



Questica Financial Reports

Questica Budget Series



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June 2018



CSU Bakersfield

Questica Financial Reports

Questica Budget Series



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Check - In

- ❖ Name & Department
- ❖ Prior experience with Questica
- ❖ Current challenges with financial reports or Questica
- ❖ Hope to learn



Session Aim

To teach you how to run the financial reports in Questica and to inform about basic Questica report operations.



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Session Objectives

At the end of this session, you will be able to:

- ❖ Articulate the function and purpose of the 3 types of financial reports
- ❖ Access Questica and navigate to the financial reports
- ❖ Run and read the Expense Projection, Fund Balance, and Financial Summary reports
- ❖ Expand sections to view detail
- ❖ Search within reports
- ❖ Save parameter sets
- ❖ Drill down and up to other reports
- ❖ Distinguish between different export options
- ❖ Download and print reports
- ❖ Identify the connection between Questica, CFS, and FDW
- ❖ Use Autofill
- ❖ Schedule reports
- ❖ Use Report Tools to manage parameters and schedules



Session Format

- ❖ Opening (10 minutes)
- ❖ Background and Overview (20 minutes)
- ❖ Guided Practice (70 minutes)
- ❖ Do-It-Yourself (15 minutes)
- ❖ Closing (5 minutes)



** Estimates are given. However, times may vary depending on interaction*



Guiding Questions

- ❖ How can I get a balance for fund?
- ❖ How can I get a financial summary for a fund?
- ❖ How can I get an expense projection for a fund?
- ❖ How can I get detail about the information in my reports?



