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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](#).

Employees with the responsibility of ordering goods/services or making travel arrangements for their department can pay for these purchases with one of the university procurement cards:

- ProCard is used for purchasing goods and services.
- GoCard is to prepay a specific list of travel expenses.

Refer to [Procurement Pathways](#) for more information about the ProCard and GoCard programs.

For reporting purposes, FDW users can run a ProCard Transactions report to obtain ProCard or GoCard purchasing history. The data source is coming from the CFS ProCard module which is used by cardholders each month to complete the statement reconciliations.

This guide will go through the steps of running ProCard Transactions report.

Step 1: Log into Finance Data Warehouse

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

MY SJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

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
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](#)

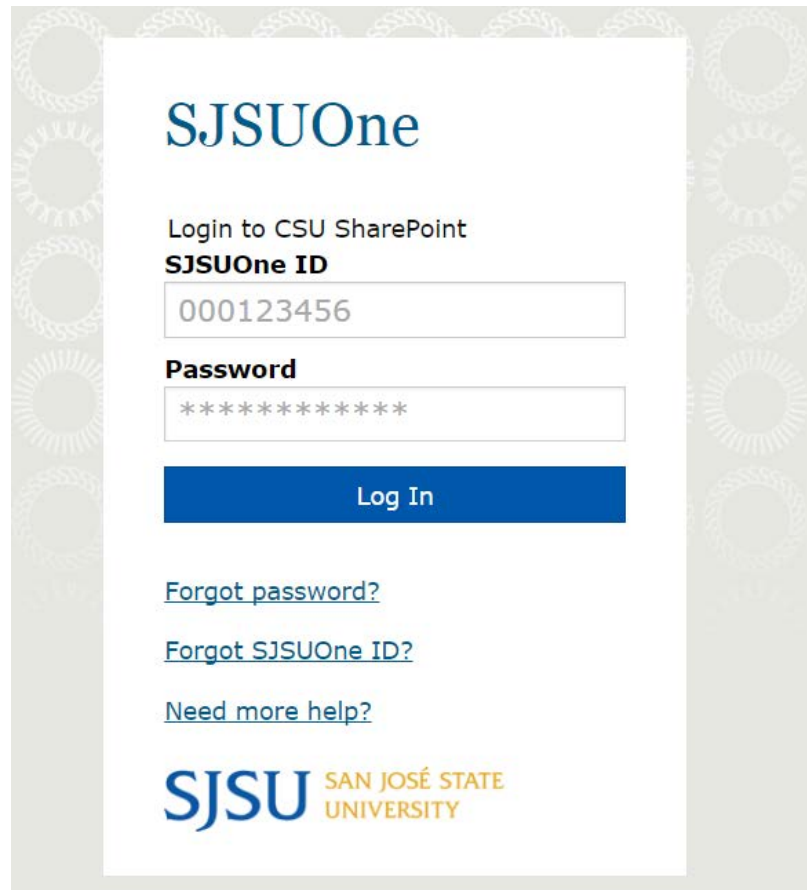
3. Select **San Jose**.

4. Click **Login**.



The screenshot shows the top portion of the CSU login interface. On the left, the word "CAMPUS" is displayed. To its right is a dropdown menu currently showing "San Jose". Further right is a "Login" button. In the bottom right corner of this section, there is a link for "Login Help".

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

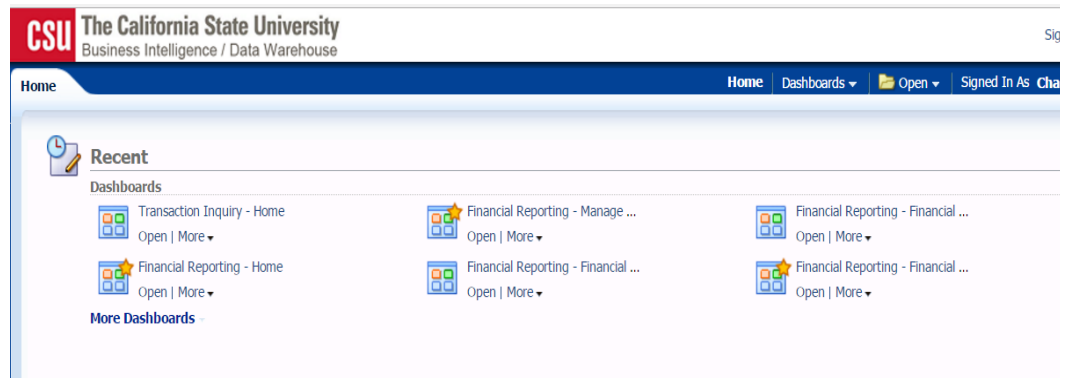


The screenshot shows the SJSUOne login page. At the top, the "SJSUOne" logo is displayed. Below it, the text "Login to CSU SharePoint" is shown. The "SJSUOne ID" field contains the text "000123456". The "Password" field is masked with "*****". A blue "Log In" button is positioned below the password field. At the bottom of the form, there 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.



