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Overview

Finance Data Warehouse 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). For more information about this and other finance courses, refer to [Training](#).

A Purchase Order (PO) is a contract issued by the university's [Contracts and Purchasing Services](#) to a supplier, indicating type, quantities, and agreed prices for products or services the seller will provide to the University. The PO is generated in the Common Finance System (CFS). The request for a PO originates from the department requiring goods or services through a [Requisition](#) that was submitted in the Financial Transaction Services (FTS). The Requisition must be approved by the department's Approving Official in order for the request to be picked in a nightly batch job that feeds it from FTS to CFS for Contracts and Purchasing Services to process. Refer to [Requisition pathway](#) for more information.

When a PO is issued by Contracts and Purchasing Services, funds are encumbered for the amount(s) specified in the PO and will remain committed until the invoice(s) associated to the PO are paid in full by Accounts Payable or until the requesting department submits a [Change Order Request](#) to modify the PO. PO encumbrances are not automatically disencumbered at the end of a fiscal year by Contracts and Purchasing Services.

Benefits of running an Open PO report are:

- Departments can manage their PO encumbrances as part of their budget planning.
- Identify purchase orders that are open and need to be closed.

The Open PO report delivers a summary of open purchase orders based on the Department ID selected. The report allows you to drill down to view PO activity from when PO was encumbered and invoices paid.

Log into Finance Data Warehouse

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

MYSJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

Search

Employees Students

SJSU Home > Spartan Apps Portal

Canvas SJSU Email MySJSU (PeopleSoft)

SpartaJobs eFaculty FTS

Software Downloads Event Calendar CFS

Spartan Success Portal WebEx Faculty/Staff Finance Data Warehouse

WebEx Student Blogs 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
IT Support 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](#)

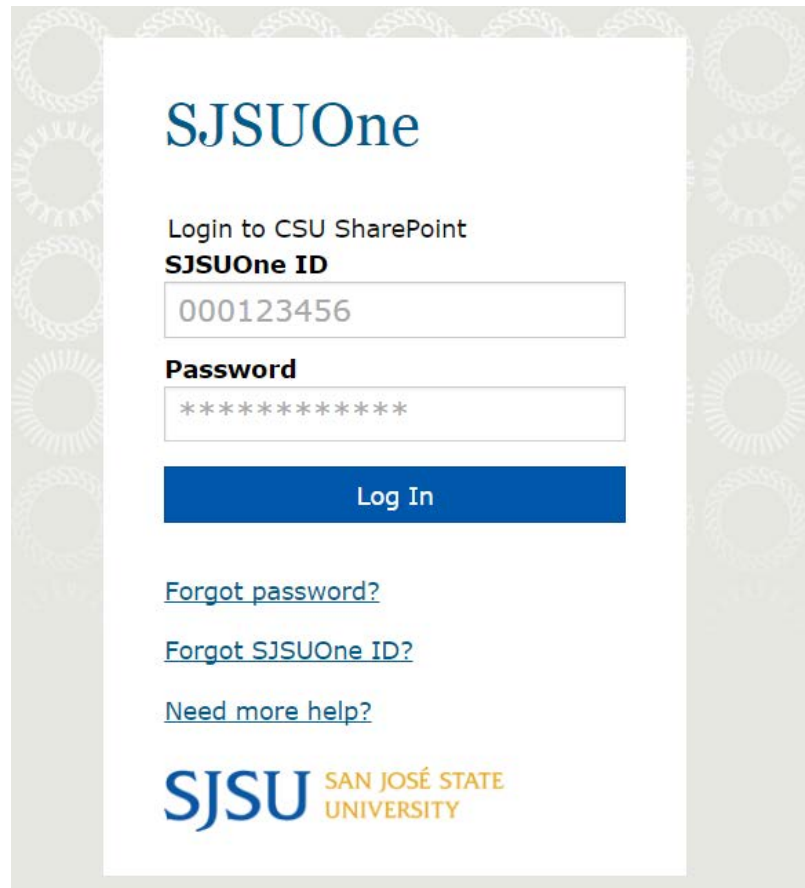
3. Select **San Jose**.

