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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 **Fund Balance** report. A Fund Balance report will display all activity in the Fund for one or more Department ID. This Fund Level report is a simple report that delivers the carry forward balance, year to date revenue, and year to date expenses, open purchase order encumbrances, and balance available based on a limited number of filters. A Fund Level report is useful for users who manage Scholarship and Trust Funds.

Step 1: Log into Finance Data Warehouse

1. In [MySJSU](#), click the Finance Data Warehouse hyperlink.

The screenshot shows the MySJSU | SPARTAN APPS PORTAL for San José State University. At the top right is a search bar. Below the header are links for 'Employees' and 'Students', and a breadcrumb trail 'SJSU Home > Spartan Apps Portal'. A grid of application icons is displayed, including 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

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** from drop down menu.

*Tip: Hit the **S** key five times for San Jose.*

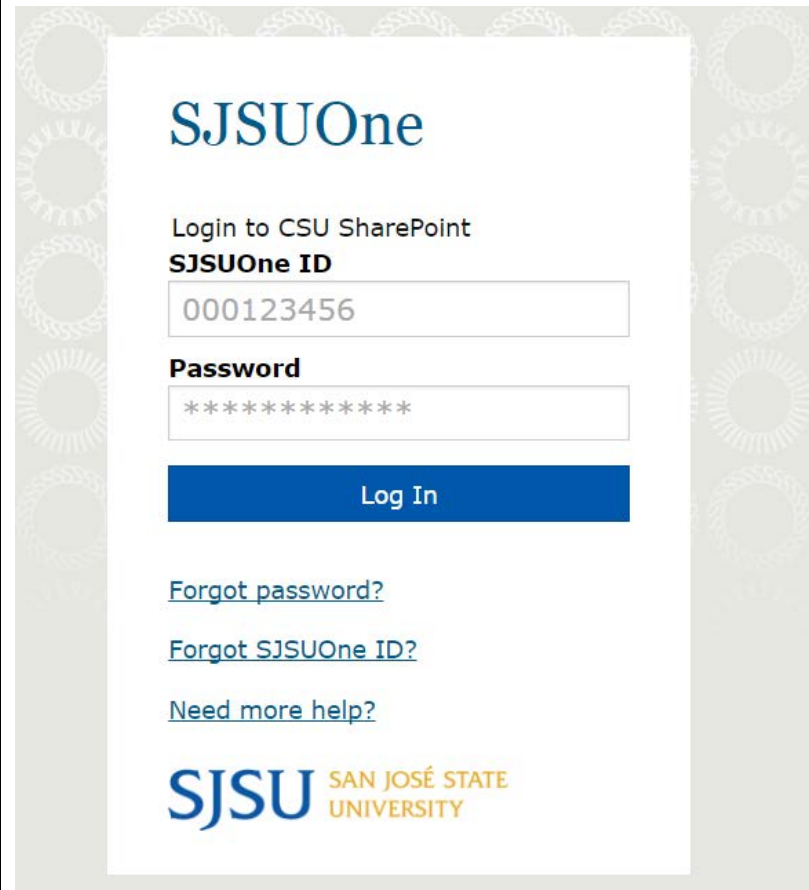
4. Click **Login**.

CSU The California State University

CAMPUS San Jose Login

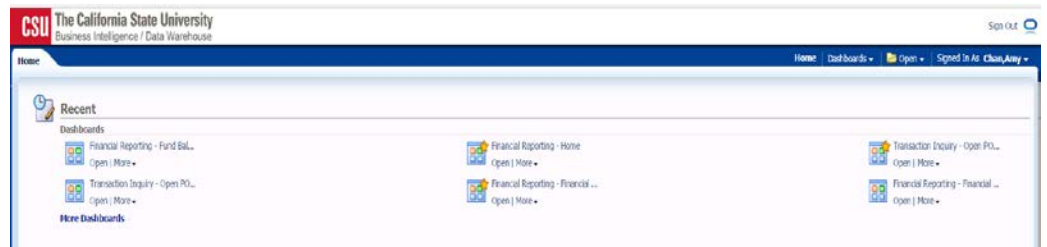
Login Help

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.



