**Instructions for running reports for Proformas**

**For DSCR Calculation:**

1. Go to PS Data Warehouse
2. Select Financial Reporting Dashboard
3. Select Financial Summary by Fiscal Year
4. Enter/Select Firms Business Unit

SBCMP

1. Enter /Select Fiscal Year (note – can do multiple years)

Example: Between 2011 and 2015

1. Enter /Select Period

Between 0 or 1 and 12 (use 1-12 if doing only Revenue and Expenditure Account Types, use

0-12 if doing all Account Types)

1. Remove X from Fund
2. Go to Advanced Filters and Enter CSU Fund (at the bottom of the filters)

For CEL use 441, 442, 443, 444

For Health Center Facility Fee use 452, 453, 454

For Parking use 472, 473, 474

For Housing use 531, 532, 533

For SUN Fee use 534, 535, 536

1. Enter Account Type – leave blank for all
2. Apply

**Once Data is pulled:**

1. Show Col 1 as CSU Fund Fdescr
2. Show Col 2 & 3 as Account Type Fdescr – **this gives you your Fund Balance, Revenue and Expenditure Check Figures for everything.**
3. Print as HTML

 **To get additional expenditure detail:**

1. Using same set up change criteria to now show Col 3 as Account Cat Fdescr and Col 4 as Account Fdescr
2. Print as HTML

**To get just Revenue and Expenditure Data for input go back to criteria:**

1. Enter Account Type

Revenue

Expenditures

1. Apply
2. Enter Account Category not equal to

503 Gift/Grants

506 Transfers In

680 (Debit Service/ Transfer Out)

This is done because these Account Categories are not included in the DSCR calculation (if not doing DSCR calculation leave this blank)

1. Col. 3 is set as Account Cat Fdescr
2. Print as HTML – **Use this for most input**

**To get additional expenditure detail:**

1. Using same set up change criteria to now indicate Account number and insert all Student Assistant account #’s
2. Show Col 3 as Account Fdescr – **this will give you student assistant amounts to input and then subtract from Total Salaries**
3. Print as HTML

**To get Debt Service number:**

1. Using same set up now remove all account category not to use
2. Use account category 680 – **This will give you the debt service and other transfers out**
3. Print as HTML

**To get Transfers In and other Revenues:**

1. Using same set up now remove all account category not to use
2. Use account category 503 and 506 – **This will give you the transfers in and other revenues**
3. Print as HTML

**For Health Center Operations (not part of DSCR Calculation):**

1. Go to PS Data Warehouse
2. Select Financial Reporting Dashboard
3. Select Financial Summary by Fiscal Year
4. Enter/Select Firms Business Unit

SBCMP

1. Enter /Select Fiscal Year (note – can do multiple years)

Example: Between 2011 and 2015

1. Enter /Select Period

Between 0 or 1 and 12 (use 1-12 if doing only Revenue and Expenditure Account Types, use

0-12 if doing all Account Types)

1. Remove X from Fund
2. Go to Advanced Filters and Enter CSU Fund (at the bottom of the filters)

For Health Center Facility Fee use 452, 453, 454

1. Enter Account Type – leave blank for all
2. Apply

**Once Data is pulled:**

1. Show Col 1 as CSU Fund Fdescr
2. Show Col 2 & 3 as Account type Fdescr – **this gives you your Fund Balance, Revenue and Expenditure Check Figures**
3. Print as HTML

**To get just Revenue and Expenditure Data go back to criteria:**

1. Enter Account Type

Revenue

Expenditures

**Once Data is pulled:**

1. Using Same set up as above but now Col. 3 is set as Account Cat Fdescr
2. Print as HTML – **Use this for most input**

**To get additional expenditure detail:**

1. Show Col 3 as Account Fdescr – **this will give you all the detail**
2. Print as HTML

**For Student Union Operations (not part of DSCR Calculation):**

1. Go to PS Data Warehouse
2. Select Financial Reporting Dashboard
3. Select Financial Summary by Fiscal Year
4. Enter/Select Firms Business Unit

SBSUN

1. Enter /Select Fiscal Year (note – can do multiple years)

Example: Between 2011 and 2015

1. Enter /Select Period

Between 0 or 1 and 12 (use 1-12 if doing only Revenue and Expenditure Account Types, use

0-12 if doing all Account Types)

1. Remove X from Fund
2. Enter Account Type – leave blank for all
3. Apply

**Once Data is pulled:**

1. Show Col 1 as Fund Fdescr
2. Show Col 2 as Account type Fdescr – **this gives you your Fund Balance, Revenue and Expenditure Check Figures**
3. Print as HTML

**To get just Revenue and Expenditure Data go back to criteria:**

1. Enter Account Type
	* 1. Revenue
		2. Expenditures

**Once Data is pulled:**

1. Using Same set up as above but now Col. 2 is set as Account Cat
2. Print as HTML – **Use this for most input**

**To get additional expenditure detail:**

1. Show Col 2 as Account F descry – **this will give you all the detail**
2. Print as HTML