



Viewing Financials STATE Training Guide v9.0

Last Revised: 03/15/11

Anabel Escamilla, Budget Office Ext. 73134

REVISION CONTROL

Document Title: R:\CFS Consolidated Financial System\Training\CMS\USERGuide_Training
Docs\ViewingSTATEv9.0.doc

Author: CMS/Budget

File Reference: ViewingSTATEv9.0

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
03/14/11	DMCasillas CMS	All to reflect CFS	ALL
03/15/2011	CMS	All	All
3/15/2011	Anabel-Budget	Remove Query section – Query training is offered separately	Query
3/15/2011	Anabel-Budget	Added recommended courses under “Main Menu (FINANCIALS-PRODUCTION)”	

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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

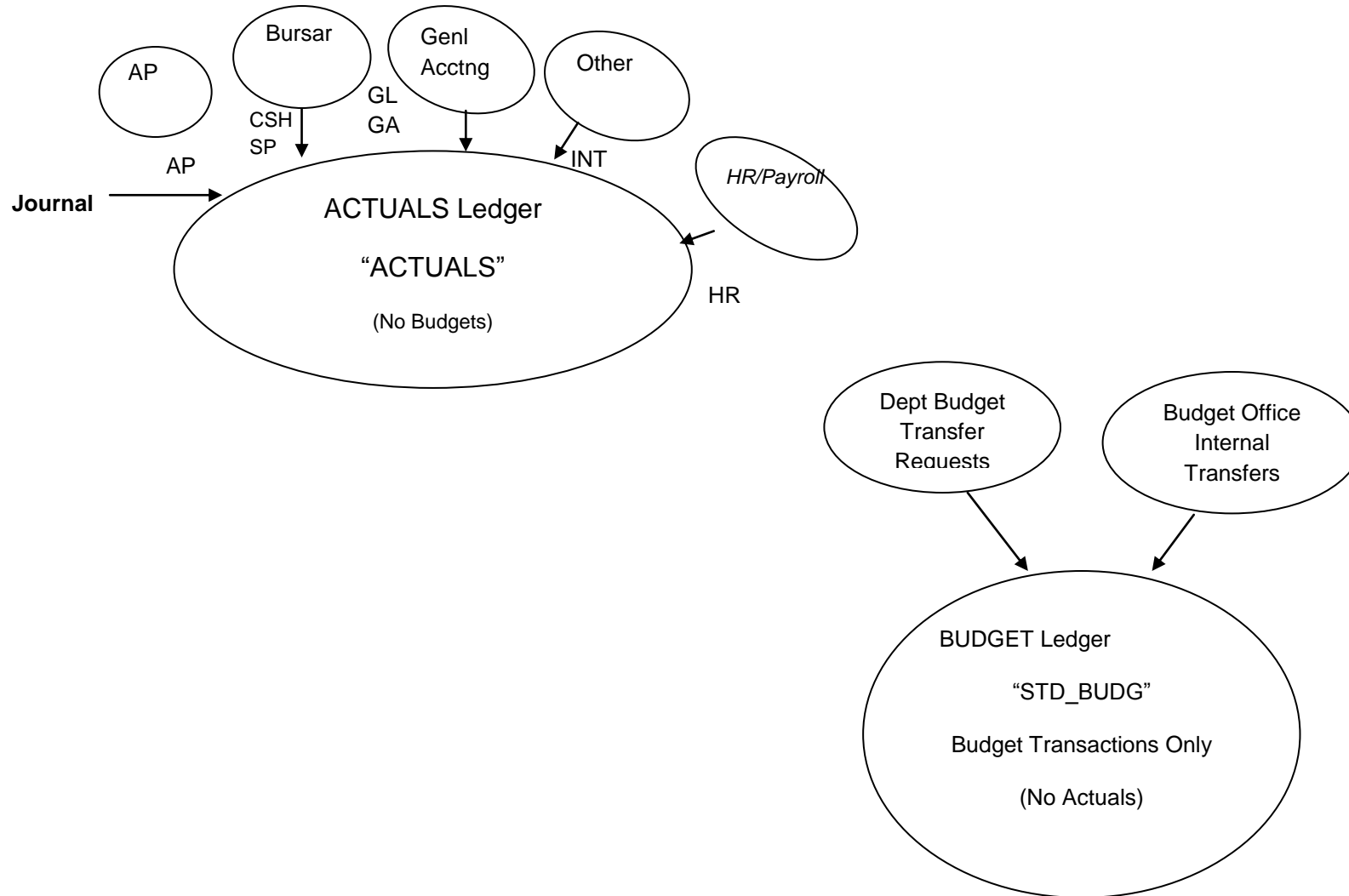
- Financial Structure—Chartfields, FY
- Data Warehouse Dashboard
- Other courses offered

Chartfield Structure for Accounting and Budget entries.

General PeopleSoft Finance Chartfield structure for Accounting and Budget entries

CHARTFIELD	Account	-	Fund	-	DeptID	-	Program	-	Class	-	Project
Length	6 digits		5 char		5 Char		4 digits		5 Char		15 Char
EXAMPLE	660003		SB001 SB002		C0700		0101		12346 XR905		PROF_FAC/DEV
FEATURES	Asset, Liability, Revenue, Expense, etc.		Source of Funds, Lottery, General Fund, Trust, etc.		Main or Controlling Department.		Used for Reporting to CO		Used to track budget and expenses separately from main operating ChartField string.		Used to track temporary, 1x funds separately from main ChartField string.
REQUIRED			Indicates year of appropriation for GF and RA		Permanent Funds		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
			REQUIRED		Dean, Director, sub-department		REQUIRED		REQUIRED when used with Reimbursed Activity ChartField strings		OPTIONAL
					Always the same for a given Dean/Dir				Track Permanent or 1x Funds		
					Use with any Fund under it's control				Must be used consistently for accurate reporting.		
					1st letter indicates campus division				OPTIONAL (except on RA ChartField strings)		
					REQUIRED on all Department transactions						

Overview of PS Data Movement & Storage



Data Warehouse

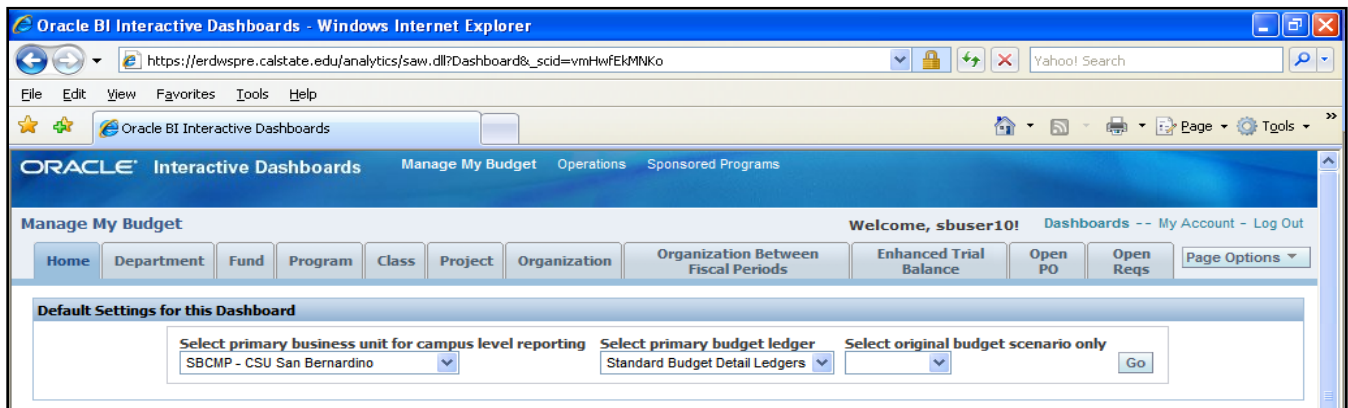
(excerpt from Abeechko DW Guide)

