

**CSUSM CFS Data Warehouse
Reporting Training Manual
Campus Programs**



California State University

SAN MARCOS

Table of Contents

Page

| | |
|---|---|
| Introduction | 1 |
| 1.0 Logging into the CFS Data Warehouse System | 1 |
| 2.0 Financial Reporting Dashboard | 2 |
| 2.1 Accessing the Financial Reporting Dashboard | 2 |
| 2.2 Selecting the Business Unit | 2 |
| 3.0 Financial Summary As of Period - Filters | 3 |
| 3.1 Report Filters..... | 3 |
| 4.0 Financial Summary As of Period – Report Results | 4 |
| 4.1 Report Results | 4 |

Introduction

Refer to CSUSM CFS Data Warehouse Reporting Training Manual All Business Units for detailed instructions on accessing the CFS Data Warehouse. Please visit the [Finance DW page](#) for these guides.

This guide is intended as a quick reference for Campus Programs reporting.

1.0 Logging into the CFS Data Warehouse System

1. Access your default browser window. Enter the URL – <https://my.csusm.edu>.
2. Click on the “CSYou & CSU CFS Login.”

Employee CSYou & CFS

Access CSYou Portal and the
CSU Common Financial System
(CFS) System

A blue button with white text that reads "CSYou & CSU CFS Login". The button is enclosed in a red rectangular border.

3. Enter your campus username and password and click **Login**.
4. Once you have successfully logged in, you will be directed to the Common Financial System (CFS) page.

Click the **Finance Data Warehouse – Phase 2** link to access CFS Data Warehouse.

Common Financial System (CFS)

CFS Non-Production

Financial Information Systems
(FIS)

CFS Login

A red text link that reads "Finance Data Warehouse Login". The text is enclosed in a red rectangular border.

Common Financial System (CFS)


The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.

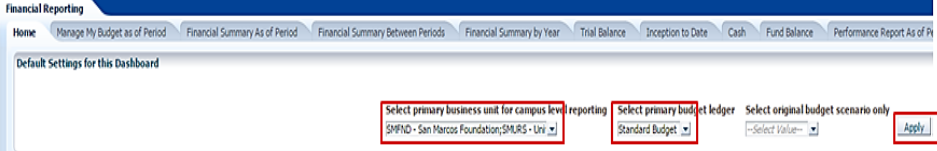

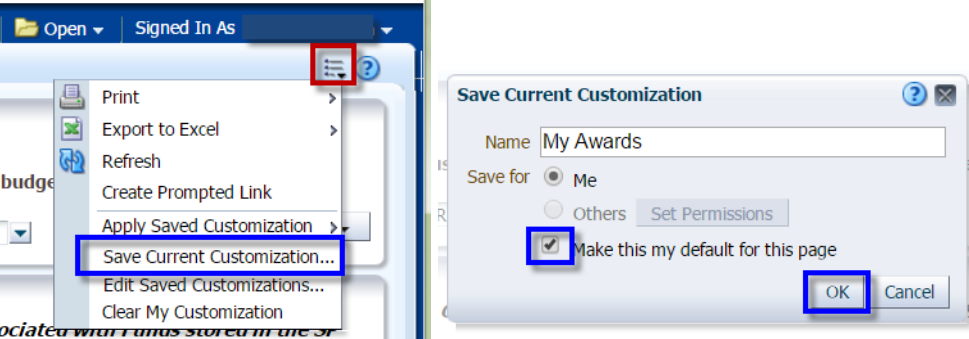
2.0 Financial Reporting Dashboard

Reports for Campus Programs are available through Data Warehouse Financial Reporting dashboard.

2.1 Accessing the Sponsored Programs Dashboard

| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| <p>From the Dashboards dropdown menu, select the blue link to Financial Reporting.</p> |  <p>The screenshot shows a 'Dashboards' dropdown menu with several options. The 'Financial Reporting' option is highlighted with a red rectangular box. Other options include 'Most Recent(Financial Repc Period)', 'My Dashboard', 'BI / DW Message Board', 'FIRMS GAAP', 'Sponsored Programs', 'Transaction Inquiry', and 'Tree Reporting'.</p> |