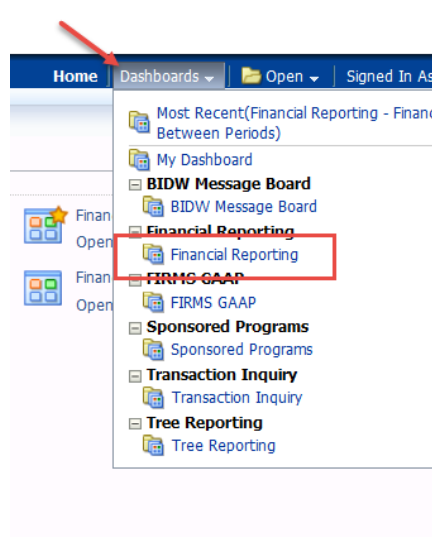
Step 2: Dashboard Set-Up

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.

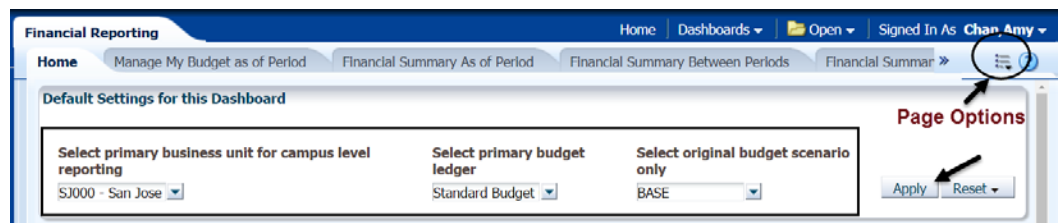
Before running any report within a dashboard, the values for it must be selected and saved. This is a one-time set-up for each dashboard.

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

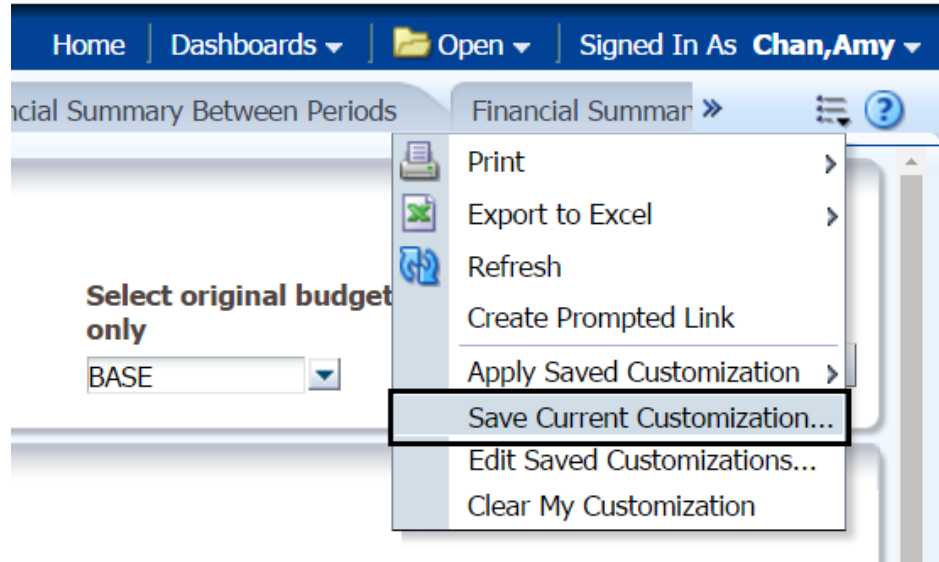


The Financial Reporting Dashboard Home displays.

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.

