The California State University
Business Intelligence / Data Warehouse

CFS Data Warehouse
Transaction Inquiry Dashboard Guide
for v. OAC

Last Revised: **03/01/2023**

REVISION CONTROL

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Date	By	Action	Pages
1/25/2016	BI/DW	Consolidated Transaction Inquiry Guide – New Document	All
6/30/2016	BI/DW	Added ProCard Transaction report section; updated screen shots to reflect new page	All
11/29/2017	BI/DW	Minor edits to screen shots	
12/17/2018	BI/DW	Revised for 12C Upgrade	All
03/01/2023	BI/DW	Revised for OAC	

Review/Approval History

Date	By	Action	Pages

Table of Contents

About this Document

The Transaction Inquiry Dashboard Guide provides detailed information about the Transaction Inquiry dashboard reports and features.

Audience

This document is intended for all users of the Finance Data Warehouse.

Related Documentation

- Finance Data Warehouse User Guide
- Finance Data Warehouse Financial Reporting Dashboard Guide

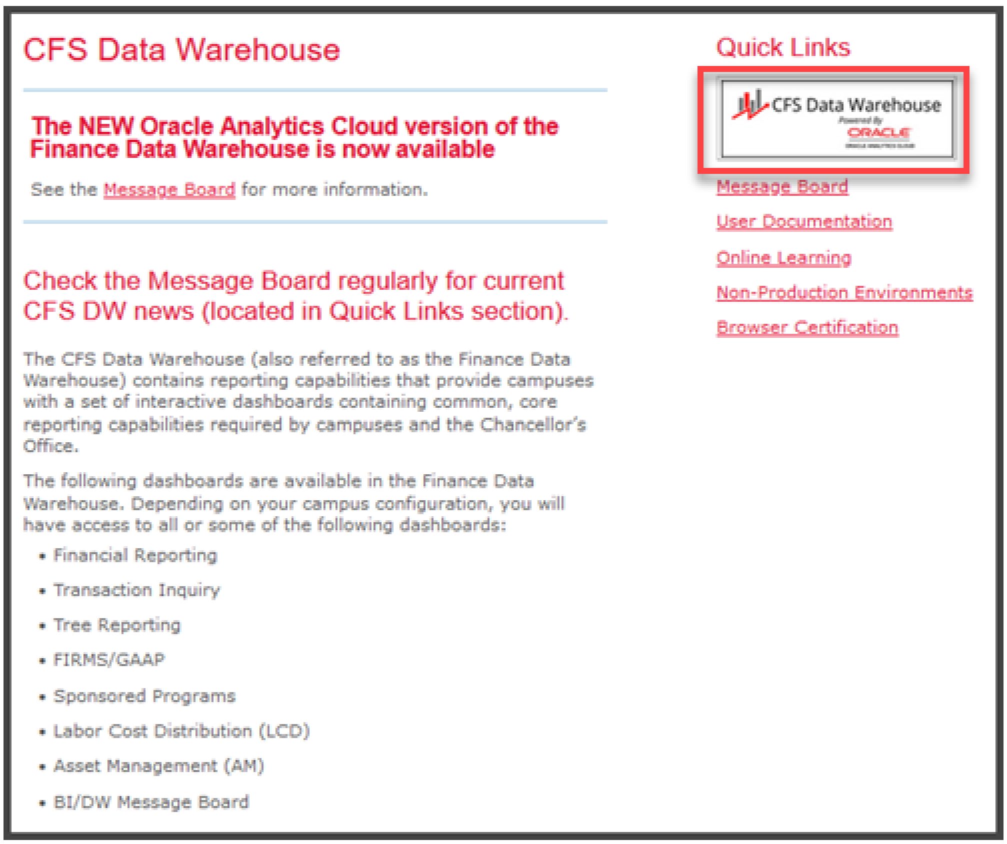
1.0 Getting Started

This section provides a brief overview of accessing the CFS Data Warehouse (sometimes also referred to as the Finance Data Warehouse) and the Transaction Inquiry Dashboard. For comprehensive information on using the features in the CFS Data Warehouse, go to the CFS Data Warehouse Common Features Guide.

1.1 Logging in to the Data Warehouse

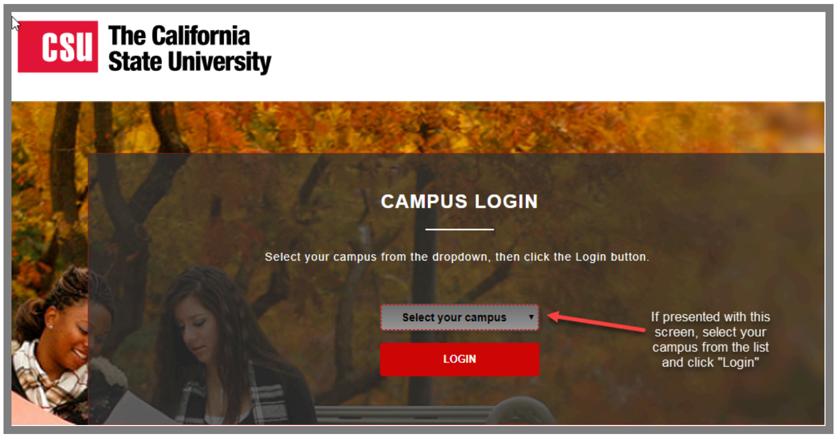
The CFS Data Warehouse can be accessed through CSYou and is available as a button in the Quick Links section.

https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/default.aspx



Login to the CFS Data Warehouse

Access to the CFS Data Warehouse is provided via SSO (single sign-on). The steps for accessing the data warehouse at your campus might be different. Follow your campus guidelines to log into the data warehouse.



Choose your Campus, if Prompted

1.2 The Data Warehouse Home Page and Dashboards Menu

Once you have successfully logged in to the CFS Data Warehouse, you will be directed to the main Home page. This page contains links to the individual dashboards and your most recently accessed reports. The CFS Data Warehouse contains multiple *dashboards*. A dashboard allows multiple reports to be displayed in a tabbed interface.

Data Warehouse Main Home Page (Landing Page)

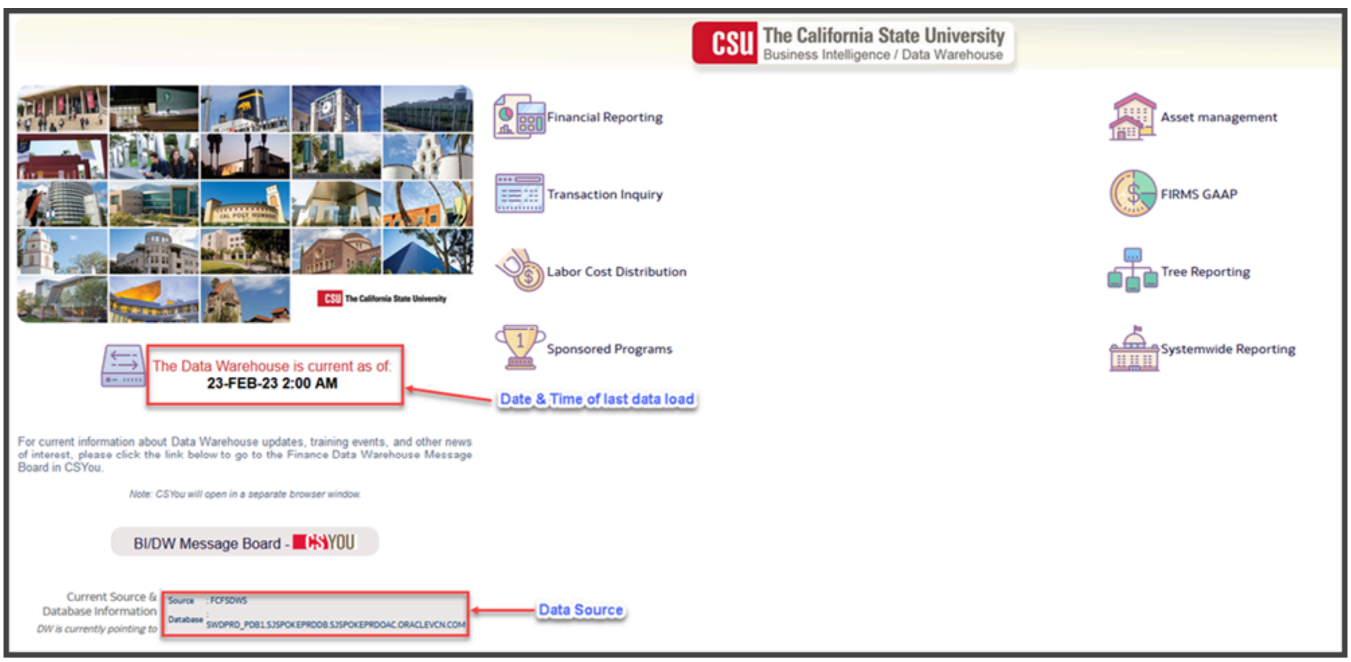
Depending on your security profile, you will have access to some or all of the following dashboards.

- Asset Management
- Financial Reporting
- FIRMS/GAAP
- Labor Cost Distribution
- Sponsored Programs
- Systemwide Reporting (restricted to CO only)
- Transaction Inquiry
- Tree Reporting

Additional Features on the Home Page

Additional features on the Data Warehouse Home Page include:

- The CFS Data Warehouse Home page displays the date and time of the current data refresh.
- The BI/DW Message Board button will take you to the Message Board in CSYou.



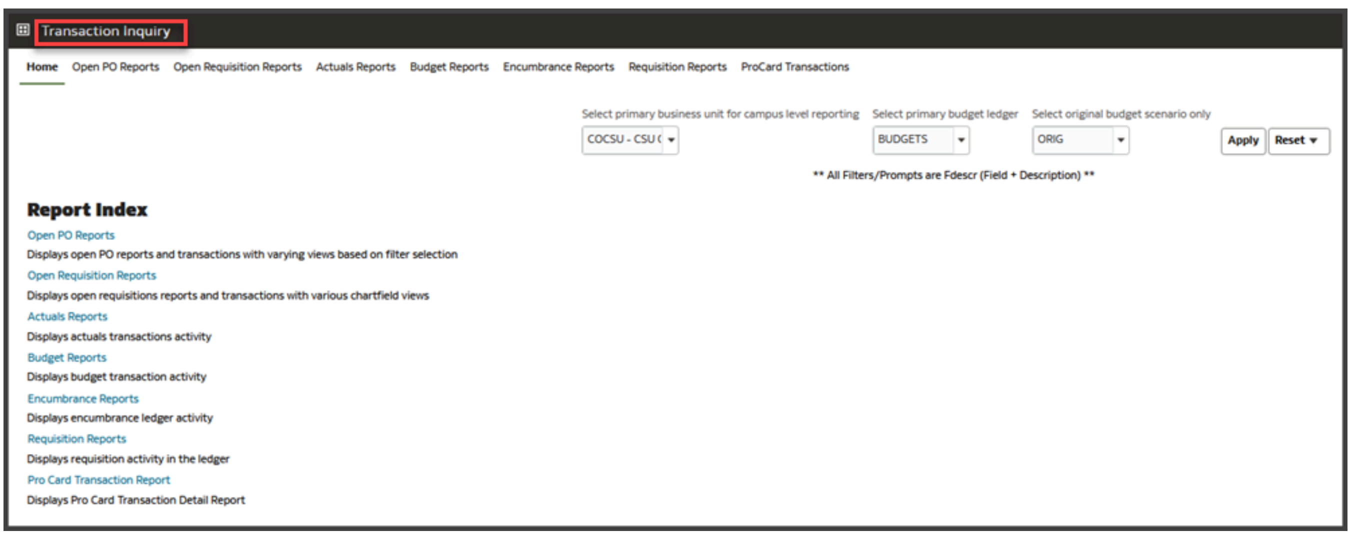
Enhanced Functionality on the New CFS Data Warehouse Home Page

Accessing a Dashboard

1. From the Data Warehouse Home page, click on a dashboard button to move to the associated dashboard.

Access a Dashboard by Clicking the Dashboard Button

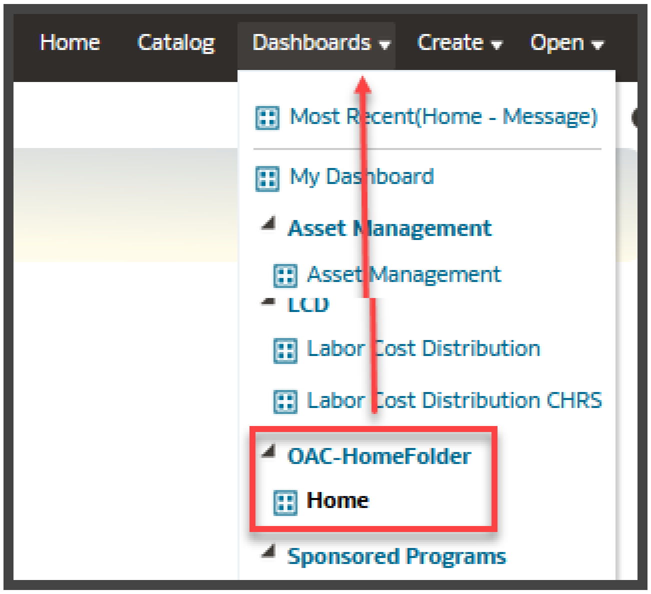
2. Click on Transaction Inquiry button to go to the Transaction Inquiry dashboard.



Transaction Inquiry Home Page

Navigating through the Data Warehouse

1. You can also move through the dashboards by using the **Dashboards** drop down menu to display a list of available dashboards.



The Dashboards Menu is Available Throughout the Data Warehouse

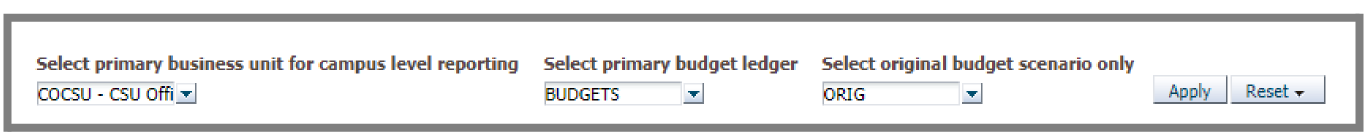
2. Using the button on the Landing Page or the Dashboard menu, return to the Transaction Inquiry dashboard.

1.3 Dashboard Filters

Dashboard settings are filters that will apply to ALL pages within a dashboard. You can override Home Page default settings at the individual page/report level.

1. In the **Default Settings for this Dashboard** section, select your primary campus values.

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	COCSU or SBCMP
Primary budget ledger	The campus budget ledger.	Budget
Original budget scenario	Name of original budget scenario	This filter is used to determine what gets summarized (scenarios) in the original budget column on various reports.

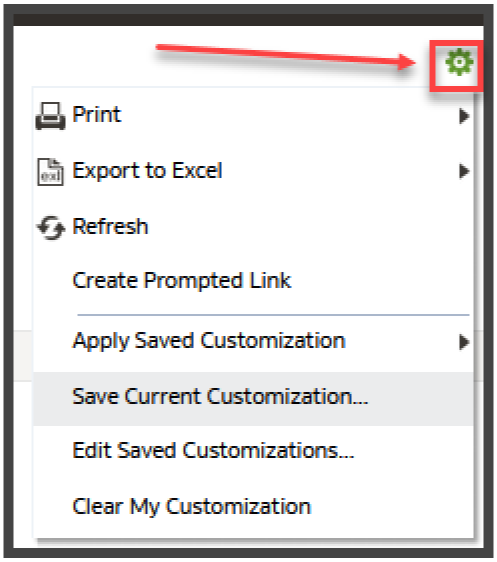


Dashboard Filters Example with Original Budget Scenario

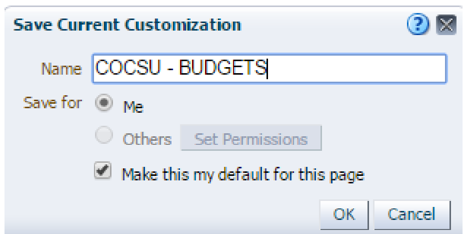
2. Click **Apply** to apply the dashboard filters.

