

**CSUSM CFS Data Warehouse
Reporting Training Manual
Sponsored Projects Awards**



California State University
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Table of Contents

Page

| | |
|-----------------------------------------------------|---|
| Introduction | 1 |
| 1.0 Logging into the CFS Data Warehouse System..... | 1 |
| 2.0 Sponsored Programs Dashboard | 2 |
| 2.1 Accessing the Sponsored Programs Dashboard..... | 2 |
| 2.2 Selecting the Business Unit | 2 |
| 3.0 Manage My Grant - Filters | 3 |
| 3.1 Report Filters..... | 3 |
| 3.2 Advanced Filters | 4 |
| 4.0 Manage My Grant – Report Results | 5 |
| 4.1 Direct Costs by Fund and Project | 5 |
| 4.2 Direct Cost Account Detail | 6 |
| 4.3 Direct Cost Transaction Detail | 6 |

Introduction

Refer to CSUSM CFS Data Warehouse Reporting Training Manual All Business Units for detailed instructions on accessing the CFS Data Warehouse. This guide is intended as a quick reference for Awards reporting in the Manage My Grant tab on the Sponsored Programs dashboard.

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

CSYou & CSU CFS Login

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.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Common Financial System (CFS)</p> <p>CFS Non-Production</p> <p>Financial Information Systems (FIS)</p> <p>CFS Login</p> <p>CFS Data Warehouse Login - 11G</p> <p>Finance Data Warehouse - Phase 2</p> | <p>Common Financial System (CFS)</p> <p>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.</p> <p>Announcements</p> <p>Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.</p> |
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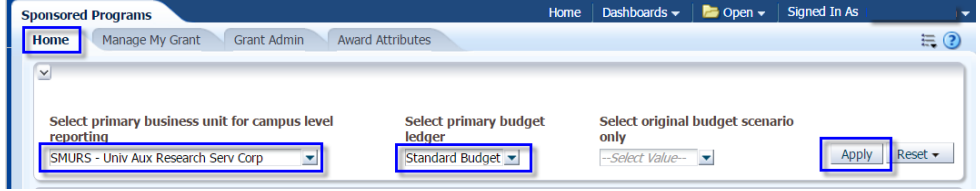

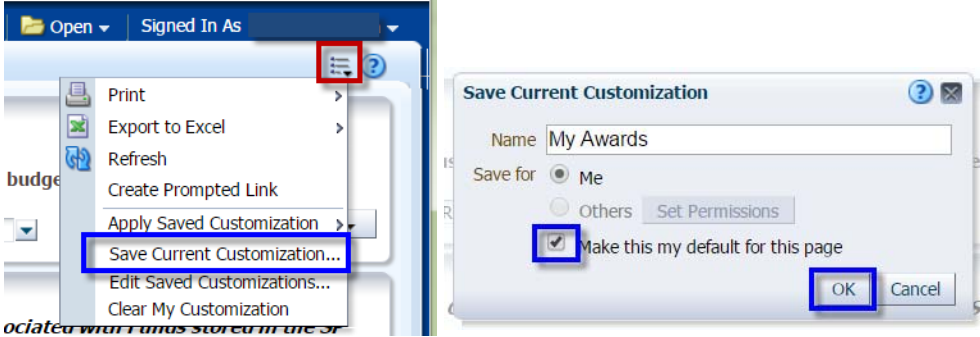
2.0 Sponsored Programs Dashboard

Grants are administered in the CFS Sponsored Programs module. Reports for grants are available through Data Warehouse Sponsored Programs 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 Sponsored Programs.</p> |  <p>The screenshot shows a web application interface with a 'Dashboards' dropdown menu open. The menu items include: Most Recent(Sponsored Programs - Home), My Dashboard, Financial Reporting, FIRMS GAAP, Sponsored Programs (highlighted with a blue box), Systemwide Reporting, Transaction Inquiry, and Tree Reporting.</p> |