4. Click **Login**.



The image shows the top portion of a login page for CSU. At the top left is the CSU logo, consisting of a red square with the white letters 'CSU' and the text 'The California State University' to its right. Below the logo is a grey rectangular box containing a 'CAMPUS' label, a dropdown menu with 'San Jose' selected, and a 'Login' button. In the bottom right corner of this box is a 'Login Help' link.

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

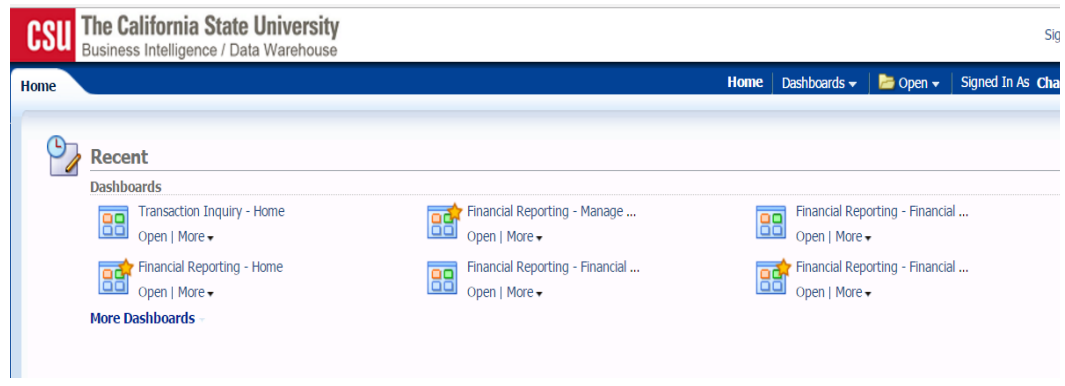


The image shows the SJSUOne login form. It features the 'SJSUOne' logo at the top. Below the logo is the text 'Login to CSU SharePoint'. The form includes two input fields: 'SJSUOne ID' with the value '000123456' and 'Password' with masked characters '*****'. A blue 'Log In' button is positioned below the password field. At the bottom of the form are three links: 'Forgot password?', 'Forgot SJSUOne ID?', and 'Need more help?'. The SJSU logo and 'SAN JOSÉ STATE UNIVERSITY' text are at the very bottom.

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.



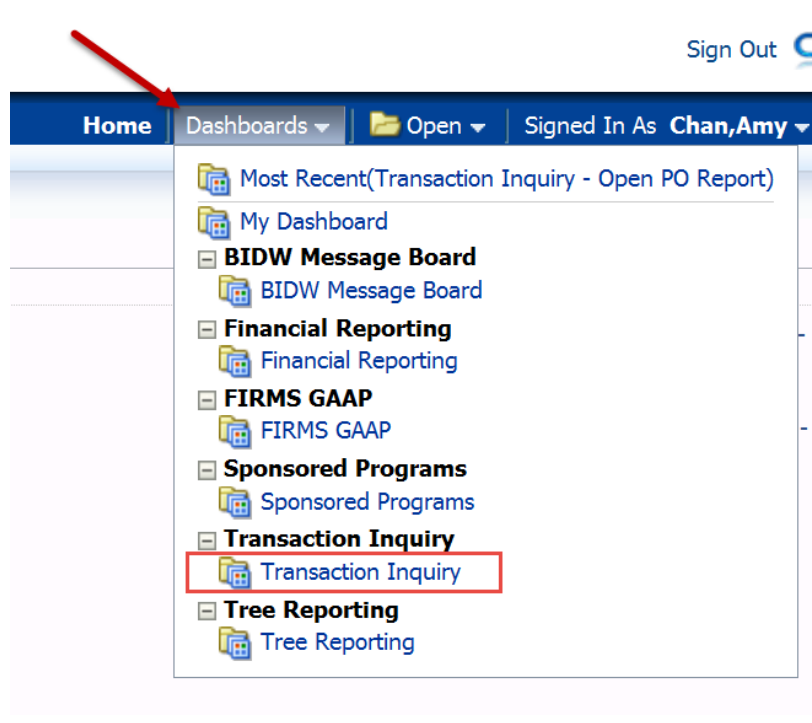
Step 1: Dashboard Set-Up

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 drill down 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 must be selected and saved.

