

### Data Warehouse Phase II Tutorial

#### How to pull a cash balance report:

Step 1: Log into Finance, then click on Phase 2

| <b>CS</b> YOU  |  |  |  |  |  |
|--|--|--|--|--|--|
| EMPLOYEE TOOLS & DIVISIO<br>Resources services organi  | NS & PROJECTS & COLLABORATE POLICIES FORMS<br>Zations initiatives  |  |  |  |  |
| HOME > TOOLS & SERVICES > FINANCIAL TOOLS > COMMON FINANCIAL SYSTEM (CFS) >                      |  |  |  |  |  |
| Common Financial System<br>(CFS)<br>CFS Non-Production<br>Financial Information Systems<br>(FIS) | Common Financial System (CFS)<br>The Common Financial System, referred to systemwide as the CFS,<br>replaced the California State University PeopleSoft Finance 9.0<br>environment in July 2011. CFS was instituted in an effort to achieve<br>database consolidation across all campuses. |  |  |  |  |
| CFS Data Warehouse Login   | Announcements  |  |  |  |  |
| - 11G<br>Finance Data Warehouse -<br>Phase 2<br>CPO Process                                      | Prease duice the UPS 32 and Data Yraenouse TTS Training materials<br>available in the links provided below.  |  |  |  |  |
|  | CFS 9.2 Training   |  |  |  |  |
|  | CFS 9.2 Training and Tips (.doc)   |  |  |  |  |
|  | CO Budgeting Business Process 9.2 (.doc)   |  |  |  |  |
|  | Pro Card Training Manual PS 9.2 (.doc)   |  |  |  |  |
|  | Data Warehouse 11g Training<br>11G Ouick Reference Guide (.docx)   |  |  |  |  |

Step 2: Select the Financial Reporting Dashboard



#### Step 3: Choose "Financial Summary As of Period"

|     | CSU The California State University<br>Business Intelligence / Data Warehouse   |  |  |  |  |
|-----|---|--|--|--|--|
| -   | Financial Reporting Home  |  |  |  |  |
| cia | Home Manage My Budget as of Period Financial Summary As of Period Financial S   |  |  |  |  |
|     | Default Settings for this Dashboard   |  |  |  |  |
|     | Select primary business unit for campus level reporting Select primary SOASI - Associate  |  |  |  |  |
|     | Report Index  |  |  |  |  |
|     | Manage My Budget as of Period   |  |  |  |  |
|     | This page is designed to produce reports of budget, actuals, encumbrances, pre-encum<br>fund, department, account, project, program, and class chartfields and the department<br>account type 60 (expense).   |  |  |  |  |
|     | Financial Summary As of Period  |  |  |  |  |
|     | As of the period indicated in the filter, this page is designed to produce reports of bud<br>wide number of filters which include the chartfields, state and CSU attributes, trees, an<br>all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one |  |  |  |  |
|     | Financial Summary Between Periods   |  |  |  |  |
|     | Based on the accounting periods indicated in the filter, this page is designed to produc<br>data based on a broad range of filters which include the chartfields, state and CSU attri   |  |  |  |  |
|     | Financial Summary by Year   |  |  |  |  |
|     | Based on the year and accounting period indicated in the filter, this page is designed to<br>the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. The<br>entity revenue and evnense  |  |  |  |  |



### How to pull a cash balance report:

Step 4: After logging into Financial Summary As of Period , verify your Business Unit (SOCMP), Fiscal Year, and Period (leave period at 12 to get current data).

| CSU The California State University<br>Business Intelligence / Data Warehouse                      |   |        |  |  |  |  |
|--|---|--------|--|--|--|--|
| Financial Reporting  | Home 🛛 Dashboards 🗸 🔰 左 Open 🗸 💧 Signed In As 🛛 Anderson, Nic   | cole 🗸 |  |  |  |  |
| Home Manage My Budget as of Period Financial Summary   | As of Period 🛛 Financial Summary Between Periods 🛛 Financial Summary by Year 🔤 Trial Balance 🔹 Inception to Date Cash Fund Balance 🔌 🧮  | ?      |  |  |  |  |
| Report Filters Business Unit Fiscal Year   | As Of Period Account Type Account Category Budget Ledger Fund CF Status   | 1^     |  |  |  |  |
| 4 SOCMP - Sonoma ▼ 2015 ▼<br>Fund Dept<br>RQ000 - Performa ← Choose Fund ▼                         | 12    Select Value     Budgets    Select Value       Account     Project     Program     Class       101100 - Cash-Short Term Investments    Select Value    Select Value    Select Value   |        |  |  |  |  |
| NOT Fund NOT Dept<br>NOTSelect Value V NOTSelect 6   | □ 101001 - General Cash       □ 101009 - Cash on Hand         □ 101009 - Cash on Hand       ✓         ✓       101100 - Cash-Short Term Investments    NOT -Select Value ▼ NOT -Select Val |        |  |  |  |  |
| 2 Advanced Filters   | 101700 - Restricted Cash /GAAP-Aux ONLY     101800 - Cash - Savings     101801 - Credit Card Receipts Retail  | Ś      |  |  |  |  |
| Financial Summary - As of Period Business Unit = SOCMP - Sonoma State University, Fiscal Year = 20 | I 101802 - Credit Card Receipts-Food Svcs I 101803 - Vanguard - Money Market More/Search IS, Period = 7   | 1      |  |  |  |  |

Step 5: Delete the "X" in the Fund field. Add all Funds you wish to create a cash balance report for.

Step 6: Select account 101100 for Cash-Short Term Investments



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#### How to pull a cash balance report:

Step 7: You can also select the "NOT Fund" feature if you know which funds you do not wish to have included in your cash balance report.

|  | Available  i Search results are not limited to values in the browse list   | Selected  |
|--|--|---|
| Financial Reporting Home Manage My Budget as of Period Financial Summary As of Period Financial Report Filters Business Unit Fiscal Year As Of Period A SOCMP - Sonoma 2015 7 1 Fund Dept -Select Value-  NOT Eucl Value- NOT Select | Name         Starts         C0         ← Choose F           Search         ✓ Match Case         C0000         C0001         C0003         C0004         C0005         C0006         C0007         C0008         C0009         C0010         C0012         C0012         C0015         ✓         C0017         C0018         ✓         Choices Returned: 1 - 256 + More         More         ✓         More         ✓ | Ind       QZ001         QZ002       QZ003         QZ004       QZ005         QZ005       QZ007         QZ009       QZ010         QZ021       QZ021         QZ022       QZ024         QZ024       QZ024         QZ025       QZ024         QZ021       QZ024         QZ023       QZ024         QZ031       QZ033         QZ034       QZ034 |
| Advanced Filters   | Apply Filters Reset Filters  | OK Cancel   |

Step 8: Select "Apply Filters" to generate a report.

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#### How to pull a cash balance report:

Step 9: After you apply filters, you will see a report appear at the bottom of your screen. Select "Fund Fdescr" for Column 1, select "Fund Fdescr" in Column 2, and select "Hide" in Column 3.



Sonoma State University – Financial Services

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#### How to pull a cash balance report:

Step 12: Remember you can "Export" or "Save Current Customizations" to revisit your report in the future.

![](_page_4_Picture_3.jpeg)

![](_page_4_Picture_4.jpeg)

\*\*Keep in mind this cash report reflects only your cash balance, and not your overall fund balance, which includes liabilities in addition to asset accounts. When reviewing balances for month end close, take into consideration both reports. If either your cash balance or fund balance or both is negative this fund is considered in deficit.