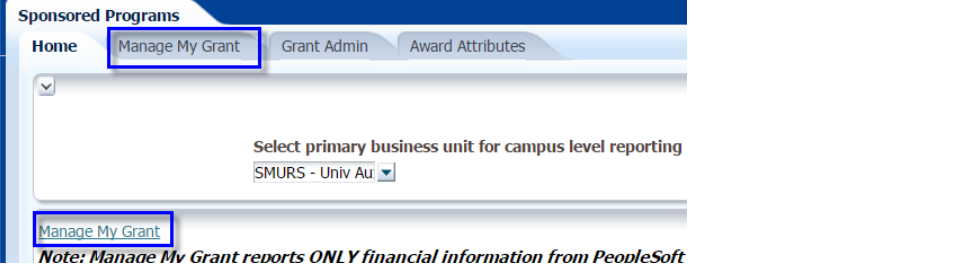
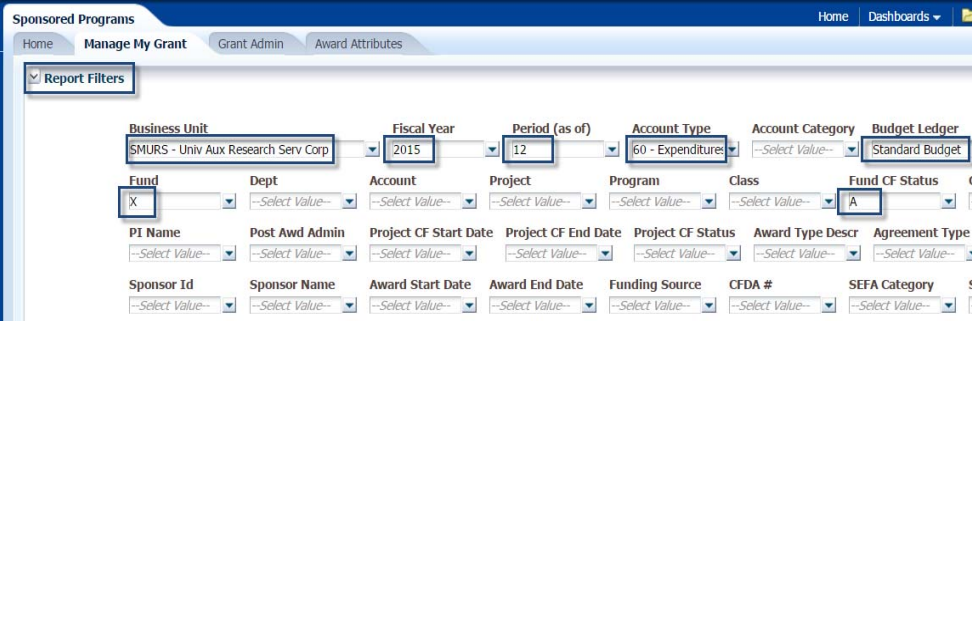

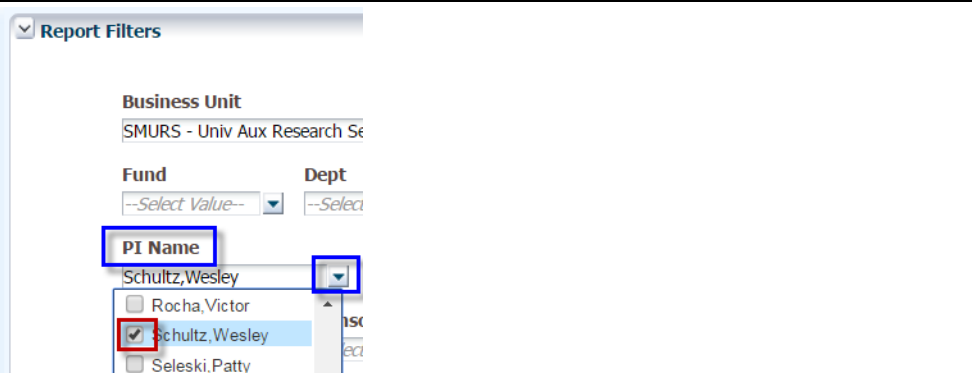
2.2 Selecting the Business Unit

| Processing Steps / Field Name | Screenshot / Description |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Set the Business Unit to SMURS 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 'Sponsored Programs' dashboard. The 'Home' tab is selected. Below the navigation tabs, there are three selection fields: 'Select primary business unit for campus level reporting' (dropdown menu with 'SMURS - Univ Aux Research Serv Corp' selected), 'Select primary budget ledger' (dropdown menu with 'Standard Budget' selected), and 'Select original budget scenario only' (dropdown menu with '--Select Value--' selected). An 'Apply' button and a 'Reset' button are visible to the right.</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. 6. Your defaults will be recognized in future sessions. |  <p>The screenshot shows a context menu open over the dashboard, with 'Save Current Customization...' selected. To the right, a 'Save Current Customization' dialog box is displayed. The 'Name' field contains 'My Awards'. The 'Save for' radio button is selected for 'Me'. The checkbox 'Make this my default for this page' is checked. 'OK' and 'Cancel' buttons are at the bottom right.</p> |


