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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 (expense and revenue), 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 hyplink.

The screenshot shows the MySJSU | SPARTAN APPS PORTAL interface. At the top, it says "MYSJSU | SPARTAN APPS PORTAL" and "SAN JOSÉ STATE UNIVERSITY". There is a search bar on the right. Below the header, there are links for "Employees" and "Students", and a breadcrumb "SJSU Home > Spartan Apps Portal". The main content area displays a grid of application icons: Canvas, SJSU Email, MySJSU (PeopleSoft), SpartaJobs, eFaculty, FTS, Software Downloads, Event Calendar, CFS, Spartan Success Portal, WebEx Faculty/Staff, Finance Data Warehouse (highlighted with a red box), WebEx Student, Blogs, and Skillport.

The **CSYou** page displays.

2. Click **Finance Data Warehouse** button.

CSYOU

EMPLOYEE RESOURCES TOOLS & SERVICES DIVISIONS & ORGANIZATIONS PROJECTS & INITIATIVES COLLABORATE POLICIES FORMS NEWS & COMMUNICATIONS

HOME DIVISIONS & ORGANIZATIONS BUSINESS & FINANCE INFORMATION TECHNOLOGY SERVICES BUSINESS INTELLIGENCE / DATA WAREHOUSE

ITS Staff
ITSupport Center
IT Projects and Initiatives
Client Services
Cyberinfrastructure Services
Change Control
Identity & Access Management
Information Security
Information Systems (IS)
IS Application Development
IS Technical Services
Productivity Services
Systems & Network Support
Business Intelligence / Data Warehouse
CFS Data Warehouse
CHRS Data Warehouse

Finance Data Warehouse (FDW)

Check the Message Board regularly for current FDW news (located in Quick Links section).

The Finance Data Warehouse environment 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.

The following dashboards are available in Finance Data Warehouse. Depending on your campus configuration, you will have access to all or some of the following dashboards:

- Financial Reporting
- Transaction Inquiry
- Tree Reporting
- FIRMS/GAAP
- Sponsored Programs
- Labor Code Distribution (LCD)
- BI/DW Message Board

Quick Links

Finance Data Warehouse

[Message Board](#)
[User Documentation](#)
[Online Learning](#)
[Non-Production Environments](#)
[Browser Certification](#)

3. Select **San Jose**.

4. Click **Login**.

CSU The California State University

CAMPUS San Jose Login

Login Help

5. Enter your **SJSUOne ID** and **password**.

SJSUOne

Login to CSU SharePoint

SJSUOne ID

000123456

Password

Log In

[Forgot password?](#)

[Forgot SJSUOne ID?](#)

[Need more help?](#)

SJSU SAN JOSÉ STATE UNIVERSITY

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.

CSU The California State University
Business Intelligence / Data Warehouse

Home Dashboards Open Signed In As Cha

Recent

Dashboards

- Transaction Inquiry - Home
Open | More
- Financial Reporting - Manage ...
Open | More
- Financial Reporting - Financial ...
Open | More
- Financial Reporting - Home
Open | More
- Financial Reporting - Financial ...
Open | More
- Financial Reporting - Financial ...
Open | More

[More Dashboards](#)

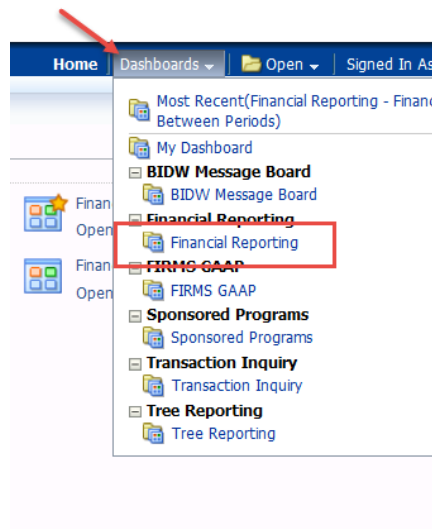
Step 2: Dashboard Set-Up

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.