Save your Settings as Default

1. From the **Page Options** menu, choose **Save Current Customization.**



2. Enter a descriptive customization name.
3. Choose **Make this my default for this page**.

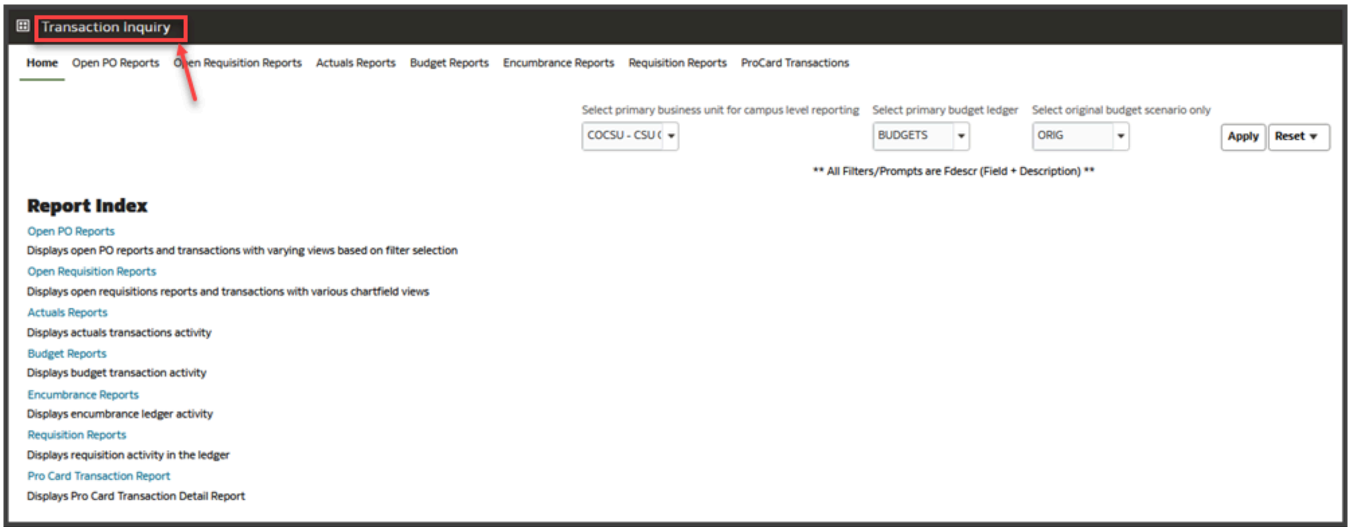


4. Click **OK**.
5. Return to the Transaction Inquiry dashboard.

2.0 The Transaction Inquiry Dashboard

The Transaction Inquiry dashboard Home page displays a report index of all transaction inquiry pages. This dashboard provides lower-level detail reports of financial transactions reports.

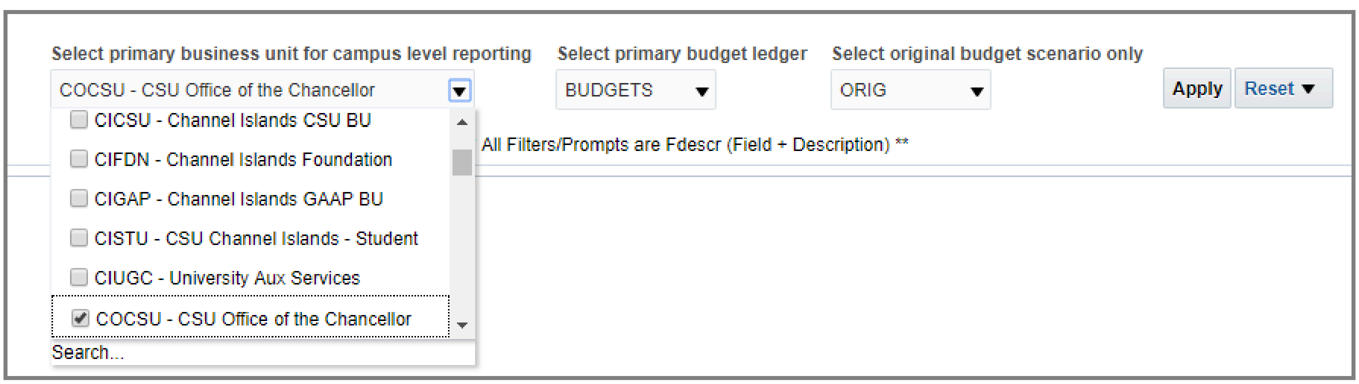
1. From the Data Warehouse Home page, click on the Transaction Inquiry button to go to the Transaction Inquiry dashboard.



The Transaction Inquiry Home Page

Set Transaction Inquiry Dashboard Filters

1. From the Dashboard filters section, select your primary campus values.



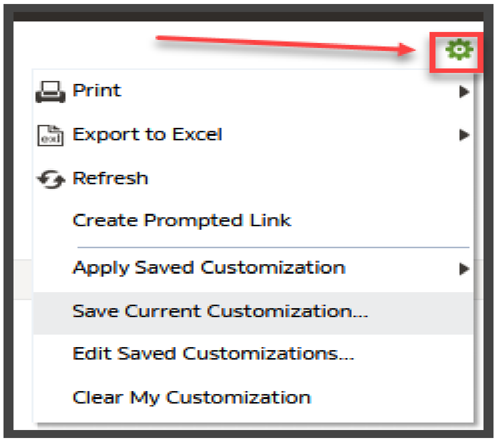
Set Dashboard Filters

2. Click **Apply** to apply the dashboard filters.

Save Dashboard Settings as a Default Customization

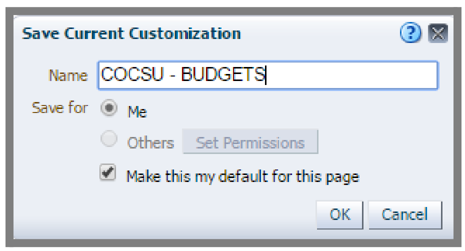
Using saved customizations, you can store the dashboard settings as a default so that you do not have to reset them every time you log into the data warehouse.

1. From the **Page Options** menu, choose **Save Current Customization**.



The Page Options Feature

2. Enter a descriptive customization name. You might want to include the name of the business unit (or units) that you entered in your dashboard settings.
3. Choose **Make this my default for this page**.



Saving the Dashboard Settings as Default

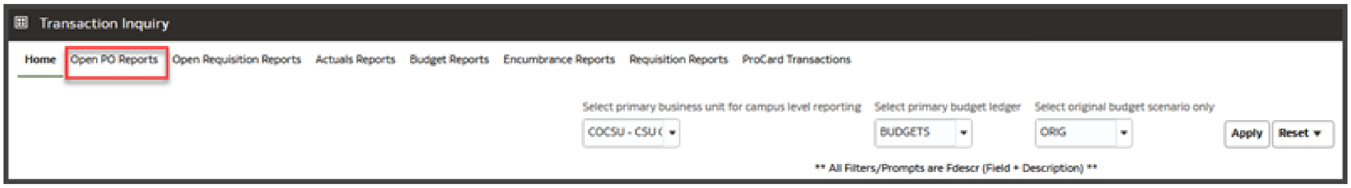
4. Click **OK**.

2.1 Transaction Inquiry Report Index

Page Name / Report Name	Page / Report Description
Open PO Reports	Displays open PO reports and transactions with varying views based on filter selection
Open PO Report	• Open PO listing with six column selectors
Open PO Views	• Open PO listing by various chartfield and supplier (vendor) views
Open PO Transaction Details	• Open PO transaction details based on the selected report filters
Open Requisition Reports	Displays open requisitions reports and transactions with various chartfield views
Open Requisition Report	• Open Requisitions listing with six column selectors
Open Requisition Views	• Open Requisitions listing by various views
Actuals Reports	Displays actuals transactions activity

Page Name / Report Name	Page / Report Description
Actuals Transactions	• Actuals Transactions is a transactional display based on selected filters with several views
Actuals Reporting by Attributes	• Actuals Reporting by Attributes is a transactional display with six column selectors
Budget Reports	Displays budget transaction activity
Budget Transactions	• Budget Transactions is a transactional display based on selected filters with several views
Budget Reporting by Attributes	• Budget Reporting by Attributes is the transactional display with six column selectors
Encumbrance Reports	Displays encumbrance ledger activity
Encumbrance Transactions	• Encumbrance Transactions is a transactional display based on selected filters with several views
Encumbrance Reporting by Attributes	• Encumbrance Reporting by Attributes is the transactional display with six column selectors
Requisitions Reports	Displays requisition activity in the ledger
Requisition Transactions	• Requisitions Transactions is a transactional display based on selected filters with several views
Requisition Reporting by Attributes	• Requisition Reporting by Attributes is a transactional display with six column selectors
ProCard Transactions	Displays ProCard Transaction Detail Report

3.0 Open PO Reports



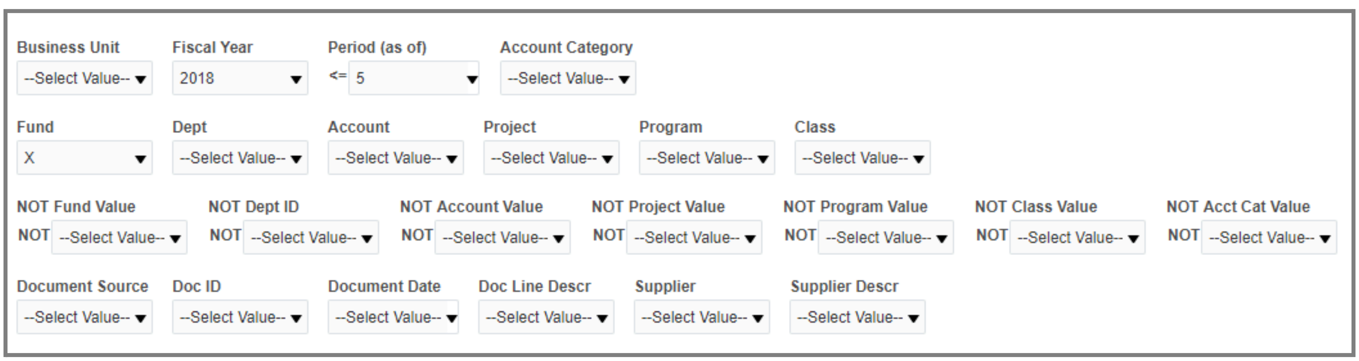
The Open PO Reports page displays open PO reports and transactions with varying views based on filter selection. This page contains three reports:

- Open PO Report
  Open PO listing with six column selectors
- Open PO Views
  Open PO listing by various chartfield and supplier (vendor) views
- Open PO Transaction Details
  Open PO transaction details based on the selected report filters

When you click on one of the Open PO Report links, the selected report will appear on its own page / tab with the other dashboard pages.

3.1 Open PO Report

The Open PO Report produces a list of Open POs with six column selectors.



Open PO Report Filters

Features

- The Open PO Report contains two section for filters: Report Filters and Advanced Filters.
- PO information can be retrieved through Open PO Reports or through the Encumbrance Reports.

To display all encumbrances, both those associated with a PO and not associated with a PO, use the Encumbrance Reports.

3.1.1 Report Example

Description	*Open PO Report*
Report Filters	Business Unit Fiscal Year

Description	*Open PO Report*
	As of Period = 12 Account Type = 60 Budget Ledger Fund Dept
Column Selectors	Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Line # Column 5: Doc Ln Descr
Instructions	Set the report filters, apply the filters, and choose the column selectors. Add a subtotal to the fixed column “Doc ID” to see a subtotal of all lines within a unique Doc ID

3.1.2 Report Views

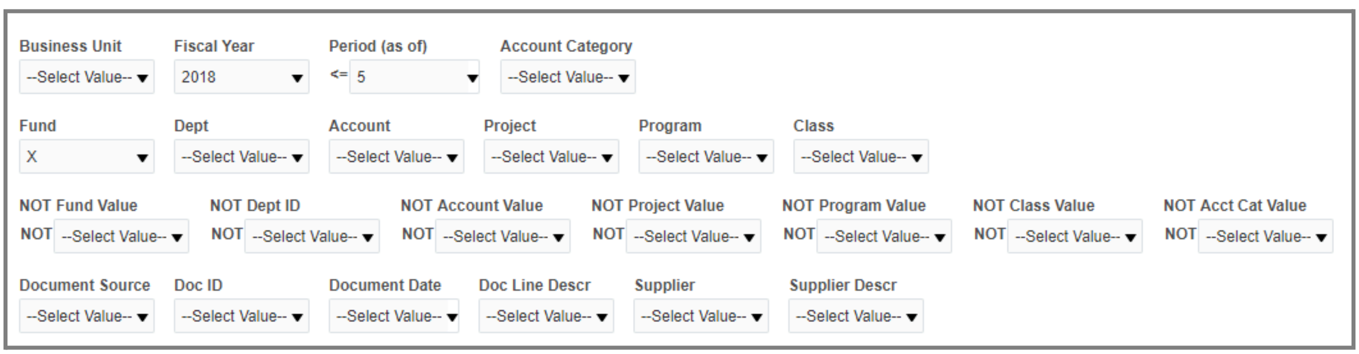
This report has no report views. The report results columns are indicated below:

Column selectors plus:

- Open PO Amt

3.2 Open PO Views

Open PO Views provides a report of Open POs by various chartfield and supplier (vendor) views



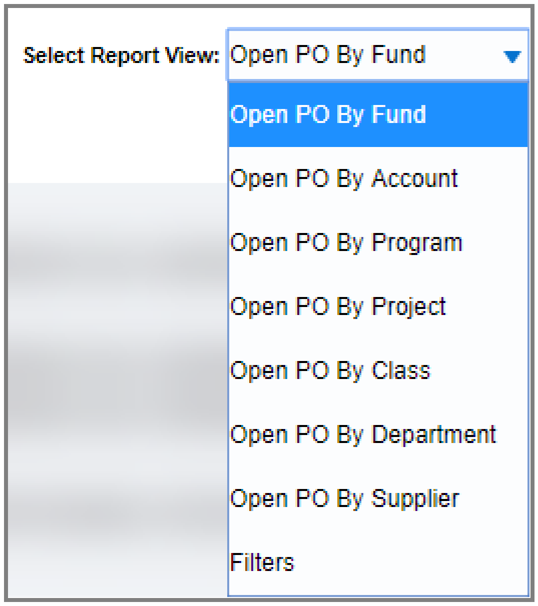
Open PO Views Report Filters

Features

- Open PO Views contains two section for filters: Report Filters and Advanced Filters.
- There are no column selectors in the Open PO Views report.

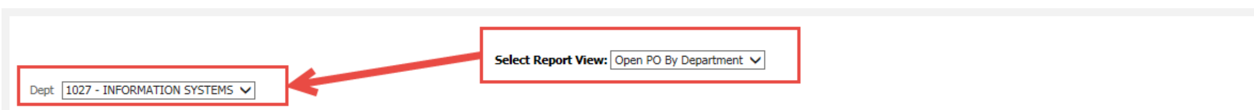
3.2.1 Report Views

The Open PO Views report contains seven report views.



Report Views: Open PO Views

Open PO By Department*



PO #	PO Line #	Document Line Descr	Supplier Sdescr	Supplier Descr	Fund	Account	Program	Project	Class	Open PO Amt
0000140240	2	15/16 FY - Oracle University C	ORACLEAMER-001	ORACLE AMERICA INC	48501 - CSU OPERATING-GENERAL SUPPORT	660009 - PROFESSIONAL DEVELOPMNT&TRAING	- - -	- - -	- - -	22,690.00
0000140240 Total										**22,690.00**
Grand Total										**22,690.00**

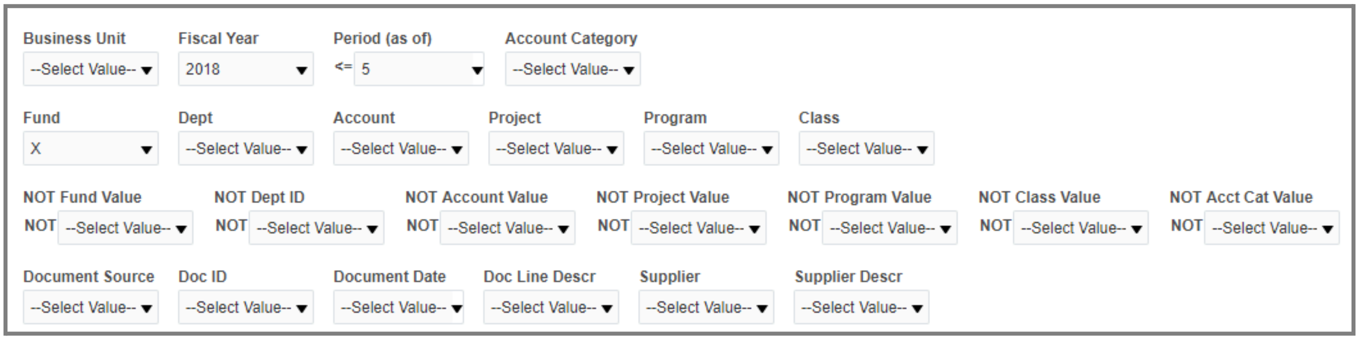
All chartfield views return a pivot on the selected chartfield and display the remaining five chartfields as fixed columns. Report view displays a pivot on Chartfield type plus:

- PO#
- PO Line #
- Document Line Descr
- Supplier Sdescr
- Supplier Descr
- Account*
- Program*
- Project*
- Class*
- Dept* (pivot in Open PO by Department view)
- Open PO Amt

*The Open PO By Department Report View is displayed here. Other Report Views display a pivot by each chartfield. Chartfield columns change order depending on the active chartfield pivot view.