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

Manage My Budget

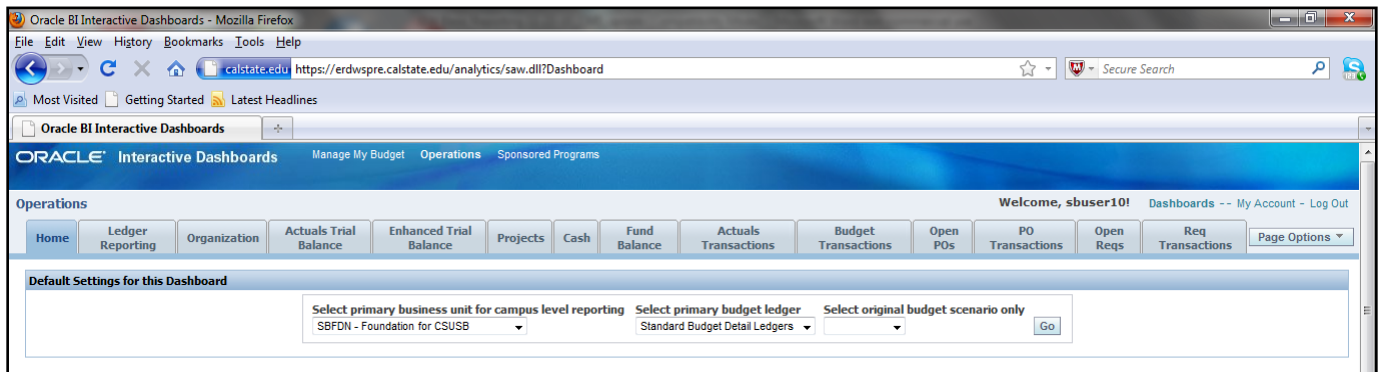
This dashboard shows Revenue and Expense Accounts (except for the Enhanced Trial Balance Report) in a variety of report formats. The reports here are straightforward and return only revenue and expense entries and balances (except for the Trial Balance). There are fewer parameters for most report pages 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.



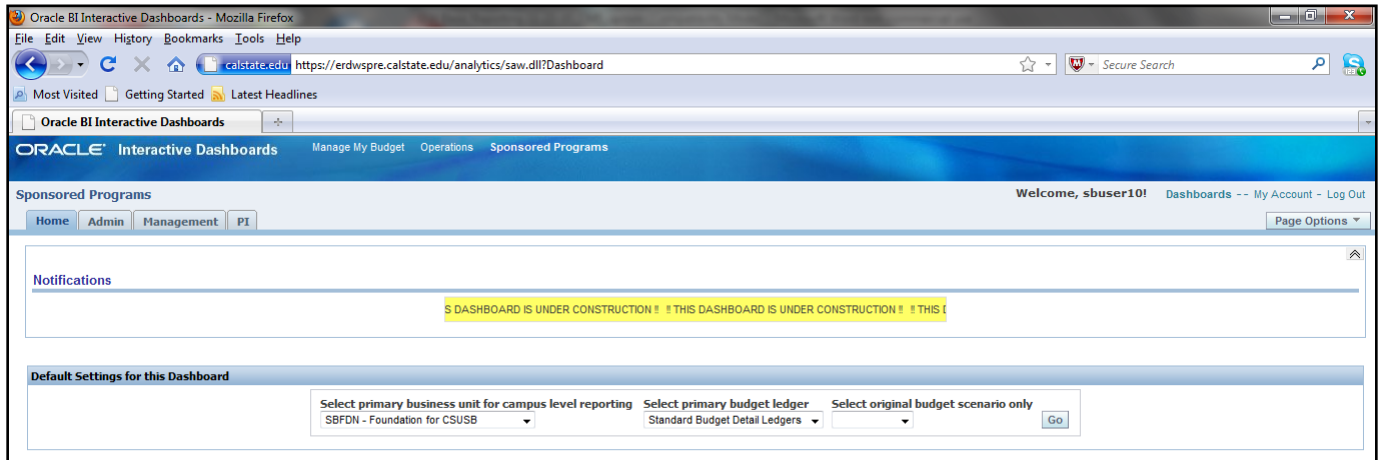
Operations

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

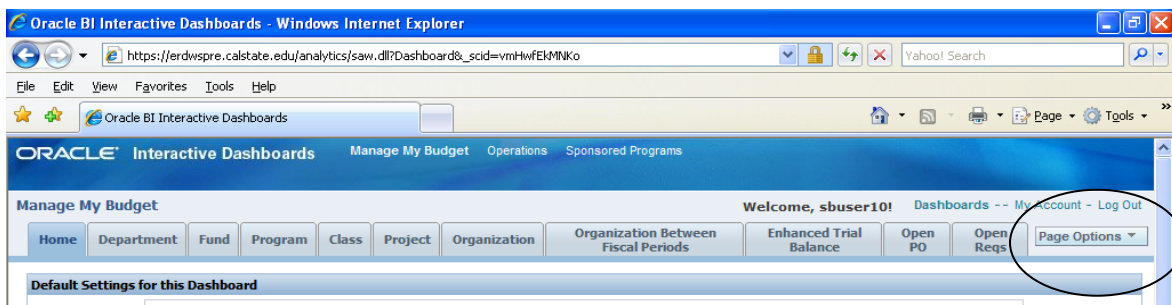
The Home tab controls the Business Unit you are going to run reports in for that dashboard. To run reports in a different Business Unit (BU), return here and change your selection.

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.

<p>Select Save Current Selections</p> <p>Select For Me</p>	<p>Just like a book mark on the web, you can name your format and parameter selection.</p> <p>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.</p> <p>Select OK to save.</p>

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.

The screenshot shows a web browser window displaying the Oracle BI Interactive Dashboards interface. The browser title is "Oracle BI Interactive Dashboards - Windows Internet Explorer". The address bar shows the URL: https://erdwspre.calstate.edu/analytcs/saw.dll?Dashboard&_scid=vmHwFEKMNKo. The page header includes "ORACLE Interactive Dashboards" and navigation tabs for "Manage My Budget", "Operations", and "Sponsored Programs". The user is logged in as "sbuser10!".

The "Manage My Budget" section features a navigation bar with tabs: Home, Department, Fund, Program, Class, Project, Organization, Organization Between Fiscal Periods, Enhanced Trial Balance, Open PO, Open Reqs, and Page Options. Below this is a "Default Settings for this Dashboard" section with three dropdown menus: "Select primary business unit for campus level reporting" (set to "SBCMP - CSU San Bernardino"), "Select primary budget ledger" (set to "Standard Budget Detail Ledgers"), and "Select original budget scenario only". A "Go" button is present.

The "REPORT INDEX" section lists several reporting categories with brief descriptions and links:

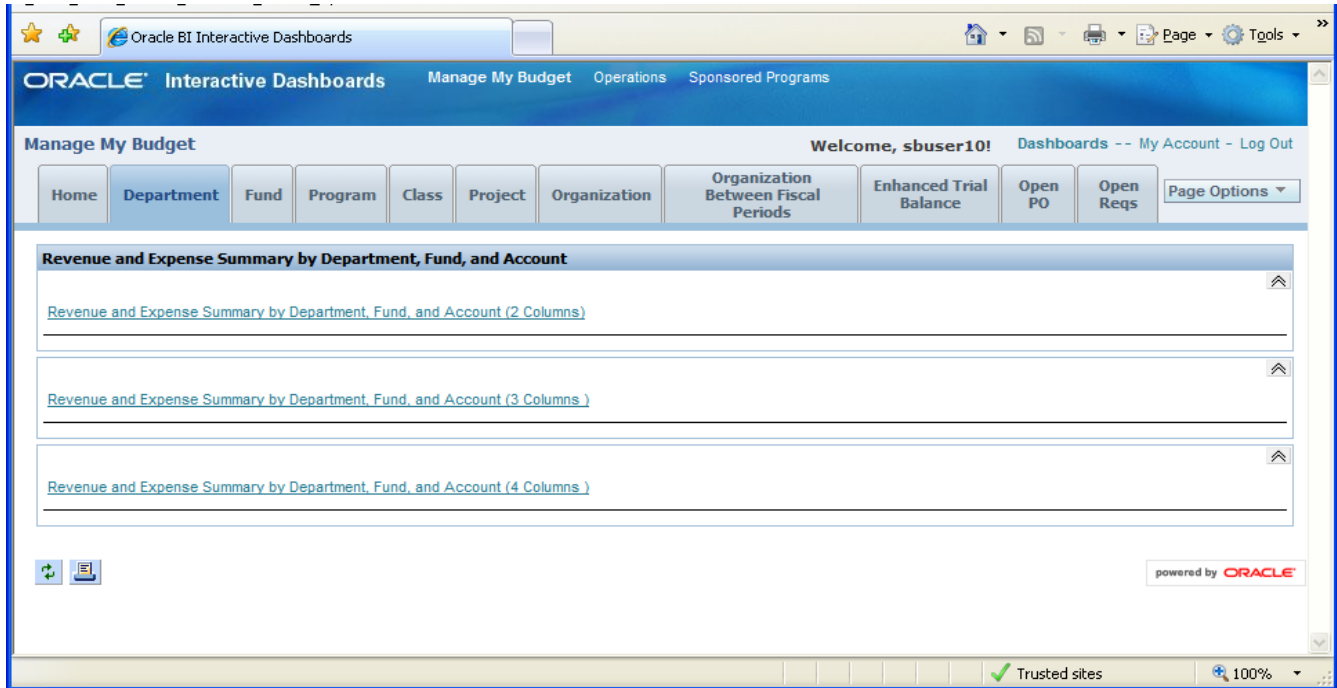
- Department:** Provides detailed budget, encumbrance, and expenditure data for specified fund(s) within a department. [Department](#)
- Fund:** Provides detailed budget, encumbrance, and expenditure data for specified fund(s). [Fund](#)
- Program:** Provides detailed budget, encumbrance, and expenditure data for specified program(s). [Program](#)
- Class:** Provides detailed budget, encumbrance, and expenditure data for specified class code(s). [Class](#)
- Project:** Provides detailed budget, encumbrance, and expenditure data for specified project(s). [Project](#)
- Organization:** Provides summarized fund and department information for multiple departments (period as of). [Organization](#)