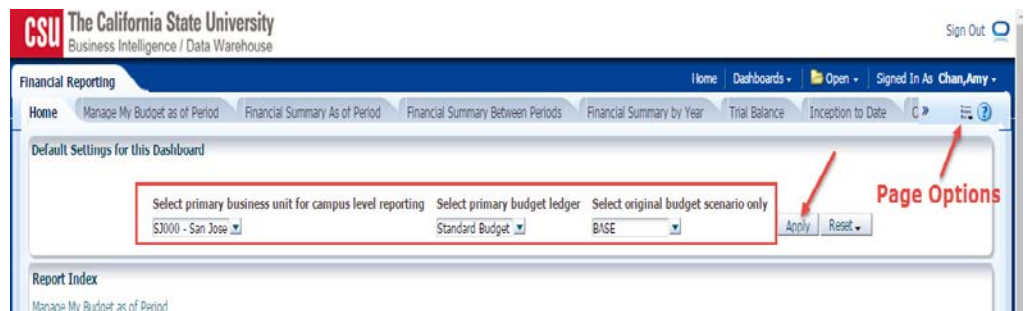
Before running any report within a dashboard, the values for it must be selected and saved.

1. Click **Dashboards**, located at top right of page, to display menu.
2. Click **Financial Reporting** hyperlink.

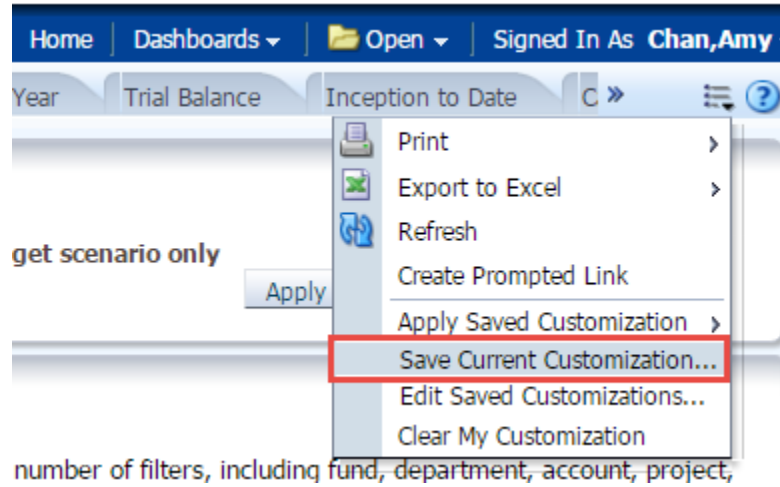


The Financial Reporting Dashboard Home displays.

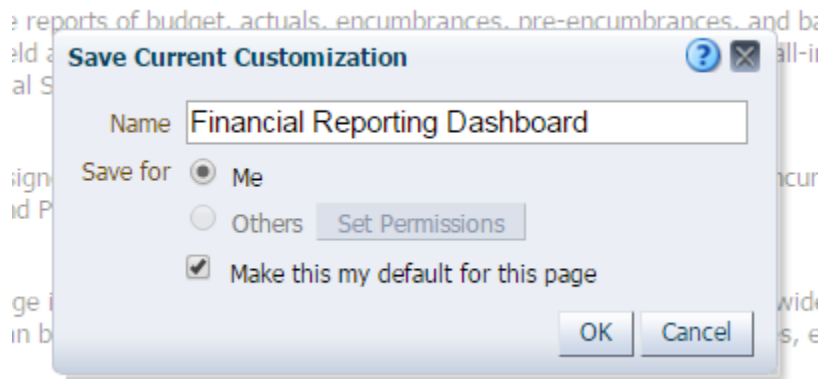
3. From the drop down menu select the following values-
 - **Business Unit:** SJ000-San Jose
 - **Budget Ledger:** Standard Budget Group
 - **Budget Scenario:** Base
4. Click **Apply**.
5. Click the **Page Options** icon.



- When the Page Option menu display, select **Save Current Customization**.



- Enter a name for your customization.
- Check box for **Make this my default for this page**.
- 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.

Item #	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default based on Dashboard settings.
2	Fiscal Year	Select appropriate fiscal year	2014 = FY 2014-15 2015 = FY 2015-16 2016 = FY 2016-17 and etc.
3	As of Period	12	SJSU's fiscal year begins on July 1 st and ends June 30 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.