3.3 Open PO Transaction Details

The Open PO Transaction Details report displays open PO transactions based on the selected report filters. The Open PO Transaction Details report is designed to support the export of large data sets to Excel or to CSV format.



Open PO Transaction Details Report Filters

1 Report Views

There are no report views in this report. The report results columns are indicated below:

Open PO Transaction Details

Open PO Transactions
Time run: 11/27/2018 12:51:04 PM
Business Unit = COCSU - CSU Office of the Chancellor, Fiscal Year = 2018, Period = 2

PO #	Vendor	Jrnl Src	PO Line #	PO Dst #	PO Sch	Bus Unit Fdescr	Fiscal Year	Period Descr	Period	Doc Ln Descr	Doc Src Descr	Enc Amt	Acct Fdescr	Fund Fdescr	Dept Fdescr
0000002694	0000000015 - CSU FULLERTON	-	4	1	1	COCSU - CSU Office of the Chancellor	2012	Period 1 - 2012-07-01	1	12/13 FY	Encumbrance Activity from a PO	104,246.04	613001 - CONTRACTUAL SERVICES	48501 - CSU OPERATING-GENERAL SUPPORT	1185 - INFRASTRUCTURE SERVICES
0000002694	0000000015 - CSU FULLERTON	-	4	1	1	COCSU - CSU Office of the Chancellor	2012	Period 11 - 2013-05-01	11	12/13 FY	Encumbrance Activity from a PO	(43,635.55)	613001 - CONTRACTUAL SERVICES	48501 - CSU OPERATING-GENERAL SUPPORT	1185 - INFRASTRUCTURE SERVICES

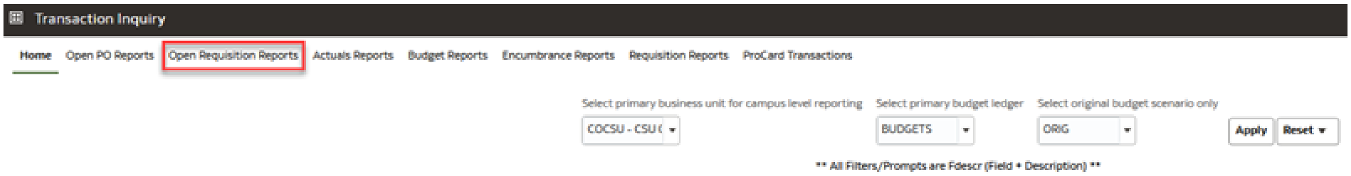
Prog Fdescr	Class Fdescr	Proj Fdescr	Document Date	Voucher ID	Voucher Ln	Voucher Dist Ln	Accounting Date	KK Tran Date	Invoice ID
- - -	- - -	- - -	03/26/2010	-	0	0	05/28/2014	12/08/2010	-
- - -	- - -	- - -	03/26/2010	-	0	0	05/28/2014	12/08/2010	-

Drill-Down Columns

- PO#
- Vendor
- Jrnl Src

- PO Line #
- PO Dst #
- PO Sch
- Bus Unit Fdescr
- Fiscal Year
- Period Descr
- Period
- Doc Ln Descr
- Doc Src Descr
- Enc Amt
- Acct Fdescr
- Fund Fdescr
- Dept Fdescr
- Prog Fdescr
- Class Fdescr
- Proj Fdescr
- Document Date
- Voucher ID
- Voucher Ln
- Voucher Dist Ln
- Accounting Date
- KK Tran Date
- Invoice ID

4.0 Open Requisition Reports



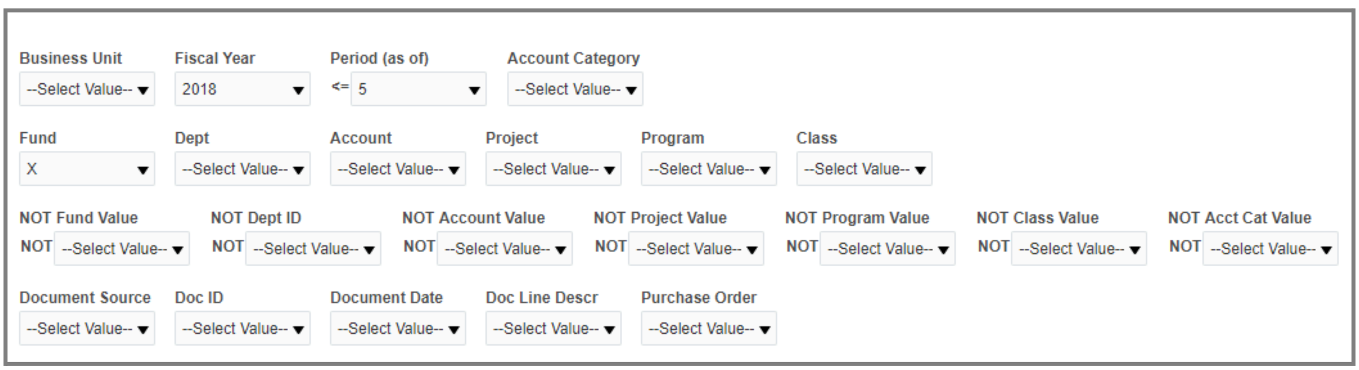
The Open Requisition Reports display open requisitions reports and transactions with various chartfield views. This page contains two reports:

- Open Requisition Report
  Open Requisitions listing with six column selectors
- Open Requisition Views
  Open Requisitions listing by various chartfield and supplier (vendor) views

When you click on one of the Open Requisition Report links, the selected report will appear on its own page / tab with the other dashboard pages.

4.1 Open Requisition Report

The Open Requisition Report produces a list of open requisitions with six column selectors.



Open Requisition Report Filters

Features

- The Open Requisition Report contains two section for filters: Report Filters and Advanced Filters.
- The Open Requisition Report is designed to support the export of large data sets to Excel or to CSV format.

4.1.1 Report Views

The Open Requisition Report has no report views. It has 6 column selectors and fixed columns:

- Req ID
- Pre-encumbrance

Open Req Detail Drill Down Report

Click on the fixed Req ID field to drill down to Open Req Detail. Scroll to the right to see additional columns.

Open Req Detail

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src	Doc Ln Descr	Amount	Account	Fund	Department	Program	Class	Project	Period Descr	Document Date
SBCMP - CSU San Bernardino	2017	2	05/18/2018	0000051576	Pre Encumbrance from a Requisition	Invoice 2: UAchieve Upgrade In	16,380.00	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	B0430 - Rec-Registr& Eval	- - -	- - -	- - -	Period 2 - 2017-08-01	08/29/2017
SBCMP - CSU San Bernardino	2017	2	05/18/2018	0000051576	Pre Encumbrance from a Requisition	UAchieve Upgrade Invoice 3 Del	5,460.00	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	B0430 - Rec-Registr& Eval	- - -	- - -	- - -	Period 2 - 2017-08-01	08/29/2017
SBCMP - CSU San Bernardino	2017	2	05/18/2018	0000051576	Pre Encumbrance from a Requisition	UAchieve Upgrade Services for	5,460.00	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	B0430 - Rec-Registr& Eval	- - -	- - -	- - -	Period 2 - 2017-08-01	08/29/2017
Grand Total							**27,300.00**								

PO#	Supplier Id	Supplier Name	PO Line#	PO Dist Ln#	Req Sch	Req#	Req Ln#	Req Dst#	Ledger	KK Tran Date	Jrnl Src	Req Date	KK Tran ID	SCO Fund	CSU Fund	FIRMS Obj Cd	FIRMS Proj	SCO Subfund	KK Tran Ln	Row Count
-	0000021003	COLLEGESOU-001	0.00	0.00	1.00	0000051576	2.00	1.00	KK_DTL_PRE - Ledger KK Pre Encumbrance	08/29/2017	-	08/29/2017	0008061288	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - No Project Name Assigned	000 - x	2.00	3
-	0000021003	COLLEGESOU-001	0.00	0.00	1.00	0000051576	3.00	1.00	KK_DTL_PRE - Ledger KK Pre Encumbrance	08/29/2017	-	08/29/2017	0008061288	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - No Project Name Assigned	000 - x	3.00	3
-	0000021003	COLLEGESOU-001	0.00	0.00	1.00	0000051576	1.00	1.00	KK_DTL_PRE - Ledger KK Pre Encumbrance	08/29/2017	-	08/29/2017	0008061288	0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	660003 - Supplies and Services	00000 - No Project Name Assigned	000 - x	1.00	3
																				3

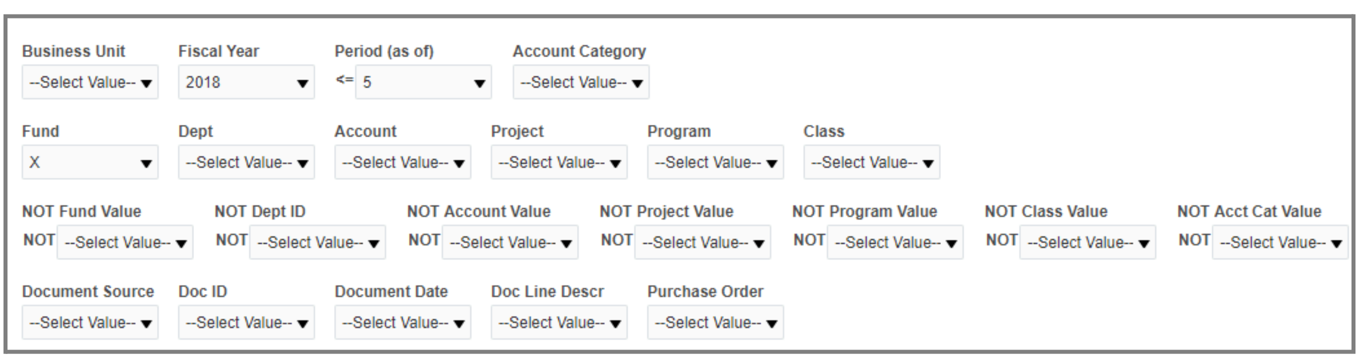
Drill Down Columns

- Business Unit
- Fiscal Year
- Period
- Accounting Date
- Doc ID
- Doc Src
- Doc Ln Descr
- Amount
- Account
- Fund
- Department

- Program
- Class
- Project
- Period Descr
- Document Date
- PO#
- Supplier ID
- Supplier Name
- PO Line#
- PO Dist Ln#
- Req Sch
- Req#
- Req Ln#
- Req Dst#
- Ledger
- KK Tran Date
- Jrnl Src
- Req Date
- KK Tran ID
- SCO Fund
- CSU Fund
- FIRMS Obj Cd
- FIRMS Proj
- SCO Subfund
- KK Tran Ln
- Row Count

4.2 Open Requisition Views

Open Requisition Views provides a report of open requisitions by various chartfield and supplier (vendor) views.



Open Requisition Views Report Filters

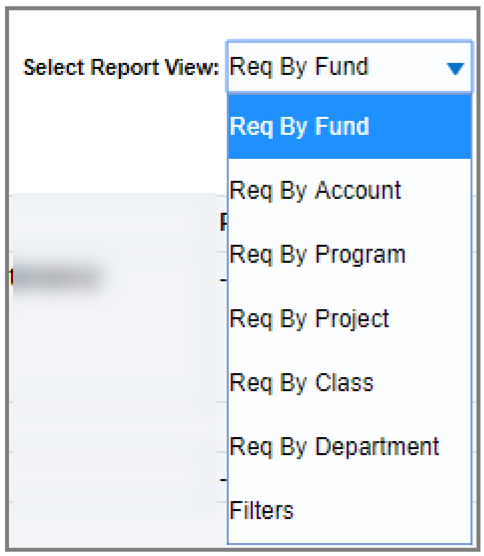
Features

- Open Requisition Views contains two section for filters: Report Filters and Advanced Filters.
- There are no column selectors in the Open Requisition Views report. The fixed report fields are listed below. The PO # field is the one drillable field.

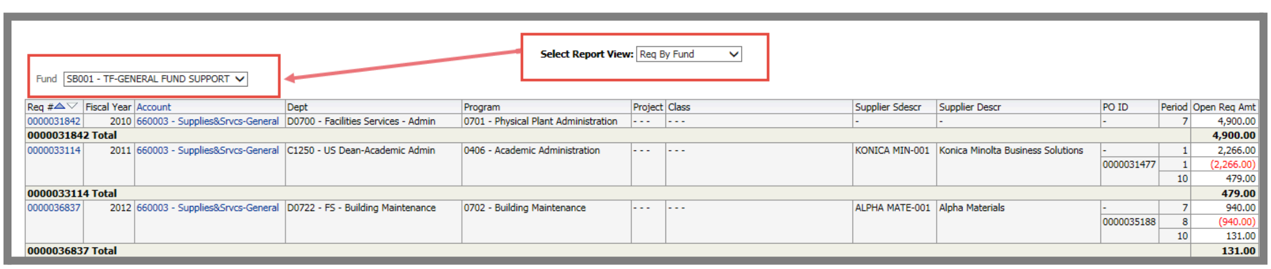
4.2.1 Report Views

The Open PO Views report contains six report views.

- Req By Fund
- Req By Account
- Req By Program
- Req By Project
- Req By Class
- Req By Department



All chartfield views return a pivot on the selected chartfield and display the remaining five chartfields as fixed columns.



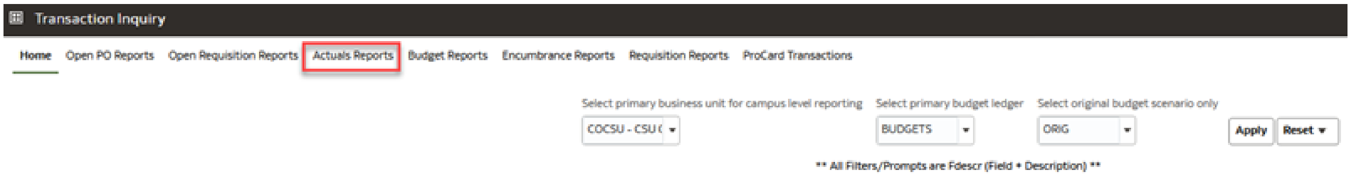
Req #	Fiscal Year	Account	Dept	Program	Project	Class	Supplier Sdescr	Supplier Descr	PO ID	Period	Open Req Amt
0000031842	2010	660003 - Supplies&Srvcs-General	D0700 - Facilities Services - Admin	0701 - Physical Plant Administration	- - -	- - -	-	-	-	7	4,900.00
0000031842 Total											**4,900.00**
0000033114	2011	660003 - Supplies&Srvcs-General	C1250 - US Dean-Academic Admin	0406 - Academic Administration	- - -	- - -	KONICA MIN-001	Konica Minolta Business Solutions	-	1	2,266.00
									0000031477	1	(2,266.00)
										10	479.00
0000033114 Total											**479.00**
0000036837	2012	660003 - Supplies&Srvcs-General	D0722 - FS - Building Maintenance	0702 - Building Maintenance	- - -	- - -	ALPHA MATE-001	Alpha Materials	-	7	940.00
									0000035188	8	(940.00)
										10	131.00
0000036837 Total											**131.00**

Pivot on chartfield type plus:

- Req#
- Fiscal Year* (only in Req by Fund view)
- Fund* (pivot in Req by Fund view)
- Account

- Dept
- Program
- Project
- Class
- Supplier Descr
- Supplier Sdescr
- PO ID
- Period
- Open Req Amt

5.0 Actuals Reports



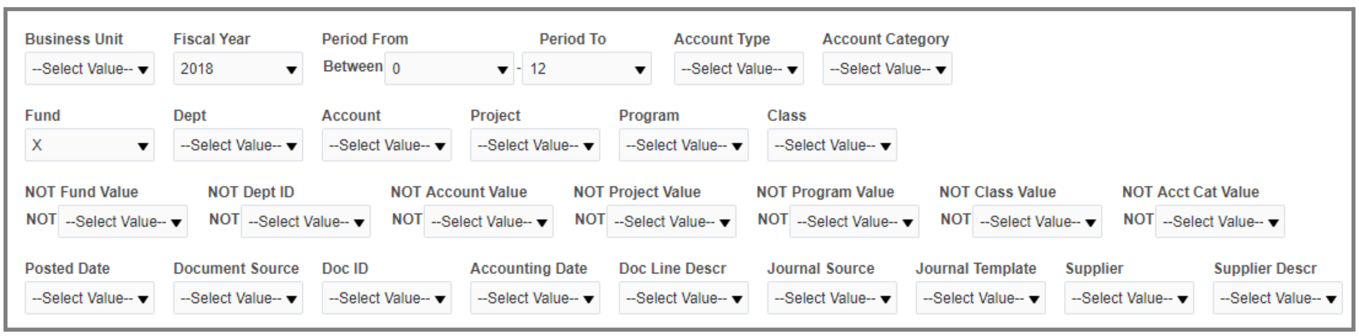
The Actuals Reports page provides reporting on actuals transaction activity based on the selected report filters. This page contains two reports:

- Actuals Transactions
- Actuals Reporting by Attributes

When you click on one of the Actuals Reports links, the selected report will appear on its own page / tab with the other dashboard pages.

