RS". You can select other trees, which may be appropriate if you are reporting only historical data and you want your report organized by an historic organization hierarchy.

Dept Tree	
SAC DEPT TREE RS	-
SAC_DEPT_TREE_RS	~
SAC_DEPT_TREE_RS_JUL2010	
SAC_DEPT_TREE_RS_JUL2011	
SAC_DEPT_TREE_RS_JUL2012	ж.
SAC_DEPT_TREE_RS_JUL2013	
SAC_DEPT_TREE_RS_JUL2014	×
	Dept Tree SAC_DEPT_TREE_RS ✓ SAC_DEPT_TREE_RS SAC_DEPT_TREE_RS_JUL2010 SAC_DEPT_TREE_RS_JUL2011 SAC_DEPT_TREE_RS_JUL2012 SAC_DEPT_TREE_RS_JUL2013 SAC_DEPT_TREE_RS_JUL2014

You may add level filtering using the prompts circled below:

Dept Tree		Dept Level 1	Dept Level 2	Dept Level 3		Dept Level 4	Dept Level 5
SAC_DEPT_TREE	_RS 🔻	Select Value V	Select Value V	Select Value	Ŧ	Select Value 🔻	Select Value
Fund Tree	Fund Level 1	Fund Level 2	Fund Level 3	D_ADMIN_AND_BUS_AFF - Admin and Business Affairs	^		
Select Value 🔻	Select Value- 🔻	Select Value 🔻	Select Value 🔻	PC_ACAD_COMPUTG_RESC - Acad Computing Rescs			
Account Tree	Acct Level 1	Acct Level 2	Acct Level 3	PC_ACAD_N_ADM_IT_SVC - Academic and Admin IT Services PC_ADMINISTRATION - Administration			
Select Value 🔻	Select Value- 🔻	Select Value 🔻	Select Value 🔻	PC ADMIN_COMPUTG_SVC - Administrative Computing Svcs			
Project Tree	Project Level 1	Project Level 2	Project Level 3	I PC_ALLOCATION_ORDERS - Allocation Orders	~		
Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	-Select value VSelect value V			

The filter names are not descriptive (Dept Level 1, 2 and 3), so this is what each means:

Field Name	Field Description
Dept Level 1	University
Dept Level 2	Division
Dept Level 3	Program Center
Dept Level 4	Ignore this, as it is a duplicate of Level 3
Dept Level 5	Ignore this, as it is a duplicate of Level 3

Q. Click on "Apply". I collapsed the "Advanced Filters" in the view below:

Home	Manage My Budget as of Period	Financial Summar	y As of Period Fin	ancial Summ	ary Between Perio	ods Financial Su
Report	Filters					
	Business Unit	Fiscal Year	Accounting Period	l (as of) Ac	count Type	Account Categ
	SACST - Cal St 🔻	2018 🔻	10 🔻	6	0 - Expenditur 🔻	Select Value-
	Fund	Dept	Account	Project	Prog	gram
	MDS01 - Genei 🔻	47900 - Budget 🔻	Select Value 🔻	Select	Value ValueS	elect Value 🔻
	NOT Fund	NOT Dept ID	NOT Acc	ount	NOT Projec	t NC
	NOTSelect Value	▼ NOTSelect V	′alue ▼ NOTS	elect Value	▼ NOTSele	ect Value 🔻 N
▶ Adv	vanced Filters					

R. At this point, you will have a report on the bottom of the page. The customizable columns displayed in this example are: "Dept Fdescr", "Fund Fdescr" and "Acct Cat Fdescr".

iness Unit = 1 ancial Summ ne run: 4/11/2 w Column	SAC ST - Cal State Univ hary As of Period 2019 10:23:08 P	Sacramento, Column	Fiscal Year = 2018, Perio	od = 10 Column			Column		Colum	n		Colum	nn		
Dept Fdescr		2: Fund Fde	scr 💶 🔻 🔻	3: Acct C	at Fdescr 📥	•	4: Hide	•	5: Hid	e	•	6: Hid	de	•	OK
					Select Report Vi	ew: Summari	zed	T							
	Dept Fdescr		Fund Fdescr	A	cct Cat Fdescr			Current Budget	Actuals	Encumbrances	Balance #	Available	% Used Fiscal Year		
	47900 - Budget Plannin	g and Admin	MDS01 - General Opera	ting Fund 60	04 - Communica	tions			446.53	0.00		(446.53)			