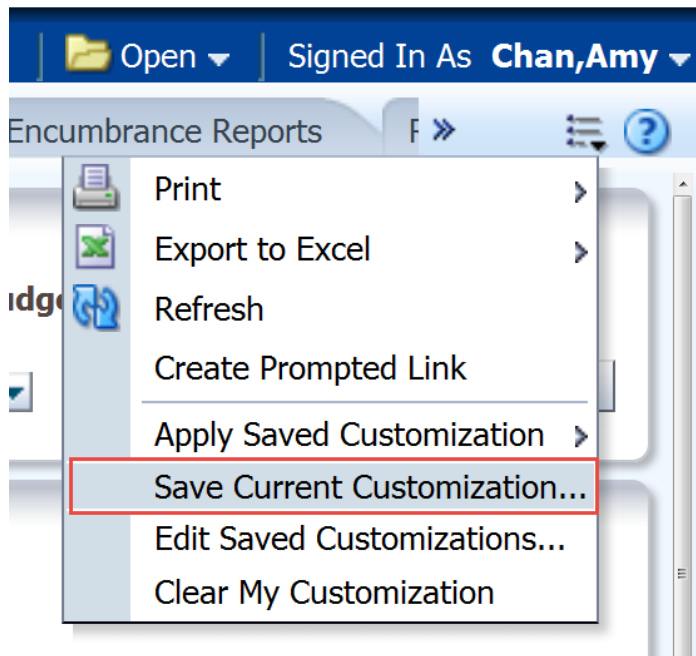
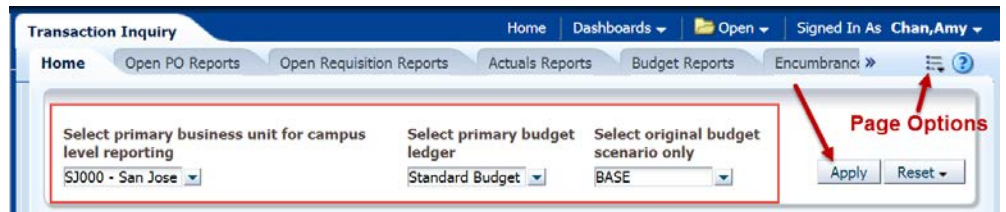
1. Click **Dashboards**, located at top right of page, to display menu.
2. Click **Transaction Inquiry** hyperlink.



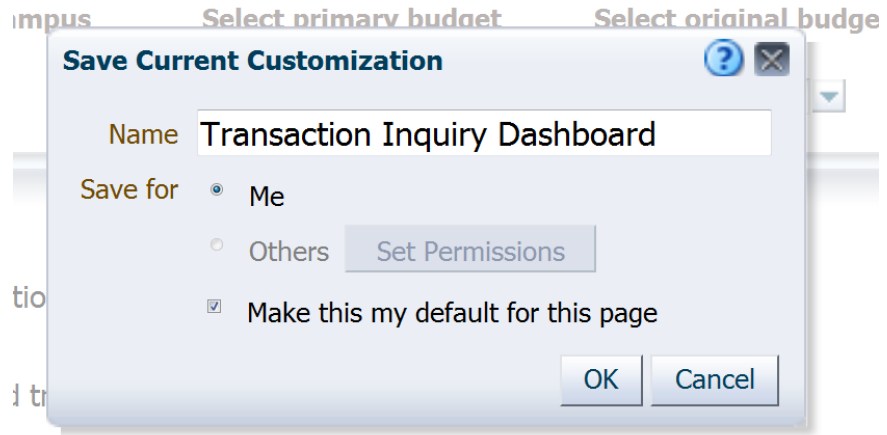
The Transaction Inquiry Dashboard Home displays.

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.