5.1 Actuals Transactions

The Actuals Transactions report is a transactional display based on selected filters with several views.



Actuals Transactions Report Filters

Features

- Actuals Transactions contains two section for filters: Report Filters and Advanced Filters.

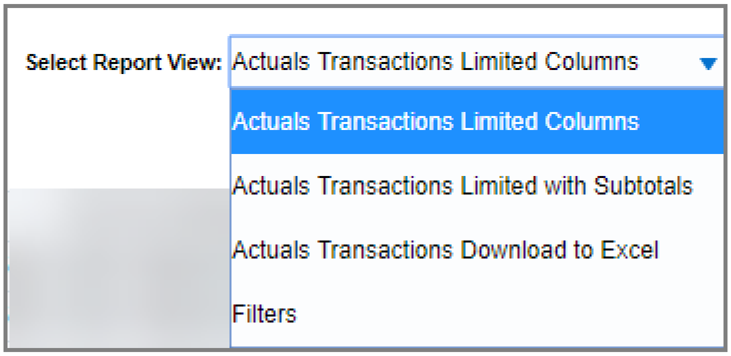
5.1.1 Report Example

Use this report to create a transaction report.

Description	*Open PO Report*
Report Filters	Business Unit = Valid Value Fiscal Year = Valid Value As of Period = Valid Value Account Type = 60 Budget Ledger = Valid Value Fund = Valid Value Dept = Valid Value
Instructions	Set the report filters and apply the filters. Try all the Report Views listed below.

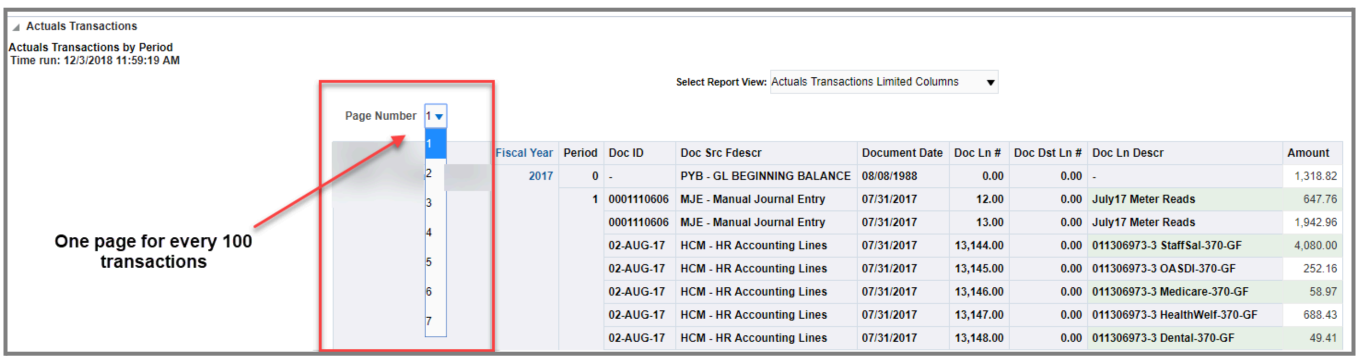
5.1.2 Report Views

The Actuals Transactions report contains four report views.



Report Views: Actuals Transactions

Actuals Transactions Limited Columns



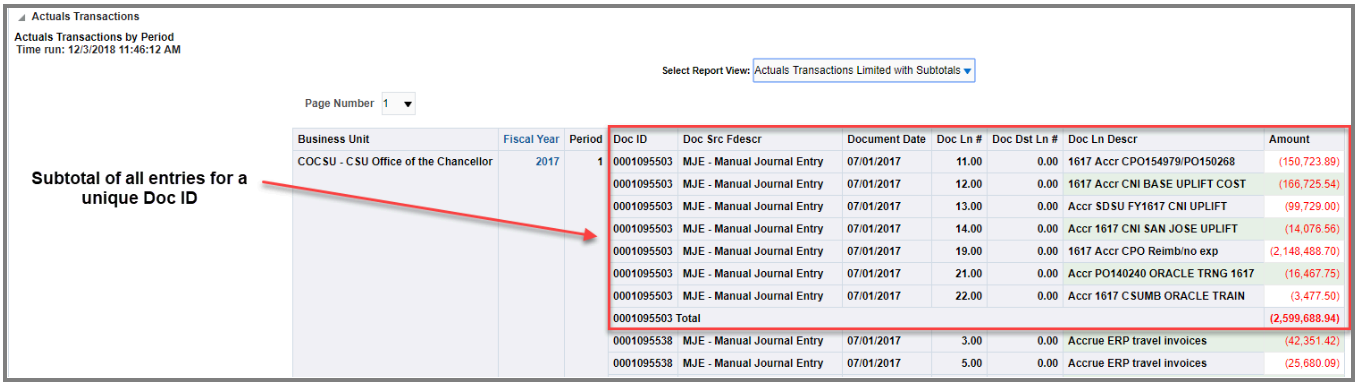
Report View: Actuals Transactions Limited Columns

This report view will display 100 transactions per page. There are no column selectors. The report results displays 10 fixed columns:

- Business Unit
- Fiscal Year
- Period
- Doc ID
- Doc Src Fdescr
- Document Date
- Doc Ln #
- Doc Dst Ln #
- Doc Ln Descr
- Amount

Actuals Transactions Limited with Subtotals

This report view displays the same 10 columns as the Actions Transactions Limited Columns report view, 100 transactions per page. Additionally, the report results have a subtotal in column 4 after every Doc ID group:



Actuals Transactions

Actuals Transactions by Period
Time run: 12/3/2018 11:46:12 AM

Select Report View: Actuals Transactions Limited with Subtotals

Page Number 1

Subtotal of all entries for a unique Doc ID

Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Document Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Amount
COCSU - CSU Office of the Chancellor	2017	1	0001095503	MJE - Manual Journal Entry	07/01/2017	11.00	0.00	1617 Accr CPO154979/PO150268	(150,723.89)
			0001095503	MJE - Manual Journal Entry	07/01/2017	12.00	0.00	1617 Accr CNI BASE UPLIFT COST	(166,725.54)
			0001095503	MJE - Manual Journal Entry	07/01/2017	13.00	0.00	Accr SDSU FY1617 CNI UPLIFT	(99,729.00)
			0001095503	MJE - Manual Journal Entry	07/01/2017	14.00	0.00	Accr 1617 CNI SAN JOSE UPLIFT	(14,076.56)
			0001095503	MJE - Manual Journal Entry	07/01/2017	19.00	0.00	1617 Accr CPO Reimb/no exp	(2,148,488.70)
			0001095503	MJE - Manual Journal Entry	07/01/2017	21.00	0.00	Accr PO140240 ORACLE TRNG 1617	(16,467.75)
			0001095503	MJE - Manual Journal Entry	07/01/2017	22.00	0.00	Accr 1617 CSUMB ORACLE TRAIN	(3,477.50)
			0001095503 Total						(2,599,688.94)
			0001095538	MJE - Manual Journal Entry	07/01/2017	3.00	0.00	Accrue ERP travel invoices	(42,351.42)
			0001095538	MJE - Manual Journal Entry	07/01/2017	5.00	0.00	Accrue ERP travel invoices	(25,680.09)

Report View: Actuals Transactins Limited with Subtotals

- Business Unit
- Fiscal Year
- Period
- Doc ID
- Doc Src Fdescr
- Document Date
- Doc Ln #
- Doc Dst Ln #
- Doc Ln Desr
- Amount

Actuals Transactions Download to Excel

The purpose of this view is to format the data for download to Excel. Use the Export > Excel or Export > Data features to export the entire dataset.

Actuals Transactions

Actuals Transactions by Period
Time run: 12/11/2018 9:26:05 AM

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
COCSU - CSU Office of the Chancellor	2017	1	07/01/2017	0001095503	MJE - Manual Journal Entry	1617 Accr CNI BASE UPLIFT COST	(166,725.54)	616902 - CONTRA IT HARDWARE	543IT - INACTIVE-IT INTRNL COST RECVRY	1101 - COMMON NETWORK INFRASTRUCTURE	---	---	---	-	0.00	-
COCSU - CSU Office of the Chancellor	2017	1	07/01/2017	0001095503	MJE - Manual Journal Entry	1617 Accr CPO Reimb/no exp	(2,148,488.70)	616903 - CONTRA IT SOFTWARE	543IT - INACTIVE-IT INTRNL COST RECVRY	1067 - MAJOR APPLICATION PROJ	---	---	---	-	0.00	-

Supplier ID	Supplier Name	Supplier Descr	Invoice ID	Jrnl ID	Jrnl Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr	Document Date	Jrnl Src	Posted Date	Journal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Cd Fdescr
-	-	-	-	0001095503	SA - Record FY1617 accruals for 54302 and 54310 and 543IT &	-	-	-	ACTUALS - Actuals Ledger	07/01/2017	COA	07/20/2017	07/01/2017	0948 - Calif State University Trust Fund	543 - TF-Cost Recovery/Reciprocal and Nonreciprocal Campus	616002 - I/T Hardware
-	-	-	-	0001095503	SA - Record FY1617 accruals for	-	-	-	ACTUALS - Actuals Ledger	07/01/2017	COA	07/20/2017	07/01/2017	0948 - Calif State	543 - TF-Cost Recovery/Reciprocal and Nonreciprocal	616003 - I/T Software

FIRMS Proj Cd Fdescr	SCO Subfund Fdescr	Jrnl Ln #	Jrnl Class	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl Template	User ID	Doc Ln #	Doc Dst Ln #	Acct Entry Type	Customer ID	Customer Name	Open Item Key	Reversal Date	PO Dst	PO Ln	PO Sch	Payment ID Reference
00000 - No Project Name Assigned	000 - x	12.00	ORG	CPO167023	R	-	01014930186	12.00	0.00	-	-	-	-	08/08/1988	0.00	0.00	0.00	-
00000 - No Project Name Assigned	000 - x	19.00	ORG	VARCPO	R	-	01014930186	19.00	0.00	-	-	-	-	08/08/1988	0.00	0.00	0.00	-

- 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
- Jrnl ID
- Jrnl Descr
- CSU Descr
- CSU Ref 1
- CSU Ref 2
- Ledger Fdescr
- Document Date
- Jrnl Src
- Posted Date
- Journal Date
- SCO Fund Fdescr
- CSU Fund Fdescr
- FIRMS Obj Cd Fdescr
- FIRMS Proj Cd Fdescr
- SCO Subfund Fdescr
- Jrnl Ln #
- Jrnl Class
- Jrnl Ln Ref
- Jrnl Rev Cd
- Jrnl Template
- User ID
- Doc Ln #
- Doc Dist Ln #
- Acct Entry Type
- Customer ID
- Customer Name
- Open Item Key
- Reversal Date
- PO Dst
- PO Ln
- PO Sch
- Payment ID Reference

5.2 Actuals Reporting by Attributes

The Actuals Reporting by Attributes report is a transactional display with six column selectors.

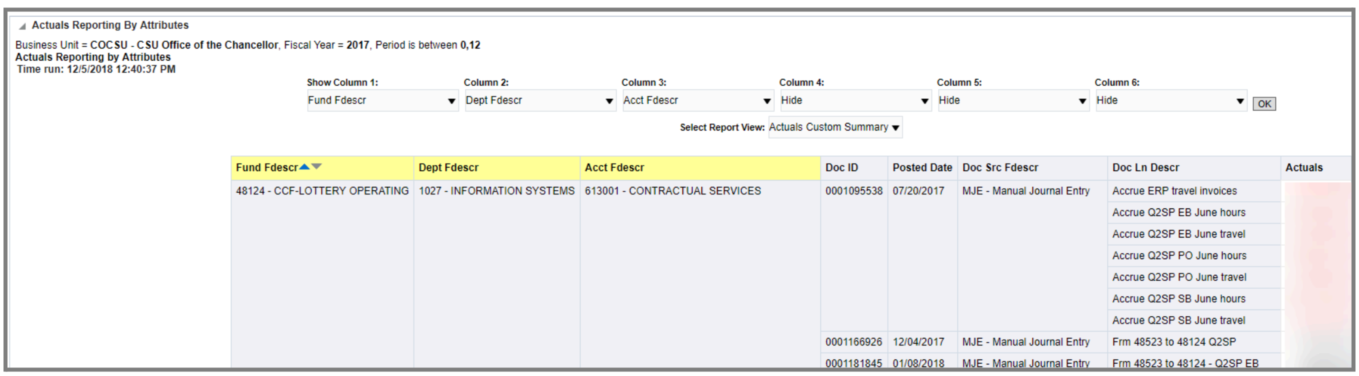
Features

- The Actuals Reporting by Attributes report contains two section for filters: Report Filters and Advanced Filters.
- Attribute filters are available on Actuals, Budget, Encumbrance, and Requisition transaction reports.
- This report has 6 column selectors containing selections for all filters.

5.2.1 Report Views

The Actuals Reporting by Attributes report contains one report view and a Filters view:

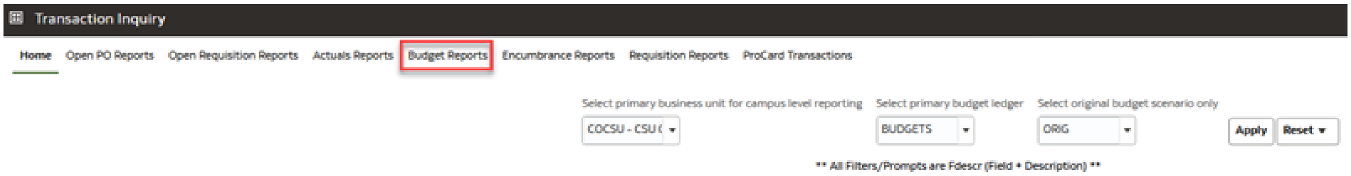
Actuals Custom Summary



Column selectors plus:

- Doc ID
- Posted Date
- Doc Src Fdescr
- Doc Ln Descr
- Actuals

6.0 Budget Reports



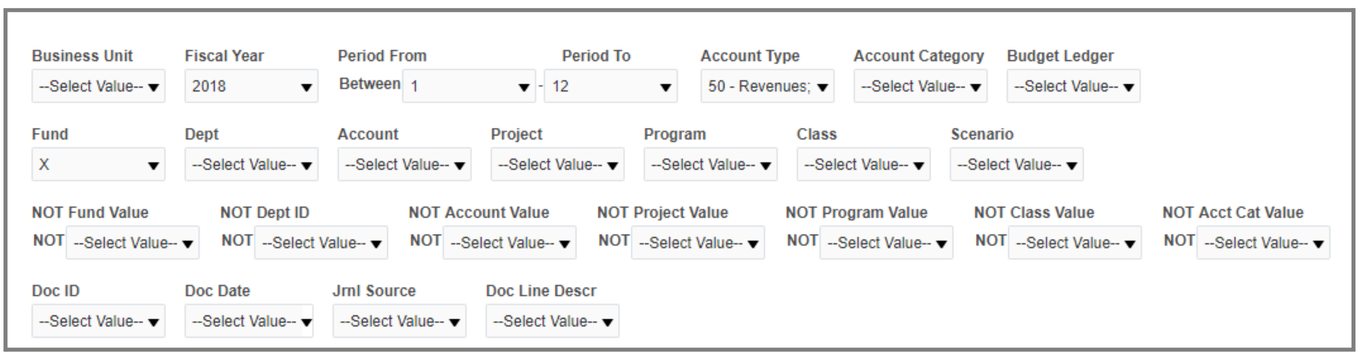
The Budget Reports page provides reporting on budget transaction activity based on the selected report filters. This page contains two reports:

- Budget Transactions
- Budget Reporting by Attributes

When you click on one of the Budget Reports links, the selected report will appear on its own page / tab with the other dashboard pages.