The browser status bar at the bottom indicates "Trusted sites" and a zoom level of "100%".

Report Page Navigation

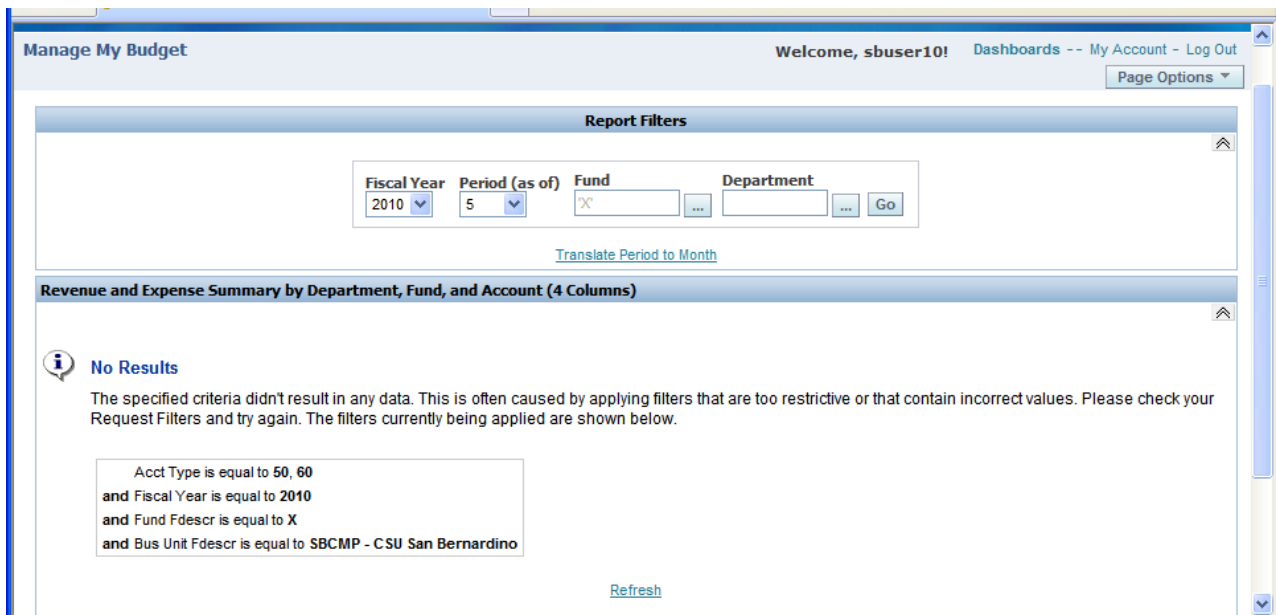
Select the Department tab.

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.



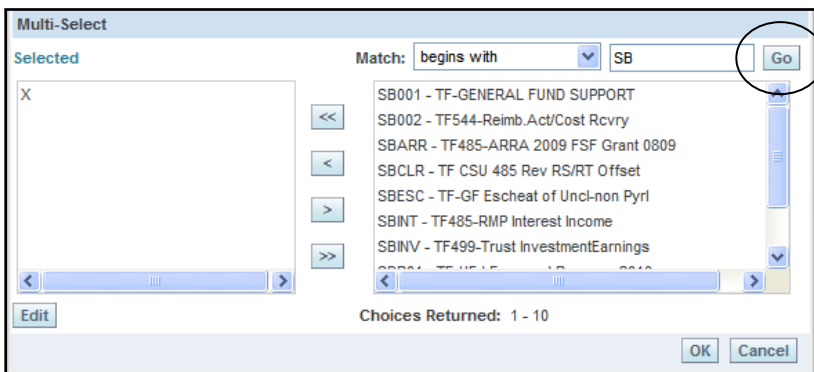
Report Filters

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

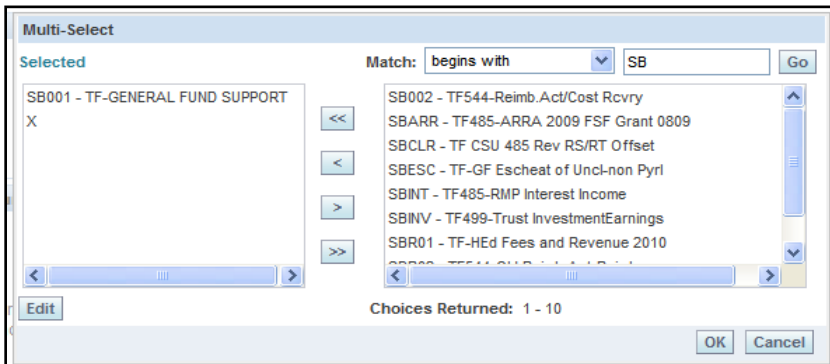
Select the Elipsis  to see the options for that field.

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

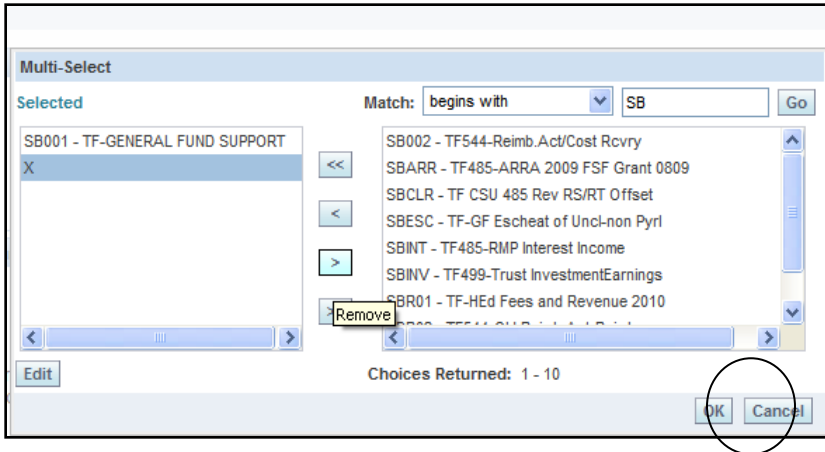


Choose from the resulting selections by double clicking on your selection, or highlight and Select the single arrow < button. Selecting the << double arrow button to choose all items available. The report will be run with the values in the “Selected” box. Values do not have to be selected in consecutive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

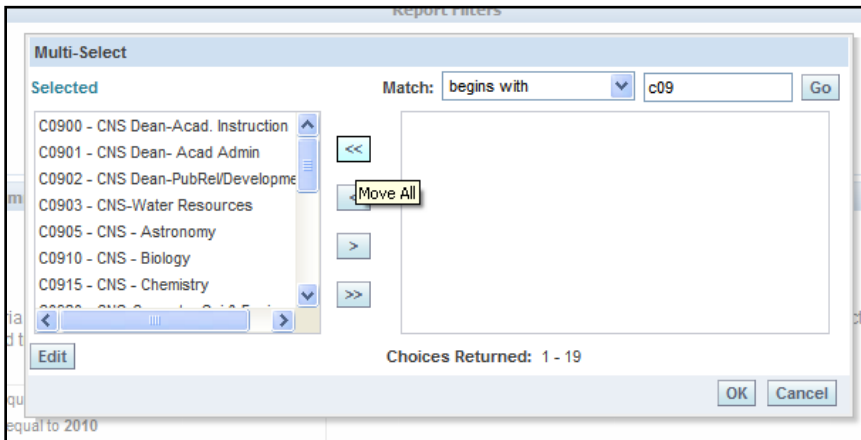


Select multiple items from the list by repeating the steps above.