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



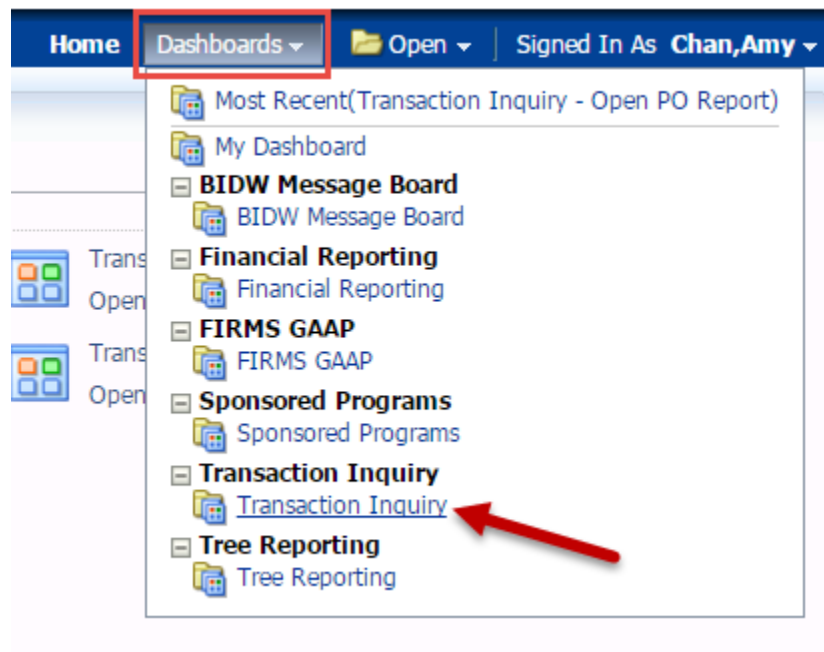
7. Enter a name for your customization.
8. Check box for **Make this my default for this page.**
9. Click **OK.**



Step 2: Report Set-Up

a. Open PO Reports

1. Go to **Dashboards.**
2. Click the **Transaction Inquiry** hyperlink.



3. Click the tab for **Open PO Reports** from the Transaction Inquiry Dashboard.
4. In the Open PO Reports page, click **Open PO Report** hyperlink

The screenshot shows the CSU Business Intelligence / Data Warehouse interface. The 'Transaction Inquiry' section has several tabs: 'Home', 'Open PO Reports' (highlighted with a red box), 'Open Requisition Reports', 'Actuals Reports', and 'Budget'. Below the tabs is a 'Report Index' section with the following links and descriptions:

- [Open PO Report](#) (highlighted with a red arrow): Open PO listing with six column selectors
- [Open PO Views](#): Open PO listing by various chartfield and supplier (vendor) views
- [Open PO Transaction Details](#): Open PO transaction details based on the selected report filters

The **Open PO Report** page displays.

The screenshot shows the 'Open PO Report' page with the following filter settings:

Business Unit	Fiscal Year	Period (as of)	Account Category
S3000 - San Jose	2016	<= 9	--Select Value--

Fund	Dept	Account	Project	Program	Class
X	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

NOT Fund	NOT Dept	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT--Select Value--	NOT--Select Value--	NOT--Select Value--	NOT--Select Value--	NOT--Select Value--	NOT--Select Value--	NOT--Select Value--

Document Source	Doc ID	Document Date	Doc Line Descr	Supplier	Supplier Descr
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

Advanced Filters: [Apply Filters] [Reset Filters]

Open PO Report

No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your filters and try again. The filters currently being applied are shown below.

```

Acct Type Fdescr is equal to / is in 60 - Expenditures
and Doc Src Fdescr is equal to ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting
and ("Period Tbl"."Fiscal Year" < (2016)) OR ("Period Tbl"."Fiscal Year" = (2016) AND "Period Tbl"."Period" <= (6))
and Period Abbr is not equal to / is not in 0
and Bus Unit Fdescr is equal to S3000 - San Jose State University
and Fund Fdescr is equal to X
and SUM(Encumbrance BY Doc ID) is not equal to / is not in 0
and Encumbrance is not equal to / is not in 0
  
```


[Refresh](#)

b. Report Filters

The instructions below are for setting up a department level Open PO report. A department level report will extract data for all Funds associated to the selected Department ID(s).

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. The instructions show the set-up for an Open PO report.

	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default based on Dashboard settings.
2	Fiscal Year	2016	2016 = FY 2016-17 (current fiscal year) 2015 = FY 2015-16 2014 = FY 2014-15 and etc.