6.1 Budget Transactions

The Budget Transactions report is a transactional display based on selected filters with several views.



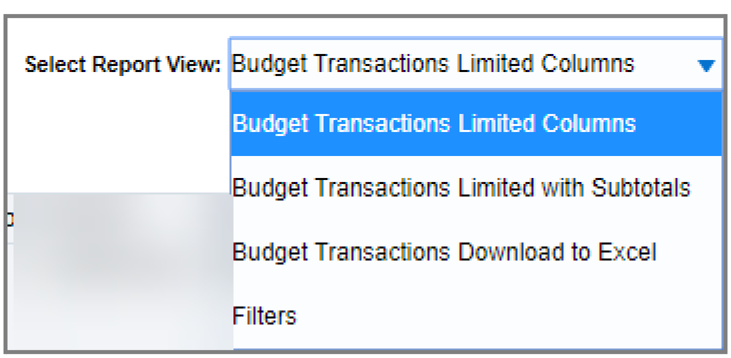
Budget Transactions Report Filters

Features

- Budget Transactions contains two section for filters: Report Filters and Advanced Filters.

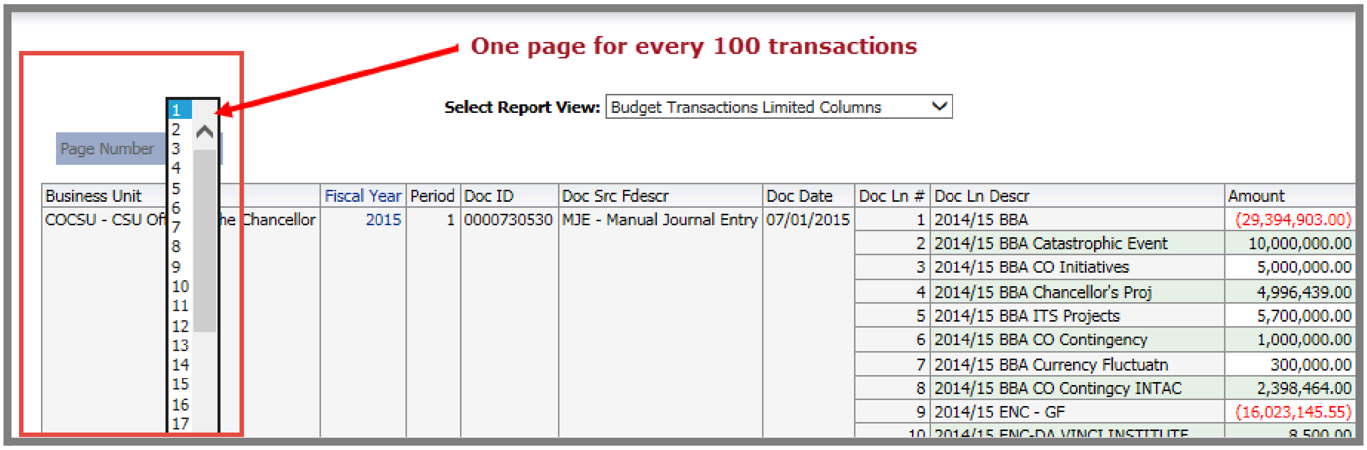
6.1.1 Report Views

The Budget Transactions report contains four report views.



Report Views: Budget Transactions

Budget Transactions Limited Columns



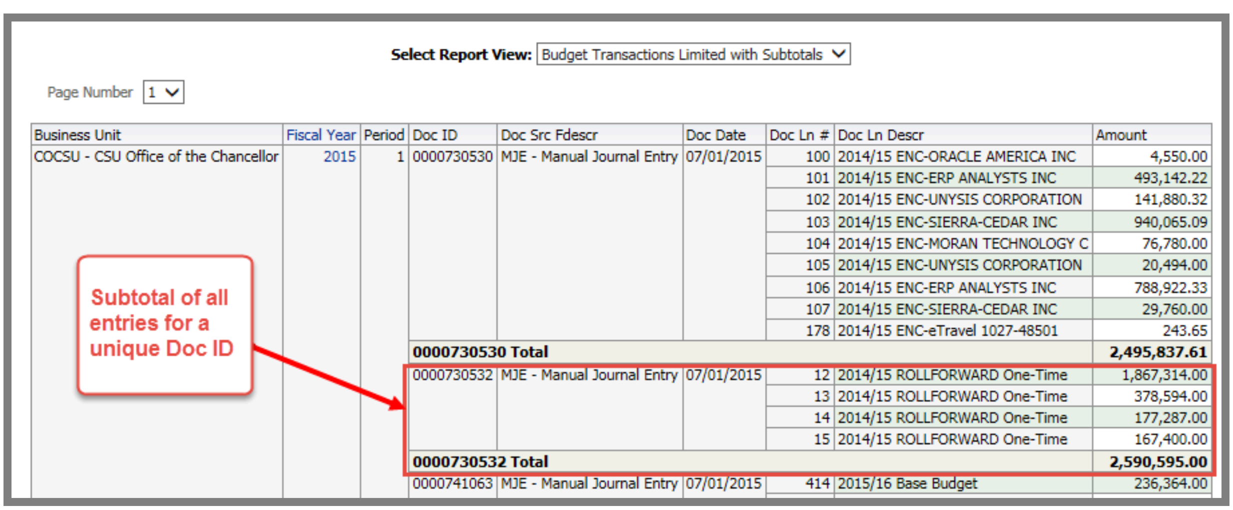
Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Doc Date	Doc Ln #	Doc Ln Descr	Amount
COCSU - CSU Of he Chancellor	2015	1	0000730530	MJE - Manual Journal Entry	07/01/2015	1	2014/15 BBA	(29,394,903.00)
						2	2014/15 BBA Catastrophic Event	10,000,000.00
						3	2014/15 BBA CO Initiatives	5,000,000.00
						4	2014/15 BBA Chancellor's Proj	4,996,439.00
						5	2014/15 BBA ITS Projects	5,700,000.00
						6	2014/15 BBA CO Contingency	1,000,000.00
						7	2014/15 BBA Currency Fluctuatn	300,000.00
						8	2014/15 BBA CO Contingcy INTAC	2,398,464.00
						9	2014/15 ENC - GF	(16,023,145.55)
						10	2014/15 ENC-DA VINCI INSTITUTE	8,500.00

This report view will display 100 transactions per page. There are no column selectors. The report results displays 9 fixed columns:

- Business Unit
- Fiscal Year
- Period
- Doc ID
- Doc Src Fdescr
- Doc Date
- Doc Ln #
- Doc Ln Descr
- Amount

Budget Transactions Limited with Subtotals

This report view displays the same 9 columns as the Budget Transactions Limited Columns report view, 100 transactions per page. Additionally, the report results have a subtotal in column 4 after every Doc ID group:



Business Unit	Fiscal Year	Period	Doc ID	Doc Src Fdescr	Doc Date	Doc Ln #	Doc Ln Descr	Amount
COCSU - CSU Office of the Chancellor	2015	1	0000730530	MJE - Manual Journal Entry	07/01/2015	100	2014/15 ENC-ORACLE AMERICA INC	4,550.00
						101	2014/15 ENC-ERP ANALYSTS INC	493,142.22
						102	2014/15 ENC-UNYSIS CORPORATION	141,880.32
						103	2014/15 ENC-SIERRA-CEDAR INC	940,065.09
						104	2014/15 ENC-MORAN TECHNOLOGY C	76,780.00
						105	2014/15 ENC-UNYSIS CORPORATION	20,494.00
						106	2014/15 ENC-ERP ANALYSTS INC	788,922.33
						107	2014/15 ENC-SIERRA-CEDAR INC	29,760.00
						178	2014/15 ENC-eTravel 1027-48501	243.65
			0000730530 Total					**2,495,837.61**
			0000730532	MJE - Manual Journal Entry	07/01/2015	12	2014/15 ROLLFORWARD One-Time	1,867,314.00
						13	2014/15 ROLLFORWARD One-Time	378,594.00
						14	2014/15 ROLLFORWARD One-Time	177,287.00
						15	2014/15 ROLLFORWARD One-Time	167,400.00
			0000730532 Total					**2,590,595.00**
			0000741063	MJE - Manual Journal Entry	07/01/2015	414	2015/16 Base Budget	236,364.00

Budget Transactions Download to Excel

The purpose of this view is to format the data for download to Excel. Use the Export > Excel or Export > Data features to export the entire dataset.

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	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr
COCSU - CSU Office of the Chancellor	2015	1	07/01/2015	0000730530	MJE - Manual Journal Entry	2014/15 ENC-ERP ANALYSTS INC	493,142.22	613001 - CONTRACTUAL SERVICES	48503 - SYSTEMWIDE PROVISION	1027 - INFORMATION SYSTEMS	CHRS - Common Human Resources System	- - -	ITHRSDW - CHRS Data Warehouse	-	0	0	PO4248	N	-	2014/15 ENC-ERP ANALYSTS INC

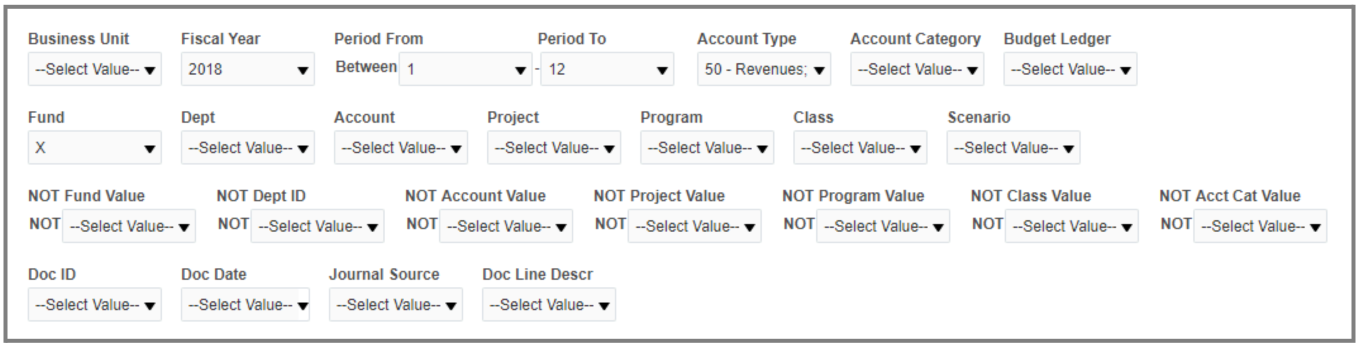
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr
COCSU - CSU Office of the Chancellor	2015	1	07/01/2015	0000730530	MJE - Manual Journal Entry	2014/15 ENC-ERP ANALYSTS INC	493,142.22	613001 - CONTRACTUAL SERVICES	48503 - SYSTEMWIDE PROVISION	1027 - INFORMATION SYSTEMS	CHRS - Common Human Resources System	- - -	ITHRSDW - CHRS Data Warehouse	-	0	0	PO4248	N	-	2014/15 ENC-ERP ANALYSTS INC

- 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
- Jrnl Ln Nbr
- Jrnl Ln Ref
- Jrnl Rev Cd
- Jrnl ID
- Jrnl Ln Descr
- Jrnl Class
- Jrnl Class Descr
- Doc Ln #
- Scenario
- Ledger Fdescr
- Doc Date
- Jrnl Src

- Posted Date
- Journal Date
- SCO Fund Fdescr
- CSU Fund Fdescr
- FIRMS Obj Cd Fdescr
- FIRMS Proj Cd Fdescr
- SCO Subfund Fdescr
- Reversal Date

6.2 Budget Reporting by Attributes

The Budget Reporting by Attributes report is the transactional display with six column selectors.

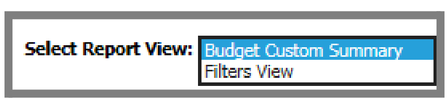


Features

- The Budget Reporting by Attributes report contains two section for filters: Report Filters and Advanced Filters.
- This report has 6 column selectors containing selections for all filters.

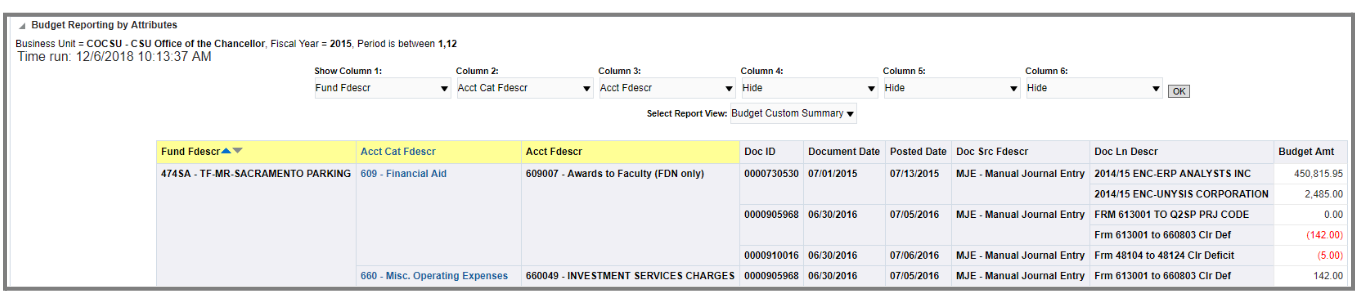
6.2.1 Report Views

The Budget Reporting by Attributes report contains two report views.



Report Views: Budget Reporting by Attributes

Budget Custom Summary



Budget Reporting by Attributes

Business Unit = COCSU - CSU Office of the Chancellor, Fiscal Year = 2015, Period is between 1,12
Time run: 12/6/2018 10:13:37 AM

Show Column 1: Fund Fdescr | Column 2: Acct Cat Fdescr | Column 3: Acct Fdescr | Column 4: Hide | Column 5: Hide | Column 6: Hide | OK

Select Report View: Budget Custom Summary

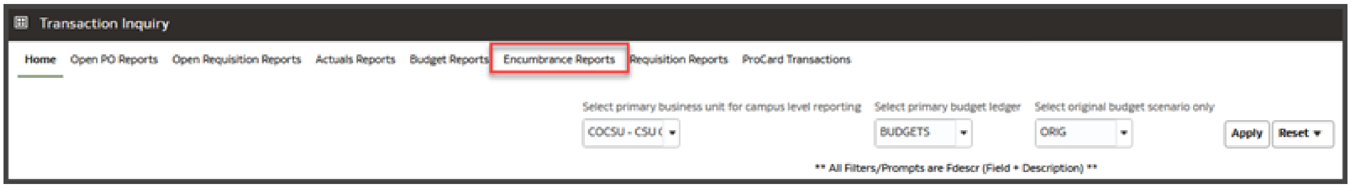
Fund Fdescr	Acct Cat Fdescr	Acct Fdescr	Doc ID	Document Date	Posted Date	Doc Src Fdescr	Doc Ln Descr	Budget Amt
474SA - TF-MR-SACRAMENTO PARKING	609 - Financial Aid	609007 - Awards to Faculty (FDN only)	0000730530	07/01/2015	07/13/2015	MJE - Manual Journal Entry	2014/15 ENC-ERP ANALYSTS INC	450,815.95
							2014/15 ENC-UNYSIS CORPORATION	2,485.00
			0000905968	06/30/2016	07/05/2016	MJE - Manual Journal Entry	FRM 613001 TO Q2SP PRJ CODE	0.00
							Frm 613001 to 660803 Clr Def	(142.00)
			0000910016	06/30/2016	07/06/2016	MJE - Manual Journal Entry	Frm 48104 to 48124 Clr Deficit	(5.00)
	660 - Misc. Operating Expenses	660049 - INVESTMENT SERVICES CHARGES	0000905968	06/30/2016	07/05/2016	MJE - Manual Journal Entry	Frm 613001 to 660803 Clr Def	142.00

Report View: Budget Custom Summary

The report results display Column Selectors, plus six fixed columns:

- Doc ID
- Document Date
- Posted Date
- Doc Src Fdescr
- Doc Ln Descr
- Budget Amt

7.0 Encumbrance Reports



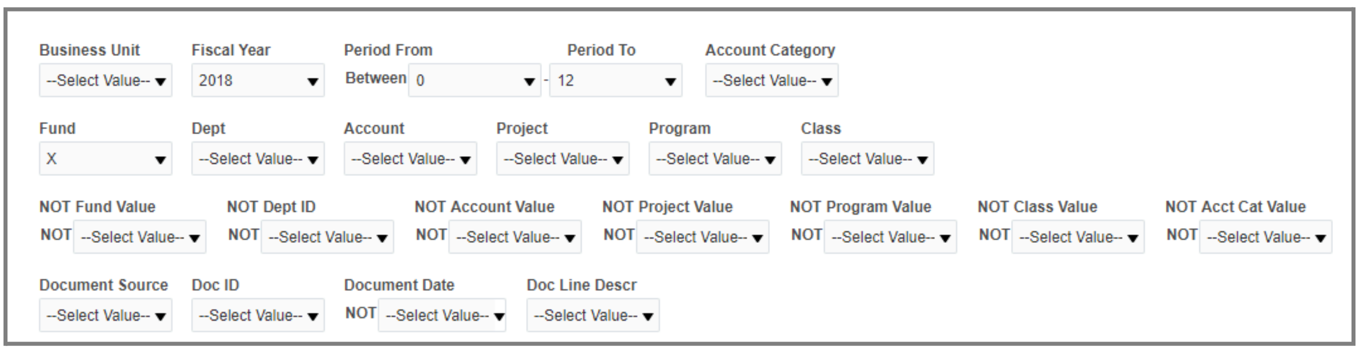
The Encumbrance Reports page provides reporting on encumbrance transaction activity based on the selected report filters. This page contains two reports:

- Encumbrance Transactions
- Encumbrance Reporting by Attributes

When you click on one of the Encumbrance Reports links, the selected report will appear on its own page / tab with the other dashboard pages.