Financial Reports Overview



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Questica Highlights

System of Record
for budget
information

Integrates budget
information with
CFS

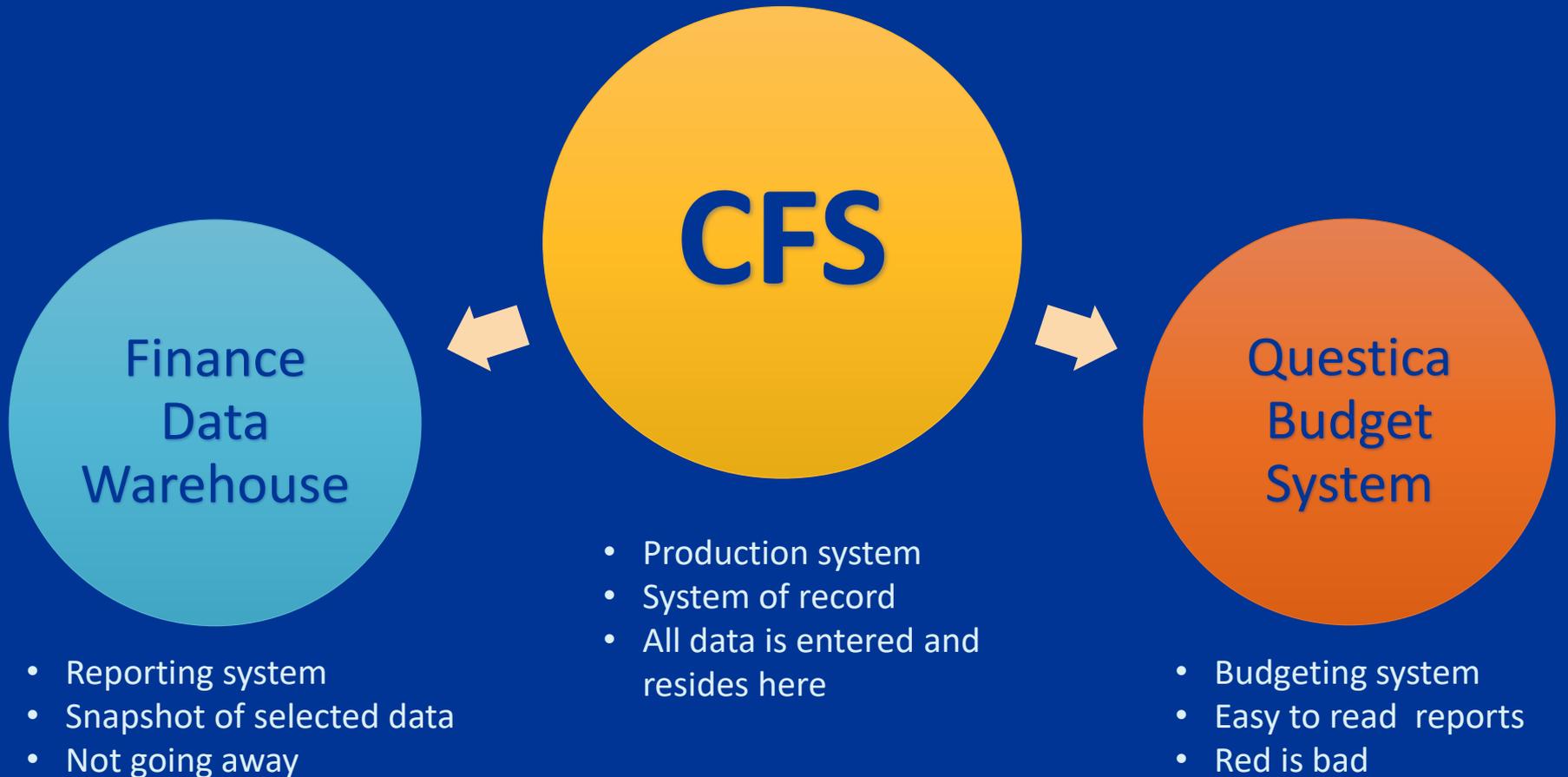
Allows you to run
budget reports

Web-based budgeting system

** Future functionality will allow you to request changes for operating and position budgets*



The Questica Connection



Financial Reports

Expense
Projection

Fund
Balance

Fund
Summary



Expense Projection Reports

Expense Projection

- 8 reports
- 6 Levels:
Campus, Business Unit, Fund, Division, College / Area, Department, Program Project Class
- Shows
Budgets, actuals, encumbrances, YTD information, projections

EP06 - Expense Projection by Fund and Department with Program, Project and Class

Budget Year: 2017-2018
 As Of Date: June 30, 2018
 Business Unit: BKCMAP - Campus
 Fund: BK001 - CSUB Operating Fund
 Division: D21000 - Business Admin Services
 College/Area: [REDACTED]
 Department: [REDACTED]

	Program	Project	Class	Orig Base	Adj Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %	Projection	Proj Bal	Proj %
Salaries														
601 - Regular Salaries and Wages				10,000	10,000	10,000	10,000	-	10,000	10,000	100.0%	10,000	10,000	100.0%
Total Salaries				10,000	10,000	10,000	10,000	-	10,000	10,000	100.0%	10,000	10,000	100.0%
Benefits														
603 - Benefits Group				-	-	1,000	1,000	-	1,000	-	100.0%	1,000	-	100.0%
Total Benefits				-	-	1,000	1,000	-	1,000	-	100.0%	1,000	-	100.0%
Operating Expenses														
604 - Communications				-	-	-	330	-	330	(330)	100.0%	330	(330)	100.0%
600 - Misc. Operating Expenses				6,728	6,728	6,728	5,265	-	5,265	1,463	78.3%	5,265	1,463	78.3%
Total Operating Expenses				6,728	6,728	6,728	5,595	-	5,595	1,133	83.2%	5,595	1,133	83.2%
Total Expenses				202,388	202,388	311,440	294,187	-	294,187	17,253	94.5%	294,187	17,253	94.5%

Totals may differ due to rounding
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 EP06 - Expense Projection by Fund and Department with Program, Project and Class
 Page 1 of 1

Refer to the **Questica Financial Reports QRG**



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Fund Balance Reports

Fund Balance

- 6 Reports
- 5 Levels
Campus, Business Unit, Division, College / Area, Department
- Shows
Beginning and ending balances, total revenues, total expenses, expenses for salaries, benefits, and operating, and transfers in/out

FB06 - Fund Balance by Business Unit and Department

Budget Year 2017-2018
 Business Unit BKCMP - Campus
 Division D21000 - Business Admin Services
 College/Area

Fund	Beginning Balance	Total Source	Salary Expense	Benefit Expense	Operating Expense	Encumb	Total Use	Transfer In	Transfer Out	Ending Balance
BK001 CSUB Operating Fund	(1,992,005)	-	179,540	109,052	5,595	-	294,187	-	-	(2,286,192)
BK002 CF-Operating Fund	-	-	14,562	11,921	-	-	26,483	-	-	(26,483)
BK003 CF-Cabinet CFO (BAS)	(16,992)	-	-	-	28,000	27,500	55,500	-	-	(72,492)
Total	(2,008,997)	-	194,102	120,973	33,595	27,500	376,170	-	-	(2,385,167)