3	As of Period	12 (recommended)	<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 will still get POs open as of the last business day and you eliminate the need to update this field each month.</p>
4	Fund	Uncheck the box for X value.	For a department level report, leave field blank.
5	Dept	Select DeptID(s) from the drop down menu by checking box or go to More/Search in field to locate	<p>Leave this field blank if you want to select at the organization level (line # 6 to 8).</p> <p>If you belong to department such as a college or division where there are many departments associated to it, select from the Dept Tree Name and Dept Level 1 to Dept Level 5 fields instead of this Dept field.</p>
6	 Advanced Filters	Click icon to expand Dept Tree and Dept Levels section.	This applies if you want to select Dept node (organization level).
7	Dept Tree Name	SJ_Dept_Primary	<p>This applies if you want to select Dept node (organization level).</p> <p>Do not select from this field if you have selected value in the Dept field. This section applies if user will select Dept at the organization level.</p> <p>Organization level allows you to select a Dept node which will pull up data for all DeptIDs within that node (organization).</p> <p>Note: To delete SJ_Dept_Primary click in the field to highlight it and press the delete button on keyboard.</p>

	Dept Level 1 to Dept Level 5	Select DeptID node (Nxxxx) from one of the fields.	<p>This applies if you want to select Dept node (organization level).</p> <p>Do not select from this field if you have selected value in the Dept field. This section applies if user will select Dept at the organization level.</p> <p>Organization level allows you to select a Dept node which will pull up data for all DeptIDs within that node (organization).</p> <p>Dept Level 1 = Total University Dept Level 2 = Division Dept Level 3 = College Dept Level 4 = Department/Program Dept Level 5 = Department/Program</p>
8	Apply Filters	Click button	Data results will display in bottom portion of page.

c. Column Labels

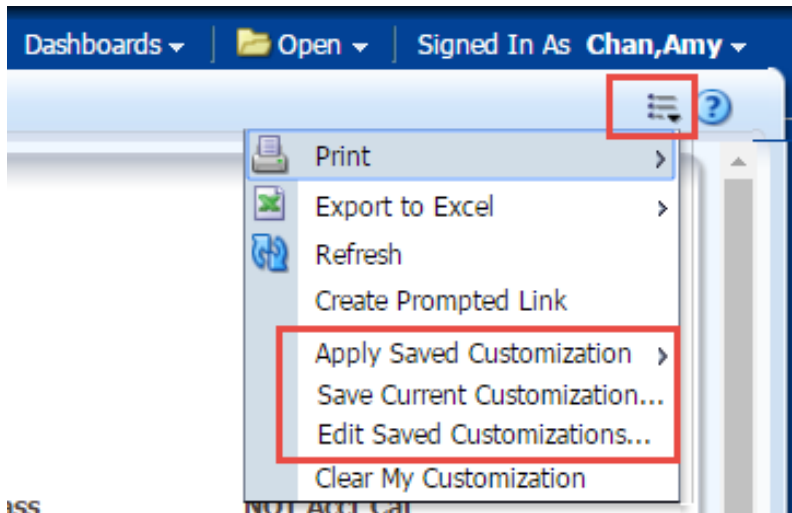
Data displays at bottom of page after clicking the Apply Filters button. Organize the columns to your preference.

	Field	Value to Select	Additional Information
1	Column 1 to Column 6	<ul style="list-style-type: none"> 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- Doc Line # Column 5- Doc Line Descr Column 6- Supplier Descr 	<ul style="list-style-type: none"> The order of the header labels is up to the user. The columns are connected to the headers that are in yellow.

2	OK	Click button to apply selected labels to report.	
---	----	--	--

d. 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 Open PO page will not be found in the ProCard Transactions page.



	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 3: Reviewing the Results

Open PO Report

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

Time run: 3/17/2017 3:31:32 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Line # Column 5: Doc Ln Descr Column 6: Supplier Descr OK

1			2		3		4
Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Supplier Descr	Open PO Amt
70000 - CSU Operating Fund	1097 - Health Science & Recreation	660003 - Supplies	3000014529	1	Amy will be providing web deve	AMY WILTBANK	1,250.00
			3000021723	1	11 Name Plate Holders and one	SIERRA OFFICE SUPPLIES & PRINTING	105.51
70000 - CSU Operating Fund Total							1,355.51
Grand Total							1,355.51

	Field	Additional Information
1	Column 1-3:	<ul style="list-style-type: none"> Fund Fdescr Dept Fdescr Acct Fdescr Open PO Amount
2	Doc ID	Purchase Order Number. The PO number is a hyperlink. You can drill down to view PO activity from encumbrance to invoice (voucher) payments by clicking the link.
3	Column 4: Doc Line #	Displays the PO line that is still open.
	Column 5: Doc Line Descr	Displays the PO line (item) description.
	Column 6: Supplier Descr	Supplier Name
4	Open PO Amt	Displays the amount remaining on the PO line.