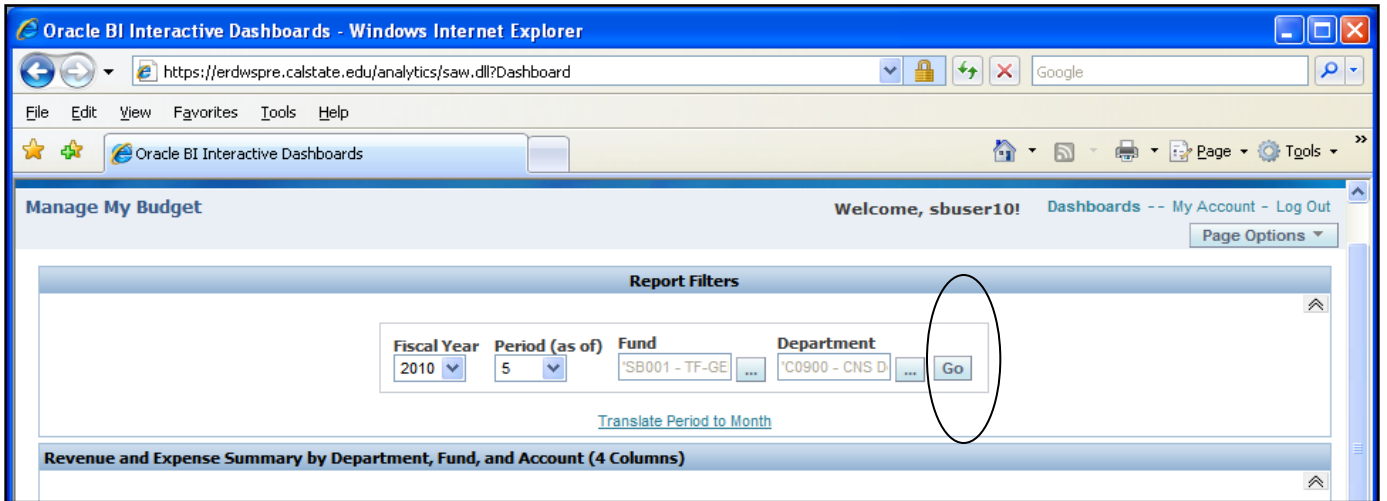
Once all selections are made, Select the **OK button**.

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

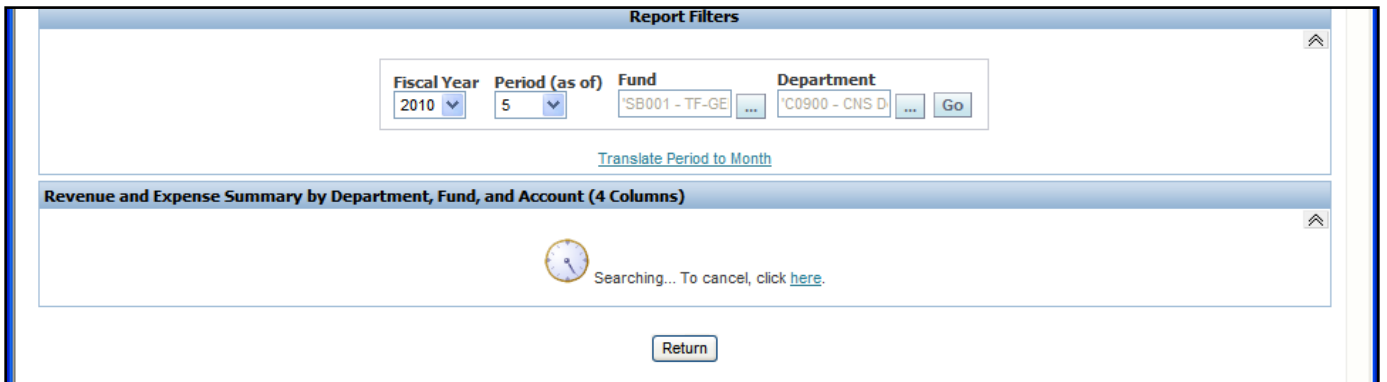
In this example, all the DeptIDs that began C09 have been selected, then the Move All << button is selected to move the Dept IDs to the Selected box. Select **OK**.



To run the report, select the GO button to the right of the parameters.



Report results will show below the Report Title bar. The clock shows the report is processing.



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.

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 5:06:08 PM

Show Column 1: Fund Fdescr Column 2: Class Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Summarized
Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SB001 - TF-GENERAL FUND SUPPORT	---	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay		0.00	0.00	0.00	
			601302 - SupStaffSal-Temp Help		3,200.00	0.00	(3,200.00)	
			601303 - SupStaffSal-Student Assistant		6,275.26	0.00	(6,275.26)	
			601805 - AcadSal-Academic Salaries		3,909.57	0.00	(3,909.57)	
			601807 - AcadSal-Part Time Faculty-Ay	6,000.00	37,032.27	0.00	(31,032.27)	617%
			601826 - SupStaffSal-Salaries	39,898.00	0.00	0.00	39,898.00	0%
			601866 - SupStaffSal-Stu Asst w/Bnf		8,180.00	0.00	(8,180.00)	
			601868 - StuAsst-Instructional		660.00	0.00	(660.00)	

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.

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 5:06:08 PM

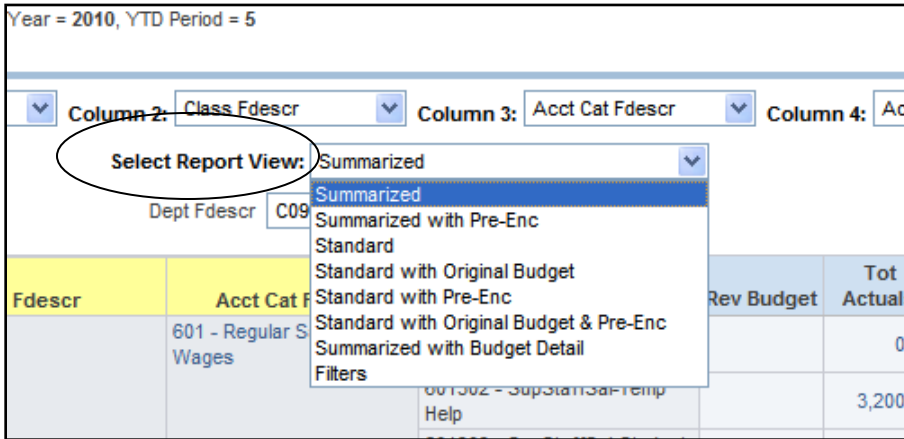
Show Column 1: Fund Fdescr Column 2: Dept Fdescr

- Acct Fdescr
- Acct Cat Fdescr
- Class Fdescr
- Fund Fdescr**
- Prog Fdescr
- Proj Fdescr
- Dept Fdescr
- Acct Type Fdescr
- CSU Fund Fdescr
- FIRMS Obj Cd 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

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 5:06:08 PM

Show Column 1: Fund Fdescr Column 2: Class Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Summarized
Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SB001 - TF-GENERAL FUND SUPPORT	---	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay		0.00	0.00	0.00	
			601302 - SupStaffSal-Temp Help		3,200.00	0.00	(3,200.00)	
			601303 - SupStaffSal-Student Assistant		6,275.26	0.00	(6,275.26)	
			601805 - AcadSal-Academic Salaries		3,909.57	0.00	(3,909.57)	
			601807 - AcadSal-Part Time	6,000.00	37,032.27	0.00	(31,032.27)	617%

Summarized with Pre-Enc Adds pre-enc and recalculates BBA

Tip: Use this for a quick BBA report.

