

**CSULB CFS Data Warehouse
Reporting Training Manual
All Business Units**



Last Revised: January 2023

Table of Contents

Page

CSULB CFS Data Warehouse Reporting Training Manual All Business Units.....	i
1.0 Logging into the CFS Data Warehouse System.....	4
2.0 Data Warehouse Features.....	5
2.1 Home Page.....	5
2.2 Report Index.....	7
2.3 Multiple Business Units.....	7
2.4 Report Filters.....	8
2.5 Search Functionality.....	9
2.6 Column Functionality.....	11
2.6.1 Hiding / Unhiding Columns.....	11
2.6.2 Sorting a Column.....	12
2.6.3 Exclude or Include Columns.....	12
2.6.4 Subtotaling a Column – Add or Remove.....	13
2.7 Pivot and Section Features within Reports.....	13
2.7.1 Pivot – Creating New Columns in a Report.....	13
2.7.2 Report Sections.....	16
2.8 Table Prompts and Report Section Features within Drills.....	17
2.8.1 Creating a Pivot.....	17
2.8.3 Creating a Report Section.....	18
2.9 Trees and Chartfield Attributes.....	18
2.10 Saving Customizations.....	19
2.10.1 Dashboard Home Pages.....	19
2.10.2 Report Links Within a Dashboard.....	20
2.10.3 Applying Saved Customizations.....	21
2.11 Miscellaneous Features.....	22
2.11.1 Printing Results.....	22
2.11.2 Scrolling.....	22
2.11.3 Return.....	22
3.0 Common Reports.....	23
3.1 Managing Department Budgets – LBCMP/LBFDN/LB49R.....	23
3.1.1 Running The Report.....	23
3.1.2 Reading The Report.....	25

3.2	Fund Balance Report – All BU’s	26
3.2.1	Running The Report	26
3.2.2	Reading The Report	28
3.3	Trial Balance Report – All BU’s	29
3.3.1	Running The Report	29
3.3.2	Reading The Report	31
3.4	Grant Reporting	32
3.4.1	Running The Report	32
3.4.2	Reading The Report	34
4.0	Drilldown to Detailed Data	35
5.0	Detail Transaction Reporting – All BUs	36
5.1	Transaction Inquiry – Home Page	36
5.2	Transaction Inquiry - Actuals Transactions	37
5.3	Transaction Inquiry - Budget Transactions	38
5.4	Transaction Inquiry – Open PO Reports	39
5.4.1	Report: Open PO Report	40
5.4.2	Report: Open PO Views	41
5.4.3	Report: Open PO Transaction Details	41
5.5	Transaction Inquiry – Open Requisition Reports	41
5.5.1	Report: Open Requisition Report	42
5.5.2	Report: Open Requisition Views	42
5.6	Transaction Inquiry – Encumbrance Reports	43
5.6.1	Report: Encumbrance Transactions	44
5.6.2	Report: Encumbrance Reporting by Attributes	44
5.7	Transaction Inquiry – Requisition Reports	45
5.7.1	Report: Requisition Transactions Report	46
5.7.2	Report: Requisition Reporting by Attributes	46
5.8	Transaction Inquiry – ProCard Transactions	47
6.0	Appendix A Document Sources	49
7.0	Appendix B – DWH Reporting Index	52
8.0	Appendix C – Data Warehouse Glossary	56
8.1	Fields: Dashboards – Home Page	56
8.2	Fields: Report Filters, Columns, Drill Downs	56

1.0 Logging into the CFS Data Warehouse System

1. Access your default browser window. Navigate to **My Apps** at "myapplications.microsoft.com." Users are encouraged to save this site as a favorite.
2. Select the **CFS Data Warehouse** chicklet to access CFS Data Warehouse.



2.0 Data Warehouse Features

This section will review several of the CFS Data Warehouse version 11g features.

- Home Page
- Breadcrumbs
- Multiple Business Unit
- Report Filters
- Search Functionality
- Column Functionality
- Table Prompts and Report Section Features within Drills
- Trees and Chartfield Attributes
- Saving Customizations
- Miscellaneous Features

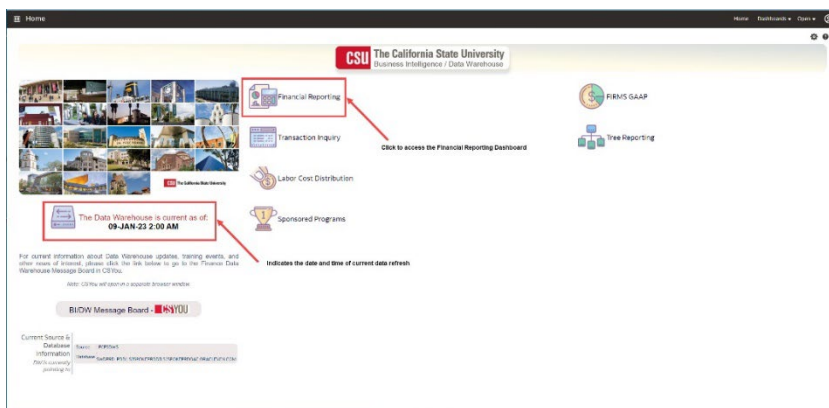
2.1 Home Page

Once you have successfully logged in, you will be directed to the Home Page.

Processing Steps/Field Name

The Home page contains chiclets and links to the Dashboards to access various reports and inquiries.

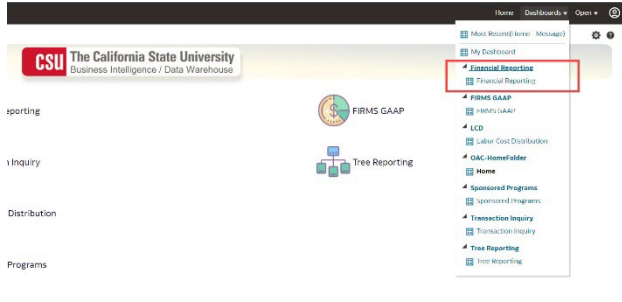
1. Click the Dashboard chiclet to access the associated dashboard.



You can also move through the dashboards by using the drop-down menu to display a list of available dashboards.

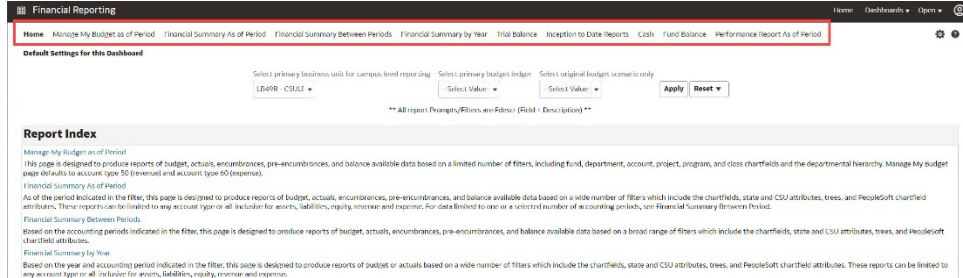
1. Click the down arrow to see a list of dashboards available.

- Click on the dashboard you wish to use.



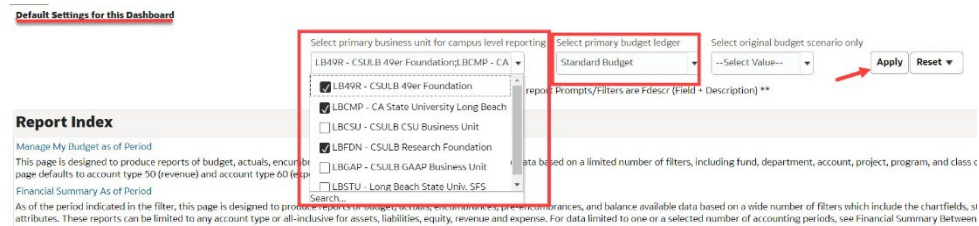
- Once you are in the selected dashboard, you will see links for the different inquiries and reports listed across the top of the page.

This example highlights the various reports found in the **Financial Reporting** dashboard.



Before proceeding to run a report, you first need to set the Home defaults for each dashboard.

- Select the Business Units that are applicable:
- LB49R/LBCMP/LBFDN**
- Select primary budget ledger = **Standard Budget**
- Original Budget Scenario only = **leave blank**
- Click the **Apply** button once completed.



2.2 Report Index

The **Report Index** lists the reports and a brief description of each report in the dashboard.

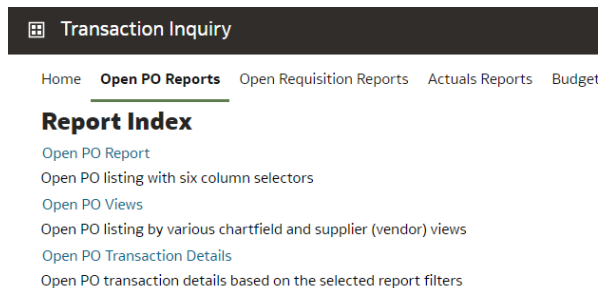
Processing Steps/Field Name

There is more than one method to use when selecting a report.

Use the links mentioned in **Section 2.1.3**, or select a report from the Report Index.

For example, in the **Transaction Inquiry** dashboard, the Open PO Reports index shows 3 different report options.

Note: Once you have selected a report to run, you must use the Breadcrumbs (see yellow highlight) to return to the Report Index within the dashboard.



The screenshot shows the 'Transaction Inquiry' dashboard. At the top, there is a navigation bar with 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', and 'Budget'. Below this, the 'Report Index' section is displayed, listing several report options: 'Open PO Report', 'Open PO listing with six column selectors', 'Open PO Views', 'Open PO listing by various chartfield and supplier (vendor) views', 'Open PO Transaction Details', and 'Open PO transaction details based on the selected report filters'.

Transaction Inquiry: Home > Transaction Inquiry: Open PO Reports

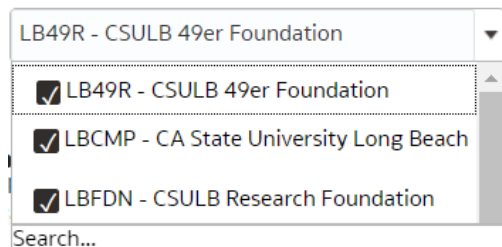
2.3 Multiple Business Units

You can select all the BUs for your managed funds. Within each individual dashboard page, there is a report filter for the business unit. You can override the business unit on the dashboard's home page by entering a different or additional business unit(s) in the report filters to produce desired report results.

Processing Steps/Field Name

Select the Business Unit(s).

Select primary business unit for campus level reporting



The screenshot shows a dropdown menu for selecting business units. The current selection is 'LB49R - CSULB 49er Foundation'. Below the dropdown, there is a list of three business units, each with a checked checkbox: 'LB49R - CSULB 49er Foundation', 'LBCMP - CA State University Long Beach', and 'LBF DN - CSULB Research Foundation'. A search bar is located at the bottom of the list.

