Overview

The CFS Data Warehouse is the reporting tool used by campus departments to monitor financial activity affecting their state accounts.

In March 2014, the CSU Chancellor’s Office upgraded CFS Data Warehouse from version 10G to 11G. Overall, the functionality of running reports and retrieving data in Data Warehouse remains the same. This guide identifies new features and changes that were made to the system.

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Web Browser Compatibility

The following browsers/versions are compatible with Data Warehouse 11G:

<table>
<thead>
<tr>
<th>Browser Vendor</th>
<th>Browser Version</th>
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</thead>
<tbody>
<tr>
<td>Firefox</td>
<td>13+</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>19+</td>
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<tr>
<td>Internet Explorer</td>
<td>10.x</td>
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<tr>
<td>Safari</td>
<td>5.x</td>
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</tbody>
</table>

Log into CFS Data Warehouse

Use your SJSUOne account to login to CFS Data Warehouse. If you do not know your SJSUOne login information, contact IT Help Desk for assistance- website: https://sjsuone.sjsu.edu/sjsuone/ or email ithelpdesk@sjsu.edu / phone 4-1530.

Login to Data Warehouse can be found by going to MYSJSU website at www.my.sjsu.edu. From MYSJSU, navigate to Employees > Tools/Apps/Databases and click the CFS Data Warehouse Sign In hyperlink. You will be directed to the CSYou page. On the left side of page, click the CFS Data Warehouse Login- 11G link.

Finance Data Warehouse

The Finance Data Warehouse contains reporting capabilities that provide campuses with a set of interactive dashboards containing common, core reporting capabilities required by campuses and the Chancellor's Office. There are five dashboards available in the Finance Data Warehouse. Depending on assigned security, data warehouse users have access to one or more of the following available dashboards:

- FINRS-CVAP
- Management Reporting
- Manage My Budget
- Operations
- Sponsored Programs

Detailed information about using the individual dashboards and reports is contained in the Dashboard and Report Guides.
Dashboard Default Settings

Reports created by users in the DW 10G were carried forward to the 11G environment. However, prior to running reports in 11G, settings must be set and saved for each available dashboard. The primary dashboards used are:

- **Operations**
  The Operations dashboard is geared toward the Finance power users. The Operations dashboard allows the user to filter reports based on selected fund attributes, account attributes, and campus unique department tree levels. The Operations dashboard includes Ledger and Trial Balance reporting, Open POs, and Actual Transactions.

- **Manage My Budget**
  Manage My Budget contains easy to run reports that only display revenue and expense data. The reports are useful if you are just reviewing activity in CSU Operating or SSETF Funds. Unlike the pages in Operations Dashboard, the report filters in Manage My Budget pages are limited.

Settings that control the criteria used to filter report data are set at the dashboard level and at the page level. Dashboard defaults are set on the associated dashboard Homepage and will apply to ALL pages within a dashboard. The following instructions are the standard default settings used by most departmental users.

**Set-Up and Save Setting**

1. From the homepage, click the down arrow for **Dashboards** and select **Operations** under Operational.
Operations dashboard displays.

2. Select the primary value for the following fields:

   - **Business Unit:**
     SJ000 – San Jose State University

   - **Budget Ledger:**
     Standard Budget Group

   - **Original Budget Scenario Only:**
     BASE

3. Click **Apply** to apply the settings to the dashboard.

4. Click **Page Options** icon.

5. Select **Save Current Customization**.

Save the default setting for Dashboard.
Save Current Selections window displays.

6. Assign a name for Saved Selection in Name field.

7. In Save for, select radio button for Me.

8. Check box for Make this my default for this page, if you wish to make settings the default.

9. Click OK.

These settings are now saved as your dashboard defaults.

Note: Only one Saved Setting can be made a default for each Dashboard.

Also, repeat the above steps for the Manage My Budget Dashboard, if needed.

New Changes

In Data Warehouse 11G, some modifications to labels and appearance of existing features were made:

- Dashboard navigation
- Go button renamed
- Save feature
- Page Options
- Search function

Dashboard Navigation

Dashboards in 10G were hyperlinks that users can select to navigate between dashboards. Now, Dashboards can be navigated by selecting from the drop down menu.