Item #	Field	Value to Select	Additional Info
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 field blank.	
7	Dept	Check box for DeptID(s) in menu or go to More/Search to locate and select value.	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: <ul style="list-style-type: none"> • Enter the number 3 in value field and click Search. • Select all Accounts beginning with a 3, except for 305002. 	Trust Fund balances from prior fiscal year are carried forward to the new fiscal year and posted in 305002.
9	Dept Tree Name	Do not select in this field if value is chosen in Dept field (Item #7); otherwise choose SJ_Dept_Primary .	To delete SJ_Dept_Primary , click in the field to highlight it and press the Delete button on keyboard.
	Dept Level 1 to Dept Level 5	Do not select in this field if value is chosen in Dept field (Item #7); otherwise choose DeptID node (Nxxxx) from one of the Dept Level fields.	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. Dept Level 1 = Total University Dept Level 2 = Division Dept Level 3 = College Dept Level 4 = Department/Program Dept Level 5 = Department/Program

10	Apply Filters	Click button	Data results will display in bottom portion of page.
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b. Report Columns

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

Manage My Budget - As of Period

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2015, Period = 12

Time run: 10/6/2016 11:33:50 AM

Apply Filters Reset Filters

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Account Fdescr Column 4: Class Fdescr Column 5: Project Fdescr Column 6: Program Fdescr OK

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Project Fdescr	Program Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
40002 - Rudy E. Fahr	-	305002 - Fund Balance-Contnuing Approp	---	---	---		(2,932.79)	0.00	2,932.79	
- Total							(2,932.79)	0.00	2,932.79	
1047 - University-Wide Stud Fin Aid		305002 - Fund Balance-Contnuing Approp	---	---	---		0.00	0.00	0.00	
		507001 - Interest From Smif	---	---	---		(0.40)	0.00	0.40	
		508001 - Interest Fr External Invest	---	---	---		(24.32)	0.00	24.32	
1047 - University-Wide Stud Fin Aid Total							(24.72)	0.00	24.72	
40002 - Rudy E. Fahr Total							(2,957.51)	0.00	2,957.51	
Grand Total							(2,957.51)	0.00	2,957.51	

Account is not equal to / is not in 302001, 302002, 302003, 302007, 302008, 302009, 302010, 302012, 302013, 302014, 302015, 302016, 302017, 302018, 302019, 302020, 302021, 302024, 302025, 302026, 302027, 302029, 302030, 302031, 302032, 302050, 302700, 303001, 303005, 303090, 303795, 304001, 304002, 304010, 304011, 304012, 304013, 304014, 304015, 304016, 304018, 304019, 304020, 304021, 304022, 304023, 304099, 304800, 304801, 304802, 304803, 304804, 304805, 304806, 304807, 305020, 305021, 305022, 305700, 305800, 305801, 305802, 305803, 305804, 305805

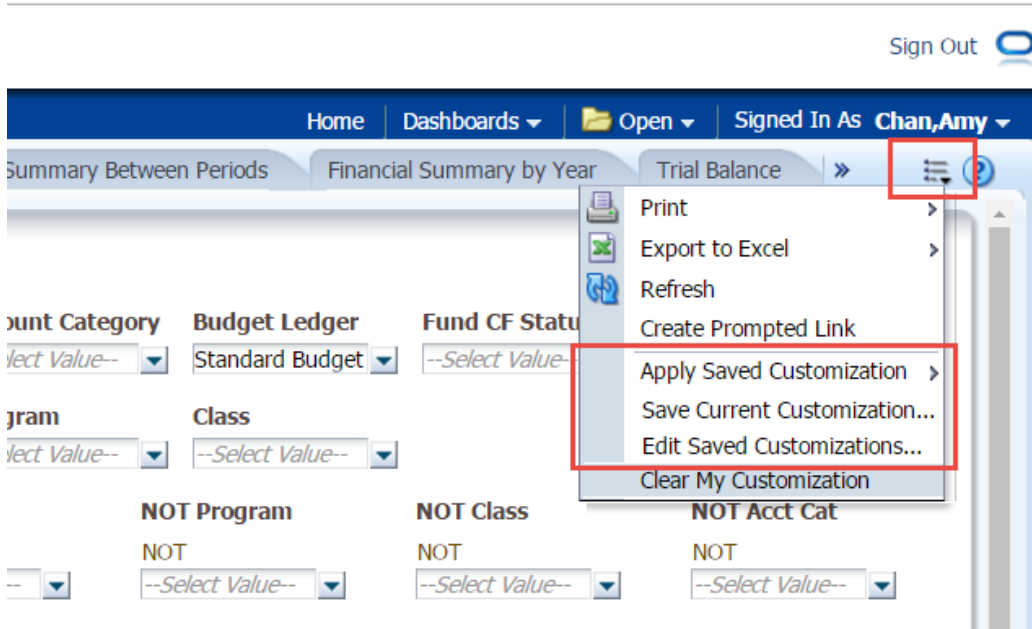
and Acct Type Fdescr is equal to 30 - Fund Equity and Reserves, 50 - Revenues, 60 - Expenditures
and Fund Fdescr is equal to 40002 - Rudy E. Fahr
and Bus Unit Fdescr is equal to SJ000 - San Jose State University
and Fiscal Year is equal to 2015

