## REVISION CONTROL

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**Author:** CMS/Budget  
**File Reference:** ViewingSTATEv9.0

### Revision History

<table>
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<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
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<tr>
<td>03/14/11</td>
<td>DMCasillas CMS</td>
<td>All to reflect CFS</td>
<td>ALL</td>
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<td>03/15/2011</td>
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<tr>
<td>3/15/2011</td>
<td>Anabel-Budget</td>
<td>Remove Query section – Query training is offered separately</td>
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<tr>
<td>3/15/2011</td>
<td>Anabel-Budget</td>
<td>Added recommended courses under &quot;Main Menu (FINANCIALS-PRODUCTION)&quot;</td>
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Introduction

PeopleSoft's General Ledger, Budgets, Accounts Payable, and Purchasing applications track financial and other activities of the university. These applications allow several ways to inquire and report on these activities.

This course is designed for new users of the Consolidated Financial System (CFS) and is a required course for access. The user will receive instruction on key financial concepts as well as an introduction to the Data Warehouse Dashboard, and how to run Queries for reconciliation.

This is not an in-depth course on the Inquiry pages or Queries. Users should sign up for the Department Reporting and Query courses for more in depth training.

Course objectives:

To understand how the following processes work in Fin. 9.0

- Financial Structure—Chartfields, FY
- Data Warehouse Dashboard
- Other courses offered
# Chartfield Structure for Accounting and Budget entries.

**General PeopleSoft Finance Chartfield structure for Accounting and Budget entries**

<table>
<thead>
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<th>Fund</th>
<th>DeptID</th>
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<td>5 Char</td>
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<td>5 Char</td>
<td>15 Char</td>
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<td>SB001</td>
<td>SB002</td>
<td>C0700</td>
<td>0101</td>
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**FEATURES**
- **Account**
  - Asset, Liability, Revenue, Expense, etc.
  - Source of Funds, Lottery, General Fund, Trust, etc.
  - Main or Controlling Department.
  - Permanent Funds
  - Indicates year of appropriation for GF and RA
  - Dean, Director, sub-department
  - Indicates type of Activity in area, Acad. Instr., Libraries, Student Services, Financial Aid, Fiscal Ops, etc.
  - Identifies Reimbursed Activity ChartField strings when used with BDxxx, BFxxx or CRxxx Funds
  - Always the same for a given Dean/Dir
  - Use with any Fund under it's control
  - 1st letter indicates campus division
  - REQUIRED on all Department transactions
  - REQUIRED when used with Reimbursed Activity ChartField strings
  - REQUIRED when used with Permanent or 1x Funds
  - Track Permanent or 1x Funds
  - Must be used consistently for accurate reporting.
  - OPTIONAL (except on RA ChartField strings)
- **Fund**
  - Source of Funds, Lottery, General Fund, Trust, etc.
  - Used for Reporting to CO
  - Used to track budget and expenses separately from main operating ChartField string.
- **DeptID**
  - **REQUIRED**
  - Dean, Director, sub-department
  - REQUIRED when used with Reimbursed Activity ChartField strings
  - Track Permanent or 1x Funds
  - Must be used consistently for accurate reporting.
- **Program**
  - **REQUIRED**
  - Indicates type of Activity in area, Acad. Instr., Libraries, Student Services, Financial Aid, Fiscal Ops, etc.
  - Identifies Reimbursed Activity ChartField strings when used with BDxxx, BFxxx or CRxxx Funds
  - Can be used to further differentiate Class funds or can be used without a Class
- **Class**
  - **REQUIRED**
  - Indicates type of Activity in area, Acad. Instr., Libraries, Student Services, Financial Aid, Fiscal Ops, etc.
  - Identifies Reimbursed Activity ChartField strings when used with BDxxx, BFxxx or CRxxx Funds
  - Can be used to further differentiate Class funds or can be used without a Class
- **Project**
  - **OPTIONAL**
  - Track Permanent or 1x Funds
  - Must be used consistently for accurate reporting.
  - OPTIONAL (except on RA ChartField strings)