2.4 Report Filters

Most reports contain two filter sections: Report Filters and Advanced Filters. Report Filters are commonly used; whereas the Advanced Filters offer a wider range of report criteria, including values for Department, Fund, Account, and Project Chartfields from trees that are loaded into the Finance Data Warehouse. The Advanced Filters section can be expanded or collapsed by clicking the down arrow. All values entered in the Advanced Filters section are stored in any associated Saved Customization whether the Advanced Filters section is open or closed.

Processing Steps/Field Name

Report Filters and Advanced Filters

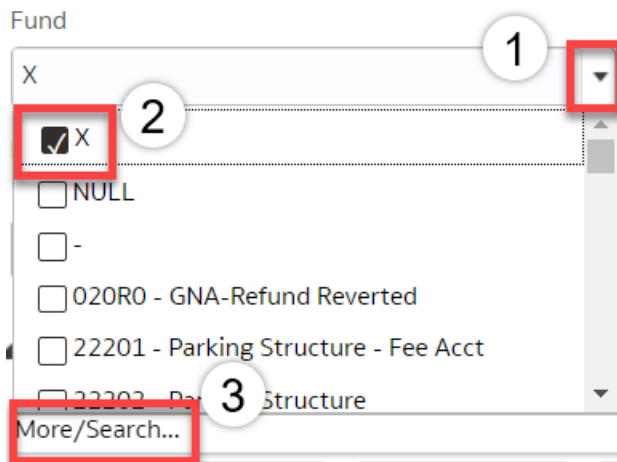
The screenshot displays the 'Financial Reporting' interface. At the top, there is a navigation bar with 'Home', 'Dashboards', and 'Open'. Below this, a breadcrumb trail shows 'Home > Manage My Budget as of Period > Financial Summary As of Period'. The main content area is divided into two sections: 'Report Filters' and 'Advanced Filters'. The 'Report Filters' section contains several dropdown menus for 'Business Unit' (LB49R - CSULB), 'Fiscal Year' (2022), 'Accounting Period (as of)' (7), and 'Fund' (X). It also includes 'NOT' filters for 'Fund', 'Dept ID', 'Account', 'Project', 'Program', 'Class', and 'Acct Cat'. The 'Advanced Filters' section is currently collapsed, indicated by a downward arrow. At the bottom of the filter sections are 'Apply Filters' and 'Reset Filters' buttons.

2.5 Search Functionality

There are various methods to search for a value.

Processing Steps/Field Name

1. Select the “down” arrow to see the valid search choices. Then, scroll down to locate the preferred value.
2. If the “Blank” value is checked (X), make sure to uncheck the box, or no data will be returned.
3. If the results list is too long and you want to perform a specific search, select the More/Search.



More/Search Feature

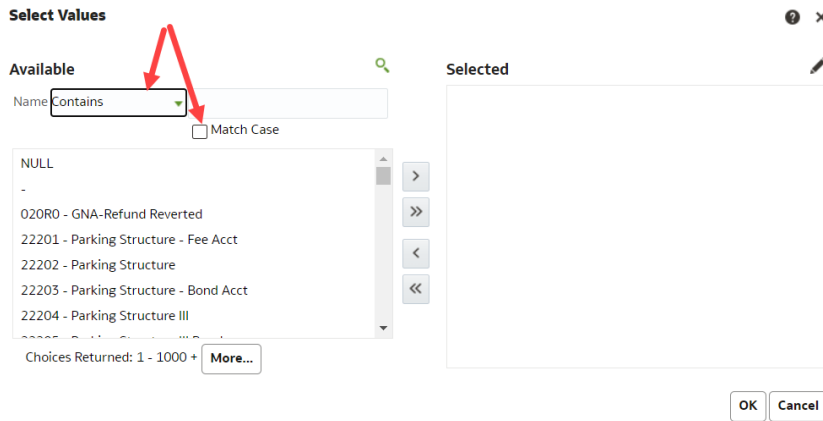
To perform a narrow search, you have the following options:

1. Name

- Contains
- Starts
- Ends
- Is Like (pattern match)

2. Match Case

- Check this box when necessary.



Select Values

1. Enter the value for which you are searching.
2. Select from the displayed list. Use **ctrl+shift** to highlight more than one value.
3. Once the search is successful, do any of the following steps to get the value(s) to move to the Selected box:

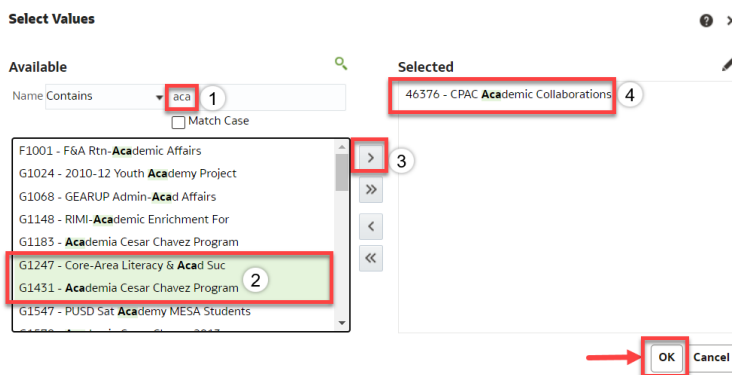
Double click the value.

Or

Select the value, and then click on the “Move” icon.

Or

Click on the “Move All” icon and the entire search results will move to the Selected section.



2.6 Column Functionality

Most reports contain six columns. You can add, delete, hide, and unhide columns to accommodate your report requirements. You can also choose to add subtotals to newly added columns, if desired. All choices can be stored in a saved customization.

2.6.1 Hiding / Unhiding Columns

Columns can be hidden or unhidden in a report. The word “Hide” appears in the drop-down list. Most 6 column reports will hide the last 3 columns. You can manually hide up to 3 columns; and you can unhide any of the hidden columns.

Processing Step/Field Name

Financial Summary - As of Period
Business Unit - LBCMP - CA State University Long Beach, Fiscal Year - 2022, Period - 7
Financial Summary - As of Period

Time run: 3/12/2023 2:52:35 PM

Show Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Hide	Hide	Hide

Select Report View: Summarized

2.6.2 Sorting a Column

Once the report is generated, the option to sort by a column (ascending/descending) is available.

Processing Step/Field Name

Hover your cursor on the desired column. You will see an “Up” & “Down” arrow. This indicates you can Sort the column in Ascending or Descending order. Click on arrow to change sort.

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr
	GF001 - CSU Operating Fund	580 - Other Financial Sources
		601 - Regular Salaries and Wages
		603 - Benefits Group
		604 - Communications
		606 - Travel
		613 - Contractual Services Group
		616 - Information Technology Costs

2.6.3 Exclude or Include Columns

On any report, a column can be Excluded or Included.

Processing Step/Field Name

1. Right mouse click on the column. Select action accordingly.

Note: All columns have the same Exclude, Include, and Move Column functionality.

Fund Fdescr	Acct Cat Fdescr	Current Budget	Actuals
GF001 - CSU Operating Fund	580 - Other Financial Sources		(551,250.00)
	601 - Regular Salaries and Wages		527,195.57
	603 - Benefits Group		272,789.59
	604 - Communications		3,704.48
	606 - Travel		49.72
	613 - Contractual Services Group		36,801.24
	616 - Information Technology Costs		3,729.20
	660 - Misc. Operating		63,764.84
GF001 - CSU Operating Fund Total			356,784.64
Total			356,784.64

- Sort Column
- Keep Only
- Remove
- Show Subtotal
- Show Row level Grand Total
- Show Column level Grand Total
- Exclude column
- Include column
- Move Column

2.6.4 Subtotaling a Column – Add or Remove

The first two columns in every report are formatted to display subtotals. The remaining columns are formatted without a subtotal. To add or remove a subtotal, use the Show Subtotal option.

Processing Step/Field Name

1. Place the cursor at the top of a column.
The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.
2. Right click on the yellow column header to access the Columns shortcut menu.
3. Choose Show Subtotal > After Values to add a Subtotal.

Or choose None to remove Subtotal.

escr	Current Budget	Actuals	Encumbrances	B
Financial	51,250.00		0.00	
ar Salaries	27,195.57		0.00	
ts Group	72,789.59		0.00	
unication	3,704.48		0.00	
actual Ser			4.26	
ation Tec			0.00	
Operating			0.00	
			4.26	
			4.26	
	56,784.64		13,034.26	

2.7 Pivot and Section Features within Reports

Pivots involve transposing rows into columns (pivot) or columns into rows (unpivot) to generate results in crosstab format. When reports have pivots, they can be moved to the report to create either a new column or a report section.

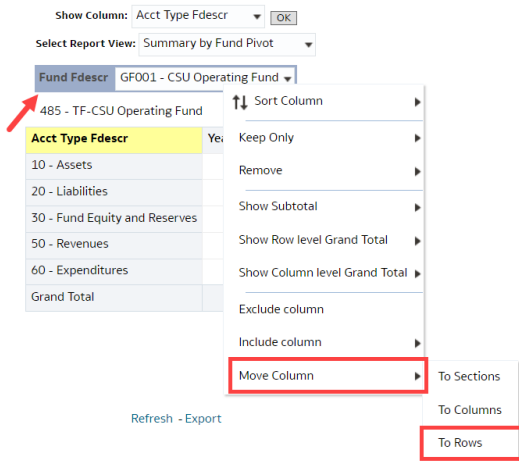
2.7.1 Pivot – Creating New Columns in a Report

When a report has a built in “pivot”, you can move it to create a column within the report.

Processing Step/Field Name

1. When a report allows pivots, right-click on the field description, (in this example, “Fund Fdescr”).
2. Select “Move Columns,” then “To Rows.” A new column will appear on the left side of the report.

This example is using the Financial Reporting > Actuals Trial Balance Report.

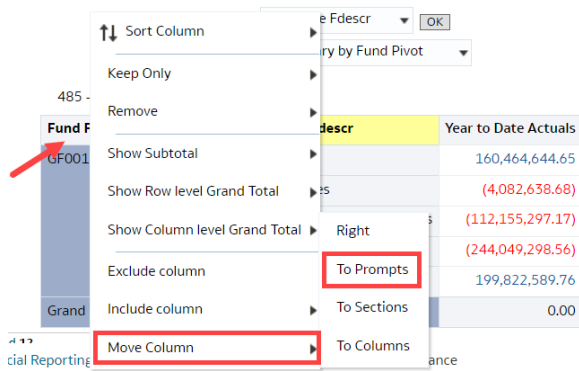


Fund Fdescr 'Pivot' is now a new column: Fund Fdescr.

Fund Fdescr	Acct Type Fdescr	Year to Date Actuals
GF001 - CSU Operating Fund	10 - Assets	160,464,644.65
	20 - Liabilities	(4,082,638.68)
	30 - Fund Equity and Reserves	(112,155,297.17)
	50 - Revenues	(244,049,298.56)
	60 - Expenditures	199,822,589.76
Grand Total		0.00

To move the column back as a pivot, right-click on the column header.

Select "Move Column" then "To Prompts".



Fund Fdescr column is now a 'pivot'.

