Table of Contents

Overview ......................................................................................................................................................................................................................... 2
Step 1: Log into Finance Data Warehouse .................................................................................................................................................. 2
Step 2: Dashboard Set-Up .......................................................................................................................................................................................... 5
Step 3: Report Set-Up .................................................................................................................................................................................................. 7
  a. Report Filters .................................................................................................................................................................................................... 7
  b. Report Columns ................................................................................................................................................................................................. 9
  c. Save Customization ....................................................................................................................................................................................... 10
Step 4: Results ............................................................................................................................................................................................................. 11
  a: Summarized Report View ........................................................................................................................................................................... 11
  b: Hyperlinks to Drill Down to View Transaction Details ........................................................................................................................................ 12
  c: Transaction Details .................................................................................................................................................................................. 13
Step 5: Print/Export ................................................................................................................................................................................................... 13
Resources ......................................................................................................................................................................................................................... 14
Contact ................................................................................................................................................................................................................................ 14
Overview

Finance Data Warehouse (FDW) is the reporting system used by departments to extract financial data. New users can request access to Finance Data Warehouse by completing the System Access Request form and return it to CMS Security, ext. zip 0042. Training to access FDW is not required, but users can enroll in the Intro to Finance Data Warehouse class (Course No. FIN008) to learn more about the system. For more information Finance courses, refer to Training.

This guide provides basic instructions on how to select values to run a Manage My Budget as of Period report at the Department level. A department level report will display all activity in the department (Dept) for one or more Funds. The Manage My Budget report is a simple report that delivers budget, actuals, encumbrances and balance available based on a limited number of filters.

Step 1: Log into Finance Data Warehouse

1. In MySJSU, click the Finance Data Warehouse hyperlink.
2. Click **Finance Data Warehouse** button.

3. Select **San Jose**.

4. Click **Login**.
5. Enter your SJSUOne ID and password.

The Finance Data Warehouse Home Recent page displays.

The last six pages/dashboards visited by user are displayed on this page. There are hyperlinks on page allows user to quickly navigate to the pages/dashboards.

If this is your first time logging into FDW, this page will be blank.
**Step 2: Dashboard Set-Up**

FDW has dashboards that contain a collection of reports. The ones commonly used by departments are:

- **Financial Reporting**: Dashboard contains a collection of summary reports with a drilldown feature that allows users to view transaction details.
- **Transaction Inquiry**: Dashboard contains a collection of transaction detail reports such as Open POs and ProCard Transactions.

Before running any report within a dashboard, the values for it must be selected and saved.

1. Click **Dashboards**, located at top right of page, to display menu.

2. Click **Financial Reporting** hyperlink.

   ![Dashboard Menu](image)

   The **Financial Reporting Dashboard Home** displays.

3. From the drop down menu select the following values-
   - **Business Unit**: SJ000-San Jose
   - **Budget Ledger**: Standard Budget Group
   - **Budget Scenario**: Base

4. Click **Apply**.

5. Click the **Page Options** icon.

   ![Dashboard Options](image)
6. When the Page Option menu displays, select **Save Current Customization**.