**Length**
- **6 digits**
- **5 char**
- **4 digits**
- **5 Char**
- **15 Char**

**EXAMPLE**
- **660003**
- **SB001**
- **SB002**
- **C0700**
- **0101**
- **12346**
- **XR905**
- **PROF_FAC/DEV**

**REQUIRED**
- Indicates year of appropriation for GF and RA
- Permanent Funds
- Dean, Director, sub-department
- Indicates type of Activity in area, Acad. Instr., Libraries, Student Services, Financial Aid, Fiscal Ops, etc.
- Identifies Reimbursed Activity ChartField strings when used with BDxxx, BFxxx or CRxxx Funds
- Always the same for a given Dean/Dir
- Use with any Fund under it's control
- 1st letter indicates campus division
- REQUIRED on all Department transactions
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- OPTIONAL (except on RA ChartField strings)

**OPTIONAL**
- **Example**
  - **660003**
  - **SB001**
  - **SB002**
  - **C0700**
  - **0101**
  - **12346**
  - **XR905**
  - **PROF_FAC/DEV**
Overview of PS Data Movement & Storage

**ACTUALS Ledger**
“ACTUALS”
(No Budgets)

**BUDGET Ledger**
“STD_BUDG”
Budget Transactions Only
(No Actuals)

- Dept Budget Transfer Requests
- Budget Office Internal Transfers

- HR/Payroll
- Other
- Genl Acctng
- Bursar
- AP
- CSH
- SP
- GL
- GA
- INT
- HR

Journal → AP

Data Warehouse

(excerpt from Abeechko DW Guide)

There are 3 Dashboards or reporting sections, Manage My Budget, Operations, and Sponsored Programs.

Manage My Budget

This dashboard shows Revenue and Expense Accounts (except for the Enhanced Trial Balance Report) in a variety of report formats. The reports here are straightforward and return only revenue and expense entries and balances (except for the Trial Balance). There are fewer parameters for most report pages than the Operations dashboard. Most department users will only need to use the reports in Manage My Budget but will have access to all the reports in Operations and Sponsored Programs.

After you log into the DW, you will be on the Home tab of the Manage My Budget report section.

Operations

This dashboard contains more advanced parameters and report options. Users have more report flexibility, all chartfields, CSU funds and SCO funds are options on most pages. All Accounts are available for selection as opposed to just revenue and expense accounts in the Manage My Budget dashboard.
**Sponsored Programs**

This dashboard is under construction but contains reports formatted for Administration, management and general grant managers. The reports you are able to see in this training database may change for January go-live. July 2011, there will be reports to replace the Grant Summary and Release Time reports. These reports will include additional grant information such as PI and Grant Beg. and End dates. This information is available now via query but it does not include financial information.
General Information and Navigation
When you first log into the DW, you will come to the Home tab in Manage My Budget

Home Tab
The Home tab controls the Business Unit you are going to run reports in for that dashboard. To run reports in a different Business Unit (BU), return here and change your selection.

In Default Settings for this Dashboard, you will select the primary Business Unit (BU) (SBCMP, SBFDN, etc.) and the Primary Budget Ledger (only choose Standard Budget Detail Ledgers) you will be using for your reports. Save your most often used settings under Page Options.

Always remember to Select GO to save the settings.

Page Options
At the far right of the row of tabs, there is a Page Options button.

Use this to save page settings like your most commonly used BU and Detail Budget Ledger on the Home page.

On a report page, you can save as many versions of the report as you want and change parameters or dates each time. The report will automatically run for the last pages saved. You can also choose to save a report format as a default. We will be doing this in this course for each report we set up.

Select Save Current Selections
Select For Me

Just like a book mark on the web, you can name your format and parameter selection.

To save this as the main report for this page, check the Make this my default for this page. When you return to this page, it will automatically launch this saved format for the current date.

Select OK to save.
Report Index section

This section shows quick links to all the reporting tabs in Manage My Budget with a brief description of the report. You can use these links or Select the tabs near the top of the page.
Report Page Navigation

Select the Department tab.

Each report tab will show links to the same report but with different column indicators.

Select the (4 Columns) report link

A report will immediately be launched. Every report page has the default parameter of “X” in the Fund Filter box to prevent a runaway report.
Report Filters

Each report will have a filters section. Select the dropdown menu to choose the fiscal year or Period to report through. The chartfield parameters will allow you to select from all values available, in all BUs. Select carefully depending on the BU you chose on the Home page Tab. Each report may have a different selection of filter fields depending on the report and its flexibility.

Chartfield Selection

Select the Ellipsis to see the options for that field.

Search by entering the value you want (or the beginning characters) in the open Match box. Select GO.