7.1 Encumbrance Transactions

The Encumbrance Transactions report is a transactional display based on selected filters with several views.



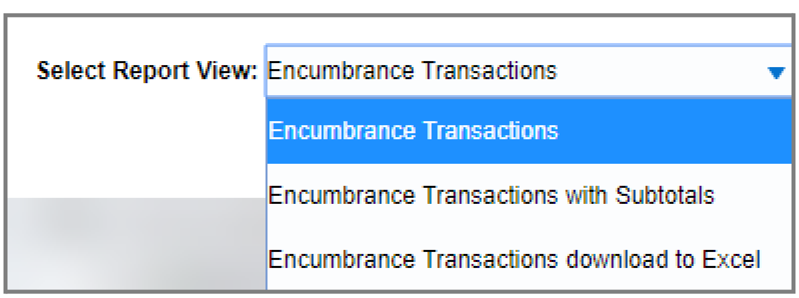
Encumbrance Transactions Report Filters

Features

- Encumbrance Transactions contains two section for filters: Report Filters and Advanced Filters.

7.1.1 Report Views

The Encumbrance Transactions report contains three report views.



Report Views: Encumbrance Transactions

Encumbrance Transactions

Encumbrance Transactions

Page Number 1.00

Business Unit	PO #	PO Line #	Document Date	Fiscal Year	Period	Doc Src Descr	Voucher Ln	Doc ID	Voucher ID	Invoice ID	Doc Ln Descr	Encumbrances
SBCMP - CSU San Bernardino	000040959	1	02/17/2015	2015	2	Encumbrance Activity from a PO	0	000040959	-	-	Rental of USC Auditorium/Foyer	(840.00)
	000040959A	1	02/17/2015	2015	2	Encumbrance Activity from a PO	0	000040959A	-	-	Rental of USC Auditorium/Foyer	840.00
Grand Total												0.00

Report View: Encumbrance Transactions

This report view will display 100 transactions per page. There are no column selectors. The report results displays 13 fixed columns:

- Business Unit
- PO #
- PO Line #
- Document Date
- Fiscal Year
- Period
- Doc Src Descr
- Voucher Ln
- Doc ID
- Voucher ID
- Invoice ID
- Doc Ln Descr
- Encumbrances

Encumbrance Transactions with Subtotals

This report view displays the same 13 columns as the Encumbrances Transactions report view, 100 transactions per page. Additionally, the report results have a subtotal in column 2 after every PO # group:

Encumbrance Transactions

Encumbrance Transactions
Time run: 12/11/2018 10:13:10 AM
Business Unit = **SBCMP - CSU San Bernardino**, Fiscal Year = **2018**, Period is between **0,12**

Select Report View: Encumbrance Transactions with Subtotals

Page Number 1

Business Unit	PO #	PO Line #	Document Date	Fiscal Year	Period	Doc Src Descr	Voucher Ln	Doc ID	Voucher ID	Invoice ID	Doc Ln Descr	Encumbrances
SBCMP - CSU San Bernardino	-	0	08/08/1988	2018	0	GL BEGINNING BALANCE	0	-	-	-	-	14,061,680.66
	- Total											**14,061,680.66**
	0000035050	17	02/06/2013	2018	3	Encumbrance Activity from a PO	0	0000035050	-	-	FY 17/18 BW PRINT CHARGES OVER	(541.25)
		18	02/06/2013	2018	3	Encumbrance Activity from a PO	0	0000035050	-	-	FY 17/18 COLOR PRINT CHARGES O	(458.65)
	0000035050 Total											**(999.90)**
	0000038614	1	04/22/2014	2018	4	Encumbrance Activity from a PO	0	0000038614	-	-	TOEFL test booklets for the TO	(1,485.83)
		2	04/22/2014	2018	4	Encumbrance Activity from a PO	0	0000038614	-	-	TOEFL test booklets for TEOFL	(2,072.35)
	0000038614 Total											**(3,558.18)**

Subtotal for a unique PO

Report View: Encumbrance Transactions with Subtotals

Encumbrance Transactions download to Excel

The purpose of this view is to format the data for download to Excel. Use the Export > Excel or Export > Data features to export the entire dataset.

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Encumbrances	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Period Descr	Document Date	PO #	Supplier
SBCMP - CSU San Bernardino	2015	2	08/19/2015	0000040959	Encumbrance Activity from a PO	Rental of USC Auditorium/Foyer	(840.00)	651025 - COGS-Produce	RZ101 - TF 436 - 2009 1+2+1 Program	C0820 - CAL-Communication Studies	9002 - Balance Sheet Items	11796 - MURGUIA, SAL	HSG1819STRPAINT - Sutter Hall Exterior Paint	Period 2 - 2015-08-01	02/17/2015	0000040959	0000028560
SBCMP - CSU San Bernardino	2015	2	06/20/2018	000040959A	Encumbrance Activity from a PO	Rental of USC Auditorium/Foyer	840.00	651025 - COGS-Produce	RY058 - TFL-UNALLOCATED HOLDING	C0820 - CAL-Communication Studies	9002 - Balance Sheet Items	11796 - MURGUIA, SAL	HSG1819STRPAINT - Sutter Hall Exterior Paint	Period 2 - 2015-08-01	02/17/2015	000040959A	0000028560

Supplier Name	PO Line #	PO Ln Dst #	PO Sch	Voucher ID	Voucher Ln	Voucher Dist Ln	Ledger Fdescr	KK Tran Date	Jrnl Src	PO Date	Reversal Date	SCO Fund Fdescr	CSU Fund Fdescr	FIRMS Obj Cd Fdescr	FIRMS Proj Cd Fdescr	SCO Subfund Fdescr	PO Ref	Invoice ID
HILL, MICHAEL ALEXANDER	1	1	1	-	0	0	KK_DTL_ENC - Ledger KK Encumbrance	02/17/2015	-	02/17/2015	08/08/1988	0948 - Calif State University Trust Fund	436 - TF-Agency Fund-Miscellaneous Financial Aid and Other Agency	660090 - Expenses-Other	00000 - No Project Name Assigned	000 - x	-	-
HILL, MICHAEL ALEXANDER	1	1	1	-	0	0	KK_DTL_ENC - Ledger KK Encumbrance	08/19/2015	-	02/17/2015	08/08/1988	0948 - Calif State University Trust Fund	481 - TF-Lottery Education Fund	660090 - Expenses-Other	L0033 - General Campus Based Programs	000 - x	See PO 0000040959	-

Report View: Encumbrance Transactions Download to Exel

- Business Unit
- Fiscal Year
- Period
- Accounting Date
- Doc ID
- Doc Src Descr
- Doc Ln Descr
- Encumbrances
- Account Fdescr
- Fund Fdescr
- Dept Fdescr
- Prog Fdescr
- Class Fdescr
- Project Fdescr
- Period Descr
- Document Date
- PO #
- Supplier
- Supplier Name
- PO Line #
- PO Ln Dst #
- PO Sch
- Voucher ID
- Voucher Ln
- Voucher Dist Ln

- Ledger Fdescr
- KK Tran Date
- Jrnl Src
- PO Date
- Reversal Date
- SCO Fund Fdescr
- CSU Fund Fdescr
- FIRMS Obj Cd Fdescr
- FIRMS Proj Cd Fdescr
- SCO Subfund Fdescr
- PO Ref
- Invoice ID

7.2 Encumbrance Reporting by Attributes

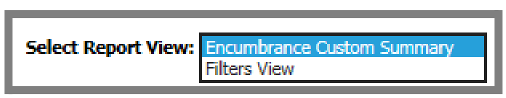
The Encumbrance Reporting by Attributes report is a transactional display with six column selectors.

Features

- The Encumbrance Reporting by Attributes report contains two section for filters: Report Filters and Advanced Filters.
- This report has 6 column selectors containing selections for all filters.

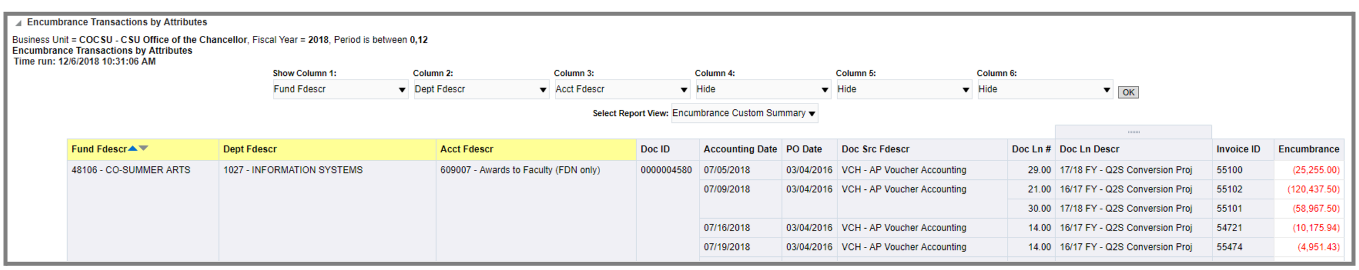
7.2.1 Report Views

The Encumbrance Reporting by Attributes report has one Report View and a Filters View.



Report Views: Encumbrance Reporting by Attributes

Encumbrance Custom Summary



Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Accounting Date	PO Date	Doc Src Fdescr	Doc Ln #	Doc Ln Descr	Invoice ID	Encumbrance
48106 - CO-SUMMER ARTS	1027 - INFORMATION SYSTEMS	609007 - Awards to Faculty (FDN only)	0000004580	07/05/2018	03/04/2016	VCH - AP Voucher Accounting	29.00	17/18 FY - Q2S Conversion Proj	55100	(25,255.00)
				07/09/2018	03/04/2016	VCH - AP Voucher Accounting	21.00	16/17 FY - Q2S Conversion Proj	55102	(120,437.50)
							30.00	17/18 FY - Q2S Conversion Proj	55101	(58,967.50)
				07/16/2018	03/04/2016	VCH - AP Voucher Accounting	14.00	16/17 FY - Q2S Conversion Proj	54721	(10,175.94)
				07/19/2018	03/04/2016	VCH - AP Voucher Accounting	14.00	16/17 FY - Q2S Conversion Proj	55474	(4,951.43)

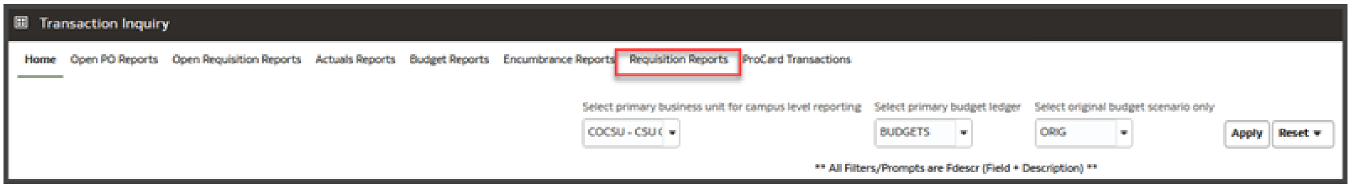
Report View: Encumbrance Custom Summary

The report results display Column Selectors, plus eight fixed columns:

- Doc ID
- Accounting Date
- PO Date

- Doc Src Fdescr
- Doc Ln #
- Doc Ln Descr
- Invoice ID
- Encumbrance

8.0 Requisition Reports



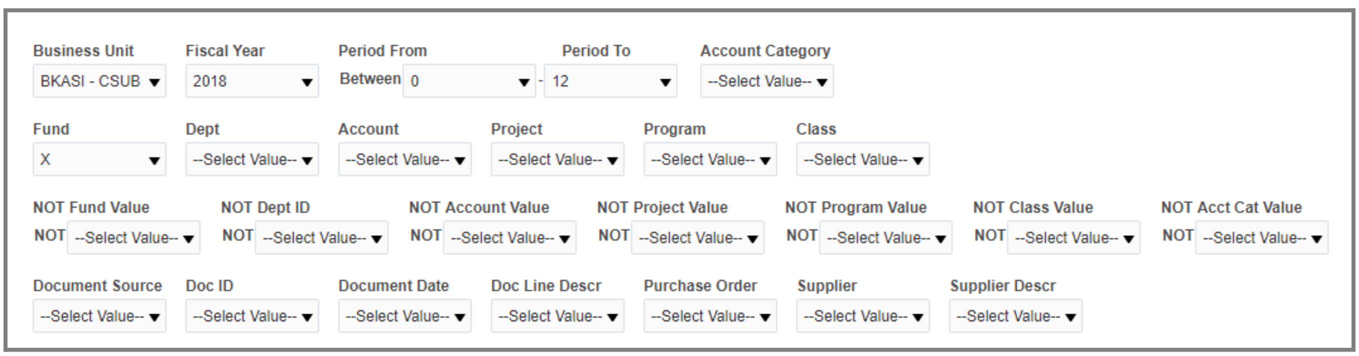
The Requisition Reports page provides reporting on requisition transaction activity based on the selected report filters. This page contains two reports:

- Requisition Transactions
- Requisition Reporting by Attributes

When you click on one of the Requisition Reports links, the selected report will appear on its own page/ tab with the other dashboard pages.

8.1 Requisition Transactions Report

The Requisition Transactions report is a transactional display based on selected filters with several views.



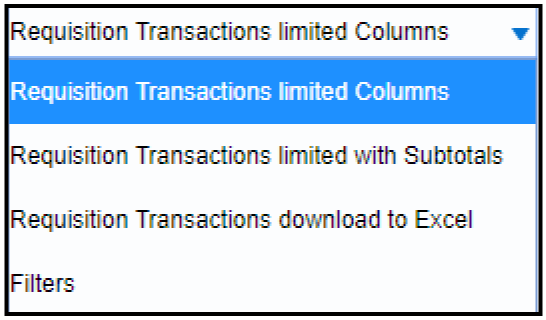
Requisition Transactions Report Filters

Features

- Requisition Transactions report contains two section for filters: Report Filters and Advanced Filters.

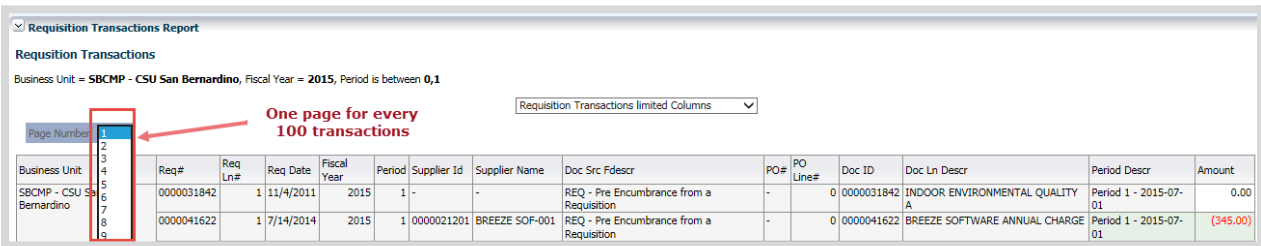
8.1.1 Report Views

The Requisition Transactions report contains three Report Views and a Filters View.