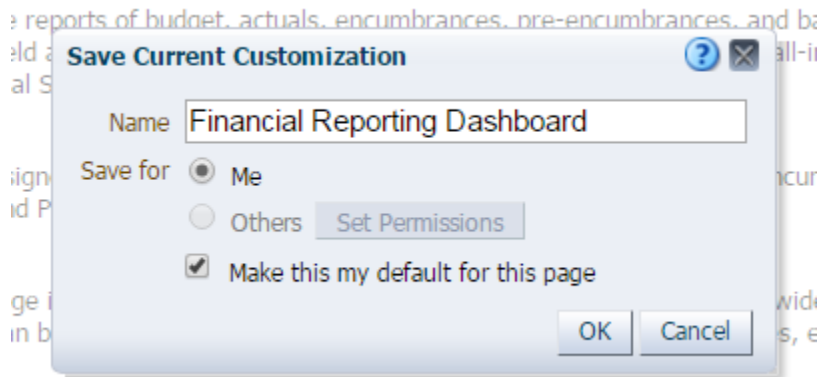


- When the Page Option menu display, select **Save Current Customization**.



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

Dashboard set-up is complete.



Step 2: Report Set-Up

The following instructions will go through the steps for setting up a **Fund Balance** report. This is a simple report to set-up and it will display fund balances from the beginning (posted to Account 305002), year-to-date revenue (in Revenue Accounts 5xxxxx), year-to-date expense (in Expense Accounts 6xxxxx), open purchase order encumbrances, and balance available.

a. Report Filters

Important: Do not key in a value in the Report Filters section; instead, select a value from the drop down menu or use the **More/Search** feature located in each field.

Field #	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default based on Dashboard settings.
2	Fiscal Year	Select a fiscal year.	<p>SJSU's fiscal year begins on July 1st and ends June 30th:</p> <p>2017 = FY 2017-18 2016 = FY 2016-17 2015 = FY 2015-16 2014 = FY 2014-15 and etc.</p>

Field #	Field	Value to Select	Additional Info
3	As of Period	12	<p>SJSU's fiscal year begins on July 1st and ends June 30th:</p> <p>Period 1 = July Period 6 = December Period 12 = June</p> <p>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.</p>
4	Fund	<p>Uncheck the box for X value.</p> <p>Select Fund(s) from the drop down menu by checking box</p> <p>or</p> <p>go to More/Search in field to search and select value.</p>	
5	Apply Filters	Click button	

b. Organize Columns

Results display at bottom of page after clicking the **Apply Filters** button. Select column header labels and Report View in the results section.

Time run: 2/24/2017 12:05:15 PM
Business Unit = SJ000 - San Jose State University, Fiscal Year = 2016, Period = 12

Column Selection: Show Column 1: Fund Fdescr, Column 2: Fiscal Year, Column 3: 'Hide', Column 4: Hide, Column 5: Hide, Column 6: Hide. OK

Select Report View: Encumbrance View

Fund Fdescr	Fiscal Year	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
40367 - Charlotte B. Stelling	2016	(1.07)	(741.60)	741.22	0.00	(1.45)
40367 - Charlotte B. Stelling Total	2016 Total	(1.07)	(741.60)	741.22	0.00	(1.45)
40385 - Doris Warren Shaw Endowment	2016	(0.40)	(779.84)	779.00	0.00	(1.24)
40385 - Doris Warren Shaw Endowment Total	2016 Total	(0.40)	(779.84)	779.00	0.00	(1.24)
40573 - The Marion Cilker Scholarship	2016	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
40573 - The Marion Cilker Scholarship Total	2016 Total	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
65183 - SJSU Misc Trust	2016	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
65183 - SJSU Misc Trust Total	2016 Total	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
Grand Total		(77,543.21)	(31,462.54)	48,921.51	4,000.00	(56,084.24)

