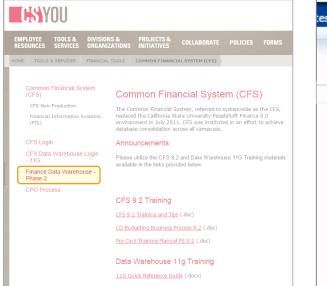


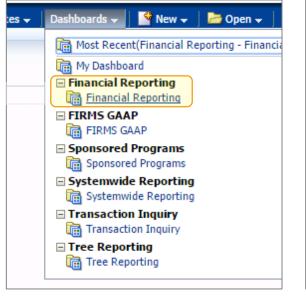
Data Warehouse Phase II Tutorial

How to Access Revenue/Expense Reports per Department:

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



Step 2: Select the Financial Reporting Dashboard



Step 3: Choose "Manage My Budget as of Period"

Financial	Reporting	Home
Home	Manage My Budget as of Period Financial Summary As of	Period Financial
Defaul	t Settings for this Dashboard	
	Select primary business unit for campus level reportin SOASI - Associate 💌	g Select primarySelect Value
Report	t Index	
Manage		
	My Budget as of Period	
This pa fund, d	invisuodet as of remod ige is designed to produce reports of budget, actuals, encun lepartment, account, project, program, and class chartfields it type 60 (expense).	
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This pa fund, o accoun <u>Financi</u> As of tl wide n all-inclu <u>Financi</u> Based o data ba	ige is designed to produce reports of budget, actuals, encun lepartment, account, project, program, and class chartfields it type 60 (expense). al <u>Summary As of Period</u> ne period indicated in the filter, this page is designed to pro- umber of filters which include the chartfields, state and CSU usive for assets, liabilities, equity, revenue and expense. For al <u>Summary Between Periods</u> on the accounting periods indicated in the filter, this page is	and the department duce reports of budy attributes, trees, an data limited to one o



Data Warehouse Phase II Tutorial

How to Access Revenue/Expense Reports per Department:

Step 1: After logging into Manage My Budget, verify your Business Unit, Fiscal Year, and Period (leave period at 12 to get current data)

Financial F	Reporting						Home	Favorites 🗸	Dashboards 😽	New 🗸	📄 Open 🗸	Signed In As	Anderson	Nicole -	-
Home	Manage M	y Budget as of Period	Financial Summary	As of Period Financ	ial Summary Between Pe	eriods Financial Su	mmary by Ye	ar Trial	Balance Incept	tion to Date	Cash F	und Balance	F»	≣?	
Rep	ort Filters													T	1
	1	Business Unit SOCMP - Sonoma 💌	Fiscal Year 2015 🗨	As of Period	Account Type 50 - Revenues;60 💌	Account Category		edger alue 🔻	Fund CF Status	•					
	3	Fund	Dept 3062 - General Ac	Account 2 ← Choose Department	Project	ProgramSelect Value	Class Select Va	alue 💌							
		NOT Fund NOTSelect Value	NOT Dept NOTSelect Value	NOT Account		-	T Program		NOT Class NOTSelect Value-		Acct Cat	-			
		-	-	-	-	Dept Level 4	Dept Leve		FIRMS Object Co					E	
					4 Apply Filters	Reset Filters									

Step 2: Select the department you want to see. Just click the dropdown arrow and choose one or click more to search. Step 3: Delete the "X" in the Fund field. Leave this box blank unless you want to include a specific Fund.

Step 4: Click "Apply Filters" and wait for the report to load.

Sonoma State University – Financial Services

Last Revision: 11/2015

Data Warehouse Phase II Tutorial How to Export Report to Excel:

Step 1: After you apply filters, you will see a report appear at the bottom of your screen. Here you can review your revenues and expenses per period or current if you selected period 12.

1anage My Budget - A	s of Period							
iness Unit = SOCMP - So	noma State University, Fi	scal Year = 2015, Period = 12						
e run: 11/12/2015 8:58:5	B AM							
Show Column 1: Fund Fo	descr Column 2:	Dept Fdescr 👻 Colu	mn 3: Account Fdescr 🔹 Column	4: Hide	•	Column 5: Hid	e	Column 6: Hide
		s	elect Report View: Summarized		•			
		-						
	Fund Fdescr 🛆 🗸	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
	RB001 - Trust_Perkins	3062 - General Accounting Unit	660885 - Other Coll Costs		162.00	0.00	(162.00)	
		3062 - General Accounting	Unit Total		162.00	0.00	(162.00)	
	RB001 - Trust_Perkins To	otal			162.00	0.00	(162.00)	
	SO 100 - CSU Operating Fund	3062 - General Accounting Unit	601201 - Management And Supervisory	236,412.00	78,109.05	5 0.00	158,302.95	33%
			601300 - Support Staff Salaries	118,140.00	57,052.00	0.00	61,088.00	48%
			603001 - Oasdi	7,274.55	7,274.55	5 0.00	0.00	100%
			603003 - Dental Insurance	2,264.80	2,264.80	0.00	0.00	100%
			603004 - Health And Welfare	25,512.72	25,512.72	2 0.00	0.00	100%
			603005 - Retirement	33,999.10	33,999.10	0.00	0.00	100%
			603011 - Life Insurance	138.00	138.00	0.00	0.00	100%
			603012 - Medicare	1,930.00	1,930.00	0.00	0.00	100%
			603013 - Vision Care	157.40	157.40	0.00	0.00	100%
			603014 - Long-Term Disability Insurance	46.56	46.56	5 0.00	0.00	100%
		3062 - General Accounting	Unit Total	425,875.13	206,484.18	3 0.00	219,390.95	48%
	S0100 - CSU Operating Fu	und Total		425,875.13	206,484.18	3 0.00	219,390.95	48%

Step 2: You can export these numbers to Excel by selecting "Export" at the bottom of the DW report selecting Excel.

