

Introduction to Finance Data Warehouse

Guided Practice Activities

Activity 1: Manage My Budget as of Period

In this guided practice, you will run a stateside report using the Management My Budget as of Period

Fund Fdescr	Dept Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
BK001 - CSUB Operating Fund	D21120 - Payroll Services	601300 - Support Staff Salaries	179,112.00	181,065.00	0.00	(1,953.00)
		601301 - Overtime		3,543.82	0.00	(3,543.82)
		601303 - Student Assistant	9,500.00	4,873.00	0.00	4,627.00
		604001 - Telephone Usage		382.80	0.00	(382.80)
		606001 - Travel-In State		598.76	0.00	(598.76)
		613802 - CS-Gordian Group		0.00	0.00	0.00
		660001 - Postage and Freight		166.32	0.00	(166.32)
		660002 - Printing		3,314.66	0.00	(3,314.66)
		660003 - Supplies and Services	6,728.00	854.35	0.00	5,873.65
		660009 - Training and Professional Dev		100.00	0.00	(100.00)
		660801 - Carrier Svc./Other Mail Svc		245.05	0.00	(245.05)
	D21120 - Payroll Services Total		195,340.00	195,143.76	0.00	196.24
BK001 - CSUB Operating Fund Total			195,340.00	195,143.76	0.00	196.24
Grand Total			195,340.00	195,143.76	0.00	196.24

Activity Steps

1. Dashboard: Financial reporting
2. Report: Manage My Budget as of Period
3. Report filters:
 - Business Unit - BKCMP
 - Fiscal Year -2016
 - Period -12
 - Account type - 50 and 60
 - Budget Ledger - Standard budget
 - Fund - BK001
 - Dept - D21120
 - Not Acct 603
4. Column Selectors:
 - Fund Fdescr,
 - Dept Fdescr,
 - Acct type fdescr,
 - Acct cat fdescr,
 - Acct Fdescr

5. Report View: Summarized
6. Exclude %Used Fiscal Year
7. Save as my Budget Report
8. Write down the total for Actuals.

Check for Understanding

1. What is the difference between saving reports and saving customizations?

Activity 2A & B: Manage My Budget as of Period

Run a non-stateside report and refine it further

Fund Fdescr	Dept Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year					
MST04 - Academic Technology Fee	D22010 - Information Technology Serv AVP	50 - Revenues	501 - Higher Education Fees	501400 - Allow Doubtful HghrEductuition		205.51	0.00	(205.51)						
				501820 - Instr Related Activity Fees		(291,988.86)	0.00	291,988.86						
				501911 - Fee Waiver - IRA		14,547.61	0.00	(14,547.61)						
				580 - Other Financial Sources	B50001 - REVENUE BUDGET	(270,933.00)	0.00	0.00	(270,933.00)	0%				
		50 - Revenues Total					(270,933.00)	(277,235.74)	0.00	6,302.74	102%			
		60 - Expenditures	601 - Regular Salaries and Wages	601303 - Student Assistant	601303 - Student Assistant	601303 - Student Assistant	28,033.00	0.00	0.00	28,033.00	0%			
					606 - Travel	606001 - Travel-In State	4,500.00	0.00	0.00	4,500.00	0%			
					616 - Information Technology Costs	616002 - I/T Hardware (Computers)	616002 - I/T Hardware (Computers)	25,022.20	0.00	(25,022.20)				
						616003 - I/T Software Expense	616003 - I/T Software Expense	15,900.00	1,700.00	0.00	14,200.00	11%		
						616005 - Misc Info Tech Costs	616005 - Misc Info Tech Costs	7,800.00	0.00	0.00	7,800.00	0%		
						619 - Equipment Group	616803 - Computers Instructional > 2500	126,000.00	0.00	0.00	126,000.00	0%		
					660 - Misc. Operating Expenses	619001 - Equipment (under \$5000)	619001 - Equipment (under \$5000)	6,200.00	77,648.55	0.00	(71,448.55)	1,252%		
						619002 - Equip Instructional less \$5k	619002 - Equip Instructional less \$5k	29,000.00	2,957.96	0.00	26,042.04	10%		
						660001 - Postage and Freight	660001 - Postage and Freight	650.00	0.00	0.00	650.00	0%		
						660002 - Printing	660002 - Printing	850.00	0.00	0.00	850.00	0%		
						660003 - Supplies and Services	660003 - Supplies and Services	26,000.00	1,350.55	0.00	24,649.45	5%		
						660021 - Repairs and Maintenance	660021 - Repairs and Maintenance	26,000.00	0.00	0.00	26,000.00	0%		
					660821 - SS-Minor Maintenance Costs	660821 - SS-Minor Maintenance Costs		186.98	0.00	(186.98)				
					60 - Expenditures Total					270,933.00	108,866.24	0.00	162,066.76	40%
					D22010 - Information Technology Serv AVP Total					0.00	(168,369.50)	0.00	168,369.50	
		MST04 - Academic Technology Fee Total					0.00	(168,369.50)	0.00	168,369.50				
		Grand Total					0.00	(168,369.50)	0.00	168,369.50				