Show Column: Acct Type Fdescr

Select Report View: Summary by Fund Pivot

Fund Fdescr GF001 - CSU Operating Fund

485 - TF-CSU Operating Fund

Acct Type Fdescr	Year to Date Actuals
10 - Assets	161,226,896.79
20 - Liabilities	(4,521,541.13)
30 - Fund Equity and Reserves	(112,152,752.17)
50 - Revenues	(245,409,173.96)
60 - Expenditures	200,856,570.47
Grand Total	0.00

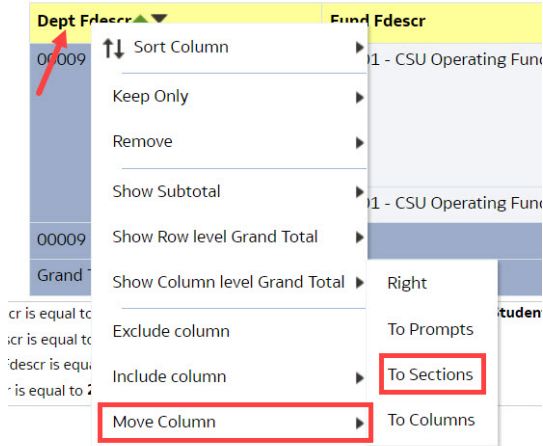
2.7.2 Report Sections

Column Selectors can become Report Sections.

Processing Step/Field Name

1. To make a column selector a Report Section, right-click on the column header.
2. Select "Move Column," then select "To Sections"

This example is using the Financial Summary As of Period Report.



The Fund Fdescr column is now a Report Section.

601 - Regular Salaries and Wages	
Fund Fdescr	Current
GF001 - CSU Operating Fund	
GF001 - CSU Operating Fund Total	
Grand Total	

603 - Benefits Group	
Fund Fdescr	Current
GF001 - CSU Operating Fund	
GF001 - CSU Operating Fund Total	
Grand Total	

604 - Communications	
Fund Fdescr	Current
GF001 - CSU Operating Fund	
GF001 - CSU Operating Fund Total	
Grand Total	

616 - Information Technology Costs	
Fund Fdescr	Current
GF001 - CSU Operating Fund	
GF001 - CSU Operating Fund Total	
Grand Total	

2.8 Table Prompts and Report Section Features within Drills

Columns within drills can be moved either to create Pivots or Report Sections.

2.8.1 Creating a Pivot

From a drill, you can move a column to create a Table Prompt.

Processing Steps/Field Name

1. To make a column a Table Prompt, right-click on the column header.
2. Select "Move Column" then "To Prompts".

This example is using the Transaction Inquiry > Actuals Transactions Report.

Actuals Transactions by Period
Time run: 1/17/2023 3:47:00 PM

Business Unit	Fiscal Year	Period	Period	Accounting Date	Doc ID	Doc Src Fdesc	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	00637901	VCH - Visa Acct	Travel - Domestic, In California	195	606001 - Operating Fund	GF001 - CSU Operating Fund	00441 - Acad Resrce & Strategic Planning					0.00	
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK157516	CSU - Accounting Lines	Telephone Usage	189	604001 - CSU Operating Fund	GF001 - CSU Operating Fund	00441 - Acad Resrce & Strategic Planning					0.00	
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK157516	CSU - Accounting Lines			GF001 - CSU Operating Fund	00441 - Acad Resrce & Strategic Planning						0.00	
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK157516	CSU - Accounting Lines	06/30/2022	5	GF001 - CSU Operating Fund	00441 - Acad Resrce & Strategic Planning	10146 - Acad Facilities and					0.00	

You can now select on the Table Prompt.

Actuals Transactions by Period
Time run: 1/17/2023 5:53:27 PM

Business Unit	Fiscal Year	Period	Period	Accounting Date	Doc ID	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK137316	06/30/2022	1,287.89	604001 - Telephone Usage	GF001 - CSU Operating Fund	00441 - Acad Resrce & Strategic Planning

2.8.3 Creating a Report Section

From a drill, you can move a column to a Report Section.

Processing Steps/Field Name

1. To make a column a Report Section, right-click on the column header.
2. Select "Move Column" then "To Sections."

This example is using the [Transaction Inquiry > Actuals Transactions Report](#).

Business Unit	Fiscal Year	Period	Period	Accounting Date	Doc ID	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	P F
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK137316	06/3			G0001 - CSU Operating Fund	00441 - Acad Resrc & Strategic Planning			
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK137316	06/3			G0001 - CSU Operating Fund	00441 - Acad Resrc & Strategic Planning			
LBCMP - CA State University Long Beach	2022	1	1	07/14/2022	CHBK137316	06/3			G0001 - CSU Operating Fund	00441 - Acad Resrc & Strategic Planning			
LBCMP - CA State University Long Beach	2022	1	1	07/25/2022	CHBK137321	06/28/2022	24.94	660003 - Supplies and Services		041 - Acad Resrc & Strategic Planning			

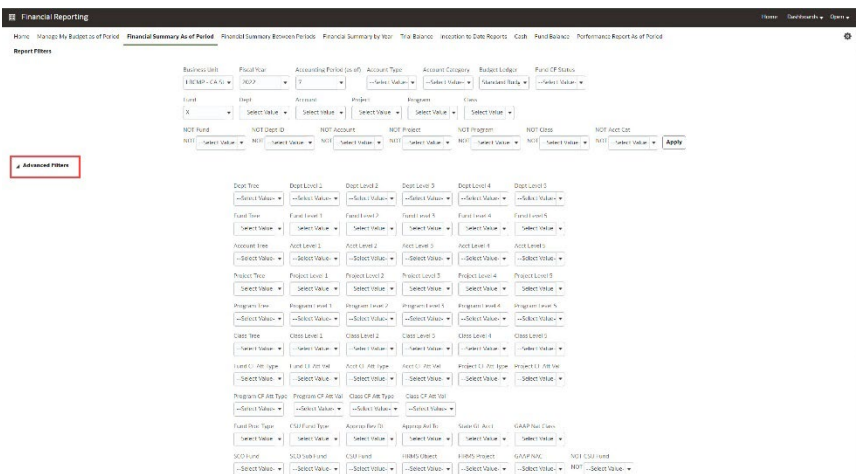
3. The column is now a Report Section.

2.9 Trees and Chartfield Attributes

Trees and Chartfield Attributes are used to group certain chartfields that have common characteristics (i.e., a group of funds that belong to one department). These can be used as filters to further refine results in Data Warehouse. These can be found in the Advanced Filters section.

Processing Steps/Field Name

Select the Advanced Filters to access Trees and Chartfield Attributes.




2.10 Saving Customizations

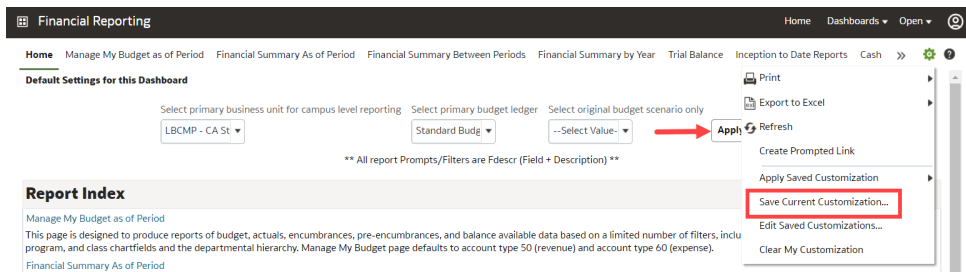
Once you have selected your report filters and are satisfied with the results, you can “Save Current Customizations.” You can also make one of the “Save Current Customizations” a default for the page so the next time you select the specific Dashboard/Tab/Report the report filters you saved will be recognized and the report will be automatically generated.

2.10.1 Dashboard Home Pages

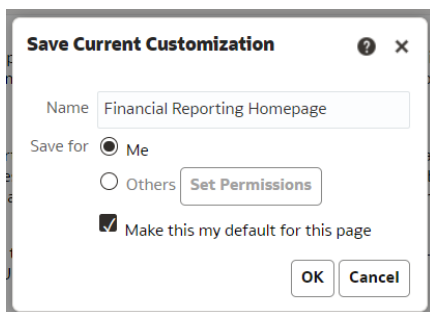
First, for every Dashboard you use, you are encouraged to save your Home page selections.

Processing Steps/Field Name

1. Navigate to the Dashboards Home page you wish to make your default.
2. After you select your report filters, and click Apply, select the Page Options icon  (located in the upper right corner).
3. Select Save Current Customization.




4. Enter the name you wish to call your default page.
5. Check the “Make this my default for this page” box.
6. Select OK.
7. The next time you access the Dashboards Home page your defaults will be recognized.

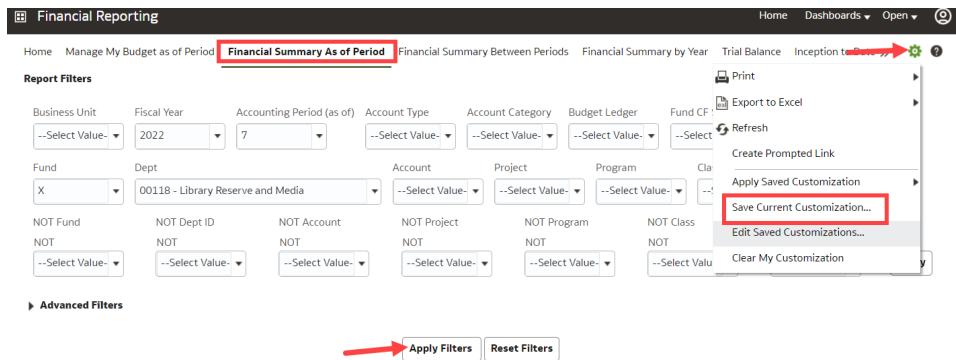


2.10.2 Report Links Within a Dashboard

Second, for every report you run, you are encouraged to save the Report filters to minimize steps.

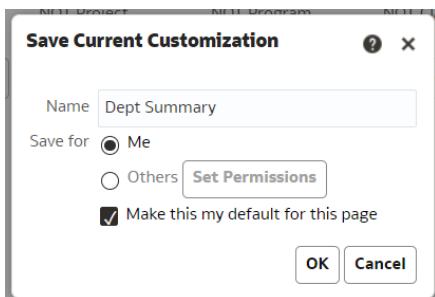
Processing Steps/Field Name

1. Navigate to the Dashboard you wish to make your default.
2. After you select your report filters and click Apply Filters, select the Page Options icon  (in the upper right corner).
3. Select Save Current Customization.
4. Enter the name you wish to call your default page.



5. Check the “Make this my default for this page.”
6. Select OK.

The next time you access the dashboard/tab/report your report results will automatically be generated.

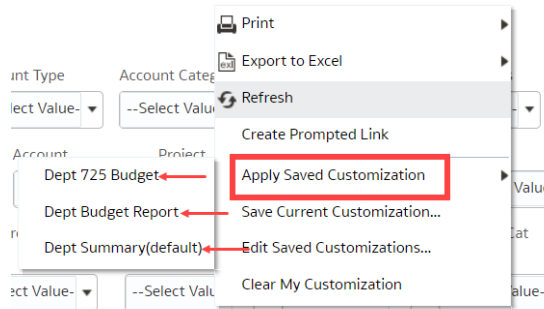


2.10.3 Applying Saved Customizations

If you have “Save Current Customizations”, use Apply Saved Customization.