Field #	Field	Value to Select	Additional Information
1	Show Column 1 to Column 6	<ul style="list-style-type: none"> For the Fund Balance report, we recommend the following labels to be represented in the columns: <ul style="list-style-type: none"> Column 1- Fund Fdescr Column 2- Fiscal Year Column 3- Hide Column 4- Hide Column 5- Hide Column 6- Hide 	<ul style="list-style-type: none"> The columns are connected to the yellow headers. The order of the header labels is up to the user. The columns do not display the chartfield codes (Account, Fund, DeptID, Project, Program, and Class). However, chartfields are displayed in the drilldown-transaction details.
2	OK	Click button to apply selected labels to report.	
3	Select Report View	Summary View or Encumbrance View	<p>Summary View report view displays beginning Fund balance, year to date revenue, year to date expenses and ending fund balance.</p> <p>Encumbrance View displays same as Summary View, but includes open purchase order encumbrances.</p>

Step 3: Results

a: Report View

Depending on the Report View selected, the columns are calculated as follows-

For Summary View:

Beg. Fund Balance **plus** Year to Date Revenue **plus** Year to Date Expenses **equal** Ending Fund Balance

For Encumbrance View:

Beg. Fund Balance **plus** Year to Date Revenue **plus** Year to Date Expenses **plus** Encumbrance **equal** Ending Fund Balance

Time run: 2/24/2017 12:05:15 PM
 Business Unit = **SJ000 - San Jose State University**, Fiscal Year = **2016**, Period = **12**

Show Column 1: Fund Fdescr Column 2: Fiscal Year Column 3: 'Hide' Column 4: Hide Column 5: Hide Column 6: Hide OK

Select Report View: Encumbrance View **1**

Fund Fdescr	Fiscal Year	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
40367 - Charlotte B. Stelling	2016	(1.07)	(741.60)	741.22	0.00	(1.45)
40367 - Charlotte B. Stelling Total	2016 Total	(1.07)	(741.60)	741.22	0.00	(1.45)
40385 - Doris Warren Shaw Endowment	2016	(0.40)	(779.84)	779.00	0.00	(1.24)
40385 - Doris Warren Shaw Endowment Total	2016 Total	(0.40)	(779.84)	779.00	0.00	(1.24)
40573 - The Marion Cilker Scholarship	2016	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
40573 - The Marion Cilker Scholarship Total	2016 Total	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
65183 - SJSU Misc Trust	2016	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
65183 - SJSU Misc Trust Total	2016 Total	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
Grand Total		(77,543.21)	(31,462.54)	48,921.51	4,000.00	(56,084.24)

Field #	Column	Additional Information
1	Beginning Fund Balance	Column reflects starting balance in a fund. At the end of a fiscal year, the ending balance is carry forward to the new fiscal year and posted in 305002 for Fund. A negative amount in this column represents a credit (there's money left).
	Year to Date Revenue	The revenue collected as of selected fiscal year and period. Revenue is posted to Revenue Accounts beginning with 5xxxxx. A negative amount in this column represents a positive (there's money left).
	Year to Date Expenses	The expenses posted as of selected fiscal year and period. Expense is posted to Expense Accounts beginning with 6xxxxx. The source of the amount comes from a variety of areas on campus: Bursar's Office for deposits, Student Financials for student fee payments, HR if related to payroll, invoices/reimbursements paid by Accounts Payable, journals posted by Accounting Services, and expense transfers completed in FTS. Expense transactions are posted to Accounts beginning with 6xxxxx. A positive amount in this column represents a deficit.

Encumbrances	Encumbrance column displays if Encumbrance View is selected as the Report View. Encumbrances are posted to Expense Accounts beginning with 6xxxxx. This column represents open purchase orders in a Fund. Encumbrances will remain until (1) Accounts Payable pays in full the invoices for the purchase order or (2) department submits a PO Change Order Request to have remaining balance in purchase order be disencumbered and PO closed. A positive amount in this column represents a deficit.
Ending Fund Balance	Balance remaining in a Fund. A negative amount in this column represents a credit (there's money left).