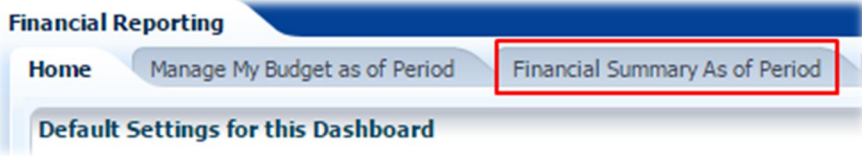
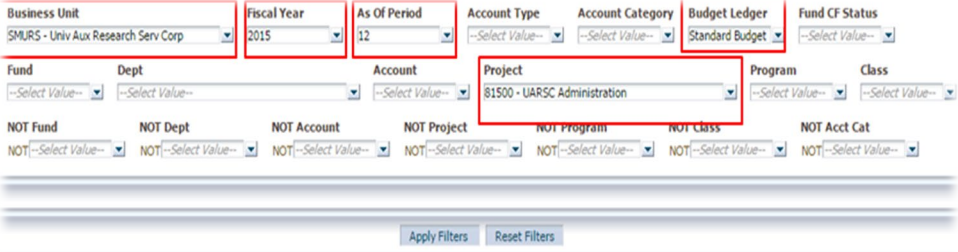

2.2 Selecting the Business Unit

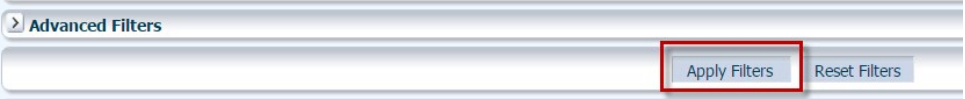
| Processing Steps / Field Name | Screenshot / Description |
|--|---|
| <ol style="list-style-type: none"> 1. Set the Business Unit to SMURS or SMFND on the Home Tab of the dashboard. 2. Select primary budget ledger = Standard Budget 3. Original Budget Scenario only = leave blank 4. Click the Apply button. |  <p>The screenshot shows the 'Default Settings for this Dashboard' section. Three dropdown menus are visible: 'Select primary business unit for campus level reporting' (with 'SMFND - San Marcos Foundation; SMURS - Uni...' selected and highlighted in a red box), 'Select primary budget ledger' (with 'Standard Budget' selected), and 'Select original budget scenario only' (with '--Select Value--' selected). An 'Apply' button is highlighted in a red box.</p> |
| <ol style="list-style-type: none"> 1. Select the Page Options icon  (located in the upper right hand corner). 2. Select Save Current Customization. 3. Enter the name you wish to call your default page (e.g. My Awards). 4. Check the "Make this my default for this page." 5. Select OK. |  <p>The screenshot shows a 'Save Current Customization' dialog box. The 'Name' field contains 'My Awards'. The 'Save for' radio button is set to 'Me'. The checkbox 'Make this my default for this page' is checked and highlighted with a blue box. The 'OK' button is also highlighted with a blue box. A context menu is open over the 'Save Current Customization...' option, which is highlighted in a blue box.</p> |

| Processing Steps / Field Name | Screenshot / Description |
|---|--------------------------|
| 6. Your defaults will be recognized in future sessions. | |

3.0 Financial Summary as of Period - Filters

3.1 Report Filters


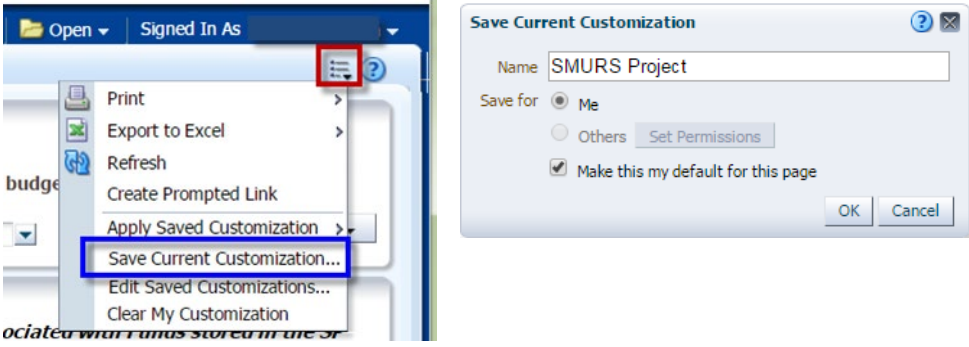
| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| <p>From the Financial Reporting Home tab, select Financial Summary As of Period from the tab or the list of options.</p> |  <p>The screenshot shows the 'Financial Reporting' dashboard with three tabs: 'Home', 'Manage My Budget as of Period', and 'Financial Summary As of Period'. The 'Financial Summary As of Period' tab is highlighted with a red box.</p> |
| <ol style="list-style-type: none"> Report Filters section defaults to open status. Advanced is collapsed. Business Unit and Budget Ledger defaults from saved Home customization. Fiscal Year defaults to <i>current fiscal year</i>. As of Period - select period 12. Account Type – leave blank Select the project number. |  <p>The screenshot shows the 'Report Filters' section with the following fields highlighted in red boxes: Business Unit (SMURS - Univ Aux Research Serv Corp), Fiscal Year (2015), As of Period (12), and Project (81500 - UARSC Administration).</p> |
| <p>Remove X from Fund. Click in Fund box and press delete key.</p> |  <p>The diagram shows a 'Fund' dropdown menu with an 'X' in the input field. An arrow points to the same dropdown menu where the 'X' has been removed, and the text '--Select Value--' is visible.</p> |

| Processing Steps / Field Name | Screenshot / Description |
|---|--|
| Select Apply Filters to retrieve report results. |  |

4.0 Financial Summary as of Period – Report Results

Report results are retrieved after filters are applied.