Figure 1: 10G Dashboard Navigation links.
**Go Button Renamed**
In some Dashboard and Report Filters, the Go button has been renamed to Apply in 11G. In addition, a new button labeled Reset can be found which allows users change filter settings to last applied values, to default values, or clear all.

**Figure 1:** 10G the Go button.

**Figure 2:** 11G Dashboard Navigation is now a drop down menu.
**Default Settings for this Dashboard**

- Select primary business unit for campus level reporting: SJ000 - San Jose State University
- Select primary budget ledger: Standard Budget Group
- Select original budget scenario code: BASE
- Go

**REPORT INDEX**

- **Ledger Reporting**: Displays summary totals for selected cashfields and attributes.
- **Organization**: Designed for organizational level reporting and allows for the inclusion or exclusion of specified fund, account category, and account cashfields.
- **Actuals Trial Balance**: Ribs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only Actuals.
- **Projects**: Displays actual and encumbrance summary totals from a project-to-date perspective.
**Page Options**

Page Options is no longer a button; instead, it is now an icon found at top right of screen. Also in Page Options, the name Selections such as in “Save Current Selections” is now called Customization (Save Current Customization).

Besides creating and saving your report customizations, you can also find in Page Options the print feature to print page in PDF or HTML format as well as export page to Excel.

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**Figure 1:** 10G Page Options button and selections.

**Figure 2:** 11G Page Options icon and customizations.
Save, Apply, and Edit Customizations
Minor changes were made to the feature for saving and applying set-ups in report filters as well as editing saved reports.

To save page (report) settings:

You can save multiple settings for the page. Only one can be selected as the default.

1. Click Page Options.

2. Select Save Current Customizations.
Save Current Customization displays.

3. **Save Current Selections** window appears.

4. Enter a name for the report in **Name** field.

5. Check **Make this my default for this page** if you wish to make this your default report.

6. Click **OK** to exit.

Your report settings are saved.

Note: If an existing report setting is modified and needs to be saved; you will need to create a new save for the report setting.

To delete or rename saved report settings:

1. Click **Page Options**.

2. Select **Edit Saved Customizations**.
Edit Saved Selections and Defaults displays.

3. Click on the row of setting you wish to delete and click X.

or

If you wish to rename saved customization, enter new name of report in Name field of selected setting.

4. Click OK to exit.
To switch to another saved page setting:

1. Click **Page Options**.
2. Select **Apply Saved Customizations**.
3. Select saved customization from list.
4. Page will refresh with selected customization.

**Search Functionality**

The Search feature has been improved in the new Data Warehouse. In the 10G version, the elipsis button had to be selected in order to view and choose available values. In 11G, the search functionality is a drop down menu where values can be selected by checking a box or located in the **More/Search** panel.

**Figure 1:** 10G Search panel for a field.
Figure 2: 11G Search functionality is now a drop down menu.

Figure 3: The Search functionality in 11G. Users can check box to select a value or use the More/Search to locate available values.
New Features

Data Warehouse 11G brings in the following new features that were not available in the 10G version:

- Homepage with recently used reports and dashboards
- Breadcrumbs
- Pivots tables and sections
- Column sort

Navigating between Dashboards and Pages

There are new multiple ways to easily go from one page/dashboard to another.

Homepage

Users now have easy access to their reports because the DW 11G homepage shows the most recent reports or dashboards visited.
Open Folder
Another option to navigating between recently visited or most popular Pages and Dashboards is to select one from the Open folder.
Breadcrumbs
Breadcrumbs now exist at the bottom of a page in 11G to follow you through each step from the report to drill. Use these to get back to the original request. Click on any hyperlink in the breadcrumb to go back a step or two.
Pivot
11G offers pivots within the report and drill results. The pivot feature allows users to reorganize and summarize selected columns to obtain a desired report. Pivot can be a table or section in your report and are very useful in organizing large amounts of data and can be made into a table or section. Do note that not all columns can be made into a pivot and you can save the pivot set-up in a report, but not in the drill results.