Report Views: Requisition Transactions Report

Requisition Transactions Limited Columns



Business Unit	Req#	Req Ln#	Req Date	Fiscal Year	Period	Supplier Id	Supplier Name	Doc Src Fdescr	PO#	PO Line#	Doc ID	Doc Ln Descr	Period Descr	Amount
SBCMP - CSU Sa Bernardino	0000031842	1	11/4/2011	2015	1	-	-	REQ - Pre Encumbrance from a Requisition	-	0	0000031842	INDOOR ENVIRONMENTAL QUALITY A	Period 1 - 2015-07-01	0.00
	0000041622	1	7/14/2014	2015	1	0000021201	BREEZE SOF-001	REQ - Pre Encumbrance from a Requisition	-	0	0000041622	BREEZE SOFTWARE ANNUAL CHARGE	Period 1 - 2015-07-01	(345.00)

This report view will display 100 transactions per page. There are no column selectors. The report results displays 15 fixed columns:

- Business Unit
- Req #
- Req Ln #
- Req Date
- Fiscal Year
- Period
- Supplier ID
- Supplier Name
- Doc Src Fdescr
- PO #
- PO Line #
- Doc ID
- Doc Ln Descr
- Period Descr
- Amount

Requisition Transactions limited with Subtotals

This report view displays the same 15 columns as the Requisition Transactions report view, 100 transactions per page. Additionally, the report results have a subtotal in column 2 after every Req # group:

Page Number 1

Business Unit	Req#	Req Ln#	Req Date	Fiscal Year	Period	Supplier Id	Supplier Name	Doc Src Fdescr	PO#	PO Line#	Doc ID	Doc Ln Descr	Period Descr	Amount
SBCMP - CSU San Bernardino	0000031842	1	11/4/2011	2015	1	-	-	REQ - Pre Encumbrance from a Requisition	-	0	0000031842	INDOOR ENVIRONMENTAL QUALITY A	Period 1 - 2015-07-01	0.00
	0000031842 Total													**0.00**
	0000041622	1	7/14/2014	2015	1	0000021201	BREEZE SOF-001	REQ - Pre Encumbrance from a Requisition	-	0	0000041622	BREEZE SOFTWARE ANNUAL CHARGE	Period 1 - 2015-07-01	(345.00)
	0000041622 Total													**(345.00)**
	0000043425	1	2/27/2015	2015	1	0000016867	FOLLETT ED-001	REQ - Pre Encumbrance from a Requisition	-	0	0000043425	GIFT CARDS RESEARCH PARTICIPAN	Period 1 - 2015-07-01	0.00
	0000043425 Total													**0.00**
	0000043680	1	3/27/2015	2015	1	-	-	REQ - Pre Encumbrance from a Requisition	-	0	0000043680	CenturyLink TS Service Exhibit	Period 1 - 2015-07-01	0.00
	0000043680 Total													**0.00**
	0000043947	1	4/27/2015	2015	1	0000024246	ELLUCIAN S-001	REQ - Pre Encumbrance from a Requisition	-	0	0000043947	Software Maintenance Renewal:	Period 1 - 2015-07-01	0.00
		2	4/27/2015	2015	1	0000024246	ELLUCIAN S-001	REQ - Pre Encumbrance from a Requisition	-	0	0000043947	Maintenance Advance Web Member	Period 1 - 2015-07-01	0.00
	0000043947 Total													**0.00**

Subtotal of all amounts for a unique Req #

Requisition Transactions download to Excel

The purpose of this view is to format the data for download to Excel. Use the Export > Excel or Export > Data features to export the entire dataset.

- 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
- Period Descr
- Document Date
- PO #
- Supplier ID
- Supplier Name
- PO Line #
- PO Ln Dst #
- Req Sch
- Req#
- Req Ln#
- Req Dst#
- Ledger
- KK Tran Date
- Jrnl Src
- Req Date
- KK Tran ID

- SCO Fund
- CSU Fund
- FIRMS Obj Cd
- FIRMS Proj
- SCO Subfund
- KK Tran Ln

8.2 Requisition Reporting by Attribute

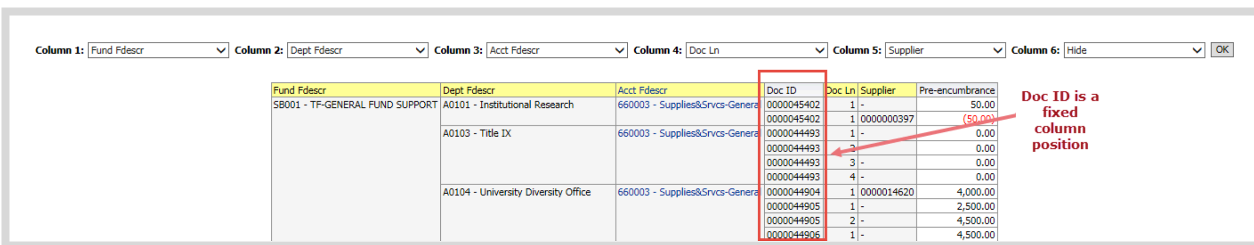
The Requisition Reporting by Attributes report is a transactional display with six column selectors.

Features

- The Requisition Reporting by Attributes report contains two section for filters: Report Filters and Advanced Filters.
- This report has 6 column selectors containing selections for all filters.

8.2.1 Report Views

Requisition Custom Summary

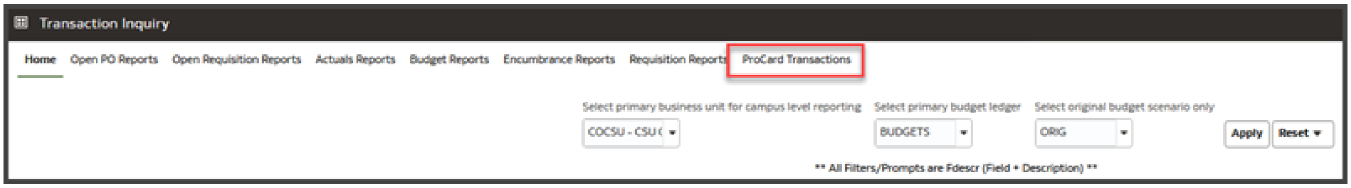


This view contains two fixed columns:

- Doc ID
- Pre-encumbrance

Note that the Doc ID column appears at a fixed position, after columns 1-3 (if exist) and before column 4 (if exists).

9.0 ProCard Transactions



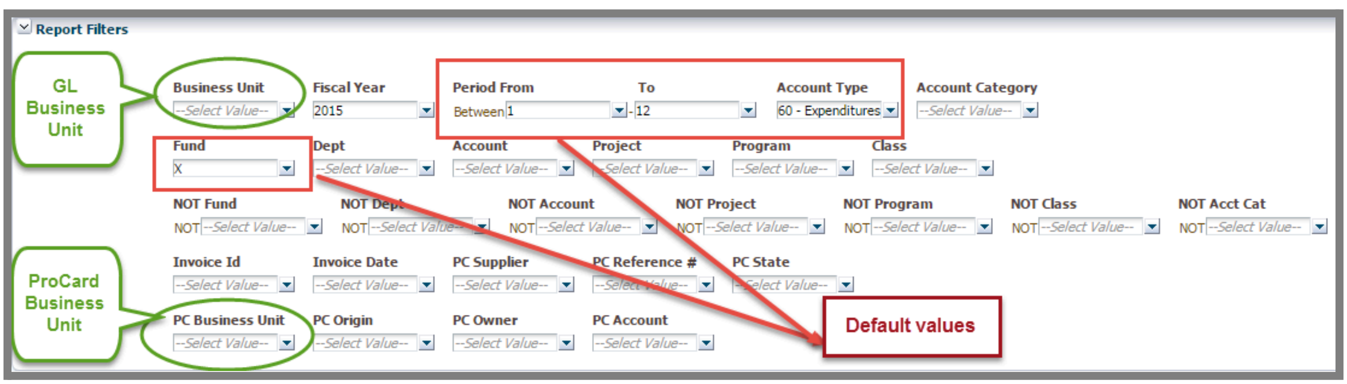
9.1 ProCard Transaction Details

Report Features

- The ProCard Transactions page contains one report: ProCard Transaction Details
- The ProCard Transactions Details report contains the standard report filters, advanced filters, and six column selectors.

9.2 Report Filters

- There are two business unit filters available as report filters:
    - *Business Unit*—the General Ledger business unit that the transaction is charged to
    - *PC Business Unit*—the business unit that the ProCard account is set up under



- The report filter defaults are:
    - Current fiscal year
    - Period From/To: 1 to 12
    - Account Type: 60 – Expenditures
    - Fund: X
- The data warehouse transforms the Accounting Date on the transaction, into fiscal year and accounting period, allowing a search for transactions using an accounting period range.

ProCard Attributes

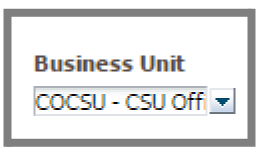
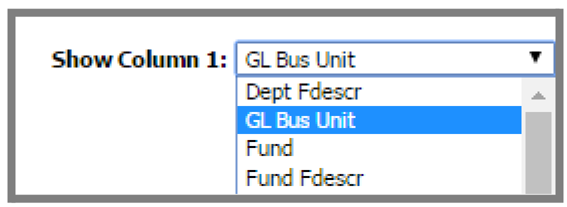
There are nine specific ProCard attributes available as filters, column selectors, and/or report view columns.

Invoice ID	The Supplier Invoice # of the source transaction in Accounts Payable
Invoice Date	The original date of the ProCard transaction from the Supplier
PC Supplier	The Supplier associated with the ProCard transaction
PC Reference #	How this field is used in the ProCard module is Campus Specific. An example might be departments use this for internal tracking, a cross reference to their records or a Requisition/Purchase Order Number.
PC State	The state from which the ProCard purchase was made
PC Business Unit	The business unit that the ProCard account is set up under
PC Origin	Defines where the ProCard originated from. For example campuses may have a US Bank PCard Origin (USB) as well as a One Card Origin (USO).
PC Owner	The ProCard account owner (Name)
PC Account	The ProCard Account number assigned to the account owner

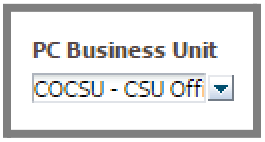
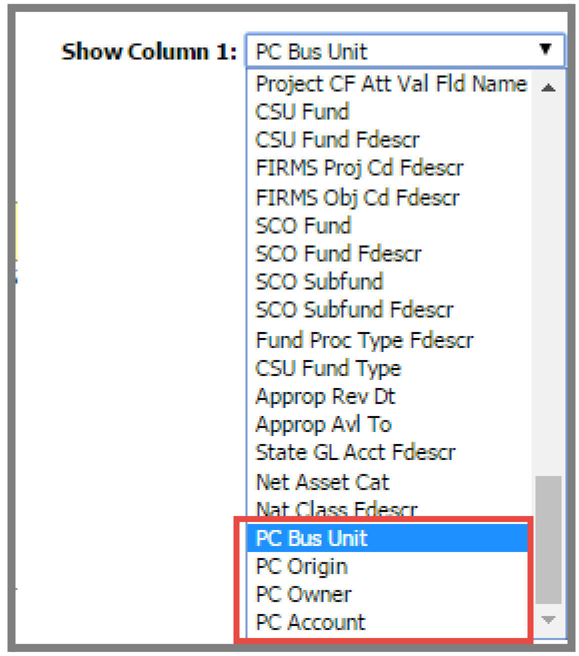
Business Units

There are two business unit fields available as report filters and column selectors.

- **Business Unit** or **GL Bus Unit** is the GL Business Unit the transaction is charged to.

	
Business Unit (Report Filter Label)	*GL Bus Unit (Column Selector Label)*

- **PC Business Unit** or **PC Bus Unit** is the business unit that the ProCard account is set up under. (If inter-unit has not been implemented at your campus, then this is the same as the GL Business Unit.)

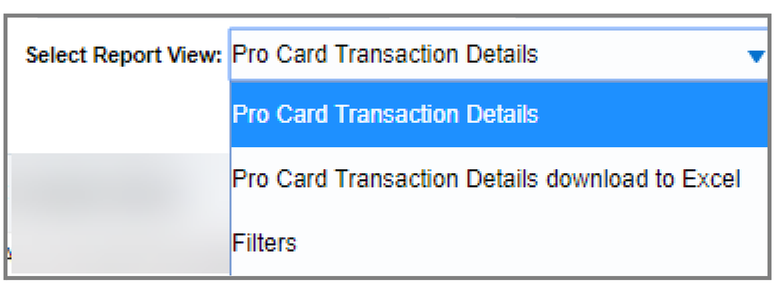
<table>
<tr>
<td>
</td>
<td>
</td>
</tr>
<tr>
<td>PC Business Unit (Report Filter Label)</td>
<td>PC Bus Unit (Column Selector Label)
Note: The ProCard-specific fields appear at the bottom of the column selector list:</td>
</tr>
</table>

Inter Unit Processing

Most campuses equate one GL business unit to one ProCard business unit. If your campus has implemented inter-unit business processing, a single ProCard can be used across multiple GL business units. In this case, your ProCard business unit could be different than the GL business unit.

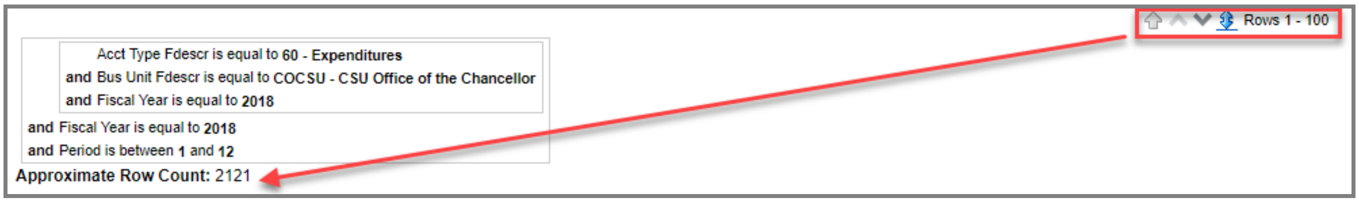
9.3 Report Views

After you have generated a report, you can choose a Report View. The ProCard Transactions report contains two report views plus a Filters view:



Report Views: ProCard Transactions

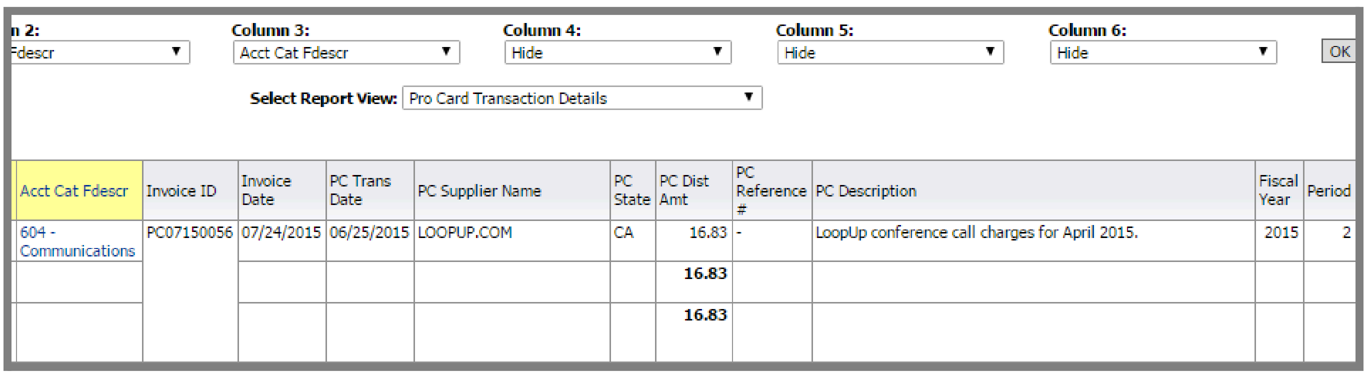
When the report is generated, the screen will display 100 rows of data at a time. Click the up/down arrows to move through the report content. Click the double headed arrow to move to the end of the data.