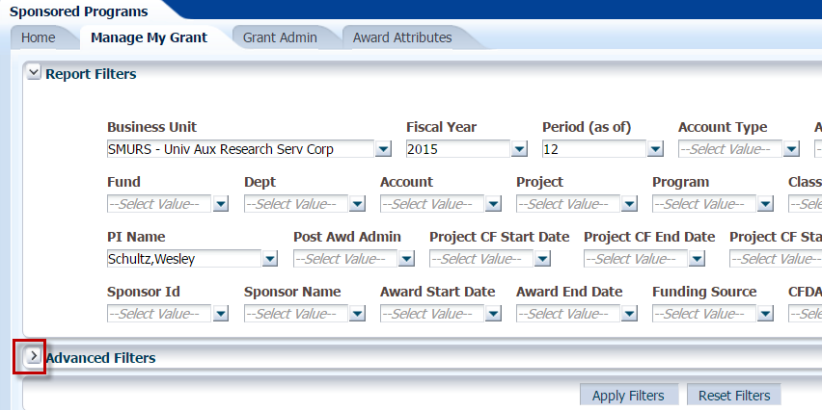
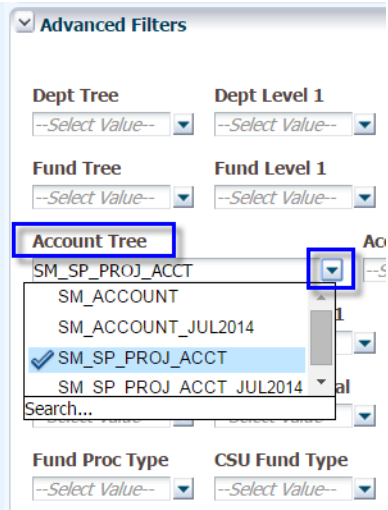
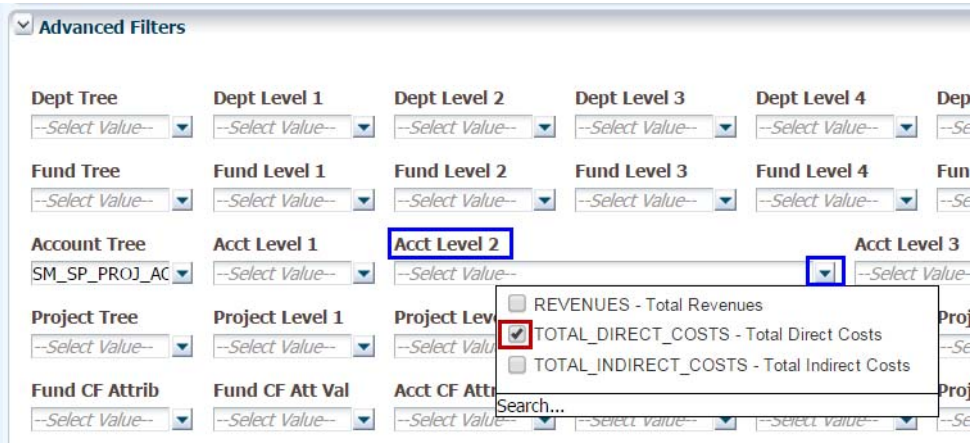


3.0 Manage My Grant - Filters

Award reporting parameters can be limited by PI Name.

3.1 Report Filters

| Processing Steps / Field Name | Screenshot / Description |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>From the Sponsored Programs Home tab, select Manage My Grant from the tab or the list of options.</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 defaults to end of year, period 12. Account Type defaults to 60 – Expenditures. Fund CF Status defaults to <i>Active</i>. |  |
| <p>Remove X from Fund. Click in Fund box and press delete key.</p> |  |
| <p>Select your name from the PI Name dropdown box. Note: After selecting a value, click anywhere outside of the dropdown box to set selection and move to another field.</p> |  |