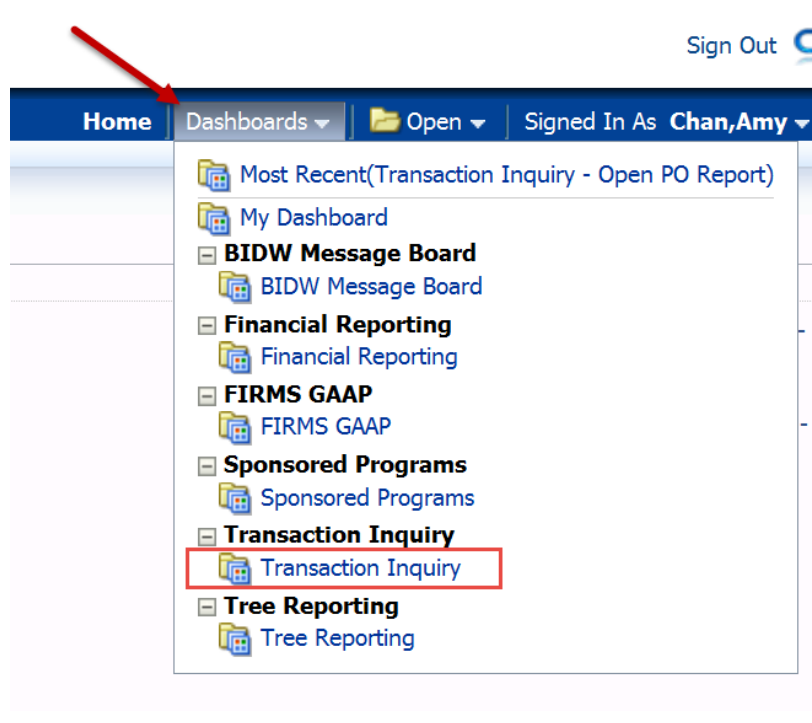
Step 2: Dashboard Set-Up

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 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.

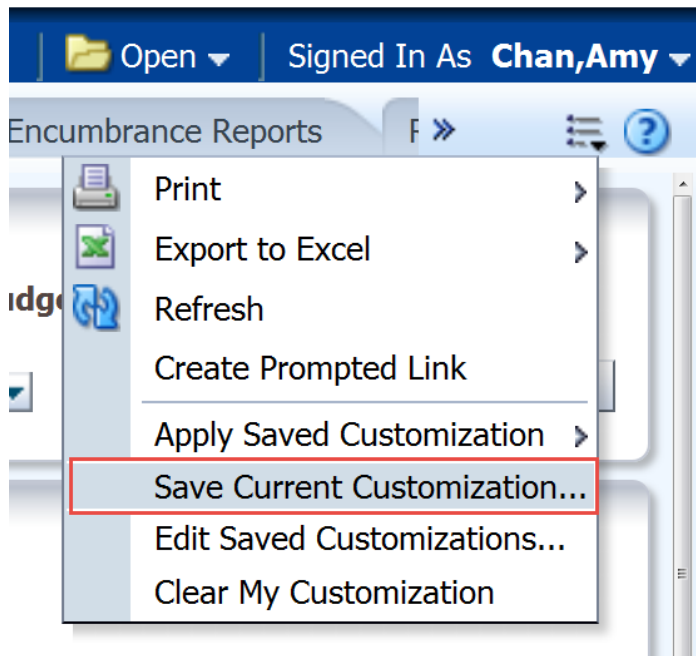
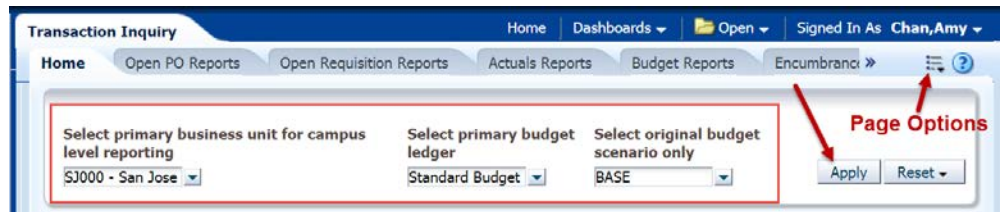
1. Click **Dashboards**, located at top right of page, to display menu.
2. Click **Transaction Inquiry** hyperlink.