You may change a column by clicking on the drop-down arrow for any of the columns as noted below. If you change a column definition, then you will also need to click the "OK" button (circled) at the end of that row:

ncial Summary As of Period run: 4/11/2019 10:32:05 PM										
ow Column 1: Dept Fdescr	Column 2: Fund Fd	escr 👻 Column 3:	Acct Cat Fdescr	▼ Column 4: Hide			Column 5: Hide		▼ Column 6: Hide	T OK
			Select Report View: Sum	manzed	.					<u> </u>
	Dept Fdescr 🗢 🐨	Fund Fdescr	Acct Cat Fdescr		Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
	47900 - Budget Planning and Admin	MDS01 - General Operating Fund	604 - Communications			446.53	0.00	(446.53)		

S. Click on the drop-down arrow for "Select Report View" and select the "Summarized with Pre-Enc" view:

					Select Report View: Sur	nmarized		Ų.	
Financial Sumn Time run: 4/11/ Show Column 1:	Dept Fdescr	▼ Column 2:	Fund Edescr	▼ Column	3: Acct Cat Fdescr	▼ Column 4	Hide		Column 5: Hide
Financial Su Ducinoco Linit -	mmary - As of Period	ramonto Fiscal	Voor - 2010 Deriod -	10					
Electronic I O	man and the set Desired								

T. Sample Output:

ime run: 4/11/2019 10:40 how Column	:05 PM	Column		Co			Column			Colu	imn		Column	
Dept Fdescr	▼ 2	E Fund Fdescr	•	3:	at Fdescr	•	4: Hid	е	•	5: ⊢	lide	•	6: Hide	•
					elect Report View: Si	ummari	zed wit	n Pre-Enc	•					
Dept Fdescr	Fund Fd	escr	Acct Cat Fdescr		Current Budget	Ac	tuals	Encumbrances	Balance Available	•	% Used Fiscal Year	Total Pre- Encumbrance	es	Balance Available w/Pre- Encumbrances
17900 - Budget Planning and Admin	MDS01 - Operatin	General g Fund												
	MDS01 -	General Opera	1											
17900 - Budget Planning a	nd Admin	Total												
Grand Total														

Users can drill on the values to get more details. The total numbers do not have the drill functionality.

Optional Steps:

Activity Summary by Accounting Period View:

Another "Select Report View" that may be handy is "Activity Summary by Accounting Period". It lists the actuals for each accounting period.

Select Report View	Summarized Summarized with Pre-Enc Standard
	Standard with Original Budget
Acct Cat Fdescr	t Standard with Pre-Enc Standard with Original Budget & Pre-Enc Activity, Summary
604 - Communications	Activity Summary by Accounting Period
606 - Travel	480.02 2,410.34 1,303.30 (3

Save Customization:

Your filters can be saved and easily reused later. Use a "customization" for this functionality. This example will save the above steps as a customization called "BFR".

Save the above as a "customization". Click on the "Page Options" icon at the top of the page:

Home	Manage My Budget as of Period	Financial Summ	ary As of Period	Financial S	Summary Between Perio	ods Financial Summ	ary by Year Trial Ba	alance Incepti.»	*
Reno	ort Filters								
перо	1111013								1
	Business Unit	Fiscal Year	Accounting Per	riod (as of)	Account Type	Account Category	Budget Ledger	Fund CF Status	
		2040	10		60 Evpanditur	Coloct Value	Calact Value	O al a st Malva	

Select "Save Current Customization...":

Ор	en 🔻	Signed In As	Adejobi,Ade	midu
nary	by Year	Trial Balance	Incepti »	¢
_	Print			►
e	Export	to Excel		Þ
4	Refrest	h		
	Create	Prompted Link		
s	Apply S	Saved Customiz	ation	Þ
ele	Save C	urrent Customiz	zation	٦
	Edit Sa	wed Customizat	ions	
ro:				

Name the customization. I called mine "Fin Summary":

Name	Fin Summary	
ave for	r 💿 Me	
	Others Set Permissions	
	Make this my default for this	s page

S