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.

Time run: 2/24/2017 12:05:15 PM
Business Unit = **SJ000 - San Jose State University**, Fiscal Year = **2016**, Period = **12**

Show Column 1: Fund Fdescr Column 2: Fiscal Year Column 3: 'Hide' Column 4: Hide Column 5: Hide Column 6: Hide OK

Select Report View: Encumbrance View

Fund Fdescr	Fiscal Year	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
40367 - Charlotte B. Stelling	2016	(1.07)	(741.60)	741.22	0.00	(1.45)
40367 - Charlotte B. Stelling Total	2016 Total	(1.07)	(741.60)	741.22	0.00	(1.45)
40385 - Doris Warren Shaw Endowment	2016	(0.40)	(779.84)	779.00	0.00	(1.24)
40385 - Doris Warren Shaw Endowment Total	2016 Total	(0.40)	(779.84)	779.00	0.00	(1.24)
40573 - The Marion Clikar Scholarship	2016	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
40573 - The Marion Clikar Scholarship Total	2016 Total	(526.00)	(14,293.15)	11,000.00	0.00	(3,819.15)
65183 - SJSU Misc Trust	2016	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
65183 - SJSU Misc Trust Total	2016 Total	(77,015.74)	(15,647.95)	36,401.29	4,000.00	(52,262.40)
Grand Total		(77,543.21)	(31,462.54)	48,921.51	4,000.00	(56,084.24)

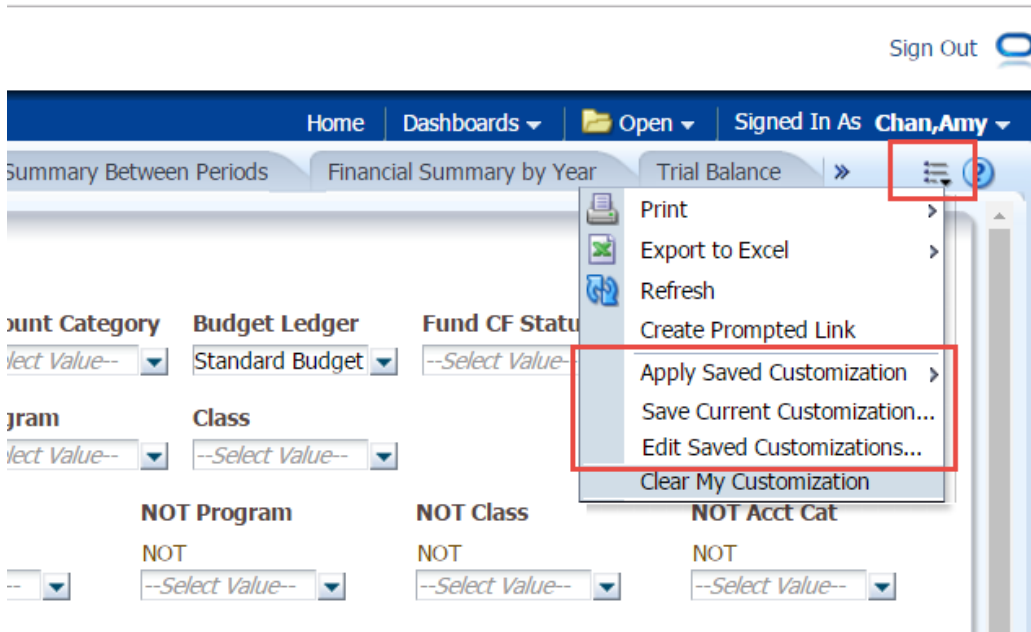
c: Transaction Details

The drilldown, provides the transaction details to the amount on the summary results page. Information found in the drilldown identifies if transaction is related to an employee reimbursement, a voucher or invoice payment, adjustment entry, payroll and etc.