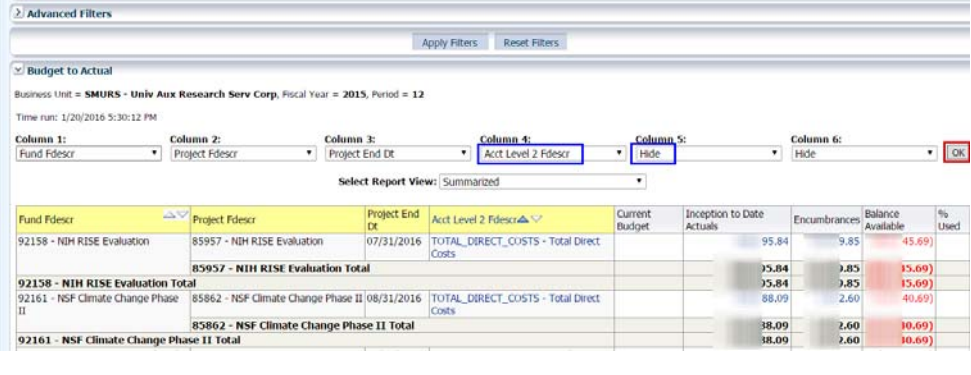
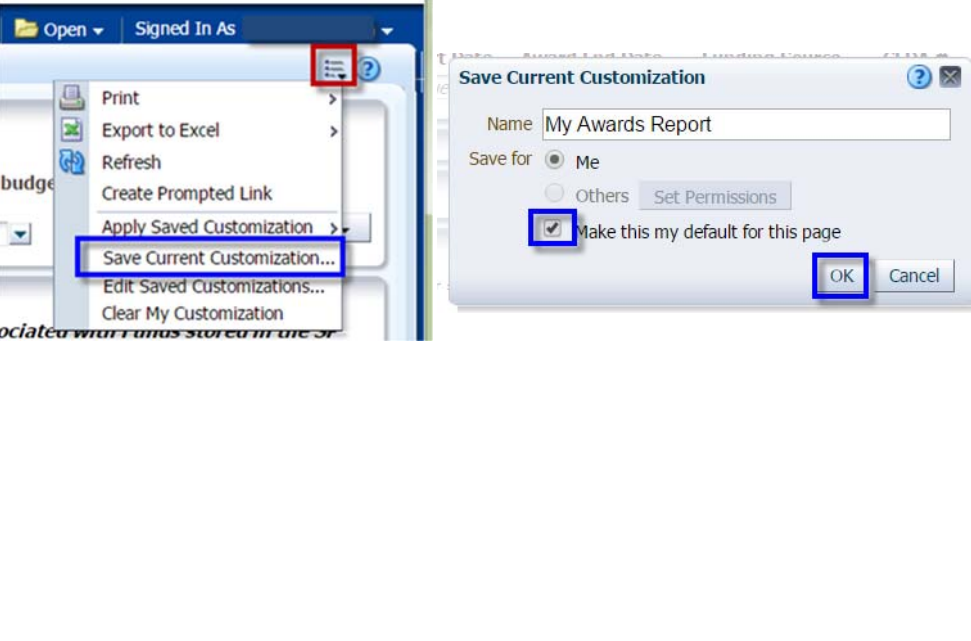
3.2 Advanced Filters

| Processing Steps / Field Name | Screenshot / Description |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Expand the Advanced Filters section by clicking the arrow. </p> |  |
| <p>From the Account Tree dropdown menu, select SM_SP_PROJ_ACCT</p> |  |
| <p>From the Acct Level 2 dropdown menu, select TOTAL_DIRECT_COSTS</p> |  |
| <p>Collapse Advanced Filters section for a cleaner look by clicking the arrow. </p> <p>Select Apply Filters to retrieve report results.</p> |  |

4.0 Manage My Grant – Report Results

Report results are retrieved after filters are applied.