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 9:54:50 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Summarized with Pre-Enc
Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
SB001 - TF-GENERAL FUND SUPPORT	C0900 - CNS Dean-Acad. Instruction	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			601302 - SupStaffSal-Temp Help	3,200.00	3,200.00	0.00	(3,200.00)	0.00	0.00	(3,200.00)
			601303 - SupStaffSal-Student Assistant	6,275.26	6,275.26	0.00	(6,275.26)	0.00	0.00	(6,275.26)

Standard -- Recommended

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

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 10:07:05 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Standard
Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Acct Fdescr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
SB001 - TF-GENERAL FUND SUPPORT	C0900 - CNS Dean-Acad. Instruction	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay					0.00	0.00	0.00	0.00	0.00
			601302 - SupStaffSal-Temp Help					3,200.00	3,200.00	0.00	(3,200.00)	0.00
			601303 - SupStaffSal-Student Assistant					6,275.26	6,275.26	0.00	(6,275.26)	0.00

Standard with Pre-Enc -- Recommended

Adds Pre-Enc and recalculates BBA

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 9:54:50 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Standard with Pre-Enc
Dept Fdescr: C0900 - CNS Dean-Acad. Instruction

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Acct Fdescr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
SB001 - TF-GENERAL FUND SUPPORT	C0900 - CNS Dean-Acad. Instruction	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay					0.00	0.00	0.00	0.00	0.00	0.00	0.00
			601302 - SupStaffSal-Temp Help					3,200.00	3,200.00	0.00	(3,200.00)	0.00	0.00	(3,200.00)
			601303 - SupStaffSal-Student Assistant					6,275.26	6,275.26	0.00	(6,275.26)	0.00	0.00	(6,275.26)

Filters

Shows the options selected for this report

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
 Time run: 11/17/2010 10:27:27 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Filters

Acct Type is equal to 50, 60
 and Fiscal Year is equal to 2010
 and Fund Fdescr is equal to SB001 - TF-GENERAL FUND SUPPORT
 and Dept Fdescr is equal to C0900 - CNS Dean-Acad. Instruction, C0901 - CNS Dean- Acad Admin, C0902 - CNS Dean-PubRel/Development, C0903 - CNS-Water Resources, C0905 - CNS - Astronomy, C0910 - CNS - Biology, C0915 - CNS - Chemistry, C0920 - CNS-Computer Sci & Engineering, C0925 - CNS - Earth Science, C0930 - CNS - Dept. of Development, C0935 - CNS - Health Science, C0940 - CNS - Industrial Technology, C0945 - CNS - Mathematics, C0950 - CNS - Nursing, C0955 - CNS - Kinesiology, C0960 - CNS - Physics, C0965 - CNS - Geology, C0970 - CNS - Animal House, C0999 - CNS-Instr Info Technology
 and Bus Unit Fdescr is equal to SBCMP - CSU San Bernardino

Refresh - Print - Download

Return

Done McAfee SiteAdvisor

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.

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
 Time run: 11/17/2010 10:07:05 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Cat Fdescr Column 4: Acct Fdescr Go

Select Report View: Standard

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Acct Fdes	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actu
SB001 - TF-GENERAL FUND SUPPORT	C0900 - CNS Dean-Acad. Instruction	601 - Regular Salaries and Wages	601033 - A Faculty-Ay			0.00	
			601302 - S			3,200.00	3
			601303 - S Assistant			6,275.26	6
			601805 - A			3,909.57	3
			601807 - A Faculty-Ay	6,000.00		37,032.27	37
			601826 - S	39,898.00		0.00	
			601827 - S				
			601828 - S				
			601829 - S				
			601830 - S				
			601831 - S				
			601832 - S				
			601833 - S				

Done

How to Print and Return to Main Report

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

Carryover		919,451.28	0.00	0.00	0.00	919,451.28	0%
660893 - ExpOthr-Fac Sal Reserve		(269,780.00)	0.00	0.00	0.00	(269,780.00)	0%
660894 - ExpOthr-Staff Reserve		(43,188.00)	0.00	0.00	0.00	(43,188.00)	0%
660 - Misc. Operating Expenses Total		530,778.28	0.00	4,177.60	4,177.60	526,600.68	1%
C0900 - CNS Dean-Acad. Instruction Total		585,205.67	0.00	72,876.51	72,876.51	512,329.16	12%
SB001 - TF-GENERAL FUND SUPPORT Total		585,205.67	0.00	72,876.51	72,876.51	512,329.16	12%
Grand Total		585,205.67	0.00	72,876.51	72,876.51	512,329.16	12%

Refresh - Print - Download

Return

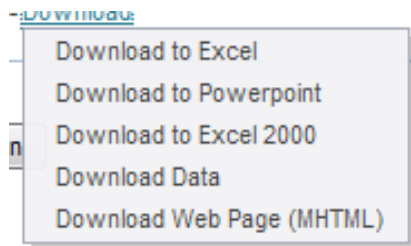
powered by ORACLE

McAfee SiteAdvisor

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.

Viewing Financials STATE CFS

Fund Fdscr	Dept Fdscr	Acct Cat Fdscr	Acct Fdscr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	
SB001 - TF-GENERAL FUND SUPPORT	C0915 - CNS - Chemistry	601 - Regular Salaries and Wages	601101 - AcadSal-Department Chair					17,424.66	17,424.66	0.00	(17,424.66)		
			601303 - SupStaffSa-Student Assistant					1,000.00	1,000.00	0.00	(1,000.00)		
			601304 - SupStaffSa-Teaching Associates					600.00	600.00	0.00	(600.00)		
			601805 - AcadSal-Academic Salaries					205,526.85	205,526.85	0.00	(205,526.85)		
			601807 - AcadSal-Part Time Faculty-Ay			3,300.00		32,175.09	32,175.09	0.00	(28,875.09)	975%	
			601826 - SupStaffSa-Salaries					53,166.68	53,166.68	0.00	(53,166.68)		
		601 - Regular Salaries and Wages Total				3,300.00		309,893.28	309,893.28	0.00	(306,593.28)	9,391%	
		603 - Benefits Group	603001 - Ben-OASDI					17,918.34	17,918.34	0.00	0.00	100%	
			603003 - Ben-Dental Insurance					4,539.55	4,539.55	0.00	0.00	100%	
			603004 - Ben-Health And Welfare					46,232.04	46,232.04	0.00	0.00	100%	
			603011 - Ben-Life Insurance					387.44	387.44	0.00	0.00	100%	
			603012 - Ben-Medicare					4,287.54	4,287.54	0.00	0.00	100%	
			603013 - Ben-Vision Care					620.84	620.84	0.00	0.00	100%	
			603014 - Ben-Long-Term Disab Insurmc					179.08	179.08	0.00	0.00	100%	
			603808 - Ben-PERS					49,516.52	49,516.52	0.00	0.00	100%	
			603815 - Ben-Benefits-Others					420.00	420.00	0.00	0.00	100%	
		603 - Benefits Group Total				124,101.35		124,101.35	124,101.35	0.00	0.00	100%	
		604 - Communications	604001 - Comm-Tele Usage - Local					672.39	672.39	0.00	(672.39)		
		604 - Communications Total						672.39	672.39	0.00	(672.39)		
		607 - Capital Outlay Projects	609270 - CapOutlay-Equipment					0.00	0.00	0.00	0.00		
		607 - Capital Outlay Projects Total						0.00	0.00	0.00	0.00		
		660 - Misc. Operating Expenses	619091 - Supplies&Srvcs-General					0.00	0.00	0.00	0.00		
			660003 - Supplies&Srvcs-General				2,223.42	0.00	(12,405.04)	(12,405.04)	1,360.32	13,268.14	-497%
			660803 - Postage-Postage & Freight					155.19	155.19	0.00	(155.19)		
			660816 - Duplicating					1,091.91	1,091.91	0.00	(1,091.91)		
			660822 - Othr Opr-End Of Yr Carryover					0.00	0.00	0.00	0.00	0%	
			47,796.67					47,796.67	47,796.67	0.00	0.00	0%	
		660 - Misc. Operating Expenses Total				50,020.09		0.00	(11,157.94)	(11,157.94)	1,360.32	59,817.71	-20%

Header information shows report filters you have selected in the main report.