Pivot Table

To add a pivot table:

In this instruction, Fund Fdescr (field description) column will be the prompt for the pivot table in a report.

1. Hover mouse over a column header until the grey bar and a black arrow appears.
2. Click and drag the column above the header row.

3. Release cursor when the grey **Pivot Table Prompts** bar appears. Results will refresh.

Selected Fund **Fdescr** column is now the prompt for pivot table.

The report only displays data pertaining to the selected prompt.
4. To change the prompt, use drop down menu and select another value within the selected prompt.

To remove pivot table:

5. Hover mouse prompt until the grey bar and a black arrow appears.
6. Click and drag prompt to desired column location.

7. Release when grey insertion bar appears.

Pivot Section

To add a pivot section:

In this instruction, Fund Fdescr column will be the prompt for the pivot section.

1. Hover mouse over a column header until the grey bar and a black arrow appears.
2. Click and drag the column label above the header row.

3. Release column label when the grey Sections bar appears.

Pivot sections displays.
To remove pivot section:

1. Hover mouse over a prompt until black arrow appears.

2. Click and drag header label to desired column location.

3. Release when you see the grey insertion bar.
Pivot section is removed.

There is another method to add a pivot table or section to report by using your computer mouse.

**To add pivot table or section using computer mouse:**

1. Right click in selected column.

2. Move cursor and select **Move Column > To Prompts** for table 
   or
   **Move Column > To Sections** for section.

Note: To remove pivot table, refer to above instructions on removing pivot table or sections.
To delete pivot table or section using computer mouse:

1. Right click in pivot prompt.
2. Move cursor and select **Move Column > To Rows**
**Column Sort**

Users can sort column data in ascending and descending order.

**To sort data in a column:**

1. Hover over the desired column.
2. Click either the ‘Sort Ascending’ or ‘Sort Descending’ arrows.

Another way to sort a column in a report is by using your computer mouse:

1. Right click selected column.
2. Move cursor and select **Sort Column > Sort Ascending**
   
   or

   **Sort Column > Sort Descending.**
Insert, Move, Remove Columns
11G allows users to insert, remove, or drag a column. These actions only apply to columns that are not in yellow. Yellow column headers are associated to the Show Column fields on the report. If they are modified, the column will not return until the next time you run the report (exit and come back to page).

In following instructions, we are selecting Proj Fdescr as a column.

Insert a column.

1. Right click selected column.

2. Move cursor and select Include Column and the field you wish to add.

Column is now added.
To delete the column.

1. Right click in column to delete.

2. Select **Exclude Column**.

   *Important: Do not delete the columns that are yellow because they are connected to the column selectors (Show Column 1, 2…) in the report. If deleted, the columns will not return. They will reappear when you exit out of the report and return to run it again.*

**Column is deleted.**
To move column to a new location.

1. Click and drag column to desired location.

2. Release when grey bar appears.
Resources

- **CSU Chancellor’s Office CSYou**
  For useful video tutorials and user’s guides for the new CFS Data Warehouse 11G: https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/BI-DW-User-Documentation.aspx

- **Finance Open Lab**
  Open labs are informal sessions where qualified personnel are available to assist department users who have access to the finance systems: CFS, FTS and CFS Data Warehouse. For current schedule- http://blogs.sjsu.edu/financeconnect/

- **FinanceConnect Blog**
  Subscribe to get updates pertaining to finance system upgrades and process changes from the Finance Service Group. http://blogs.sjsu.edu/financeconnect/

Contacts

- **IT Help Desk**
  Contact them to report any issues encountered while using CFS Data Warehouse by email ithelpdesk@sjsu.edu or phone 4-1530

- **Finance Support**
  Questions regarding running Data Warehouse reports, identifying transactions and Finance policies and processes, please contact Finance Support by email financeconnect@sjsu.edu, phone 4-1558 or visit Finance website at www.sjsu.edu/finance.