Totals may differ due to rounding.
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FB06 - Fund Balance by Business Unit and Department

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Refer to the **Questica Financial Reports QRG**



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Fund Summary Reports

Fund Summary

- 13 Reports
- 5 Levels
Campus, Business Unit, Division, College / Area, Department

FS06 - Fund Summary by Fund and Department

Budget Year: 2017-2018
 Business Unit: BKCOMP
 Fund: BK001
 Division: [REDACTED]
 College/Area: [REDACTED]
 Department: [REDACTED]

Load Program, Project, Class version

Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %
Source of Funds								
Total Source of Funds	-	-	-	-	-	-	-	0.00%
Use of Funds								
Salaries								
601 Regular Salaries and Wages	202,388	202,388	311,440	294,187	-	294,187	17,253	94.46%
Sub-Total Salaries	202,388	202,388	311,440	294,187	-	294,187	17,253	94.46%
Benefits								
603 Benefits Group	-	-	10,000	10,000	-	10,000	-	100.00%
Sub-Total Benefits	-	-	10,000	10,000	-	10,000	-	100.00%
Operating Expenses								
604 Communications	-	-	-	330	-	330	(330)	100.00%
660 Misc. Operating Expenses	6,728	6,728	6,728	5,265	-	5,265	1,463	78.25%
Sub-Total Operating Expenses	6,728	6,728	6,728	5,595	-	5,595	1,133	83.16%
Total Use of Funds	202,388	202,388	311,440	294,187	-	294,187	17,253	94.46%
Net Source and Use of Funds	(202,388)	(202,388)	(311,440)	(294,187)	-	(294,187)	17,253	94.46%
Transfers								
Transfers In								
Sub-Total Transfers In	-	-	-	-	-	-	-	0.00%
Transfers Out								
<i>Totals may differ due to rounding</i>								

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FS06 - Fund Summary by Fund and Department
Page 1 of 2

Refer to the **Questica Financial Reports QRG**



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Report Layout

FS13 - Fund Summary by Department

Report Title

1

Budget Year 2017-2018
 Division D21000 - Business Admin Services
 College/Area
 Department
 Business Unit All

2

Parameter Set

Column Headings

3

Business Unit	Original Base	Adjusted Base	Final Budget	Expense	Encumbrance	Total	Fav(Unfav)
BKCMP Campus	202,388	202,388	356,598	348,670	27,500	376,170	(19,572)
Total Use of Funds	202,388	202,388	356,598	348,670	27,500	376,170	(19,572)

Click to drill down

4

Grand total

5

Report Footer

6

Totals may differ due to rounding

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FS13 - Fund Summary by Department

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Key Terms

Budget

- ❖ Original, Adjusted, Final Budgets

Other

- ❖ Total Source - Total Revenues
- ❖ Total Use - Total Expenses
- ❖ Total - Total Expenses
- ❖ Fav(Unfav) - Difference between Final Budget and Total
- ❖ Budget % - Percent of Final Budget used

Refer to the Questica Financial Reports QRG



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Questica Navigation

Questica.csub.edu

Analytics Center

All Popular Recent My Items Disabled

CSU Custom Reports

EP01 - Expense Projection by Campus
Custom EP01 - Expense Projection by Campus report
CSU Custom Reports

EP02 - Expense Projection by Business Unit
Custom EP02 - Expense Projection by Business Unit Report
CSU Custom Reports

EP03 - Expense Projection by Fund
Custom EP03 - Expense Projection by Fund report
CSU Custom Reports

EP04 - Expense Projection by Fund and Division
Custom EP04 - Expense Projection by Fund and Division report
CSU Custom Reports



Hands - On

5 Guided Practice Activities



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Independent Practice



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Resources



Training Handouts

- Questica Financial Reports Handout
- Questica Financial Reports QRG



Web Resources

- General information
- FAQ
- Job Aids
- Training information



Contacts

- Help Desk
- College / Area Budget Analyst
- Academic and Non-Academic Liaisons
- University Budget Officer



For More Information

Web Resources

- ❖ [Questica Budget System](#)
- ❖ [Questica Financial Reports Training Information](#)



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Questions?



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