GL BU	Doc	Doc ID	Doc Date	Ln #	Doc Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ref	Open Item Key	Acct Fdscr	Fund Fdscr	Dept Fdscr	Prog Fdscr	Class Fdscr	Proj Fdscr	Actuals Amt	Stat Cd	Stat Amt	PO #	PO Ln #	PO Sch #	PO Dst #	CSL Ref	
SBCMP	MJE - Manual Journal Entry	0000097784	2010-08-31	7	0	030-Printing Aug 1-31 2010	2010	2	2010-09-07	0000097784	2010-08-31	GAKP0425-Printing Chargebacks August 2010. KP.	7	-	CSH -	660816 - Duplicating	SB001 - TF-GENERAL FUND SUPPORT	C0915 - CNS - Chemistry	0101 - General Academic Instruction	---	---	164.78	-	0.00	-	0	0	0	0	-
SBCMP	MJE - Manual Journal Entry	0000098797	2010-09-30	9	0	030 Printing Sept 1 30 2010	2010	3	2010-10-07	0000098797	2010-09-30	GAKP0436-Printing Chargebacks September 2010. KP.	9	-	CSH -	660816 - Duplicating	SB001 - TF-GENERAL FUND SUPPORT	C0915 - CNS - Chemistry	0101 - General Academic Instruction	---	---	239.86	-	0.00	-	0	0	0	0	-
SBCMP	MJE - Manual Journal Entry	UPL0096795	2010-07-31	9	0	030 Printing June 1 30 2010	2010	1	2010-08-03	UPL0096795	2010-07-31	GAKP0405-Printing Chargebacks June post July 10. KP.	9	-	CSH -	660816 - Duplicating	SB001 - TF-GENERAL FUND SUPPORT	C0915 - CNS - Chemistry	0101 - General Academic Instruction	---	---	565.26	-	0.00	-	0	0	0	0	-
SBCMP	MJE - Manual Journal Entry	UPL0096830	2010-07-31	7	0	030-Printing July 2010	2010	1	2010-08-04	UPL0096830	2010-07-31	GAKP0414-Printing Chargebacks July 2010 post 7/10. KP.	7	-	CSH -	660816 - Duplicating	SB001 - TF-GENERAL FUND SUPPORT	C0915 - CNS - Chemistry	0101 - General Academic Instruction	---	---	122.01	-	0.00	-	0	0	0	0	-
Grand Total																						4,091.91		0.00						

Approximate Row Count: 4

Results show in a grid format.

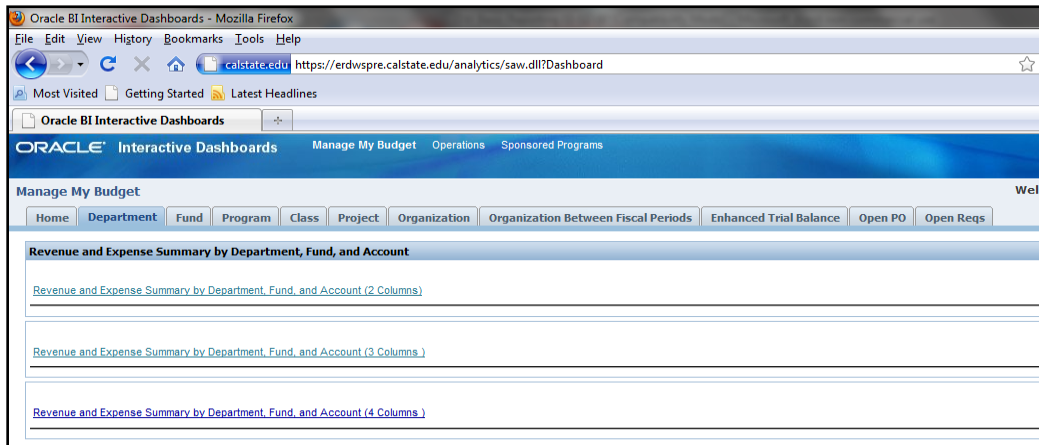
- To sort by a selected column heading, Select on any column heading.
- To Print or Download use the links at the bottom of the page.
- To return to the main report, Select the Return link at the bottom right of the page.

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

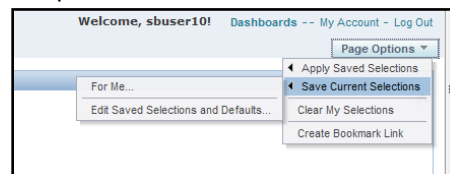
Select the double arrow <<, to select all values and move to the Selected box on the left

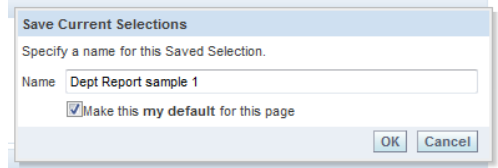
Select OK

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 To change**

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.

Manage My Budget Welcome, sbuser10! Dashboards -- My Account -- Log Out

Page Options ▾

Report Filters

Fiscal Year: 2010 | Period (as of): 5 | Fund: SB001 - TF-GE | Department: C0900 - CNS D | [Go](#)

[Translate Period to Month](#)

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/17/2010 11:23:33 PM

Show Column 1: Fund Fdescr | Column 2: Class Fdescr | Column 3: Acct Cat Fdescr | Column 4: Acct Fdescr | [Go](#)

Select Report View: Summarized

Dept Fdescr: C0900 - CNS Dean-Acad-Instruction

Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	Used
SB001 - TF-GENERAL FUND SUPPORT	---	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay	0.00	0.00	0.00	0.00	
			601302 - SupStaffSal-Temp Help	3,200.00	0.00	(3,200.00)		
			601303 - SupStaffSal-Student Assistant	6,275.26	0.00	(6,275.26)		
			601805 - AcadSal-Academic Salaries	3,909.57	0.00	(3,909.57)		
			601807 - AcadSal-Part Time Faculty-Ay	6,000.00	37,032.27	0.00	(31,032.27)	617%
			601826 - SupStaffSal-Salaries	39,898.00	0.00	0.00	39,898.00	0%
			601866 - SupStaffSal-Stu Asst w/Bnf	8,180.00	0.00	(8,180.00)		
			601868 - StuAsst-Instructional SA (ISA)	660.00	0.00	(660.00)		

Report Filters

Fiscal Year: 2010 | Period (as of): 5 | Fund: SB001 - TF-GE | Department: C0900 - CNS D | [Go](#)

[Translate Period to Month](#)

Revenue and Expense Summary by Department, Fund, and Account (4 Columns)

Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
Time run: 11/18/2010 12:02:36 AM

Show Column 1: Fund Fdescr | Column 2: Dept Fdescr | Column 3: Class Fdescr | Column 4: Acct Fdescr | [Go](#)

Select Report View: Standard with Pre-Enc

Dept Fdescr: C0910 - CNS - Biology

Fund Fdescr	Dept Fdescr	Class Fdescr	Acct Fdescr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	Used	Tot Pre-Enc	BBA w/Pre-Enc
SB001 - TF-GENERAL FUND SUPPORT	C0910 - CNS - Biology	---	601401 - AcadSal-Department Chair	19,344.66				19,344.66	19,344.66	0.00	(19,344.66)		0.00	(19,344.66)
			601303 - SupStaffSal-Student Assistant	4,958.50				4,958.50	4,958.50	0.00	(4,958.50)		0.00	(4,958.50)
			601304 - SupStaffSa-Teaching Associates	27,716.31				27,716.31	27,716.31	0.00	(27,716.31)		0.00	(27,716.31)
			601805 - AcadSal-Academic Salaries	194,800.49				194,800.49	194,800.49	0.00	(194,800.49)		0.00	(194,800.49)
			601807 - AcadSal-Part Time Faculty-Ay	20,323.10			20,323.10	27,999.36	27,999.36	0.00	(7,676.26)	138%	0.00	(7,676.26)
			601826 - SupStaffSal-Salaries	51,220.10				51,220.10	51,220.10	0.00	(51,220.10)		0.00	(51,220.10)
			601866 - SupStaffSal-Stu Asst w/Bnf	7,540.00				7,540.00	7,540.00	0.00	(7,540.00)		0.00	(7,540.00)
			603001 - Ben-OASDI	17,046.07			17,046.07	17,046.07	17,046.07	0.00	0.00	100%	0.00	0.00
			603003 - Ben-Dental Insurance	7,161.66			7,161.66	7,161.66	7,161.66	0.00	0.00	100%	0.00	0.00

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 DeptID selection box.
- Download to Excel and Save or Print. See Sample 2.

