



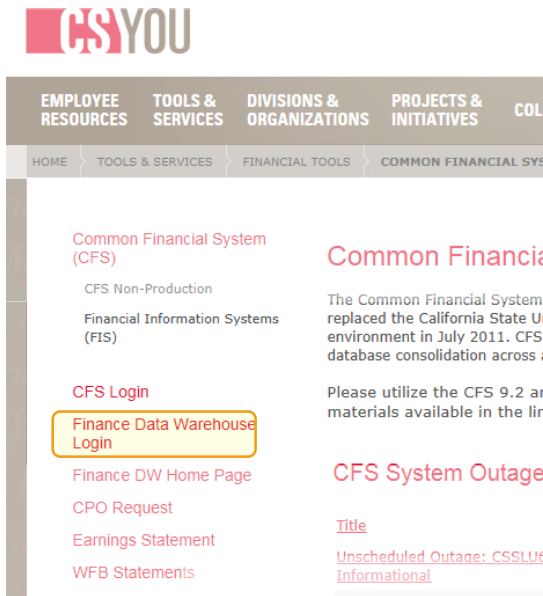
Data Warehouse Phase II Tutorial

How to pull month end Cost Sheet Report:

Step 1: Log into Finance, Data Warehouse Login

Step 2: Select the Financial Reporting Dashboard

Step 3: Choose “Financial Summary as of Period”





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

The screenshot shows the 'Financial Reporting' interface. The 'Report Filters' section is expanded, showing the following filters:

Business Unit	Fiscal Year	As Of Period	Account Type	Account Category	Budget Ledger	Fund CF Status
SOCMP - Sonoma	2015	12	--Select Value--	601 - Regular Sal	Budgets	--Select Value--

Fund	Dept	Account	Project	Program	Class
SO100 - CSU Operating Fund	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--

Step 5: Select all 6XX expense category accounts with the exception of 603XXX – Benefits Group under Account Category.

Step 6: Select operating fund, SO100

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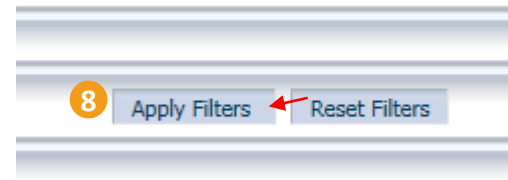
Step 7: Double click into the drop down “Advanced Filters” option, and select your department level 2 and level 3 information:

Fund	Dept	Account	Project	Program	Class	
SO100 - CSU Operating Fund	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--

Advanced Filters

Dept Tree	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5
--Select Value--	--Select Value--	D0000 - Academi	D01 - Provost's O	--Select Value--	--Select Value--
Fund Tree	Fund Level 1	Fund Level 2	Fund Level 3	Fund Level 4	Fund Level 5
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

Step 8: Select “Apply Filters” to generate report.



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Step 9: Set up column filters to include, “Dept Fdescr”, “Fund Fdescr” and “Account Cat Fdescr”.

Financial Summary - As of Period

Business Unit = SOCMP - Sonoma State University, Fiscal Year = 2015, Period = 6

Time run: 5/25/2016 10:22:34 AM

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

10 Select Report View: Standard with Original Budget

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Month to Date Actuals	Month to Date Encumbrance	Original Budget	Current Budget	Prior Year(s) Actuals	Year to Date Actuals	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
1000 - Office of the Provost and VP	SO100 - CSU Operating Fund	601 - Regular Salaries and Wages	31,084.30	0.00		509,537.00		196,736.96	196,736.96	0.00	312,800.04	39%
		604 - Communications						1,509.00	1,509.00	0.00	(1,509.00)	

Step 10: Select “Standard with Original Budget” within Select Report View and press “Ok” to confirm changes.

Step 11: You can export these numbers to Excel or a CSV file by selecting “Export” at the bottom of the DW report selecting Excel.

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