Activity Steps

1. Report filters: (leave the other report filters the same)

- Fund - MST04
- Dept - none
- Not Acct - None

2. Column Selectors:

- Same

3. Report View: View

4. Add Sub-total on Acct Type Fdescr after values

5. Save as Report 2A

6. Write down the total for Balance Available (Grand Total). _____

7. Change the report filter:

- Dept - D22010
- Click Apply Filters

8. Write down the total for Balance Available (Grand Total). _____

9. Save as Report 2B

Check for Understanding

1. How do running stateside and non-stateside reports differ?

2. How do you refine a report that you ran?

3. Why are the grand totals different for Report 2A and Report 2B?

Activity 3: Financial Summary as of Period

Create a basic summary report by fiscal period using Financial Summary and a different report view (ABM)

Fund Fdescr	Dept Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Acct Fdescr	Actuals Period												Actuals Period					
					0	1	2	3	4	5	6	7	8	9	10	11		12				
BK001 - CSUB Operating Fund	D21120 - Payroll Services	60 - Expenditures	601 - Regular Salaries and Wages	601300 - Support Staff Salaries		14,184.60	14,926.00	14,184.60	16,408.80	14,926.00	15,577.00	15,143.00	15,143.00	15,143.00	15,143.00	15,143.00	15,143.00	181,065.00				
				601301 - Overtime			802.70		1,474.35							1,266.77				3,543.82		
				601303 - Student Assistant		1,100.00	1,165.00		904.00	846.00	858.00					0.00					4,873.00	
				601 - Regular Salaries and Wages Total		15,284.60	16,893.70	15,088.60	18,729.15	15,784.00	15,577.00	15,143.00	15,143.00	16,409.77	15,143.00	15,143.00	15,143.00	15,143.00	15,143.00	15,143.00	189,481.82	
				604 - Communications		30.87	26.54				74.74	58.33	64.98			48.42	22.77	23.29	32.86		382.80	
				604 - Communications Total		30.87	26.54				74.74	58.33	64.98			48.42	22.77	23.29	32.86		382.80	
				606 - Travel							598.76											598.76
				606 - Travel Total							598.76											598.76
				613 - Contractual Services Group		613802 - CS-Gordlan Group	0.00															0.00
				613 - Contractual Services Group Total			0.00															0.00
				660 - Misc. Operating Expenses		660001 - Postage and Freight			17.42		27.41	25.64	12.48	8.07	8.72	22.25	19.11	13.30	11.92			166.32
						660002 - Printing			285.91	265.78	481.80	258.96	215.78	311.00	251.29	412.93	386.73	291.14	153.34			3,314.66
						660003 - Supplies and Services	0.00			144.48		254.31		49.20	117.96	81.03	6.43	60.21	140.73			854.35
						660009 - Training and Professional Dev								100.00								100.00
						660801 - Carrier Svc./Other Mal Svc						16.50	15.00	15.00	15.00	15.00	26.50	15.00	55.50	71.55		245.05
		660 - Misc. Operating Expenses Total	0.00		303.33	410.26	525.71	553.91	343.26	383.27	392.97	542.71	427.27	420.15	377.54			4,680.38				
D21120 - Payroll Services Total					0.00	15,315.47	17,223.57	15,498.86	19,254.86	17,011.41	15,978.59	15,591.25	15,535.97	17,000.90	15,593.04	15,586.44	15,553.40	195,143.76				
BK001 - CSUB Operating Fund Total					0.00	15,315.47	17,223.57	15,498.86	19,254.86	17,011.41	15,978.59	15,591.25	15,535.97	17,000.90	15,593.04	15,586.44	15,553.40	195,143.76				
Grand Total					0.00	15,315.47	17,223.57	15,498.86	19,254.86	17,011.41	15,978.59	15,591.25	15,535.97	17,000.90	15,593.04	15,586.44	15,553.40	195,143.76				