Processing Steps/Field Name

1. Once you have accessed the dashboard/tab/report, select Apply Saved Customizations.
2. Select the one you wish to generate the report for. Once selected, the report will automatically be generated.



2.11 Miscellaneous Features

2.11.1 Printing Results

Once the report is generated you can Print or Export the results. The Print and Export link appears at the bottom on the report.

Print Link

The results can be printed to PDF or HTML.

Print Report to PDF [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Print hyperlink immediately below the report.
2. Select Printable PDF. Another window will open with the report to be printed.
3. Print PDF per usual procedure.

Export Link

The results can be exported to PDF, Excel, PowerPoint, MHT or Data.

Export to PDF [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select PDF. Another window will open with the report in PDF.

Export to Excel [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select Excel then the Excel version you have. Another window will open with the report in Excel.

Export to Data [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select Data then the Tab delimited Format. Another window will open with the report in Excel.

2.11.2 Scrolling

If you report results are more than the page displays, use the icons at the bottom of the screen to move forward and back through the returned results.



2.11.3 Return

After drilling within a report, click the [Return](#) link to return to main report.

[Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

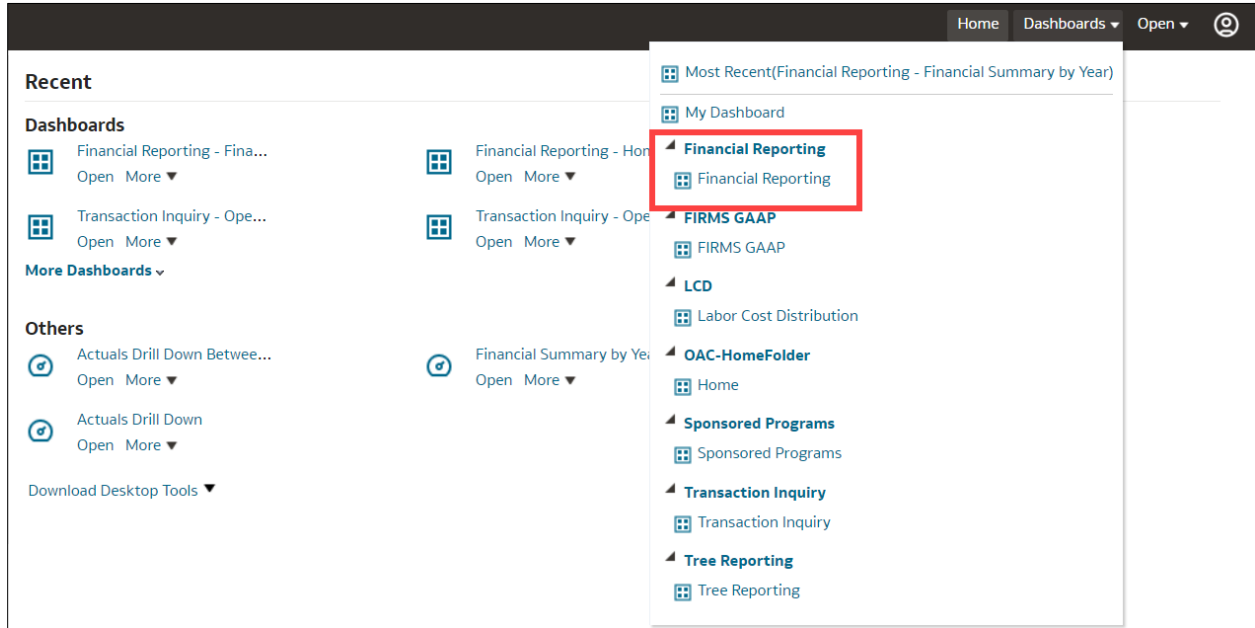
3.0 Common Reports

3.1 Managing Department Budgets – LBCMP/LBFDN/LB49R

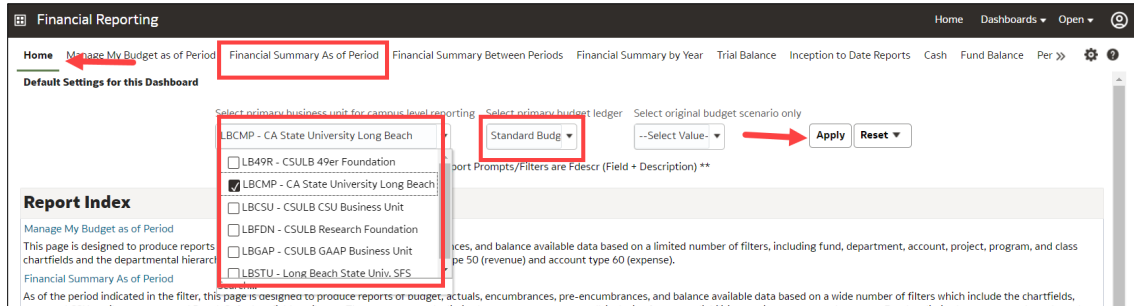
This section provides steps on how to run a Financial Summary as of Period report for the LBCMP, LBFDN and/or LB49R Business Units. The Financial Summary as of Period report is used to assist with managing your department budget. More specifically, these are funds that contain a budget. For example, GF funds.

3.1.1 Running The Report

1. From the **Home** page, select **Dashboards**, then select the **Financial Reporting** dashboard.



2. This will take you to the **Financial Reporting** dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

Default Settings	Options
Primary business unit (If you have funds in multiple BUs, then select all the BU's you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget

Default Settings	Options
Budget scenario	Leave Blank

- Click **Apply** to execute your selection.
- Optional.** Save your Home page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Dashboard Home Pages** for details.
- From the **Financial Reporting** Dashboard, select the **Financial Summary as of Period** report.
- Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from the Home page. Select the BU that will provide the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = Defaults to most current open period. Click on the down arrow to choose another value from a dropdown field.
- **Account Type** = 60 – Expenditures.
- **Budget Ledger** = Standard Budget. Defaults from the Home page.
- **Department** = User specific – Click on the down arrow to choose the value(s).

- When all your report filters are selected, click **Apply Filters** to generate the report.

Dept Fdescr	Fund Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
00732 - CMS Financial Services	GF001 - CSU Operating Fund	601201 - Management and Supervisory	65,132.00	0.00	0.00	(63,132.00)	
		601300 - Support Staff Salaries	216,848.57	0.00	0.00	(216,848.57)	
		601811 - Bonus	19,730.00	0.00	0.00	(19,730.00)	
		603001 - OASDI	18,105.70	0.00	0.00	(18,105.70)	
		603005 - Dental Insurance	4,277.97	0.00	0.00	(4,277.97)	
		603004 - Medical Insurance	59,251.00	0.00	0.00	(59,251.00)	
		603005 - Retirement	84,459.36	0.00	0.00	(84,459.36)	
		603011 - Life Insurance	109.80	0.00	0.00	(109.80)	
		603012 - Medicare	4,234.47	0.00	0.00	(4,234.47)	
		603015 - Vision Care	241.40	0.00	0.00	(241.40)	
		603014 - Long-Term Disability Insurance	24.48	0.00	0.00	(24.48)	
		604001 - Telephone Usage	1,836.00	0.00	0.00	(1,836.00)	
		606001 - Travel-Domestic, In California	644.41	0.00	0.00	(644.41)	
		660009 - Professional Development	2,800.00	0.00	0.00	(2,800.00)	
		660043 - Recruitment	92.43	0.00	0.00	(92.43)	
		660090 - Expenses-Other	0.00	0.00	0.00	0.00	
		660922 - Hospitality Expense	248.89	0.00	0.00	(248.89)	
		GF001 - CSU Operating Fund Total	476,017.48	0.00	0.00	(476,017.48)	
		00732 - CMS Financial Services Total	476,017.48	0.00	0.00	(476,017.48)	
		Grand Total	476,017.48	0.00	0.00	(476,017.48)	

- Column Headers in **yellow** can be changed. The **yellow** columns are: 1 = **Dept Fdescr**, 2 = **Fund Fdescr**, and 3 = **Acct Fdescr**

Columns 4, 5 and 6 default to **Hide**, and can be added as displayed columns as needed.

10. Report View = **Summarized**.

11. Click **OK** to regenerate report results with selected columns.

12. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.1.2 Reading The Report

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
00508 - Library Computer Labs	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages		57,230.20	0.00	(57,230.20)	
		602 - Work Study		6,061.95	0.00	(6,061.95)	
		603 - Benefits Group	324.62	324.62	0.00	0.00	100%
		604 - Communications		147.00	0.00	(147.00)	
		616 - Information Technology Costs		1,514.96	0.00	(1,514.96)	
	GF001 - CSU Operating Fund Total		324.62	65,278.73	0.00	(64,954.11)	20.109%
00508 - Library Computer Labs Total			324.62	65,278.73	0.00	(64,954.11)	20.109%
Grand Total			324.62	65,278.73	0.00	(64,954.11)	20.109%

Columns	Definitions
Current Budget	Amount available to spend during the selected Fiscal Year (FY).
Actuals	Total Amount spent to date. (Based on the FY and Accounting period specified)
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Budget Available	Amount left to spend.
% Used Fiscal Year	Percentage spent.

3.2 Fund Balance Report – All BU’s

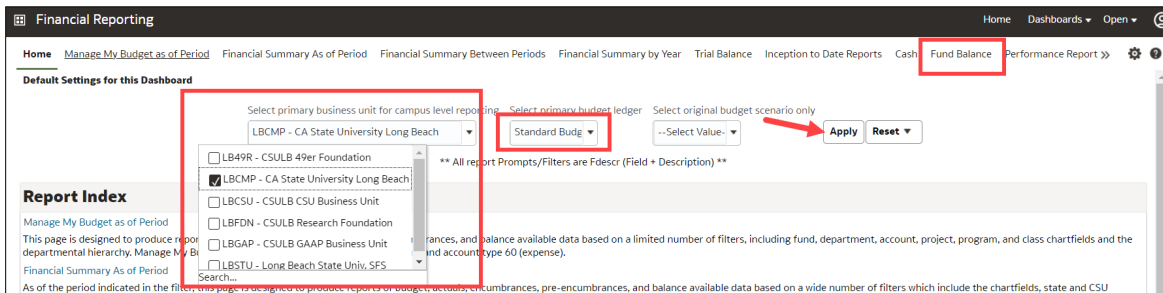
This section provides steps on how to run a Fund Balance report for all Business Units. This Fund Balance report is used to assist with managing those Funds that are not budgeted. It displays how the remaining fund balance.

3.2.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Financial Reporting** dashboard.



2. This will take you to the **Financial Reporting** dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

Default Settings	Options
Primary business unit (If you have funds in multiple BUs, then select all the BUs you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

4. Click **Apply** to execute your selection.
5. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Dashboard Home Pages** for details.