Choose from the resulting selections by double clicking on your selection, or highlight and Select the single arrow < button Selecting the << double arrow button to choose all items available. The report will be run with the values in the “Selected” box. Values do not have to be selected in consecutive order.

Tip: Remember which Business Unit you selected on the Home tab when you are selecting Report Filter values. If you select a Grant Fund or Project but have selected BU SBCMP on the Home tab, your report will return “no results” when run. The Business Unit is the first thing to check when this happens.

Remove unwanted selections by highlighting and Selecting the back arrow “>” button.
Select multiple items from the list by repeating the steps above.

Once all selections are made, Select the **OK** button.

Move to the next parameter to the selected box and repeat the process.

In this example, all the DeptIDs that began C09 have been selected, then the Move All << button is selected to move the Dept IDs to the Selected box. Select **OK**.
To run the report, select the GO button to the right of the parameters.

When the report runs, save the report as a temporary default for this page.

Select Page options
Save Current Selections
For Me
Change Label to Dept Report 1
**Report Results**

Results will return selected Chartfield/Category information in the first 4 columns also identified with yellow headers*. The Financial results will return selected information in the last 5 columns with blue headers**.

The yellow columns* are the selected items in the 4 Column link. You can control what you want to show in these columns by using the dropdowns for Column 1, Column 2, etc.

Each dropdown box shows options for your report column. Keep or change your selection for each yellow column. This area is also used for sorting the data. The item you want to first sort by will be Col. 1, then by Col. 2, then by Col. 3, etc. Ex. To recreate a structure similar to the 020 report,

Choose

**Col. 1-Fund Fdescr, Col. 2-Dept Fdescr, Col. 3 – Class Fdescr (or Proj Fdescr), Col. 4 – Acct Fdescr.**
The **Blue column headers** can be changed as well. They are controlled by the Select Report View option box. These options may change depending on the type of report.

It is recommended to not use the following because our campus doesn’t use Original Budgets or budget by period:

Standard with Original Budget, Standard with Original budget & Pre-Enc, Summarized with Budget Detail

When a selection is made, the report will run automatically.

**Summarized** -- Budget, Tot Actuals, Tot Enc, BBA

Does not show Current Month Actuals or Pre-Enc
Summarized with Pre-Enc Adds pre-enc and recalculates BBA

Tip: Use this for a quick BBA report.

Standard -- Recommended

Adds MTD Actuals, MTD Enc, PY Actuals (Per 0), YTD Actuals (current)

Standard with Pre-Enc -- Recommended

Adds Pre-Enc and recalculates BBA
Filters

Shows the options selected for this report

Report Pages

Report tabs that specify a chartfield (Dept, Fund, Class, etc.) will return a page for each Dept, Fund, Project, etc., selected in the Report Filter section. For example: in the Dept report tab, all of the C0900 series departments were selected. In the results, select and view each one using the dropdown selection for the chartfield just above the report results. When a Dept is selected, the results will automatically return for that selection. This will be discussed further in the following reports.
How to Print and Return to Main Report

At the bottom of the report are the Refresh Print, Download and Return Buttons

Print—HTML and PDF options.

Save HTML or PDF by selecting the print option then save from the PDF or HTML page.

Download—a variety of options. Try them all to see what works best for you and the computer configuration you have. Those with older versions of Excel should try the Excel 2000 option.

Return – returns to the original parameter section of the report

Drilldown to detail transactions

Most numeric cells in the blue columns can be drilled to the detail transactions. Calculated fields (column and row totals) cannot be drilled on.

Choose a link to Select a cell.
Results show in a grid format.

To **sort** by a selected column heading, Select on any column heading.

To **Print or Download** use the links at the bottom of the page.

To **return** to the main report, Select the Return link at the bottom right of the page.
Reports

Department Report – One Department per page(similar to the 020). For this report, use the Dept tab and the 4 column report link.

Returns a report for each DeptID selected, can show Class if needed.

Each Department and related Class or Projects will show on its own page. Depts must be selected from the department dropdown in the report section after the report has been run.

Use SB001 and C09 for parameters. Select All values. Save the page and make it your default.

Select the ellipsis for Fund

Enter SB in the search box, or SB001, Select GO

Double Select it to select and move to Selected box on the left

Select OK.

Select ellipsis for DeptID

Enter C09 in the search box, Select GO

Select the double arrow <<, to select all values and move to the Selected box on the left

Select OK

Select GO to the right of the DeptID parameter box to run the report.