General Features

a. Print/Export

Time run: 3/17/2017 3:31:32 PM

Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Acct Fdescr | Column 4: Doc Line # | Column 5: Doc Ln Descr | Column 6: Supplier Descr | OK

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Supplier Descr	Open PO Amt
70000 - CSU Operating Fund	1097 - Health Science & Recreation	660003 - Supplies	3000014529	1	Amy will be providing web deve	AMY WILTBANK	1,250.00
			3000021723	1	11 Name Plate Holders and one	SIERRA OFFICE SUPPLIES & PRINTING	105.51
70000 - CSU Operating Fund Total							1,355.51
Grand Total							1,355.51

Acct Type Fdescr is equal to / is in **60 - Expenditures**
 and Doc Src Fdescr is equal to **ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting**
 and ((("Period Tbl", "Fiscal Year" < ("2016")) OR ("Period Tbl", "Fiscal Year" = ("2016") AND "Period Tbl", "Period" <= ("12"))))
 and Period Abbr is not equal to / is not in **0**
 and Bus Unit Fdescr is equal to **SJ000 - San Jose State University**
 and Dept Fdescr is equal to **1097 - Health Science & Recreation**
 and Fund Fdescr is equal to **70000 - CSU Operating Fund**
 and SUM(Encumbrance BY Doc ID) is not equal to / is not in **0**
 and Encumbrance is not equal to / is not in **0**

Refresh **Print - Export**

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

b. Transaction Details in Drilldown

The purchase order number in the Doc ID column is a hyperlink and can be drilled down to PO activity (encumbrance and vouchers paid).

Open PO Report

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

Time run: 3/17/2017 3:31:32 PM

Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Acct Fdescr | Column 4: Doc Line # | Column 5: Doc Ln Descr | Column 6: Supplier Descr | OK

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Supplier Descr	Open PO Amt
70000 - CSU Operating Fund	1097 - Health Science & Recreation	660003 - Supplies	3000014529	1	Amy will be providing web deve	AMY WILTBANK	1,250.00
			3000021723	1	11 Name Plate Holders and one	SIERRA OFFICE SUPPLIES & PRINTING	105.51
70000 - CSU Operating Fund Total							1,355.51
Grand Total							1,355.51

The drilldown displays transaction details related to the purchase order. Activity displayed are the encumbrance and voucher(s) paid.

Transaction Inquiry																			Home	Dashboards ▾	Open ▾	Signed In As Chan, Amy ▾	
Open PO Detail																							
Time run: 3/17/2017 3:44:16 PM																							
Business Unit = SJ000 - San Jose State University, Fiscal Year = 2016, Period = 12																							
Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Period Descr	Document Date	PO #	Supplier ID	Supplier Name	Jrnl Src	PO Line #	PO Dst #		
SJ000 - San Jose State University	2014	10	04/16/2015	3000014529	Encumbrance Activity from a PO	Amy will be providing web deve	2,500.00	660003 - Supplies	70000 - CSU Operating Fund	1097 - Health Science & Recreation	---	---	---	Period 10 - 2015-04-01	04/16/2015	3000014529	0000036067	0000036067 - AMY WILTBANK	-	1	1		
SJ000 - San Jose State University	2014	12	06/24/2015	3000014529	AP Voucher Accounting	Amy will be providing web deve	(1,250.00)	660003 - Supplies	70000 - CSU Operating Fund	1097 - Health Science & Recreation	---	---	---	Period 12 - 2015-06-01	04/16/2015	3000014529	0000036067	0000036067 - AMY WILTBANK	-	1	1		
Grand Total							1,250.00																

References

- **Change Orders** (http://www.sjsu.edu/finance/policies_guidelines/change_order/index.html)
- **Contracts and Purchasing Services** (http://www.sjsu.edu/finance/about_us/purchasing/index.html)
- **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/>)
- **Requisition** (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/requisition/index.html>)
- **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.