The Transaction Inquiry Dashboard Home displays.

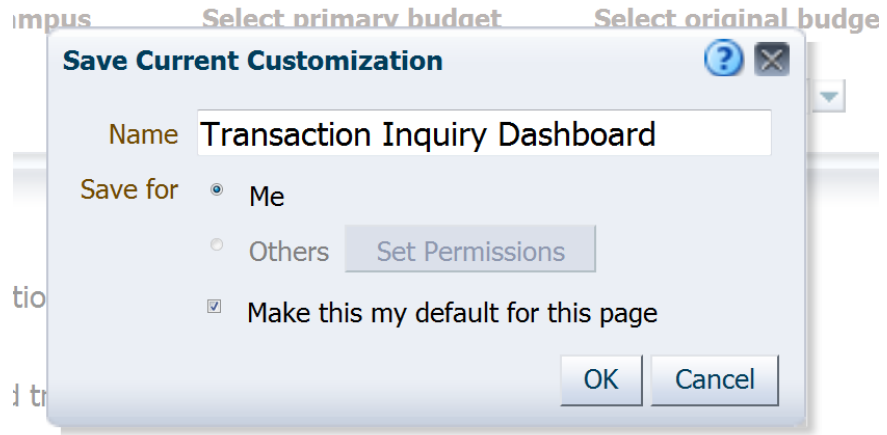
3. From the drop down menu select the following values-
 - **Business Unit:** SJ000-San Jose
 - **Budget Ledger:** Standard Budget Group
 - **Budget Scenario:** Base
4. Click **Apply**.
5. Click the **Page Options** icon.

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.**

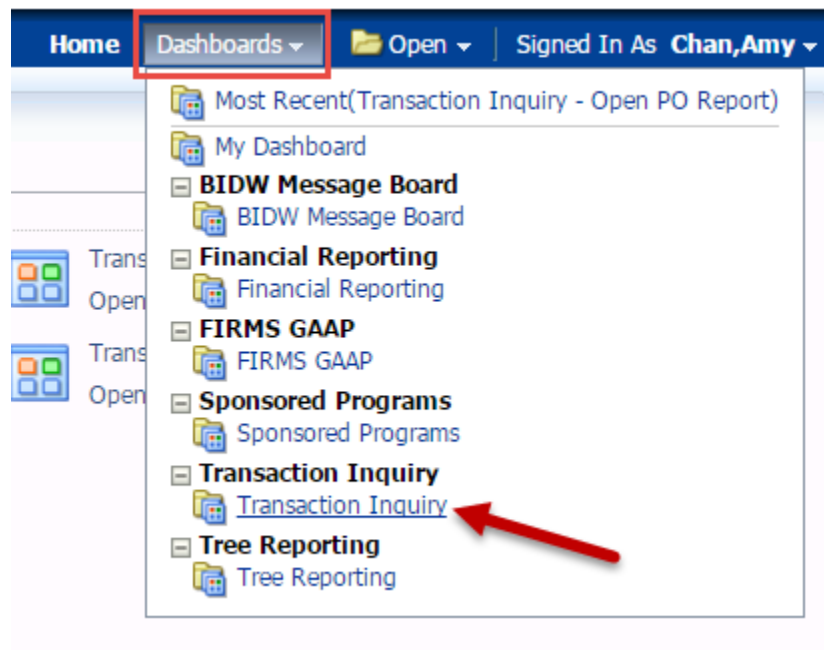
Dashboard set-up is complete.