- From the **Financial Reporting** Dashboard, select **Fund Balance**.
- Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from Home page. Select the BU that will provide the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **As Of Period** = 7. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific - Click on the down arrow to choose value(s) from a multi-select fields. You may select more than one fund.

- When all report filters are selected, click **Apply Filters** to generate the report.

Fund Balance
 Fund Balance
 Time run: 1/18/2023 8:04:50 PM
 Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period = 7

Show Column 1: SCO Fund Fdescr Column 2: CSU Fund Fdescr Column 3: Fund Fdescr Column 4: Hide Column 5: Hide Column 6: Hide [OK]

Select Report View: Encumbrance View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	CF019 - Art Education/Tech	(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
	485 - TF-CSU Operating Fund Total		(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
0948 - Calif State University Trust Fund Total			(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
Grand Total			(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)

- Change Column Selectors to: Column 1 = **Bus Unit**, Column 2 = **Fund Fdescr**, Column 3 = **Hide**, Column 4 = **Hide**, Column 5 = **Hide**, and Column 6 = **Hide**.

Note: Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 6 columns. The last three default to “Hide” and can be added as a column if needed.

- Report View = Encumbrance View

- Click **OK** to regenerate report results with selected columns.

12. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.2.2 Reading The Report

Bus Unit ▲▼	Fund Fdescr ▲▼	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
LBCMP	CF019 - Art Education/Tech	(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
	CF019 - Art Education/Tech Total	(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
LBCMP Total		(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)
Grand Total		(619.61)	(14,080.00)	4,862.86	0.00	(9,836.75)

Columns	Definitions
Beginning Fund Balance	Balance carried over from the previous year. A negative number means there is money left to spend. A positive number means the fund is overspent.
Year to Date Revenue	Amount of money collected/received to date. (Based on the FY and Accounting period specified). Revenues are normally recorded as a negative number (credit balance).
Year to Date Expenses	Amount spent to date. (Based on the FY and Accounting period specified). Expenses are normally recorded as a positive number (debit balance).
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Ending Fund Balance w/ Encumbrances	Year to Date Revenues less Year to Date Expenses and Encumbrances, which is the amount left to spend. A negative number means there is money left to spend. A positive number means the fund is overspent.

3.3 Trial Balance Report – All BU's

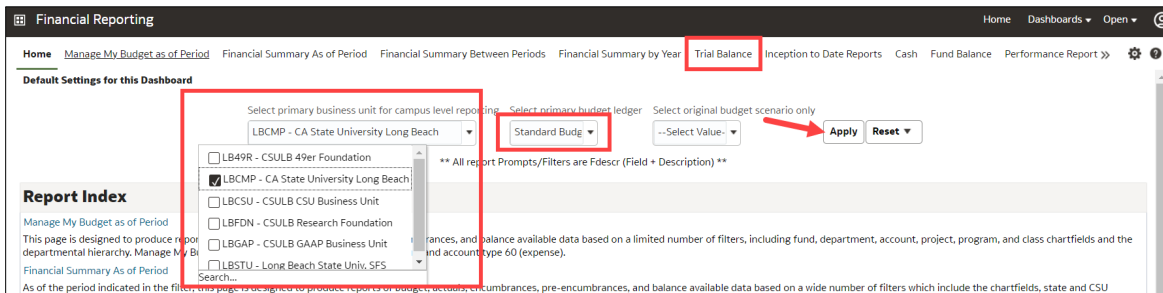
This section provides steps on how to run a Trial Balance report for all Business Units. The Trial Balance report assists with managing Funds that are not budgeted. It displays the account balances within the Fund.

3.3.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Financial Reporting** dashboard.



2. This will take you to the **Financial Reporting** dashboard.



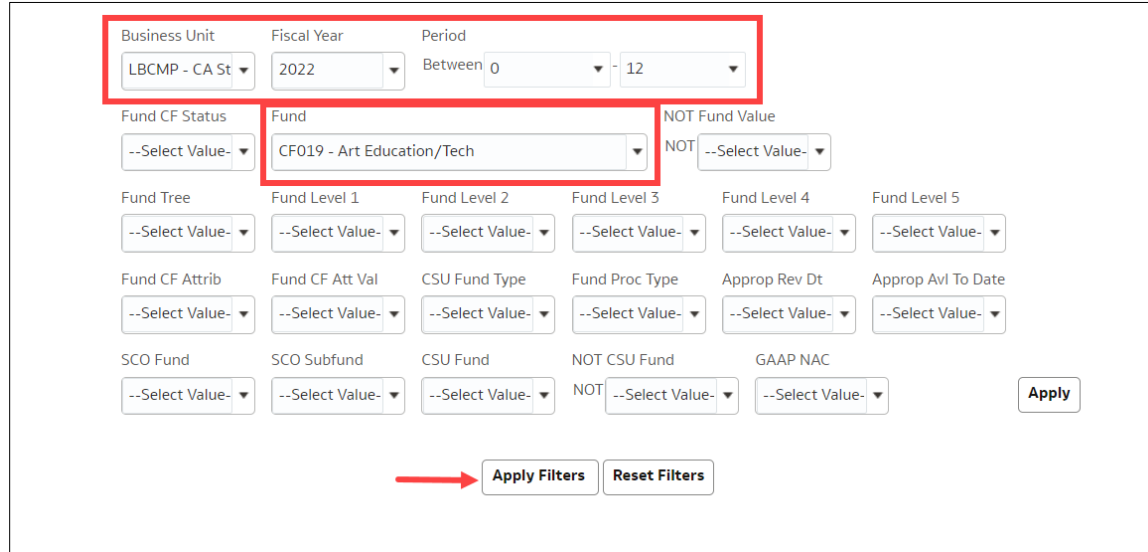
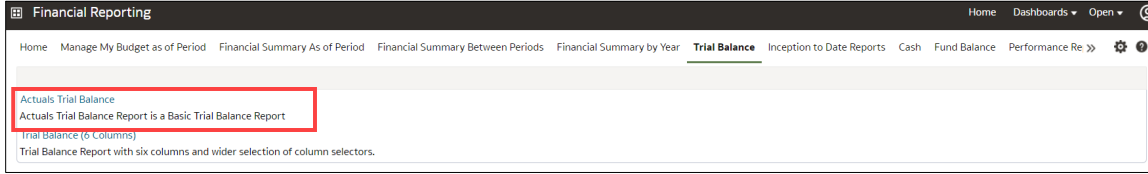
3. In the **Default Settings for this Dashboard** section, select/confirm the following:

Default Settings	Options
Primary business unit (If you have funds in multiple BUs, then select all the BUs you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

4. Click **Apply** to execute your selection.
5. **Optional.** Save your Home page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Dashboard Home Pages** for details.

6. From the **Financial Reporting Dashboard**, select **Trial Balance**.

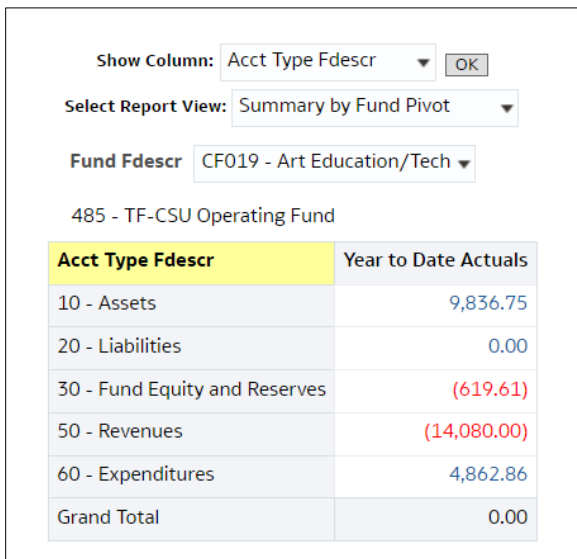
7. Select the **Actuals Trial Balance** report.



8. Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Default from Home page.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period Between** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select fields.

9. When all your report filters are selected, click **Apply Filters** to generate the report.



10. Change Column Selector to: Show Column = **Account Fdescr**
11. Report View = Summary by Fund Pivot
12. Click **OK** to regenerate report results with selected columns.

Show Column: Account Fdescr

 Select Report View: Summary by Fund Pivot

 Fund Fdescr CF019 - Art Education/Tech

 485 - TF-CSU Operating Fund

13. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Reports Within Dashboard** for details.

3.3.2 Reading The Report

Account Fdescr ▲▼	Year to Date Actuals
101100 - Cash-Short Term Investments	9,100.11
103004 - Accounts Receivable-Oper Rev	736.64
103805 - Due from LB49R	0.00
201001 - Accounts Payable	0.00
205090 - Oper Rev Coll in Adv	0.00
250821 - Due to LB49R	0.00
305002 - Fund Bal-Cont Approp	(619.61)
501110 - Course Fees (CSU 485)	(14,080.00)
660927 - Instructional Materials	4,862.86
Grand Total	0.00

Account Fdescr	Description
1XXXXX – Assets	<p>Assets are anything of value that the fund controls. Cash and inventory are considered assets. Accounts receivable, money owed to the fund, are considered assets.</p> <p>The normal balance of these accounts is positive (or debit).</p>
2XXXXX – Liabilities	<p>Liabilities are debts a fund owes to other entities. This could be accounts payable, which represents payments owed to suppliers or revenues collected in advance, i.e., when a student has paid class fees in advance.</p> <p>The normal balance of these accounts is negative (or credit).</p>
3XXXXX – Fund Balance/Net Assets	<p>Fund balance or net assets represent the portion of the fund that is owned free and clear. If all the fund assets were liquidated and used to pay off the debts, the amount leftover would be the fund balance or net assets.</p> <p>This fund balance, along with the current year's net income or loss, represents the amount of cash that a fund has to spend.</p>

Account Fdescr	Description
	Note: A negative (or credit) balance in these accounts is a good thing.
5XXXXX – Revenues	Total revenues collected for the fiscal year. Revenue accounts are normally recorded as negative (or credit).
6XXXXX – Expenses	Total expenditures recorded for the fiscal year. Expense accounts normally have a positive (or debit) balance.

3.4 Grant Reporting

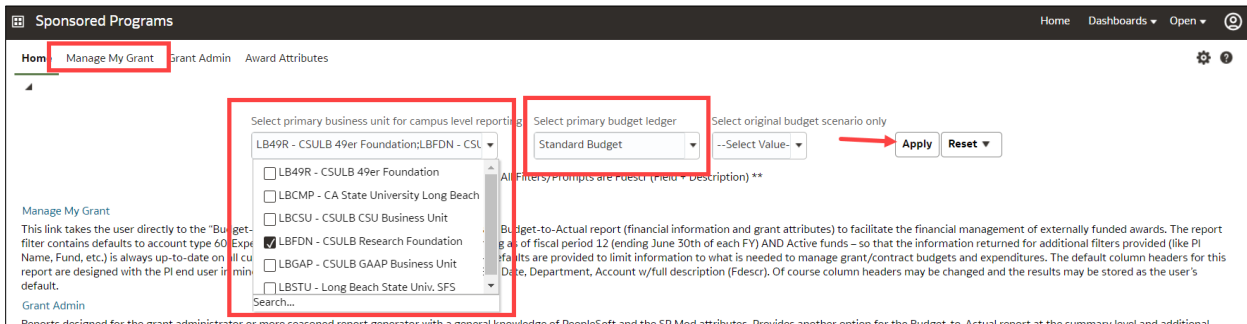
This section provides steps on how to run a Manage My Grants report for the LBF DN Business Unit. The report described below is used to assist with managing LBF DN Sponsored Programs, RS and G Fund expenditures.