Refresh Print Export

Item #	Field	Value to Select	Additional Information
1	Column 1 to Column 6	<ul style="list-style-type: none"> In general, we recommend the following labels to be represented in the columns: <ul style="list-style-type: none"> Column 1- Fund Fdescr Column 2- Dept Fdescr Column 3- Account Fdescr Column 4- Class Fdescr Column 5- Project Fdescr Column 6- Program Fdescr 	<ul style="list-style-type: none"> 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.



Item #	Field	Value to Select	Additional Information
1	Page Options	Save Current Customization	You can save many customizations (versions of report), but only one can be the default.
		Apply Save Customization	Select a different saved customization to run.
		Edit Saved Customization	Used to change default, delete, and rename existing customization.

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:

$$\text{Current Budget} \text{ minus } \text{Actuals} \text{ minus } \text{Encumbrances} \text{ equal } \text{Balance Available}$$

Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
77013 - Admin and Finance Services	1042 - Finance	606001 - Travel-In State	---	4,200.00	5,578.17	0.00	(1,378.17)	133%
		606002 - Travel-Out Of State	---		2,819.62	0.00	(2,819.62)	
		660001 - Postage And Freight	---		5.49	0.00	(5.49)	
		660002 - Printing	---		0.00	74.31	(74.31)	
		660003 - Supplies	---	189,314.00	23,301.83	58,898.91	107,113.26	43%
		1236 - EMPLOYEE RECOGNITION			4,018.59	0.00	(4,018.59)	

Item #	Additional Information
1	Current Budget – 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. <i>A positive amount in this column represents a credit (money available); while a negative amount represents a deficit.</i>
2	Actuals – 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. <i>A negative amount refers to a credit (money available) while a positive amount represents a deficit.</i>

Item #	Additional Information
3	Encumbrances – Purchase Orders issued by Contracts & 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 & 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. <i>A positive amount in this column refers to an open purchase commitment (a deficit).</i>
4	Balance Available – BA total is the result of Current Budget minus Actuals minus Encumbrances. Balance Available represents balance available for department to spend. <i>A positive amount in this column represents a credit (money available). A negative amount represents a deficit.</i>
5	% Used - Refers to how much has been spent for that chartfield string. % Used < 100% indicates available funds to spend. Calculation of amount in this column are as follows: (Actuals + Encumbrance) divided by Current Budget equal % Used

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.

Financial Reporting

Home | Dashboards | Open | Signed In As Chan, Ar

Home | Manage My Budget as of Period | Financial Summary As of Period | Financial Summary Between Periods | Financial Summary by Year | Trial Balance | Inception

Manage My Budget - As of Period

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2016, Period = 12

Time run: 2/23/2017 3:21:02 PM

Show Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Account Fdescr | Column 4: Class Fdescr | Column 5: Hide | Column 6: Hide | OK