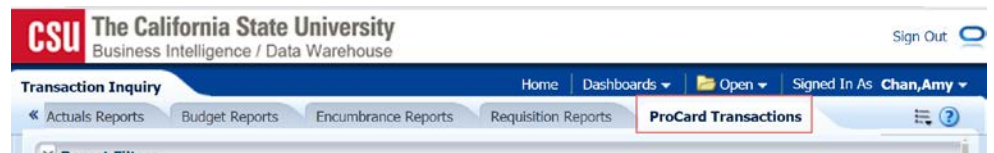
Step 3: Report Set-Up

a. ProCard Transactions Page

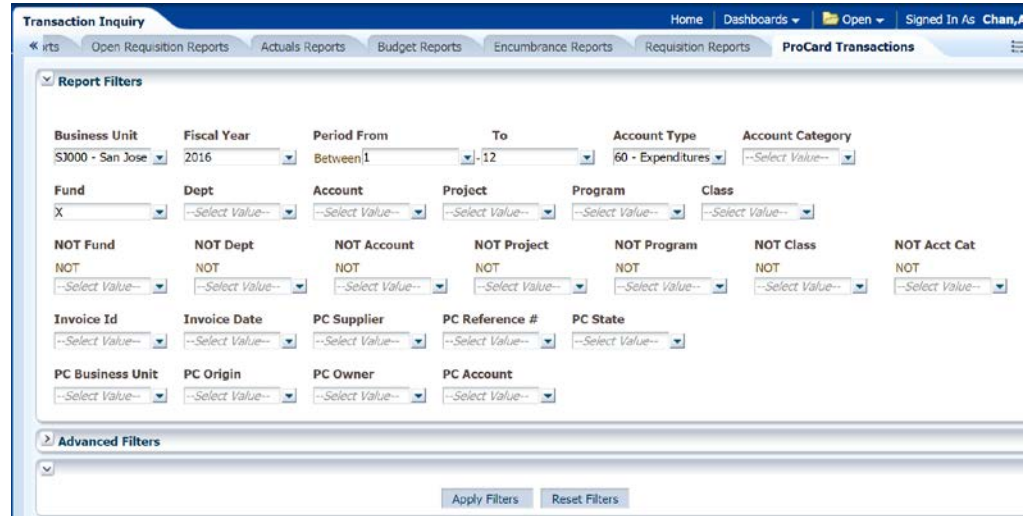
1. Go to **Dashboards.**
2. Click the **Transaction Inquiry** hyperlink.



- Click the tab for **ProCard Transactions** from the Transaction Inquiry Dashboard.



The **ProCard Transactions** page displays.



b. Report Filters

The instructions below are for setting up a department level ProCard Transactions report. A department level report will extract ProCard or GoCard purchase history that were posted to all Funds associated to the selected Department ID(s) or Dept Level.

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 screenshot displays the 'Transaction Inquiry' interface for 'ProCard Transactions'. The 'Report Filters' section includes the following fields:


- Business Unit:** SJ000 - San Jose (annotated with 1)
- Fiscal Year:** 2016 (annotated with 2)
- Period From:** Between 1 (annotated with 3)
- To:** 12 (annotated with 3)
- Account Type:** 60 - Expenditures (annotated with 4)
- Account Category:** --Select Value--
- Fund:** --Select Value-- (annotated with 5)
- Dept:** --Select Value-- (annotated with 6)
- Account:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- NOT Fund:** NOT --Select Value--
- NOT Dept:** NOT --Select Value--
- NOT Account:** NOT --Select Value--
- NOT Project:** NOT --Select Value--
- NOT Program:** NOT --Select Value--
- NOT Class:** NOT --Select Value--
- NOT Acct Cat:** NOT --Select Value--
- Invoice Id:** --Select Value--
- Invoice Date:** --Select Value--
- PC Supplier:** --Select Value--
- PC Reference #:** --Select Value--
- PC State:** --Select Value--
- PC Business Unit:** --Select Value-- (annotated with 7)
- PC Origin:** --Select Value-- (annotated with 7)
- PC Owner:** --Select Value--
- PC Account:** --Select Value--

The 'Advanced Filters' section (annotated with 8) includes:

- Dept Tree:** --Select Value--
- Dept Level 1:** --Select Value-- (annotated with 9)
- Dept Level 2:** --Select Value--
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Dept Level 5:** --Select Value--

At the bottom, there are buttons for 'Apply Filters' (annotated with 10) and 'Reset Filters'.