Financial Reporting																	Home	Dashboards	Open	Signed In As	Chan,An
Fund Balance Drill Down Expenditures																					
Time run: 2/24/2017 12:25:23 PM																					
Approximate Row Count: 86																					
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	In		
S3000 - San Jose State University	2016	1	07/01/2016	0000906527	MJE - Manual Journal Entry	EDD travel expense adjustment	(71.21)	660003 - Supplies	65183 - SJSU Misc Trust	1549 - EdD Leadership Program	---	---	---	-	0.00	-	-	-	-		
S3000 - San Jose State University	2016	1	07/01/2016	00319593	VCH - AP Voucher Accounting	Catering by Spartan Shops	1,500.00	660003 - Supplies	65183 - SJSU Misc Trust	1232 - Geography	---	---	---	-	0.00	-	0000000440	SPAR SHOP-001	EI		
S3000 - San Jose State University	2016	1	07/13/2016	00046006	VCH - AP Voucher Accounting	9/24-27/15 Atlanta, GA	200.00	606002 - Travel-Out Of State	65183 - SJSU Misc Trust	1170 - School of Information CERF	---	---	---	-	0.00	-	V10692734	HALL DANI-001	11		
S3000 - San Jose State University	2016	1	07/13/2016	00046007	VCH - AP Voucher Accounting	4/2-6/16 Austin, TX	200.00	606002 - Travel-Out Of State	65183 - SJSU Misc Trust	1170 - School of Information CERF	---	---	---	-	0.00	-	V10652239	DICK MADE-001	11		
S3000 - San Jose State University	2016	1	07/17/2016	00046028	VCH - AP Voucher Accounting	PERSONAL REIMBURSEMENTS	17.37	660003 - Supplies	65183 - SJSU Misc Trust	1153 - Moss Landing Marine Lab	---	---	---	-	0.00	-	010785177	DONAHUEKAT-001	W		
S3000 - San Jose State University	2016	1	07/27/2016	00320761	VCH - AP Voucher Accounting	STUDENT UNION OF SJSU	211.55	660041 - Space Rental	65183 - SJSU Misc Trust	1111 - History	---	---	---	-	0.00	-	0000000994	US BANK-001	PC		
S3000 - San Jose State University	2016	1	07/27/2016	00320769	VCH - AP Voucher Accounting	TLF ROSIES AND POSIES DOW	70.69	660003 - Supplies	65183 - SJSU Misc Trust	1209 - World Languages & Literatures	---	---	---	-	0.00	-	0000000994	US BANK-001	PC		

Step 4: 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 **Fund Balance** will not be found in the **Manage My Budget**.



Field #	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 5: Print and Export

At the bottom of every Data Warehouse page, users can print or export page to PDF, Excel and CSV formats.

Apply Filters Reset Filters

Financial Summary - As of Period
 Business Unit = **SJ000 - San Jose State University**, Fiscal Year = **2016**, Period = **12**
 Time run: 11/18/2016 6:17:31 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Class Fdescr Column 5: Project Fdescr Column 6: Prog Fdescr

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
40002 - Rudy E. Fahr	-	305002 - Fund Balance-Contnuing Approp	---	---	---		(2,957.51)	0.00	2,957.51	
	- Total						(2,957.51)	0.00	2,957.51	
	1047 - University-Wide Stud Fin Aid	508001 - Interest Fr External Invest	---	---	---		(11.18)	0.00	11.18	
	1047 - University-Wide Stud Fin Aid Total						(11.18)	0.00	11.18	
40002 - Rudy E. Fahr Total							(2,968.69)	0.00	2,968.69	
Grand Total							(2,968.69)	0.00	2,968.69	

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, 304017, 304018, 304019, 304020, 304021, 304022, 304023, 304024, 304025, 304026, 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 2016

1

Field #	Field	Additional Information
1	Print	Print report in PDF or HTML format. Not recommended for drilldown.
	Export	Export report to Excel or csv format. Recommended if page is a drilldown.

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.