3.4.1 Running The Report

- From the Home page, select **Dashboards**, then select the **Sponsored Programs** dashboard.



- This will take you to the **Sponsored Programs** dashboard.



- In the **Default Settings for this Dashboard** section, select/confirm the following:

Default Settings	Options
Primary business unit	LBFDN – CSULB Research Foundation
Primary budget ledger	Standard Budget
Budget scenario	Leave Blank

- Click **Apply** to execute your selection.
- Optional.** Save your Home page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Dashboard Home Pages** for details.
- From the **Sponsored Programs** Dashboard, select the **Manage My Grant** report.
- Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = LBFDN. Defaults from the Home page.
 - **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
 - **Period** = Defaults to most current open period. Click on the down arrow to choose another value from a dropdown field.
 - **Account Type** = 60 – Expenditures. Defaults.
 - **Budget Ledger** = Standard Budget. Defaults from the Home page.
 - **Fund** = User specific – Click on the down arrow to choose a value(s).
- When all your report filters are selected, click **Apply Filters** to generate the report.
 - Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated. See **2.10.2 Report (Tab) within Dashboard** for details.

3.4.2 Reading The Report

Budget to Actual
 Business Unit = LBFDN - CSULB Research Foundation, Fiscal Year = 2022, Period = 12
 Manage My Grant
 Time run: 1/18/2023 9:02:54 PM

Column 1: Fund Fdescr
 Column 2: Project Fdescr
 Column 3: Project End Dt
 Column 4: Dept Fdescr
 Column 5: Acct Fdescr
 Column 6: Hide

Select Report View: Summarized

Fund Fdescr	Project Fdescr	Project End Dt	Dept Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available	% Used
G2725 - CaltransJointTraing&Certifctn	G272525100 - CaltransJointTraing&Certifctn	12/31/2025	00181 - COE Administration	601105 - Graduate Assistant	260,922.00	0.00	0.00	260,922.00	0%
				601201 - Management and Supervisory	115,091.00	0.00	0.00	115,091.00	0%
				601300 - Support Staff Salaries	307,328.00	0.00	0.00	307,328.00	0%
				601807 - Misc Academic Salaries	50,429.00	0.00	0.00	50,429.00	0%
				603001 - OASDI	98,883.00	0.00	0.00	98,883.00	0%

Columns	Definitions
Current Budget	Total Amount to spend. (Based on the FY and Accounting period specified).
Actuals	Total Amount spent to date. (Based on the FY and Accounting period specified)
Encumbrances	Total Purchase Order amount still open, but not invoiced.
Budget Available	Amount left to spend.
% Used Fiscal Year	Percentage spent.

4.0 Drilldown to Detailed Data

Any report with hyperlinks will allow users to drill down to the details of the amount entry.

1. Drill down on a hyperlinked numeric value by placing cursor on, then selecting a value.

Budget to Actual
 Business Unit = LBFDN - CSULB Research Foundation, Fiscal Year = 2022, Period = 12
 Manage My Grant
 Time run: 1/18/2023 9:02:54 PM

Column 1: Fund Fdescr | Column 2: Project Fdescr | Column 3: Project End Dt | Column 4: Dept Fdescr | Column 5: Acct Fdescr | Column 6: Hide

Select Report View: Summarized

Fund Fdescr	Project Fdescr	Project End Dt	Dept Fdescr	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available	% Used
G2723 - Caltans.JointTraing&Certifictn	G272323100 - Caltans.JointTraing&Certifictn	12/31/2025	00181 - COE Administration	601103 - Graduate Assistant	260,922.00	0.00	0.00	260,922.00	0%
				601201 - Management and Supervisory	115,091.00	0.00	0.00	115,091.00	0%
				601300 - Support Staff Salaries	307,328.00	0.00	0.00	307,328.00	0%
				601807 - Misc Academic Salaries	50,429.00	0.00	0.00	50,429.00	0%
				603001 - OASDI	98,883.00	0.00	0.00	98,883.00	0%

Results are displayed:

Budget Drill Down ITD
 Time run: 1/18/2023 9:08:46 PM
 Approximate Row Count: 1

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jrnl Ln Ref	Jrnl Rev Cd	Jrnl ID	Jrnl Ln Descr	Jrnl Class	Jrnl Class Descr
LBFDN - CSULB Research Foundation	2022	7	01/12/2023	0002074284	MJE - Manual Journal Entry	Graduate Assistant	260,922.00	601103 - Graduate Assistant	G2723 - Caltans.JointTraing&Certifictn	00181 - COE Administration	- - -	- - -	G272323100 - Caltans.JointTraing&Certifictn	-	0.00	0	-	N	-	NM - G2723 Budget 2.proj-set-up. JCTP-Saadeh	-	-
Grand Total							260,922.00								0.00							

5.0 Detail Transaction Reporting – All BUs

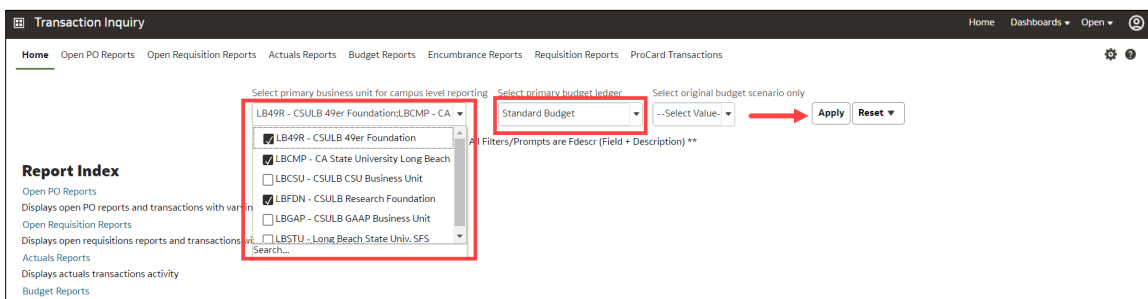
This section provides information on how to run detail transaction reports for all Business Units. These reports are used to assist with managing your Funds and/or Department Budgets. They all display transactional activity. There are several reports that can be run that display the same type of information. This guide is not intended to tell you what report will work best for your needs, but to give you enough information to show how flexible your choices can be, thus giving you the ability to select the reports that work best for you.

5.1 Transaction Inquiry – Home Page

1. From the Home page, select **Dashboards**, then select the **Transaction Inquiry** dashboard.



2. This will take you to the **Transaction Inquiry** dashboard.



3. In the **Default Settings for this Dashboard** section, select/confirm the following:

Default Settings	Options
Primary business unit (If you have funds in multiple BUs, then select all the BUs you use.)	LBCMP – Cal State Long Beach Campus LBFDN – CSULB Research Foundation LB49R – CSULB 49er Foundation
Primary budget	Standard Budget
Budget scenario	Leave Blank

- Click **Apply** to execute your selection.
- Optional.** Save your Home page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.10.1 Dashboard Home Pages** for details.

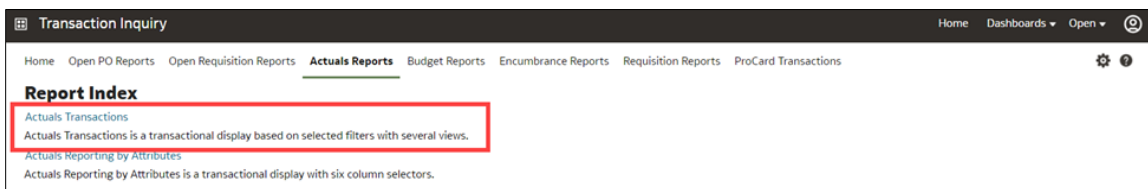
5.2 Transaction Inquiry - Actuals Transactions

This report displays actuals transaction activity based on the selected report filters, i.e., Vendor Invoices, Journal Entries, Chargebacks, and/or Payroll details.

There are two reports in the index:

- Actuals Transactions
- Actuals Reporting by Attributes

- From the **Transaction Inquiry** Dashboard, click on the **Actuals Reports** link.
- Select the desired report.

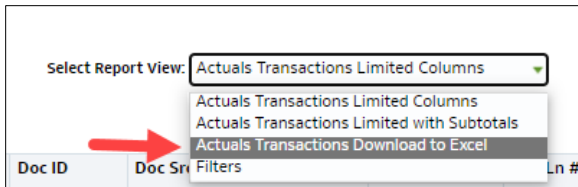


- Select the Report Filters - search criteria that are used to generate the report results.

The screenshot shows the 'Report Filters' form. It contains several dropdown menus for selecting criteria. The following fields are highlighted with red boxes: 'Business Unit' (LB49R - CSULI), 'Fiscal Year' (2022), 'Period From' (0), 'Period To' (12), 'Account Type' (60 - Expenditu), and 'Fund' (CF019 - Art Ed). Below these are 'NOT' filters for Fund, Dept ID, Account, Project, Program, Class, and Acct Cat. There are also fields for 'Posted Date', 'Document Source', 'Doc ID', 'Accounting Date', 'Doc Line Descr', 'Journal Source', and 'Journal Template'. At the bottom, there are fields for 'Purchase Order', 'Supplier ID', 'Supplier Name', 'Customer ID', 'Customer Name', and 'User ID'. At the very bottom, there are two buttons: 'Apply Filters' and 'Reset Filters'. A red arrow points to the 'Apply Filters' button.

- **Business Unit** = Defaults from the Home page. Select the BU that will provide the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 1 - 12. Click on the down arrow to choose a value from a dropdown field. Must be equal to or greater than “Period From” value.
- **Account Type** = 60 – Expenditures. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

- Select Report View = Actuals Transactions Download to Excel.