7. Enter a name for your customization.

8. Check box for **Make this my default for this page**.

9. Click **OK**.
**Step 3: Report Set-Up**

**a. Report Filters**

Select values for your department level report. **Important:** Do not type the value in the field; instead, select from the drop down menu or use the More/Search feature in the field to locate it.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Field</th>
<th>Value to Select</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Unit</td>
<td>SJ000-San Jose</td>
<td>A default based on Dashboard settings.</td>
</tr>
</tbody>
</table>
| 2      | Fiscal Year   | Select appropriate fiscal year | 2016 = FY 2016-17 (current fiscal year)  
2015 = FY 2015-16  
2014 = FY 2014-15 and etc. |
| 3      | As of Period  | 12                        | SJSU’s fiscal year begins on July 1\textsuperscript{st} and ends June 30\textsuperscript{th}.  
Period 1 = July  
Period 6 = December  
Period 12 = June  
By selecting Period 12, you’ll still get data posted as of last business day and you eliminate the need to update this field each month. |
<table>
<thead>
<tr>
<th>Item #</th>
<th>Field</th>
<th>Value to Select</th>
<th>Additional Info</th>
</tr>
</thead>
</table>
| 4     | Account Type                 | 30, 50, and 60                                       | 30 = Fund Balance  
                                                   50 = Revenue  
                                                   60 = Expense                                                                                                                                          |
| 5     | Budget Ledger                | Standard Budget Group                                | A default based on Dashboard settings.                                                                                                                                                                        |
| 6     | Fund                         | In field’s menu, uncheck the box for X value. Leave  | Users who belong to a college or division where there are many departments associated to it, can select values from the Dept Tree Name and Dept Level 1 to Dept Level 5 fields instead of this Dept field.  
                                                   If using Dept Tree Name and Dept Level 1 to Dept Level 5 fields, then leave this field blank.                                      |
| 7     | Dept                         | Check box for DeptID(s) in menu                      | Users who belong to a college or division where there are many departments associated to it, can select values from the Dept Tree Name and Dept Level 1 to Dept Level 5 fields instead of this Dept field.  
                                                   If using Dept Tree Name and Dept Level 1 to Dept Level 5 fields, then leave this field blank.                                      |
| 8     | Not Account                  | Go to More/Search in field menu:                    | Trust Fund balances from prior fiscal year are carried forward to the new fiscal year and posted in 305002.                                                                                                    |
|       |                              | • Enter the number 3 in value filed and click Search. |                                                                                                                                                                                                             |
|       |                              | • Select all Accounts beginning with a 3, except for 305002. |                                                                                                                                                                                                             |
| 9     | Dept Tree Name               | Do not select in this field if value is chosen in Dept  | To delete SJ_Department_Primary, click in the field to highlight it and press the Delete button on keyboard.                                                                                              |
|       |                              | field (Item #7); otherwise choose SJ_Department_Primary. |                                                                                                                                                                                                             |
|       | Dept Level 1 to Dept Level 5 | Do not select in this field if value is chosen in Dept  | Dept Level represents the organization tree for the university or a division/college/department. By selecting a node at the Dept Level will pull up all activity for departments within that organization. |
b. Report Columns

Data displays at bottom of page after clicking the **Apply Filters** button.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Field</th>
<th>Value to Select</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| 1      | Column 1 to Column 6 | • In general, we recommend the following labels to be represented in the columns:  
 o Column 1- Fund Fdescr  
 o Column 2- Dept Fdescr  
 o Column 3- Account Fdescr  
 o Column 4- Class Fdescr  
 o Column 5- Project Fdescr  
 o Column 6- Program Fdescr | • The order of the header labels will be up to the user.  
 • The columns are connected to the headers that are in yellow.  
 • There is a **Hide** label in Column 3 to 6 which can be used if user does not want to have these columns displayed. This is useful if department does not use optional codes: Class, Program and Project. |
| 2      | Select Report View | Summarized | |
| 3      | OK | Click button to apply selected labels to report. | |
c. Save Customization

After applying selected values and choosing column header labels and report view, save your customized report in **Page Option**. The saved customization is specific to the report where it was created and saved. For example: Your customization saved in Manage My Budget As of Period will not be found in the Financial Summary by As of Period.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Field</th>
<th>Value to Select</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Page Options</td>
<td>Save Current Customization</td>
<td>You can save many customizations (versions of report), but only one can be the default.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apply Save Customization</td>
<td>Select a different saved customization to run.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edit Saved Customization</td>
<td>Used to change default, delete, and rename existing customization.</td>
</tr>
</tbody>
</table>
Step 4: Results

a: Summarized Report View

In a Summarized Report View for a Manage My Budget as of Period page, there are four columns that display budget, expense, purchase order encumbrances, and balance available.