4.1 Direct Costs by Fund and Project

| Processing Steps / Field Name | Screenshot / Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Modify the default report view for Cost Summary.</p> <ol style="list-style-type: none"> From the Column 4 dropdown menu, scroll down to select Acct Level 2 Fdescr. Select Hide from the Column 5 dropdown menu. Click OK. |  <table border="1"> <thead> <tr> <th>Fund Fdescr</th> <th>Project Fdescr</th> <th>Project End Dt</th> <th>Acct Level 2 Fdescr</th> <th>Current Budget</th> <th>Inception to Date Actuals</th> <th>Encumbrances</th> <th>Balance Available</th> <th>% Used</th> </tr> </thead> <tbody> <tr> <td>92158 - NIH RISE Evaluation</td> <td>85957 - NIH RISE Evaluation</td> <td>07/31/2016</td> <td>TOTAL_DIRECT_COSTS - Total Direct Costs</td> <td></td> <td>95.84</td> <td>9.85</td> <td>45.69</td> <td></td> </tr> <tr> <td colspan="3">85957 - NIH RISE Evaluation Total</td> <td></td> <td></td> <td>15.84</td> <td>1.85</td> <td>15.69</td> <td></td> </tr> <tr> <td colspan="3">92158 - NIH RISE Evaluation Total</td> <td></td> <td></td> <td>15.84</td> <td>1.85</td> <td>15.69</td> <td></td> </tr> <tr> <td>92161 - NSF Climate Change Phase II</td> <td>85862 - NSF Climate Change Phase II</td> <td>08/31/2016</td> <td>TOTAL_DIRECT_COSTS - Total Direct Costs</td> <td></td> <td>88.09</td> <td>2.60</td> <td>40.69</td> <td></td> </tr> <tr> <td colspan="3">85862 - NSF Climate Change Phase II Total</td> <td></td> <td></td> <td>38.09</td> <td>2.60</td> <td>10.69</td> <td></td> </tr> <tr> <td colspan="3">92161 - NSF Climate Change Phase II Total</td> <td></td> <td></td> <td>38.09</td> <td>2.60</td> <td>10.69</td> <td></td> </tr> </tbody> </table> | Fund Fdescr | Project Fdescr | Project End Dt | Acct Level 2 Fdescr | Current Budget | Inception to Date Actuals | Encumbrances | Balance Available | % Used | 92158 - NIH RISE Evaluation | 85957 - NIH RISE Evaluation | 07/31/2016 | TOTAL_DIRECT_COSTS - Total Direct Costs | | 95.84 | 9.85 | 45.69 | | 85957 - NIH RISE Evaluation Total | | | | | 15.84 | 1.85 | 15.69 | | 92158 - NIH RISE Evaluation Total | | | | | 15.84 | 1.85 | 15.69 | | 92161 - NSF Climate Change Phase II | 85862 - NSF Climate Change Phase II | 08/31/2016 | TOTAL_DIRECT_COSTS - Total Direct Costs | | 88.09 | 2.60 | 40.69 | | 85862 - NSF Climate Change Phase II Total | | | | | 38.09 | 2.60 | 10.69 | | 92161 - NSF Climate Change Phase II Total | | | | | 38.09 | 2.60 | 10.69 | |
| Fund Fdescr | Project Fdescr | Project End Dt | Acct Level 2 Fdescr | Current Budget | Inception to Date Actuals | Encumbrances | Balance Available | % Used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <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. My Awards Report). Check the “Make this my default for this page.” Select OK. The next time the Manage My Grant tab is accessed, report results will be generated automatically. |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4.2 Direct Cost Account Detail

| Processing Steps / Field Name | Screenshot / Description |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Modify the report view to include Account Detail.</p> <ol style="list-style-type: none"> From the Column 4 dropdown menu, scroll down to select Acct Level 2 Fdescr. Select Acct Fdescr from the Column 5 dropdown menu. Click OK. | <p>The screenshot shows a report configuration window with columns 1 through 6. Column 4 is set to 'Acct Level 2 Fdescr' and Column 5 is set to 'Acct Fdescr'. The 'OK' button is highlighted with a red box.</p> |
| <p>Save Current Customization as described in previous section.</p> <p>Check box to make default report or leave unchecked to save as another report option to apply.</p> | <p>The first screenshot shows a context menu with 'Save Current Customization...' highlighted. The second screenshot shows a dialog box titled 'Save Current Customization' with the name 'My Awards Account Detail', 'Save for Me' selected, and the checkbox 'Make this my default for this page' checked.</p> |

4.3 Direct Cost Transaction Detail

| Processing Steps / Field Name | Screenshot / Description |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Modify the Direct Cost Summary Report retrieved in the section 4.1 to summarize by Project.</p> <ol style="list-style-type: none"> Select Hide from the Column 4 dropdown menu. Click OK. | <p>The screenshot shows the report configuration window with Column 4 set to 'Hide'. The 'OK' button is highlighted with a red box.</p> |
| <p>To retrieve details for a Project, click on the blue number in the Inception to Date Actuals column.</p> | <p>The screenshot shows the report configuration window with the 'Inception to Date Actuals' column highlighted with a blue box.</p> |
| <p>Refer to CSUSM CFS Data Warehouse Reporting Training Manual All Business Units for detailed instructions on using the drill down report.</p> | <p>The screenshot shows a report titled 'Sponsored Programs' with a drill-down view. The report includes columns for Business Unit, Fiscal Year, Period, Accounting Date, Doc ID, Doc Src Fdescr, Doc Ln Descr, Amount, Account Fdescr, Fund Fdescr, Dept Fdescr, Prog Fdescr, Class Fdescr, Project Fdescr, Stat Cd, Stat Amt, Purchase Order, Supplier ID, Supplier Name, Invoice ID, and Invl ID.</p> |