4.1 Report Results

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------------|---------------------------------|------------------|---------------------|----------------|-------------------|--------------------|-------------------|--------------------|-----------------------------------|---------------------------|-------------------|---------------------------------|--|------------|------|--------------|--|--|--|----------------------------------|--|--|--------------|------|------------|--|--|--|--|--|--|---------------------|-------------|-------------------|--|--|--|--|--|--|---------------------|-------------|-------------------|--|--------------------|--|--|--|--|---------------------|-------------|-------------------|--|
| <p>Modify the default report view.</p> <ol style="list-style-type: none"> From the Column 1 dropdown menu, scroll down to select Project Fdescr. Column 2 – Select Fund Fdescr. Column 3 – Select Acct Type Fdescr. Column 4 – Select Acct Fdescr. Click Ok. |  <table border="1" data-bbox="667 919 1317 1010"> <thead> <tr> <th>Project Fdescr</th> <th>Fund Fdescr</th> <th>Acct Type Fdescr</th> <th>Acct Fdescr</th> <th>Current Budget</th> <th>Actuals</th> <th>Encumbrances</th> <th>Balance Available</th> <th>% Used Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>02017 - CCF Furniture & Equipment</td> <td>02003 - UARSC Fixed Asset</td> <td>60 - Expenditures</td> <td>660095 - Depreciation Equipment</td> <td></td> <td>231,935.66</td> <td>0.00</td> <td>(231,935.66)</td> <td></td> </tr> <tr> <td></td> <td></td> <td>660930 - Other Project Close Out</td> <td></td> <td></td> <td>(364,399.00)</td> <td>0.00</td> <td>364,399.00</td> <td></td> </tr> <tr> <td colspan="4">92003 - UARSC Fixed Asset Total</td> <td></td> <td>(132,463.34)</td> <td>0.00</td> <td>132,463.34</td> <td></td> </tr> <tr> <td colspan="4">01917 - CCF Furniture & Equipment Total</td> <td></td> <td>(132,463.34)</td> <td>0.00</td> <td>132,463.34</td> <td></td> </tr> <tr> <td colspan="4">Grand Total</td> <td></td> <td>(132,463.34)</td> <td>0.00</td> <td>132,463.34</td> <td></td> </tr> </tbody> </table> | Project Fdescr | Fund Fdescr | Acct Type Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year | 02017 - CCF Furniture & Equipment | 02003 - UARSC Fixed Asset | 60 - Expenditures | 660095 - Depreciation Equipment | | 231,935.66 | 0.00 | (231,935.66) | | | | 660930 - Other Project Close Out | | | (364,399.00) | 0.00 | 364,399.00 | | 92003 - UARSC Fixed Asset Total | | | | | (132,463.34) | 0.00 | 132,463.34 | | 01917 - CCF Furniture & Equipment Total | | | | | (132,463.34) | 0.00 | 132,463.34 | | Grand Total | | | | | (132,463.34) | 0.00 | 132,463.34 | |
| Project Fdescr | Fund Fdescr | Acct Type Fdescr | Acct Fdescr | Current Budget | Actuals | Encumbrances | Balance Available | % Used Fiscal Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02017 - CCF Furniture & Equipment | 02003 - UARSC Fixed Asset | 60 - Expenditures | 660095 - Depreciation Equipment | | 231,935.66 | 0.00 | (231,935.66) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 660930 - Other Project Close Out | | | (364,399.00) | 0.00 | 364,399.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 92003 - UARSC Fixed Asset Total | | | | | (132,463.34) | 0.00 | 132,463.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01917 - CCF Furniture & Equipment Total | | | | | (132,463.34) | 0.00 | 132,463.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grand Total | | | | | (132,463.34) | 0.00 | 132,463.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> Save filters and report format by selecting the Page Options icon. Select Save Current Customization. Enter a report name (e.g. SMURS Project). Check the “Make this my default for this page.” Select OK. The next time the Financial Summary As of Period tab is accessed, report results will be generated automatically. |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