#	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>Defaults to current fiscal year.</p> <p>You can choose one or more fiscal years by checking the boxes as needed in this field:</p> <p>2017 = FY 2017-18 2016 = FY 2016-17 2015 = FY 2015-16 2014 = FY 2014-15 and etc.</p>

3	As of Period From	1	Defaults to Period 1 to 12. SJSU's fiscal year begins on July 1 st (Period 1) and ends June 30 th (Period 12).
	As of Period To	12	Choose specific period or period range as needed.
4	Account Type	60-Expenditures	Defaults to 60. Leave this field as-is since all ProCard and GoCard expenses are posted to an expense account (an account that begins with a 6).
5	Fund	Uncheck the box for X value.	For a department level report, leave this field blank.
6	Dept	Select DeptID(s) from the drop down menu by checking box or go to More/Search in field to locate value.	Leave this field blank if you want to select at the organization level (line # 6 to 8). If you belong to department such as a college or division where there are many departments associated to it, then you will want to select values organizational level (Dept node) fields: Dept Tree Name and Dept Level 1 to Dept Level 5 fields instead of the Dept field.
7	PC Origin	USB for ProCard UST for GoCard	Optional to select. Leaving this field blank will put up data for both cards.
	PC Owner	Select name of cardholder.	Optional to select. Leaving this field blank will put up data for cardholders with transactions posted to your Dept or Dept Level.
8	 Advanced Filters	Click icon to expand Dept Tree and Dept Levels section.	This applies if you are selecting at the Dept Level (organization).

	Dept Tree Name	SJ_Dept_Primary	<p>This applies if you are selecting at the Dept Level (organization).</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 node 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>
9	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>
10	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. Select a label for each column header.

ProCard Transaction Details

ProCard Transaction Details

Business Unit = **SJ000 - San Jose State University**, Fiscal Year = **2016**, Period is between **1,12**

Time run: 7/3/2017 4:32:15 PM

1

2

Show Column 1: Dept Fdescr Column 2: Fund Fdescr Column 3: Acct Fdescr Column 4: PC Owner Column 5: PC Origin Column 6: Hide OK

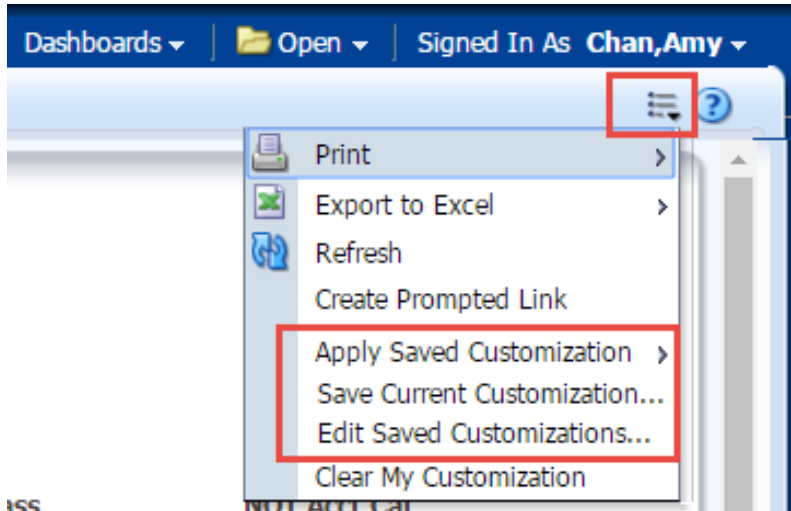
Select Report View: Pro Card Transaction Details download to Excel 3

Dept Fdescr	Fund Fdescr	Acct Fdescr	PC Owner	PC Origin	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
1533 - Accounts Payable	77013 - Admin and Finance Services	606001 - Travel-In State	HARRIS, ANA	UST	TC04170008	04/18/2017	03/31/2017	SOUTHWES 5262497982451	TX	137.88	-	SARA PEREZ'S AIRLINE TICKET	2016	11
					TC05170005	05/16/2017	05/09/2017	MARRIOTT ANAHEIM	CA	175.41	-	LODGING - KIM GAMBLIN - 2017 CSU BUSINESS CONFERENCE	2016	12

#	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- PC Owner Column 5- PC Origin Column 6- Hide 	<ul style="list-style-type: none"> The label and order of the headers will be 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.	
3	Select Report View	Pro Card Transaction download to Excel	

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. You can save as many customizations for a report, but only one can be the default.
		Edit Saved Customization	Used to change default, delete, and rename existing customization.

Step 4: Review Results

The information displayed in the Results section comes from the ProCard and GoCard reconciliation statement completed by the cardholder.