Transaction Inquiry

Actuals Transactions
Actuals Transactions by Period
Time run: 4/19/2023 10:30:55 AM

Select Report View: Actuals Transactions Download to Excel

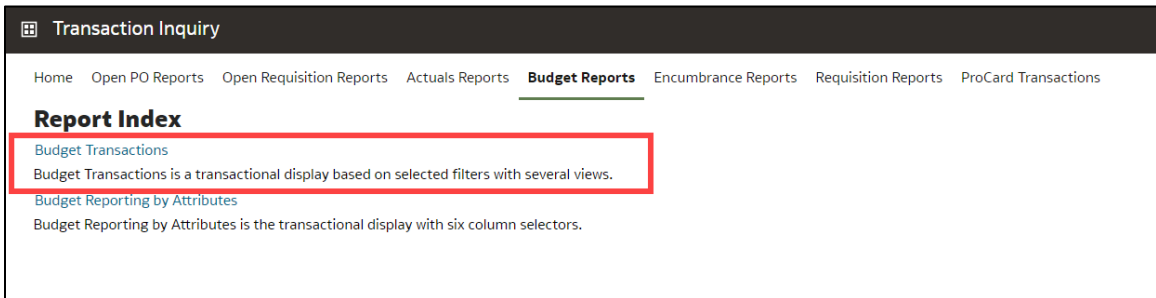
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src FdExstr	Doc Ln Descr	Amount	Account FdExstr	Fund FdExstr	Dept FdExstr	Prog FdExstr	Class FdExstr	Project FdExstr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl Descr	CSU Ref 1	CSU Ref 2	CSU Ref 3	Ledger FdExstr	Document Date	Jrnl Sct	Posted Date	Journal Date	SCO Fund FdExstr
LB49R - CSULB	2022	1	07/13/2022	0001987861	MJE - Manual Journal Entry	LIB Mat issue up to 6.31.22	10.14	660003 - Supplies and Services	0901 - CSU Operating Fund	00014 - Library Facilities Mgmt					0.00				0001987861	R.Cyabyb - 885 Material issue to 06.30.2022				ACTUALS - Actuals Ledger	07/13/2022	TRF	07/13/2022	07/13/2022	0048 - Calif State Univer Trust Fund	
LB49R - CSULB	2022	1	07/13/2022	0001987861	MJE - Manual Journal Entry	LIB Mat issue up to 6.31.22	15.20	660003 - Supplies and Services	0901 - CSU Operating Fund	00014 - Library Facilities Mgmt					0.00				0001987861	R.Cyabyb - 885 Material issue to 06.30.2022				ACTUALS - Actuals Ledger	07/13/2022	TRF	07/13/2022	07/13/2022	0048 - Calif State Univer Trust Fund	
LB49R - CSULB	2022	1	07/13/2022	0001987861	MJE - Manual Journal Entry	LIB Mat issue up to 6.31.22	26.56	660003 - Supplies and Services	0901 - CSU Operating Fund	00014 - Library Facilities Mgmt					0.00				0001987861	R.Cyabyb - 885 Material issue to 06.30.2022				ACTUALS - Actuals Ledger	07/13/2022	TRF	07/13/2022	07/13/2022	0048 - Calif State Univer Trust Fund	

5.3 Transaction Inquiry - Budget Transactions

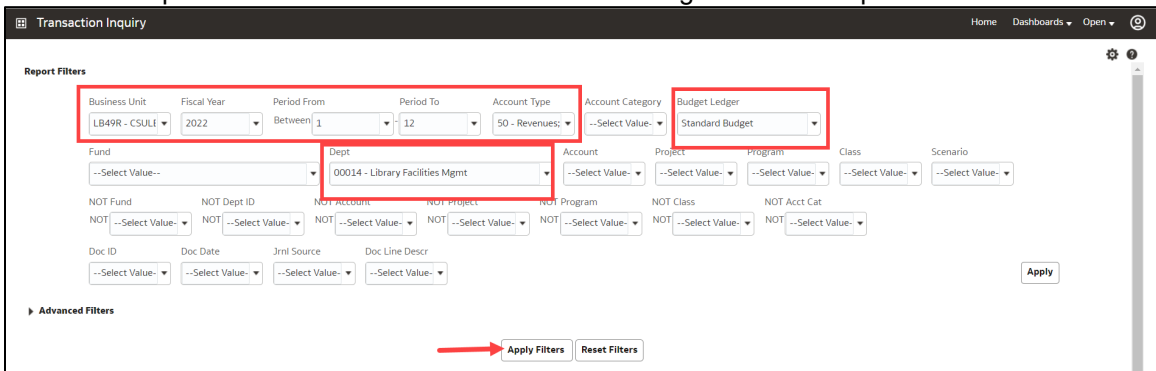
There are two reports in the index.

- Budget Transactions
- Budget Reporting by Attributes

1. From the **Transaction Inquiry** Dashboard, click on the **Budget Reports** link.
2. Select the desired report.

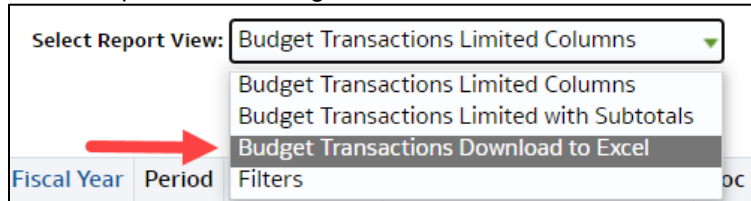


3. Select the Report Filters - search criteria that are used to generate the report results.



- **Business Unit** = Defaults from the Home page. Select the BU that will provide the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 1 - 12. Click on the down arrow to choose a value from a dropdown field. Must be equal to or greater than “Period From” value.
- **Budget Ledger** = Standard Budget. Defaults from home page.
- **Account Type** = Defaults to 50 and 60.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

4. Select Report View = Budget Transactions Download to Excel.



Budget Transactions
Budget Transactions by Period
Time run: 1/19/2023 8:53:46 AM

Select Report View: Budget Transactions Download to Excel

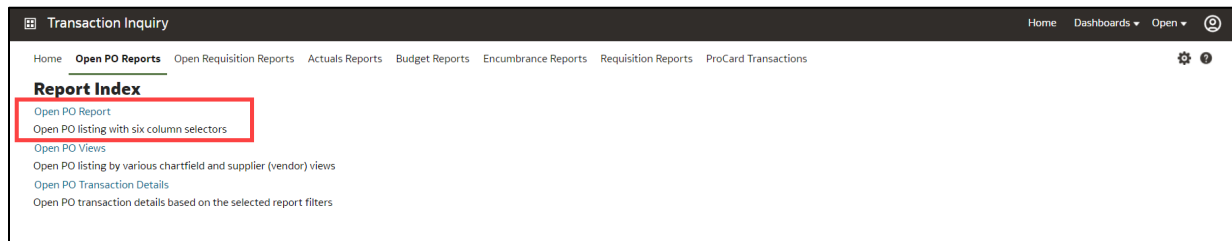
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Seq	Doc Descr	Amount	Account Fdscr	Fund Fdscr	Dept Fdscr	Prog Fdscr	Class Fdscr	Project Fdscr	Stat Cd	Stat Amt	Jrnl Lnr	Jrnl Ref	Jrnl Cd	Jrnl ID	Jrnl Descr	Jrnl Class	Jrnl Class #	Doc Lnr	Doc Descr #	Scenario	Ledger Fdscr	Doc Date	Jrnl Sct	Posted Date	Journal Date	SCO Fund Fdscr	CSU Fund Fdscr	FIRMS Obj Cd	FIRMS Proj Cd	SCO Subfund Fdscr
LBCMP - CA State University Long Beach	2022	1	07/31/2022	AL80000001	MJE	Manual Journal Entry	379.18	603001 - OASDI	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt					0	0	N						9	TRANSFER - Budgets Ledger	07/31/2022	ALB	08/04/2022	08/04/2022	0948 - Calif State University Trust Fund	485 - TF - CSU Operating Fund	603001 - OASDI	00000 - No Project Name Assigned	000 - x		
LBCMP - CA State University Long Beach	2022	1	07/31/2022	AL80000001	MJE	Manual Journal Entry	1,996.80	603005 - Retirement	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt					0	0	N						336	TRANSFER - Budgets Ledger	07/31/2022	ALB	08/04/2022	08/04/2022	0948 - Calif State University Trust Fund	485 - TF - CSU Operating Fund	603005 - Retirement	00000 - No Project Name Assigned	000 - x		
LBCMP - CA State University Long Beach	2022	1	07/31/2022	AL80000001	MJE	Manual Journal Entry	104.32	603022 - Medicare	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt					0	0	N						641	TRANSFER - Budgets Ledger	07/31/2022	ALB	08/04/2022	08/04/2022	0948 - Calif State University Trust Fund	485 - TF - CSU Operating Fund	603022 - Medicare	00000 - No Project Name Assigned	000 - x		
LBCMP - CA State University Long Beach	2022	1	07/31/2022	AL80000002	MJE	Manual Journal Entry	169.05	603005 - Dental Insurance	GF001 - CSU Operating Fund	00014 - Library Facilities Mgmt					0	0	N							7	TRANSFER - Budgets Ledger	07/31/2022	ALB	08/04/2022	08/04/2022	0948 - Calif State University Trust Fund	485 - TF - CSU Operating Fund	603005 - Dental Insurance	00000 - No Project Name Assigned	000 - x	

5.4 Transaction Inquiry – Open PO Reports

There are three reports in the index:

- Open PO Report
- Open PO Views
- Open PO Transactions

1. From the **Transaction Inquiry Dashboard**, click on the **Open PO Reports** link.
2. Select the desired report.



3. Select the Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from home page. Select the BU that will provide the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

5.4.1 Report: Open PO Report

This report displays open Purchase Orders based on the specified report filters.

- Column selectors highlighted in *yellow* may be changed to modify the report details.
- The Doc ID (PO number) can be drilled to obtain all the transaction detail that supports the current open amount.

Open PO Report
 Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period = 7
 Open PO Report
 Time run: 1/19/2023 10:34:30 AM

Column 1: Fund Fdescr
 Column 2: Dept Fdescr
 Column 3: Acct Fdescr
 Column 4: Doc Ln #
 Column 5: Doc Ln Descr
 Column 6: Hide

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Open PO Amt
D2486 - CSU DM 2021-22 NRM	00700 - Deferred Maintenance	660981 - Improvements / Mods (non-cap)	0000060915	2.00	FO2 - Asbestos Window Grout Ab	14,708.82
				3.00	FO2 - Asbestos Window Grout Ab	1,607.77
			0000061403	1.00	Project: Liberal Arts 1 - 1st	5,985,620.23
				2.00	Liberal Arts 1 - 1st Floor Ren	1,564.23
				3.00	Liberal Arts 1 - 1st Floor Ren	57,095.00
				4.00	Liberal Arts 1 - 1st Floor Ren	29,759.67
			0000062439	1.00	Project: MSX - Campus Wide Roa	928,105.61
		660982 - Design Svcs-D Phase (non-cap)	0000060604	7.00	LA1 - 1st Floor Renovation - E	10,500.00
		660983 - Construction Services (non-cap)	0000062297	1.00	Project: Corp Yard - BBS Admin	890.00
D2486 - CSU DM 2021-22 NRM Total						7,029,651.33
D3486 - CSU DM 2022-23 NRM	00700 - Deferred Maintenance	607022 - Capital Design	0000060604	8.00	LA1 - 1st Floor Renovation -	5,000.00

5.4.2 Report: Open PO Views

This report displays PO transactions by various Chatfield and supplier views.