The Report Displays 100 Rows at a Time

ProCard Transaction Details

This report view contains six column selectors and static columns listed below. There are subtotals on Columns 1 and 2.



Acct Cat Fdescr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
604 - Communications	PC07150056	07/24/2015	06/25/2015	LOOPUP.COM	CA	16.83	-	LoopUp conference call charges for April 2015.	2015	2
						16.83				
						16.83				

Column selectors plus:

- Invoice ID
- Invoice Date
- PC Trans Date
- PC Supplier Name
- PC State
- PC Dist Amt
- PC Reference #
- PC Description
- Fiscal Year
- Period

ProCard Transaction Details download to Excel

This report view contains the same six column selectors and static columns as the ProCard Transactions Details view. There are no subtotals on Columns 1 and 2.

9.3.1 Filters (Global Feature)

This view is available on all dashboard reports that contain Report Views.

9.4 Report Examples

Scenario 1: By (General Ledger) Business Unit

Set the following report filters, apply the filters, and choose the column selectors.

Description	*A report of ProCard transactions for a single department by General Ledger Business Unit*
Report Filters	Business Unit = *Valid Value* Fiscal Year = *Valid Value* Period From = *Valid Value* To = *Valid Value* Account Type = 60-Expenditures Dept = *Valid Value*
Column Selectors	Column 1: Dept Fdescr Column 2: Fund Fdescr Column 3: Acct Fdescr Column 4: PC Owner Column 5: Hide Column 6: Hide
Instructions	Try different sort order on various columns: ● PC Owner ● Invoice ID

Scenario 2: By PC Attributes

Set the following report filters, apply the filters, and choose the column selectors. You do not have to pick a PC business unit in order to filter on ProCard attributes. ProCard attributes, for example, all campus values for PC Owner, PC Account, etc. are available from the report filter selection/search.

Description	*A report of ProCard transactions for a ProCard Owner*
Report Filters	Business Unit = *Valid Value* Fiscal Year = *Valid Value* Period From = *Valid Value* To = *Valid Value* Account Type = 60-Expenditures PC Owner = *Valid Value*
Column Selectors	Column 1: PC Owner Column 2: Dept Fdescr Column 3: Fund Fdescr Column 4: Acct Fdescr Column 5: Hide Column 6: Hide
Instructions	Try different sort order on various columns: ● Invoice ID

Scenario 3: Inter-Unit

Set the following report filters, apply the filters, and choose the column selectors. Most campuses equate one GL business unit to one ProCard business unit. If your campus has implemented inter-unit business processing, a single ProCard can be used across multiple GL business units. In this case, your ProCard business unit could be different than the GL business unit.

Description	*A report of ProCard transactions for multiple General Ledger Business Units by Department*
Report Filters	Business Unit = *Valid Values* Fiscal Year = *Valid Value* Period From = *Valid Value* To = Valid *Value* Account Type = 60-Expenditures Dept = *Valid Value* PC Owner = *Valid Value*
Column Selectors	Column 1: GL Business Unit Column 2: Dept Fdescr Column 3: Fund Fdescr Column 4: Acct Fdescr Column 5: PC Owner Column 6: Hide
Instructions	• Change the Report View to ProCard Transaction Details download to Excel • Export data to CSV format

Appendix A – Data Warehouse Glossary

Fields: Dashboards – Home Page

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	COCSU or COFDN or COGAP
Primary budget ledger	The campus budget ledger.	Budget
Original budget scenario	Name of original budget scenario	This filter is used to determine what gets summarized (scenario's) in the original budget column on various reports. Leave Blank (includes all scenarios).

Fields: Report Filters, Columns, Drill Downs

FIELD	DEFINITION
% Used	Percent Used. Percent of the budget that has been used
% Used Fiscal Year	Percent Used Fiscal Year. Percent of the budget that has been used for the fiscal year. Budget – Actuals - Encumbrances
Approp Rev Dt	Appropriation Reversion Date. Used for SW and State Reporting.
Approp Avl To	Appropriation Available To Date. Used for SW and State Reporting.
Account	Account value.
Acct Fdescr	The Account value and full description.
Acct Cat	Account Category value. Summarizes Account Chartfields into higher level categories.
Acct Cat Fdescr	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
Acct Type	Account Type Value. Summarizes Account Chartfields into a higher level type.
Acct Type Fdescr	Account Type value and full description. Summarizes Account Chartfields into a higher level type with description.
Acct CF Att Type	Account Chartfield Attribute Type.
Acct CF Atta Val	Account Chartfield Attribute Value.
Acct CF Att Val Descr	Account Chartfield Attribute Value and Description.
Acct CF Att Val Fdescr	Account Chartfield Attribute Value and full description.
Acct CF Att Val Fld Name	Account Chartfield Attribute Value Field Name.
Acct Tree Name	Account Tree Name.
Acct Level 1	Account Level 1 value and full description.
Acct Level 2	Account Level 2 value and full description.

FIELD	DEFINITION
Acct Level 3	Account Level 3 value and full description.
Acct Level 4	Account Level 4 value and full description.
Acct Level 5	Account Level 5 value and full description.
Acct Date or Accounting Date	The Accounting Date of the financial transaction. Ie: Req, PO, Voucher or Journal.
Actuals	Amount of actuals recorded.
Balance Available	Budget – Actuals – Encumbrances.
Balance Available w/Pre-Enc	Budget – Actuals – Encumbrances – PreEncumbrances.
Current Budget	Total Budget Amount.
Bus Unit	Business Unit.
Bus Unit Fdescr	Business Unit value and full description.
Class	Class value
Class Fdescr	The class value with class full description.
CSU Fund	CSU Fund value. Used for SW Reporting.
CSU Fund Fdescr	CSU Fund value with description. Used for SW Reporting.
CSU Fund Type	CSU Fund value. Used for SW Reporting.
CSU Ref 1	If the source came from the CSU Accounting lines, this is the value stored in the description (used by campuses for various interfaces)
CSU Ref 2	If the source came from the CSU Accounting lines, this is the value stored in CSU_REF2 (used by campuses for various interfaces)
Customer ID	If the transaction is from Billing or Accounts Receivable, this is the Customer ID.
Customer Name	If the transaction is from Billing or Accounts Receivable, this is the Name of the Customer.
Date Posted	The date the transaction was posted to the ledger
Department or Dept	Department ID value.
Dept Fdescr	Department ID value and full description.
Dept Tree Name	The name of the Department Tree.
Dept Level 1 or Lvl 1 Fdescr	Department Level 1 code plus description. Top level department based on campus department tree
Dept Level 2 Lvl 2 Fdescr	Department Level 2 code plus description. Division Level.
Dept Level 3 or Lvl 3 Fdescr	Department Level 3 code plus description. Sub-Division Level or College
Dept Level 4 or Lvl 4 Fdescr	Department Level 4 code plus description. Sub-Sub-Division level or College

FIELD	DEFINITION
Dept Level 5 or Lvl 5 Fdescr	Department Level 5 code plus description. Sub-Sub-Division level or College
Doc Date or Document Date	Document Date. The date the transaction within the subsystem. Ie: Invoice, chargeback services.
Doc Dst Ln #	Document Distribution Line Number. The distribution line number of the transaction source document if applicable
Doc ID	Document ID. Regardless of the application, the Document ID that is generated on the transaction is reflected in this field. For example, it could be a voucher number from AP or a journal ID from GL or an item number from AR.
Doc Ln	Document Line. The line number of the transaction source document
Doc Ln #	Document Line Number. The line number of the transaction source document
Doc Ln Descr	Document Line Description. The line description of the transaction source document
Doc Src	Document Source. The source associated with the subsystem where the transaction originated.
Doc Src Fdescr	Document Source full description. The description of the source associated with the subsystem where the transaction originated.
Document Ln Descr	Document Line Description. The line description of the transaction source document
Encumbrance	The amount encumbered from a Purchase Order.
FIRMS Obj Cd Fdescr	FIRMS Object Code and full description.
FIRMS Proj Cd Fdescr	FIRMS Project Code and full description.
Fiscal Year	The fiscal year that the transaction was posted to the ledger
Fund	Fund value.
Fund Fdescr	Fund value and full description.
Fund CF Att Type	Fund Chartfield Attribute Type.
Fund CF Att Val	Fund Chartfield Attribute Value.
Fund CF Att Value Descr	Fund Chartfield Attribute Value and Description.
Fund CF Att Value Fdescr	Fund Chartfield Attribute Value and full description.
Fund CF Att Value Fld Name	Fund Chartfield Attribute Value Field Name.
Fund Proc Type Fdescr	Fund Processing Type Field and full description. Used for SW reporting.
Fund Tree	The name of the Fund tree.
Fund Level 1	Fund Level 1 value and full description.
Fund Level 2	Fund Level 2 value and full description.
Fund Level 3	Fund Level 3 value and full description.

FIELD	DEFINITION
Fund Level 4	Fund Level 4 value and full description.
Fund Level 5	Fund Level 5 value and full description.
Invoice #	If the source transaction came from Accounts Payable, this is the Supplier Invoice #.
Journal Date	Journal date.
Jrnl ID	Journal number.
Jrnl Ln #	Journal line number
Jrnl Ln Ref	Journal Line Reference. A brief description of the journal line.
Jrnl Src	Journal Source. The source associated with the journal.
KK Tran Date	Transaction date in KK Activity Log, budget date.
KK Tran ID	KK Tran ID
KK Tran Ln	Line number in KK Activity Log
Month To Date Actuals	Month-to-Date Actuals. Includes the month net balances for the period (as of) selected in the report filters
Month To Date Budget	Month-to-Date Budget. Includes the month net balances for the period (as of) selected in the report filters
Month To Date Encumbrances	Month-to-Date Encumbrance. Includes the month net balances for the period (as of) selected in the report filters
Nat Class Fdescr	Natural Class Value and Description. Used for SW and State Reporting.
Net Asset Cat	Net Asset Category.
Open Item Key	A key that identifies an open item.
Open PO Amount	The amount remaining on a purchase order.
Orig Budget	The original budget posted.
Payment ID Reference	Check number
Period (as of)	The PeopleSoft accounting period that the transaction was posted to the ledger. 0 through the period chosen or 1 through the period chosen for the fiscal year. (Note: depends on the dashboard.) On some dashboard (other than Manage My Budget), period (as of) may or may not include Period 0.
Period [and]	The beginning period for a Period search.
Period [between]	The ending period for a Period search.
Period Abbr	The fiscal accounting period, abbreviated.
Period Descr	The fiscal accounting period, full description.
PO #	Purchase Order number.
PO Dst Ln #	If the source transaction came from a PO voucher, this is the PO Distribution Line Number that was matched against the voucher.

FIELD	DEFINITION
PO Due Date	The due date set on the purchase order.
PO ID	Purchase Order number.
PO Ln# or Line #	Purchase Order Line number.
PO Ref	If the source transaction came from a PO voucher, this is the PO Number that was matched against the voucher.
PO Sch #	If the source transaction came from a PO voucher, this is the PO Schedule Number that was matched against the voucher.
Posted Date	The date the transaction is posted.
Pre-Enc Amt	The pre-encumbered amount on a requisition.
Prior Year(s) Actuals	Prior Year Actuals. Period 0.
Program	Program value.
Prog Fdescr	Program value and full description.
Project	Project ID value.
Proj Fdescr	Project ID value and full description.
Project Tree Name	Name of the Project Tree.
Project Level 1 Fdescr	Project Level 1 value and full description.
Project Level 2 Fdescr	Project Level 2 value and full description.
Project Level 3 Fdescr	Project Level 3 value and full description.
Project Level 4 Fdescr	Project Level 4 value and full description.
Project Level 5 Fdescr	Project Level 5 value and full description.
Project CF Att Type	Project Chartfield Attribute Type.
Project CF Att Val	Project Chartfield Attribute Value.
Project CF Att Value Descr	Project Chartfield Attribute Value and Description.
Project CF Att Value Fdescr	Project Chartfield Attribute Value and full description.
Project CF Att Value Fld Name	Project Chartfield Attribute Value Field Name.
Req #	Requisition ID.
Req Dst #	The requisition distribution line number.
Req ID	Requisition ID.
Req Ln #	The requisition line number.
Req Sch	The requisition schedule number.
Rev Budget	Revisions to the original budget posted.
Scenario	Scenario value.
Scenario Fdescr	Scenario with Full Description
SCO Fund	SCO Fund Value with description. Used for State Reporting.

FIELD	DEFINITION
SCO Fund Fdescr	SCO Fund Value with description. Used for State Reporting.
SCO Subfund	SCO Subfund. Used for State Reporting.
SCO Subfund Fdescr	SCO Subfund value with description. Used for State Reporting.
Stat Amt	The amount associated with the statistical code used (for example, 1.0 'FTE')
Stat Cd	Primarily used as the value "FTE" on payroll accounts (601XXX). Any other use would be campus-defined.
State GL Acct Fdescr	State GL Account Field and Description. Used for SW and State Reporting.
Total Encumbrances	Total Encumbrance. Includes period 0 if applicable thru period (as of).
Total Pre-Encumbrances	Total Pre-Encumbrance. Includes period 0 if applicable thru period (as of).
Supplier ID	Vendor code plus description. If the source transaction came from a voucher, this is the vendor number on the voucher
Supplier Name	Supplier Name.
Year To Date Actuals	Includes period 1 thru period (as of). Does not include period 0.

Appendix B – Document Sources

When drilling down into the details of a balance, knowing what a Document Source (Doc Src) is can be very beneficial. Below is your road map for identifying what it is you are looking at. All transactions begin in a subsystem (i.e.: Accounts Payable) and end up in the General Ledger as a balance.

Actuals

Doc Src Fdescr: MJE - Manual Journal Entry

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln #	GL Journal Line Number
Doc Ln Descr	Journal Line Description
Jrnl Src	Journal Source – indicates the origination of the Manual JE.

Doc Src Fdescr: CSU - CSU Accounting Lines (Campus Service Providers: Telecom, Copier Program, Postage/Mail Services, Print Shop, Copier Paper, Facilities, Defensive Driving, Live Scan, Staples)

DATA WAREHOUSE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	CSU Line Description

Doc Src Fdescr: HCM Payroll Accounting Lines (Payroll Entries)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Run Date
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	HR Line Description

Doc Src Fdescr: VCH Voucher Accounting Lines (When Vendor Invoices are processed)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Voucher ID
Document Date	Invoice Date
Doc Ln #	Voucher Line Number
Doc Dst Ln #	Distribution Line
Doc Ln Descr	Description

Doc Src Fdescr: SFJ – Student Financial Journals (Transactions which originated from the Student System)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	Journal Line Description

Doc Src Fdescr: BIL - Billing Accounting Lines (When customers are invoiced)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Invoice Number
Document Date	Invoice Date
Doc Ln #	Invoice Line Number
Doc Dst Ln #	Distribution Line Number
Doc Ln Descr	Description

Encumbrance

Doc Source Descr: Encumbrance Activity from a PO (the initial activity from a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
PO Ln #	Purchase Order Line Number
PO Sch	Purchase Order Schedule Number
PO Ln Dst #	Purchase Order Distribution Line
Doc Ln Descr	More Information

Doc Source Descr: AP Voucher Accounting (When a Vendor Invoice is matched to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order
Document Date	Purchase Order Date
PO Ln #	Purchase Order Line Number
PO Sch	Purchase Order Schedule Number
PO Ln Dst #	Purchase Order Distribution Line Number
Doc Ln Descr	More Information
Voucher ID	Voucher Number
Voucher Ln	Voucher Line

DATA WAREHOUSE FIELD	VALUE
Voucher Dist Ln	Voucher Distribution Line

Pre Encumbrance

Doc Src Fdescr: REQ – Pre Encumbrance Activity from a Requisition (The initial Req entry)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Requisition Number
Document Date	Requisition Order Date
Req Ln #	Requisition Line Number
Req Sch	Requisition Schedule Number
Req Dst #	Requisition Distribution Line
Doc Ln Descr	More Information

Doc Src Fdescr: ENC - Encumbrance Activity from a Purchase Orders (Entry occurs when a Req is sourced to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
PO Line #	Purchase Order Line Number
PO Dst Ln #	Purchase Order Distribution Line Number
Doc Ln Descr	More Information

Budgets

Doc Src Fdescr: MJE Manual Budget Journals (When Budget Journal Entries are made)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Doc Ln #	Journal Line Number
Doc Ln Descr	Journal Line Description