The screenshot shows the Oracle BI Interactive Dashboards interface in a Mozilla Firefox browser. The page title is "Oracle BI Interactive Dashboards - Mozilla Firefox". The address bar shows the URL: https://erdwspre.calstate.edu/analytics/saw.dll?Dashboard&_scid=qWxj8hLTPCI. The browser tabs include "Oracle BI Interactive Dashboards" and "manage my budget".

The main content area is titled "Report Filters" and contains the following fields:

- Fiscal Year: 2010
- Period (as of): 5
- CSU Fund: [Dropdown]
- Fund: *SB001 - TF-GE
- Account: [Dropdown]
- Program: [Dropdown]
- Project: [Dropdown]
- Class: [Dropdown]
- Department: *C0900 - CNS D
- Dept Level 1: [Dropdown]
- Dept Level 2: [Dropdown]
- Dept Level 3: [Dropdown]
- Dept Level 4: [Dropdown]
- Dept Level 5: [Dropdown]
- Go button

Below the filters is a link: [Translate Period to Month](#).

The main report area is titled "Revenue and Expense Summary by Organization (5 Columns)". It shows the following information:

- Business Unit = CSU San Bernardino, Fiscal Year = 2010, YTD Period = 5
- Time run: 11/18/2010 12:29:45 AM
- Show Column 1: Fund Fdescr, Column 2: Dept Fdescr, Column 3: Class Fdescr, Column 4: Acct Cat Fdescr, Column 5: Acct Fdescr
- Select Report View: Standard with Pre-Enc

The report table has the following columns: Fund Fdescr, Dept Fdescr, Class Fdescr, Acct Cat Fdescr, Acct Fdescr, MTD Actuals, MTD Enc, Rev Budget, PY Actuals (Period 0), YTD Actuals, Tot Actuals, Tot Enc, BBA, % Used, Tot Pre-Enc, and BBA w/Pre-Enc.

Fund Fdescr	Dept Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	MTD Actuals	MTD Enc	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
SB001 - TF-GENERAL FUND SUPPORT	C0900 - CNS Dean-Acad. Instruction	---	601 - Regular Salaries and Wages	601033 - AcadSal-Part Time Faculty-Ay					0.00	0.00	0.00	0.00		0.00	0.00
				601302 - SupStaffSal-Temp Help					3,200.00	3,200.00	0.00	(3,200.00)		0.00	(3,200.00)
				601303 - SupStaffSal-Student Assistant					6,275.26	6,275.26	0.00	(6,275.26)		0.00	(6,275.26)
				601305 - AcadSal											

The status bar at the bottom shows "Done" and a McAfee SiteAdvisor icon.

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

Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SB001 - TF-GENERAL FUND SUPPORT	---	601 - Regular Salaries and Wages	601101 - AcadSal-Department Chair		19,344.66	0.00	(19,344.66)	
			601303 - SupStaffSal-Student		4,958.50	0.00	(4,958.50)	
			618060 - Equip-Instr		0.00	0.00	0.00	
			619 - Equipment Group Total		0.00	0.00	0.00	
		660 - Misc. Operating Expenses	619091 - Supplies&Srvcs-General		0.00	0.00	0.00	
			630005 - ExpOthr-Fac Recr-Campus Intr		0.00	0.00	0.00	
			660003 - Supplies&Srvcs-General	3,902.20	3,891.62	7,534.63	(7,523.85)	293%
			660803 - Postage-Postage & Freight		97.98	0.00	(97.96)	
			660816 - Duplicating		5,755.84	0.00	(5,755.84)	
			660822 - OthrOpr-End Of Yr Carryover	243,026.93	0.00	0.00	243,026.93	0%
			660 - Misc. Operating Expenses Total	246,929.13	9,745.22	7,534.63	229,649.28	7%
			--- Total	379,104.00	475,959.35	7,534.63	(104,389.98)	128%
11110 - FERRARI, JAMES	660 - Misc. Operating	619091 - Supplies&Srvcs-General			0.00	0.00	0.00	

Drilldown results

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

Manage My Budget | Welcome, sbuser10! | Dashboards -- My Account - Log Out

Dept Fdescr is equal to C0910 - CNS - Biology
 and Fiscal Year is equal to 2010
 and Acct Cat Fdescr is equal to 660 - Misc. Operating Expenses
 and Acct Fdescr is equal to 660003 - Supplies&Srvcs-General
 and Fund Fdescr is equal to SB001 - TF-GENERAL FUND SUPPORT
 and Class Fdescr is equal to ---
 and Period Abbr is between 0 and 3
 and Bus Unit Fdescr is equal to SBCMP - CSU San Bernardino
 and Acct Type Fdescr is equal to 50 - Revenues, 60 - Expenditures

Drill Down: YTD Encumbrance

GL BU	Doc Src	Doc ID	Doc Date	Doc #	Doc Sch	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl Src	Acct Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Proj Fdescr	Enc Amt	PO Ref	PO Due Date	Vendor
SBCMP	ENC - Encumbrance Activity from a PO	0000028495	2010-05-18	1	1	1	CFI Super Plan Flour ELVD 40XC	2010	1	2010-07-13	-	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - General Academic Instruction	---	---	0.00	-	2010-06-08	000000 - Nikon Instrum Inc
SBCMP	ENC - Encumbrance Activity from a PO	0000028955	2010-08-04	1	1	1	Repair for walk in incubator I	2010	2	2010-09-30	-	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - General Academic Instruction	---	---	1,090.00	-	2010-08-25	000000 - Selec ACR, Ir
SBCMP	ENC - Encumbrance Activity from a PO	0000028955	2010-08-04	1	1	1	Repair for walk in incubator I	2010	3	2010-09-30	-	660003 - Supplies&Srvcs-General	SB001 - TF-GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - General Academic Instruction	---	---	0.00	-	2010-08-25	000000 - Selec ACR, Ir

Download to PDF and Print or Save

Browser address: https://erawspre.calstate.edu/analytics/saw.dll?doc...

Toolbar icons: Print, Save, Download, Back, Forward, Home, Stop, Refresh, Find.

Page: 1 / 1 | Zoom: 40.2%

Done | Unknown Zone

Download to Excel to manipulate and subtotal at each PO (Doc ID)

See sample #6

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Sch	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl Src	Acct F Descr	Fund F Descr	Dept F Descr	
Drill Down: YTD Encumbrance															
13	SBCMP	ENC - Encumbrance Activity from a PO	28495	5/18/2010	1	1	CFI Super Plan Flour ELWD 40XC	2010	1	7/13/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
14	SBCMP	VCH - AP Voucher Accounting	28495	5/18/2010	1	1	CFI Super Plan Flour ELWD 40XC	2010	1	7/13/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
15		28495 Total													
16	SBCMP	VCH - AP Voucher Accounting	28709	6/14/2010	1	1	GREENHOUSE - Water Filter Syst	2010	2	11/1/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
17	SBCMP	VCH - AP Voucher Accounting	28709	6/14/2010	1	1	GREENHOUSE - Water Filter Syst	2010	2	11/1/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
18	SBCMP	VCH - AP Voucher Accounting	28709	6/14/2010	1	1	GREENHOUSE - Water Filter Syst	2010	3	11/1/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
19		28709 Total													
20	SBCMP	ENC - Encumbrance Activity from a PO	28955	8/4/2010	1	1	Repair for walk in incubator I	2010	2	9/30/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
21	SBCMP	ENC - Encumbrance Activity from a PO	28955	8/4/2010	1	1	Repair for walk in incubator I	2010	3	9/30/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction
22	SBCMP	VCH - AP Voucher Accounting	28955	8/4/2010	1	1	Repair for walk in incubator I	2010	3	9/30/2010	-	660003 - Supplies&Srvcs-General	SB001 - TF- GENERAL FUND SUPPORT	C0910 - CNS - Biology	0101 - Gen Instruction

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.