To save the report

Select Page Options>Save Current Selections>For Me>
Change the name to Dept Report Sample 1 and make it the default.

Once the report has run, format the way you would like to see the results. Here are some suggestions.

Under **Show Column** select boxes,

1) Fund Fdescr  2) Dept Fdescr  3) Class Fdescr  4) Acct Fdescr  SELECT **GO**

**Report Views** -- Summarized and Standard with Pre Enc  (report will automatically change with selection)

Once the report structure is there, view the desired department by selecting it in the dropdown box just above the results. Download to Excel to save. Have to reduce to 70% to fit on one page. See Sample 1.

**Department Report - All Departments in One Report**

- Use Manage My Budget>Organization Tab>5 Column Report
- Select Fund – SB001  Select OK
- Select Dept—range of C09 for all depts. In the 900 series  Select OK
- Select GO to run report
- Set up report Show Columns
- 1) Fund  2) Dept  3) Class  4) Acct Cat  5) Acct Descr  SELECT GO to SAVE and re-run with changes.
- Report View—Select Standard with pre-Enc  (report will automatically re-run)
- Scroll down to see all Depts in this report.  Note there is no Dept ID selection box.
- Download to Excel and Save or Print. See Sample 2.
PO Information

You can drill down to current year PO activity within a report by clicking the link in the Enc column or run a report for that specific chartfield string.

Drilldown to PO (Enc) or Req (Pre-Enc) data within a report

Within a given report, if there is an encumbrance column, you can drill down on the amount showing on the report to see current year transactions. Download this information to Excel for analysis.

Sample: Dept Report -- 4 col -- summarized
-- per 3 -- 2010  SB001 - C0910 - 660003

NOTE: detail activity will only be for the year you are running the report.
You will need to download to Excel to sort by PO and subtotal
Drilldown results

Doc ID is PO #  click on Doc ID column heading to sort results by PO#

![Oracle Interactive Dashboards](image)

Download to PDF and Print or Save

![Download Options](image)
There are many columns so delete the ones that are blank or that you don’t use to save room.

The drill down does not have per 0 (at this point) so it will only show the activity for current year. Refer to Sample 6 (this sample has been sorted by Doc ID and subtotaled)
Open PO Report

To see open PO/Req information for any chartfield use the Open PO or Open Req reports in Manage My Budget Dashboard.

Navigation: Manage My Budget > Open PO tab. (or Open Req, not shown)

1. Select the same period as your Dept report.
2. Select the Fund, Dept, Prog, Class and Account that you want to drill to. **Be specific.** Include all applicable chartfields. Choose same fields as your Dept Report to match totals.
3. This report has 6 column selectors so you can display the data the way you want.
4. Select 1-Fund, 2-Dept, 3-Class, 4-Acct, 5-Doc Ln Descr, 6-Vendor Fdescr  **Click GO**
5. Notice the PO# column between the 4th and 5th columns that you can select.
6. This report takes a long time to run in Training. (5 min +)

This summary result should match the balance from the Dept report.

You can drill down on the PO # link to see PO detail.

(see Sample 7)
Open PO Summary Report (link)

To view open POs in various ways, click on the Open PO Summary link (located below the report results or click when Open PO tab is selected) to run the report. Reports in this link can’t be saved at this time.

Then select the Report view you like best. Reports can be viewed by various Funds if multiple funds were selected in the Report Filters section and the Open PO by Fund Report view is selected (shown below).

Total should match total on other reports such as the Dept or Organization report for this Dept.

This format can’t be saved as a page option at this time.
<table>
<thead>
<tr>
<th>PO #</th>
<th>PO Line #</th>
<th>Document Line Item</th>
<th>Vendor Id/Name</th>
<th>Account</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
<th>Dept</th>
<th>Open PO</th>
<th>Amount</th>
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<td>GE MOBILE-001</td>
<td>6666003 - Supplies &amp; Services - General</td>
<td>051 - General Academic Instruction</td>
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5.0 Main Menu (FINANCE-PRODUCTION)

From here you can:

Run Queries

( Query course available)

( Department Reporting course also recommended)

Run General Ledger activity

( Trust Fund Reporting course available)

Enter Requisitions

( Requisition course available)
Additional Training

View the Monthly Training calendar at the CMS website
https://info001.csusb.edu/cms/reg/courseview.php
>Training>Register for Training
https://info001.csusb.edu/cms/reg/courseview.php