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
77013 - Admin and Finance Services	1042 - Finance	606001 - Travel-In State	---	4,200.00	5,578.17	0.00	(1,378.17)	133%	
		606002 - Travel-Out Of State	---		2,819.62	0.00	(2,819.62)		
		660001 - Postage And Freight	---		5.49	0.00	(5.49)		
		660002 - Printing	---		0.00	74.31	(74.31)		
		660003 - Supplies	---		189,314.00	23,301.83	58,898.91	107,113.26	43%
		1236 - EMPLOYEE RECOGNITION	---			4,018.59	0.00	(4,018.59)	
		660009 - Training & Professional Dev.	---		2,000.00	155.50	0.00	1,844.50	8%
		660802 - Equipment Costing <5000	---		20,000.00	0.00	0.00	20,000.00	0%
		660803 - Copier Program-Black & White	---		13,500.00	9,164.39	0.00	4,335.61	68%
		660903 - Parking Permit Charges.	---			8.00	0.00	(8.00)	
1042 - Finance Total				229,014.00	45,051.59	58,973.22	124,989.19	45%	
77013 - Admin and Finance Services Total				229,014.00	45,051.59	58,973.22	124,989.19	45%	
Grand Total				229,014.00	45,051.59	58,973.22	124,989.19	45%	

Acct Cat is not equal to / is not in 601, 602, 603
and Acct Cat Fdescr is equal to 606 - Travel, 660 - Misc. Operating Expenses
and Acct Type Fdescr is equal to 60 - Expenditures
and Dept Fdescr is equal to 1042 - Finance
and Fund Fdescr is equal to 77013 - Admin and Finance Services
and Bus Unit Fdescr is equal to SJ000 - San Jose State University
and Fiscal Year is equal to 2016

Refresh - Print - Export

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.

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	
SJ000 - San Jose State University	2016	1	7/7/2016 12:00:00 AM	00319771	VCH - AP Voucher Accounting	Stud. Union Rm and A/V Rentals	155.50	660009 - Training & Professional Dev.	77013 - Admin and Finance Services	1042 - Finance	---	---	---	-	0.00	-	0000001250	STUD UNIO-001	IN000016878	AP0091	
Grand Total							155.50								0.00						

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.

Financial Reporting | Home | Dashboards | Open | Signed In As Chan, Amy

Home | Manage My Budget as of Period | Financial Summary As of Period | Financial Summary Between Periods | Financial Summary by Year | Trial Balance | Inception

Manage My Budget - As of Period

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2016, Period = 12

Time run: 2/23/2017 3:21:02 PM

Show Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Account Fdescr | Column 4: Class Fdescr | Column 5: Hide | Column 6: Hide | OK

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
77013 - Admin and Finance Services	1042 - Finance	606001 - Travel-In State	---	4,200.00	5,578.17	0.00	(1,378.17)	133%
		606002 - Travel-Out Of State	---		2,819.62	0.00	(2,819.62)	
		660001 - Postage And Freight	---		5.49	0.00	(5.49)	
		660002 - Printing	---		0.00	74.31	(74.31)	
		660003 - Supplies	---	189,314.00	23,301.83	58,898.91	107,113.26	43%
		1236 - EMPLOYEE RECOGNITION	---		4,018.59	0.00	(4,018.59)	
		660009 - Training & Professional Dev.	---	2,000.00	155.50	0.00	1,844.50	8%
		660802 - Equipment Costing <5000	---	20,000.00	0.00	0.00	20,000.00	0%
		660803 - Copier Program-Black & White	---	13,500.00	9,164.39	0.00	4,335.61	68%
		660903 - Parking Permit Charges.	---			8.00	0.00	(8.00)
1042 - Finance Total				229,014.00	45,051.59	58,973.22	124,989.19	45%
77013 - Admin and Finance Services Total				229,014.00	45,051.59	58,973.22	124,989.19	45%
Grand Total				229,014.00	45,051.59	58,973.22	124,989.19	45%

Acct Cat is not equal to / is not in 601, 602, 603
 and Acct Cat Fdescr is equal to 606 - Travel, 660 - Misc. Operating Expenses
 and Acct Type Fdescr is equal to 60 - Expenditures
 and Dept Fdescr is equal to 1042 - Finance
 and Fund Fdescr is equal to 77013 - Admin and Finance Services
 and Bus Unit Fdescr is equal to SJ000 - San Jose State University
 and Fiscal Year is equal to 2016

1

Refresh | **Print - Export**

Item #	Field	Additional Information
1	Print	Print report in PDF or HTML formats. Not recommended to use if printing a drilldown page.
	Export	Export report to Excel or csv formats. Recommended to use if printing a drilldown page.

Resources

- **Finance Training:** <http://www.sjsu.edu/finance/financeconnect/training/training/>
- **Finance Tutorials:** http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/
- **MySJSU:** <http://my.sjsu.edu/>
- **System Access Request Form:** 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.