Business_Unit = SBCMP - CSU San Bernardino, Fiscal Year (as of) = 2010, Period (as of) = 3
Time run: 12/10/2010 12:27:46 PM

Open Purchase Orders (Column Selectors)

1: Dept Fdescr 2: Prog Fdescr 3: Class Fdescr 4: Acct Fdescr 5: Doc Ln Descr 6: Vendor Fdescr Go

Dept Fdescr	Prog Fdescr	Class Fdescr	Acct Fdescr	PO #	Doc Ln Descr	Vendor Fdescr	Open PO Amt
C0910 - CNS - Biology	0101 - General Academic Instruction	---	660003 - Supplies&Srvcs-General	0000028709	Exchange, DI, Mix Bed, 3.6	0000017544 - GE Mobile Water, Inc	264.87
					GREENHOUSE - Water Filter Syst	0000017544 - GE Mobile Water, Inc	461.07
				0000029272	S/N 85034408, ID #9594 Mainten	0000000003 - Advanced Copy Systems	468.00
				0000029282	Service & repair compound scop	0000004318 - West Coast Microscope Service	3,767.04
					Service & repair dissecting sc	0000004318 - West Coast Microscope Service	1,022.42
				0000029318	Service & repair of Autoclave	0000018264 - American Bio Medical Service Corp	1,500.00
	000026998A	GREENHOUSE - Water Filter Syst	0000017544 - GE Mobile Water, Inc	51.23			
		---	--- Total				7,534.63
	0101 - General Academic Instruction Total						7,534.63
C0910 - CNS - Biology Total							7,534.63
Grand Total							7,534.63

(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.

Open Purchase Orders (Column Selectors)

Business_Unit = SBCMP - CSU San Bernardino, Fiscal Year (as of) = 2010, Period (as of) = 3
 Time run: 12/10/2010 12:07:08 PM

Show Column 1: Dept Fdescr 2: Lvl 2 Fdescr 3: Lvl 3 Fdescr 4: Lvl 4 Fdescr 5: Doc Ln 6: Doc Ln

Dept Fdescr	Lvl 2 Fdescr	Lvl 3 Fdescr	Lvl 4 Fdescr	PO #	PO Ln #	PO Ln #	Open PO Amt
C0910 - CNS - Biology	---	---	---	0000028709	1	1	461.07
					2	2	264.87
				0000029272	1	1	468.00
				0000029282	1	1	3,767.04
					2	2	1,022.42
				0000029318	1	1	1,500.00
				000026998A	1	1	51.23
		--- Total					7,534.63
	---	Total					7,534.63
C0910 - CNS - Biology Total							7,534.63
Grand Total							7,534.63

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Additional Report Layouts

[Open PO Summary](#)

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.

Oracle Interactive Dashboards Manage My Budget Operations Sponsored Programs

Welcome, sbuser10! Dashboards -- My Account - Log Out

Business_Unit = SBCMP - CSU San Bernardino, Fiscal Year (as of) = 2010, Period (as of) = 3
 Time run: 12/10/2010 12:40:15 PM

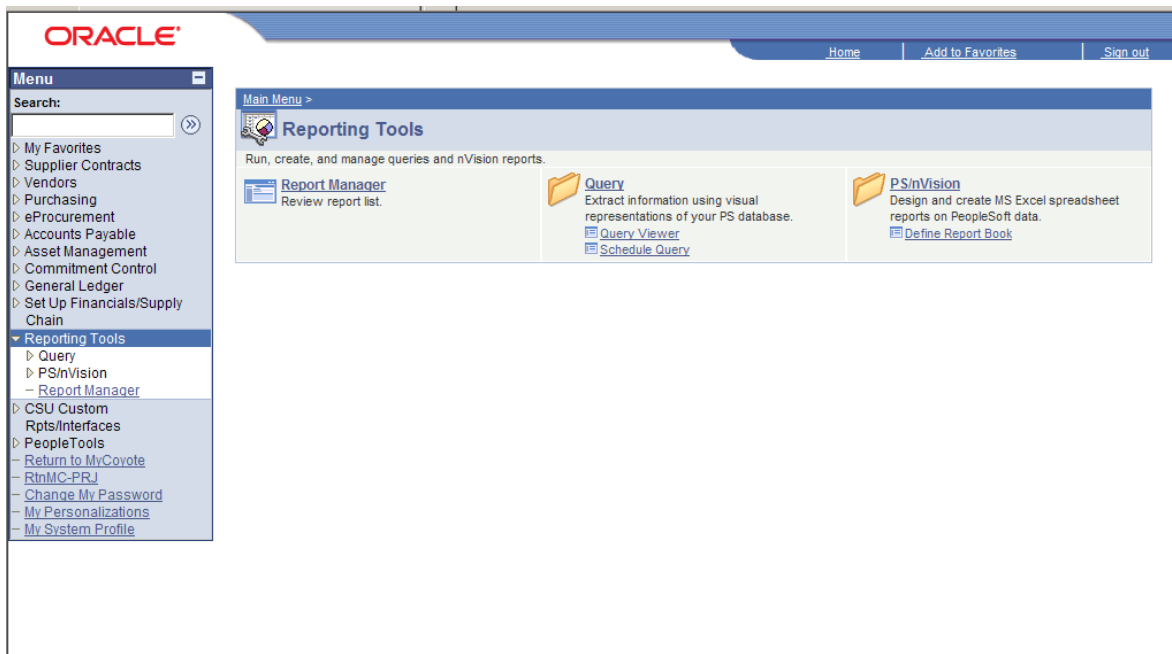
Select Report View: **Open PO By Fund**
 Fund: **SB001 - TF-GENERAL FUND SUPPORT**

PO #	PO Line #	Document Line Descr	Vendor Sdescr	Account	Program	Project	Class	Dept	Open PO Amt
0000028709	1	GREENHOUSE - Water Filter Syst	GE MOBILE-001	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	461.07
	2	Exchange, DI, Mix Bed, 3.6	GE MOBILE-001	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	264.87
0000028709 Total									725.94
0000029272	1	S/N 85034408, ID #9594 Mainten	ADVANCED C-001	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	468.00
0000029272 Total									468.00
0000029282	1	Service & repair compound scop	WEST COAST-003	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	3,767.04
	2	Service & repair dissecting sc	WEST COAST-003	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	1,022.42
0000029282 Total									4,789.46
0000029318	1	Service & repair of Autoclave	AMER BIO M-001	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	1,500.00
0000029318 Total									1,500.00
000026998A	1	GREENHOUSE - Water Filter Syst	GE MOBILE-001	660003 - Supplies&Srvcs-General	0101 - General Academic Instruction	---	---	C0910 - CNS - Biology	51.23
000026998A Total									51.23
Grand Total									7,534.63

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Trusted sites 100%

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

The screenshot shows the top portion of the CMS website. At the top, there is a blue navigation bar with the following links: CSUSB HOME | MAP & DIRECTIONS | CONTACT CSUSB | DIRECTORY | INDEX. Below this is a search bar with a dropdown menu for 'Quick Links', a 'Go' button, and a search input field with the text 'Search CSUSB'. The main header area is dark blue with the text 'REGISTER FOR TRAINING >>' on the right and 'CMS COMMON MANAGEMENT SYSTEM' in the center. On the left, there is a vertical navigation menu with the following sections: CMS Home, About CMS (Executive Council, Project Update, Team Members), News (Forums), Quick Links (Access MyCoyote), Support (How to ..., CMS FAQs, Contact List, User Guides, MyCoyote eHelp), and Training (Training 101 & FAQs, Register for Training, Info. Security Requirements). The main content area on the right is titled 'Welcome' and contains three paragraphs of text. The first paragraph describes the CMS project's start in 1998 and the implementation of PeopleSoft. The second paragraph states the mission of the CSU's administrative functions. The third paragraph mentions CSUSB's participation in these efforts and the conversion to PeopleSoft's Student Administration modules for Fall Registration 2007. Below the text, there is a box with three links: 'Faculty Center Activation Information - Instructors/PAWS Advising', 'Activate My Account Tutorial', and 'MyCoyote Faculty Self-Service Tutorials'. At the bottom of the main content area, there is a section titled 'Prepare for ...'.

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>