1					2	3	4	5	6	7	8	9	10	11
Dept Fdescr	Fund Fdescr	Acct Fdescr	PC Owner	PC Origin	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period
1533 - Accounts Payable	77013 - Admin and Finance Services	606001 - Travel-In State	HARRIS, ANA	UST	TC04170008	04/18/2017	03/31/2017	SOUTHWES 5262497982451	TX	137.88	-	SARA PEREZ'S AIRLINE TICKET	2016	11
					TC05170005	05/16/2017	05/09/2017	MARRIOTT ANAHEIM	CA	175.41	-	LODGING - KIM GAMBLIN - 2017 CSU BUSINESS CONFERENCE	2016	12
										175.41	-	LODGING - SARA PEREZ (TIPTON) - 2017 CSU BUSINESS CONFERENCE	2016	12
660003 - Supples	HARRIS, ANA	USB	HARRIS, ANA	USB	PC03170025	03/23/2017	02/27/2017	STAPLS0153381760000001	NJ	7.60	-	SPECIAL ORDER - JAS SINGH	2016	10
					PC04170024	04/25/2017	03/27/2017	UPS*129538030191788860	GA	7.87	-	OVERNIGHT - SARA TIPTON	2016	11
					PC09160024	09/23/2016	09/14/2016	RECALL	GA	743.70	-	MULTI-DEPTS: ACCOUNTS PAYABLE AND ACCOUNTING - SHREDDING SERVICES	2016	4
					PC11160023	11/23/2016	11/18/2016	STAPLS0150810290000001	NJ	153.37	-	CALENDARS - AP STAFF AND CALCULATOR - JEAN MUROYA	2016	6
							11/21/2016	UPS*129538030197859997	GA	5.67	-	OVERNIGHT - KIM GAMBLIN	2016	6
					PC12160025	12/23/2016	12/12/2016	UPS*129538032496313301	GA	17.22	-	OVERNIGHT - KIM GAMBLIN	2016	7
	UPS*129538032497613299	GA	9.97	-			OVERNIGHT - KIM GAMBLIN	2016	7					

#	Field	Additional Information
1	Column 1 to Column 5:	<p>The Column 1 to 5 are tied to the headers in yellow.</p> <ul style="list-style-type: none"> Chartfields: <ul style="list-style-type: none"> Dept Fdescr – Department description Fund Fdescr – Fund description Acct Fdescr – Account description PC Owner – The name of cardholder PC Origin – USB for ProCard and UST for GoCard
2	Invoice ID	The invoice # for ProCard or GoCard billing statement.
3	Invoice Date	Date of the ProCard or GoCard billing statement.
4	PC Trans Date	Date the transaction posted to ProCard or GoCard account.
5	PC Supplier Name	Supplier Name
6	PC State	Supplier's business location
7	PC Dist Amount	Transaction amount charged to the chartfield string.
8	PC Reference #	Additional information entered by the cardholder in the reconciliation.
9	PC Description	Additional information, an explanation or a justification for purchase entered by the cardholder in the reconciliation.

10	Fiscal Year	<p>The fiscal year where transaction was posted in:</p> <ul style="list-style-type: none"> • 2017 is FY 2017-18 • 2016 is FY 2016-17 • 2015 is FY 2015-16 and etc.
11	Period	<p>The accounting period transaction was charged in. There are 12 months (July 1 to June 30) in a fiscal year and each month are identified as follows:</p> <ul style="list-style-type: none"> • July is Period 1 • October is Period 4 • December is Period 6 and etc.

General Features

a. Print/Export

77013 - Admin and Finance Services	1533 - Accounts Payable	660003 - Supplies	---	SINGH, JASJIT	USB	PC12160181	12/23/2016	12/19/2016	UPS*129538030191586159	GA	5.71	-	AP Claims Document - UPS	2016	7
77013 - Admin and Finance Services	1533 - Accounts Payable	660003 - Supplies	---	SINGH, JASJIT	USB	PC12160181	12/23/2016	12/21/2016	TROY GROUP INC	WV	405.37	-	Micr Toner for Check Printer.	2016	7
77013 - Admin and Finance Services	1533 - Accounts Payable	660003 - Supplies	---	SINGH, JASJIT	USB	PC12160181	12/23/2016	12/22/2016	BREAKPOINT SALES	CA	2,370.93	-	Check stock papers.	2016	7
Grand Total											10,178.38				

Acct Type Fdescr is equal to **60 - Expenditures**
and Dept Fdescr is equal to **1533 - Accounts Payable**
and Bus Unit Fdescr is equal to **SJ000 - San Jose State University**
and Fiscal Year is equal to **2016**
and Fiscal Year is equal to **2016**
and Period is between **1** and **12**

Approximate Row Count: 37

[Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

#	Field	Additional Information
1	Export	We recommend exporting this report to an Excel or CSV. Once in that format, user can modify the report for efficient printing.

References

- **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/>)
- **Procurement Pathways** (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/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.