The columns are calculated as follows:

\[
\text{Current Budget} \quad \text{minus} \quad \text{Actuals} \quad \text{minus} \quad \text{Encumbrances} \quad \text{equal} \quad \text{Balance Available}
\]

<table>
<thead>
<tr>
<th>Item #</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Current Budget</strong> – This column represents your Original Budget revised by one-time adjustments. The Revised Budget is the funding level that is available for the Departments to spend. Entries posted in this column come from the department through an FTS Budget Transfer or through a journal entry posted by the Budget and Risk Management Office. A positive amount in this column represents a credit (money available); while a negative amount represents a deficit.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Actuals</strong> – Refers to year to date expenses posted (Acctg. Period 1 to current). Entries posted in this column comes from various sources: (1) Department through an FTS Transfers, (2) vouchers paid by Accounts Payable, (3) journal entries posted by Accounting Services, (4) transactions posted by the Bursar’s Office, and (5) payroll expenses made by Human Resources. A negative amount refers to a credit (money available) while a positive amount represents a deficit.</td>
</tr>
<tr>
<td>Item #</td>
<td>Additional Information</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>3</td>
<td><strong>Encumbrances</strong> – Purchase Orders issued by Contracts &amp; Purchasing Services for supplies/services are encumbered (deducted from the budget and set aside) until the PO is paid in full by Accounts Payable or when the department request Contracts &amp; Purchasing Services to close PO through a PO Change Order Request. Open encumbrances will carry forward to the new fiscal year until paid in full or when Change Order Request is processed. A positive amount in this column refers to an open purchase commitment (a deficit).</td>
</tr>
<tr>
<td>4</td>
<td><strong>Balance Available</strong> – BA total is the result of Current Budget minus Actuals minus Encumbrances. Balance Available represents balance available for department to spend. A positive amount in this column represents a credit (money available). A negative amount represents a deficit.</td>
</tr>
<tr>
<td>5</td>
<td>% Used - Refers to how much has been spent for that chartfield string. % Used &lt; 100% indicates available funds to spend. Calculation of amount in this column are as follows: ((\text{Actuals} + \text{Encumbrance}) \text{ divided by Current Budget} \text{ equal} % \text{ Used})</td>
</tr>
</tbody>
</table>

**b: Hyperlinks to Drill Down to View Transaction Details**

Each amount is a hyperlink that allows users to drill down and view transaction details that make up the totals.
### c: Transaction Details

Transaction details provide a list of the transactions that make up the totals found on the Summarized Report View. Information displayed in transaction details include source of transaction, invoice numbers, voucher numbers, and name of payee.

![Transaction Details Table]

### Step 5: Print/Export

Users can print in PDF or HTML or export to Excel or CSV formats by clicking the links found at bottom of page.

![Print/Export Options]
<table>
<thead>
<tr>
<th>Item #</th>
<th>Field</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Print</td>
<td>Print report in PDF or HTML formats. Not recommended to use if printing a drilldown page.</td>
</tr>
<tr>
<td></td>
<td>Export</td>
<td>Export report to Excel or csv formats. Recommended to use if printing a drilldown page.</td>
</tr>
</tbody>
</table>

**Resources**

- **Finance Training**: [http://www.sjsu.edu/finance/financeconnect/training/training/](http://www.sjsu.edu/finance/financeconnect/training/training/)
- **Finance Tutorials**: [http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/](http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/)
- **MySJSU**: [http://my.sjsu.edu/](http://my.sjsu.edu/)
- **System Access Request Form**: [http://my.sjsu.edu/docs/admin/FR_System_Access_Request.pdf](http://my.sjsu.edu/docs/admin/FR_System_Access_Request.pdf)

**Contact**

If there are any questions regarding Finance Data Warehouse, please contact Finance Support at financeconnect@sjsu.edu or 4-1558.