Activity Steps

- Dashboard: Financial reporting
- Report: Financial Summary as of Period
- Report filters:
 - Business Unit - BKCOMP
 - Fiscal Year -2016
 - Period -12
 - Account type - 50 and 60
 - Budget Ledger - Standard budget
 - Fund - BK001
 - Dept - D21120
 - Not Acct 603
- Column Selectors:
 - Fund Fdescr,
 - Dept Fdescr,
 - Acct type fdescr,
 - Acct cat fdescr,
 - Acct Fdescr
- Report View: Activity Summary by Accounting Period
- Add Sub-total on Acct Cat Fdescr after values
- Save as my Actuals by Month report
- Drill down on one of the numbers in actuals column.

9. Write down the total for Actuals.

Check for Understanding

1. What did you notice about the Actuals for the this activity and the last one?

2. How do you add sub-totals to your report?

3. How do you find out more information about a dollar amount?

Activity 4: Inception to Date

Run a report suitable for a grant or project

Fund	Project	Dept Fdescr	Acct Type Fdescr	Acct Cat Fdescr	Acct Fdescr	Inception to Date Actuals		Inception to Date Actuals Total
						2016	2017	
SP133	N15133	D10730 - Grants Res & Sponsored Program	60 - Expenditures	601 - Regular Salaries and Wages	601100 - Academic Salaries	7,664.75		7,664.75
					601300 - Support Staff Salaries	27,712.01	9,779.32	37,491.33
				603 - Benefits Group	603001 - OASDI	2,152.77	642.88	2,795.65
					603003 - Dental Insurance	467.59	163.84	631.43
					603004 - Health and Welfare	3,197.95	528.72	3,726.67
					603005 - Retirement	2,048.64		2,048.64
					603007 - Workers Compensation	196.92	108.68	305.60
					603010 - Unemployment Compensation	691.04	48.48	739.52
					603011 - Life Insurance	19.90	4.40	24.30
					603012 - Medicare	503.48	150.35	653.83
					603013 - Vision Care	98.05	35.36	133.41
					603014 - Long-Term Disability Insurance	5.92		5.92
				606 - Travel	606001 - Travel-In State	1,004.71		1,004.71
				613 - Contractual Services Group	613001 - Contractual Services	120,000.00	16,050.10	136,050.10
				660 - Misc. Operating Expenses	660002 - Printing		136.74	136.74
					660003 - Supplies and Services	49.00		49.00
					660090 - Other Costs	91.36	37.86	129.22
					660839 - EO-Stipends	106,500.00		106,500.00
					660901 - Conference Registration Fees	1,000.00		1,000.00
					660929 - OTHER SCHOLARSHIPS	1,700.00		1,700.00
				662 - SP - F & A Cost (Indirect Cost)	662001 - Sponsored Program F&A Indirect	6,069.47		6,069.47
		N15133 Total				281,173.56	27,686.73	308,860.29
SP133 Total						281,173.56	27,686.73	308,860.29
Grand Total						281,173.56	27,686.73	308,860.29

Activity Steps

1. Dashboard: Financial reporting
2. Report: Inception to Date
3. Report filters:
 - Business Unit - BKSPA
 - Account type - 60
 - Budget Ledger - Standard budget
 - Fund - SP133
 - Dept - D10730
 - Project - N15133
4. Column Selectors:
 - Fund Fdescr,
 - Project Fdescr
 - Dept Fdescr,
 - Acct type fdescr,
 - Acct cat fdescr,
 - Acct Fdescr
5. Report View: Project Actuals by Year
6. Save as Report 4

Check for Understanding

1. What did you notice about the report filters? Which ones do not appear?