1. Select the preferred report view.

Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period = 7
Open PO Views
Time run: 1/19/2023 10:56:02 AM

Select Report View: **Open PO By Fund**

Fund: GF001 - CSU Operating Fund

PO #	PO Line #	Document Line	Description	Open PO Amt
0000045420	3	Dell Optiplex 9020		(554.03)
0000045420 Total				(554.03)
0000054453	1	Hardware, SIP Gateway for Text	TRITECHSOF-001	134.51
	2	Service for Client installatio	TRITECHSOF-001	4,500.00
0000054453 Total				4,634.51
0000055166	10	Estimated travel expenses (to	TRITECHSOF-001	13,522.43
	15	Inform RMS test or training sy	TRITECHSOF-001	1,620.00

5.4.3 Report: Open PO Transaction Details

This report lists open PO transaction details based on the report filters selected.

Transaction Inquiry
Home Dashboards Open

Open PO Detail
Time run: 1/19/2023 2:43:05 PM
Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period = 7

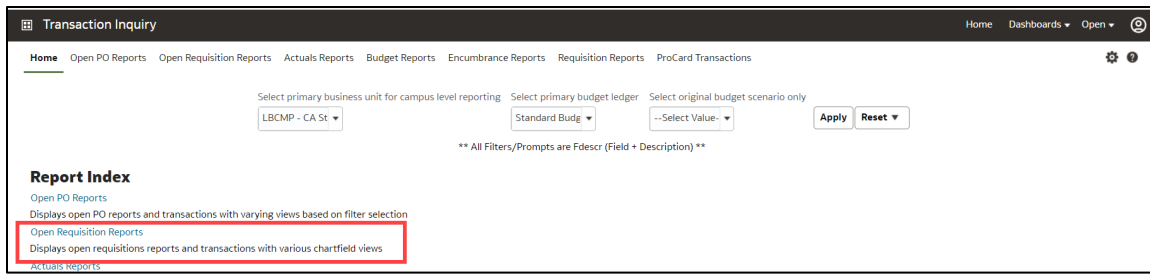
Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Period Descr	Document Date	PO #	Supplier ID	Supplier Name	Jrnl Src	PO Line #	PO Dst #	PO Sch	Vou ID
LBCMP - CA State University Long Beach	2018	4	06/25/2021	0000054453	Encumbrance Activity from a PO	Hardware, SIP Gateway for Text	134.51	616002 - I/T Hardware	GF001 - CSU Operating Fund	00745 - University Police				Period 4 - 2018-10-01	09/27/2018	0000054453	000034076	- TRITECH SOFTWARE SYSTEMS	-	1	1	1	-
LBCMP - CA State University Long Beach	2018	4	06/25/2021	0000054453	Encumbrance Activity from a PO	Service for Client installatio	4,500.00	613001 - Contractual Services	GF001 - CSU Operating Fund	00745 - University Police				Period 4 - 2018-10-01	09/27/2018	0000054453	000034076	- TRITECH SOFTWARE SYSTEMS	-	2	1	1	-
LBCMP - CA State University Long Beach	2018	4	06/25/2021	0000054453	Encumbrance Activity from a PO	Travel expenses per MSA S4453	2,800.00	613001 - Contractual Services	GF001 - CSU Operating Fund	00745 - University Police				Period 4 - 2018-10-01	09/27/2018	0000054453	000034076	- TRITECH SOFTWARE SYSTEMS	-	3	1	1	-
LBCMP - CA State University Long Beach	2018	7	01/22/2019	0000054453	AP Voucher Accounting	Travel expenses per MSA S4453	(2,384.51)	613001 - Contractual Services	GF001 - CSU Operating Fund	00745 - University Police				Period 7 - 2019-01-01	09/27/2018	0000054453	000034076	- TRITECH SOFTWARE SYSTEMS	-	3	1	1	005

5.5 Transaction Inquiry – Open Requisition Reports

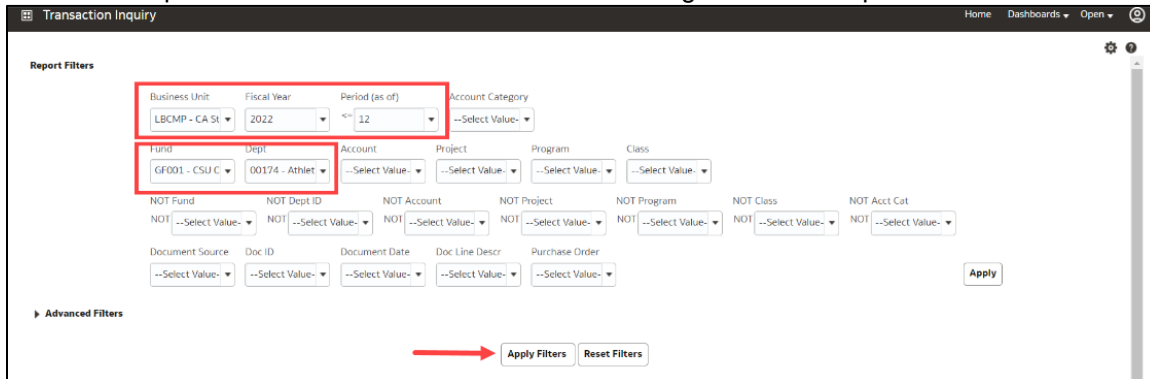
There are two reports in the index:

- Open Requisition Report
- Open Requisition Views

1. From the **Transaction Inquiry** Dashboard, click the **Open Requisition Reports**.
2. Select the desired report link from the Report Index.



3. Select the Report Filters - search criteria that are used to generate the report results.



- **Business Unit** = Defaults from home page. Select the BU that will produce the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

5.5.1 Report: Open Requisition Report

This report displays open requisitions based on the specified report filters.

- Column selectors highlighted in yellow may be changed to modify the report details.
- The Requisition ID number can be drilled to obtain all the transaction detail that supports the current open amount.

Open Requisition Report
 Business Unit = LBCMP - CA State University Long Beach, Fiscal Year (as of) = 2022, Period (as of) = 12
 Open Requisition Report
 Time run: 1/19/2023 2:52:54 PM

Column 1: Fund Fdescr
 Column 2: Dept Fdescr
 Column 3: Acct Fdescr
 Column 4: Doc Ln #
 Column 5: Doc Ln Descr
 Column 6: Hide

Fund Fdescr	Dept Fdescr	Acct Fdescr	Req ID	Doc Ln #	Doc Ln Descr	Pre-encumbrance
GF001 - CSU Operating Fund	00174 - Athletics Development	616003 - I/T Software	0000051163	1	Retainer for Beach Athletic Fu	2,000.00
				2	Hosting Fee for Beach Athletic	1,275.00
00174 - Athletics Development Total						3,275.00
GF001 - CSU Operating Fund Total						3,275.00
Grand Total						3,275.00

Refresh - Export

5.5.2 Report: Open Requisition Views

The Req # can be drilled to obtain all the transaction detail that supports the current open amount.

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src	Doc Ln Descr	Amount	Account	Fund	Department	Program	Class	Project	Period Descr	Document Date	PO#	Supplier Id	Supplier Name	PO Line#	PO Dist Ln#	Req Sch	Req#	
LBCMP - CA State University Long Beach	2022	7	01/12/2023	0000051163	Pre Encumbrance from a Requisition	Hosting Fee for Beach Athletic	1,275.00	616003 - I/T Software	GF001 - CSU Operating Fund	00174 - Athletics Development	31000 - Fundraising, Mkt & Promo.	- - -	- - -	Period 7 - 2023-01-01	01/12/2023	-	0000049156	SUMMITDESI-001	0	0	1	0000051163	
LBCMP - CA State University Long Beach	2022	7	01/12/2023	0000051163	Pre Encumbrance from a Requisition	Retainer for Beach Athletic Fu	2,000.00	616003 - I/T Software	GF001 - CSU Operating Fund	00174 - Athletics Development	31000 - Fundraising, Mkt & Promo.	- - -	- - -	Period 7 - 2023-01-01	01/12/2023	-	0000049156	SUMMITDESI-001	0	0	1	0000051163	
Grand Total							3,275.00																

Approximate Row Count: 2

5.6 Transaction Inquiry – Encumbrance Reports

There are two reports in the index:

- Encumbrance Transactions
- Encumbrance Reporting by Attributes

1. From the **Transaction Inquiry Dashboard**, select **Encumbrance Reports**.
2. Select the desired report link from the Report Index.

The screenshot shows the 'Transaction Inquiry' dashboard. The 'Report Index' section is visible, with 'Encumbrance Reports' highlighted by a red box. Below it, there are links for 'Encumbrance Transactions' and 'Encumbrance Reporting by Attributes'.

3. Select the Report Filters - search criteria that are used to generate the report results.

The screenshot shows the 'Report Filters' page in the Transaction Inquiry system. The 'Business Unit' (LBCMP - CA St), 'Fiscal Year' (2022), 'Period From' (0), and 'Period To' (12) fields are highlighted with a red box. The 'Fund' (GF001 - CSU C) and 'Dept' (00748 - Procu) fields are also highlighted with a red box. The 'Apply Filters' button at the bottom is highlighted with a red arrow.

- **Business Unit** = Defaults from home page. Select the BU that will produce the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

5.6.1 Report: Encumbrance Transactions

This report lists all encumbrance transactions based on the specified report filters.

Encumbrance Transactions												
Time run: 1/19/2023 4:10:06 PM												
Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period is between 0.12												
Select Report View: Encumbrance Transactions												
Page Number 1												
Business Unit	PO #	PO Line #	Document Date	Fiscal Year	Period	Doc Src Descr	Voucher Ln	Doc ID	Voucher ID	Invoice ID	Doc Ln Descr	Encumbrances
LBCMP - CA State University Long Beach	-	0	08/08/1988	2022	0	GL BEGINNING BALANCE		0	-	-	-	10,187.49
	0000061176	1	04/15/2022	2022	7	AP Voucher Accounting		1	0000061176	00648497	000003018	(187.50)
	0000061339	1	05/20/2022	2022	1	Encumbrance Activity from a PO		0	0000061339	-	-	(9,999.99)
	0000061491	1	06/09/2022	2022	1	Encumbrance Activity from a PO		0	0000061491	-	-	0.00
	0000061914	1	08/03/2022	2022	2	Encumbrance Activity from a PO		0	0000061914	-	-	1,347.48
		1	08/03/2022	2022	6	AP Voucher Accounting		1	0000061914	00647306	22265	(1,347.48)
		2	08/03/2022	2022	2	Encumbrance Activity from a PO		0	0000061914	-	-	358.31
		2	08/03/2022	2022	6	AP Voucher Accounting		2	0000061914	00647306	22265	(358.31)
		3	08/03/2022	2022	2	Encumbrance Activity from a PO		0	0000061914	-	-	420.27
		3	08/03/2022	2022	6	AP Voucher Accounting		1	0000061914	00647308	22305	(420.27)
	0000062547	1	12/07/2022	2022	6	Encumbrance Activity from a PO		0	0000062547	-	-	3,000.00
Grand Total												3,000.00

5.6.2 Report: Encumbrance Reporting by Attributes

This report displays encumbrance transactions based on the specified report filters.

Note: Column selectors highlighted in yellow may be changed to modify the report details. You can select up to 6 columns. Columns that default to "Hide" may be added as a column if needed.

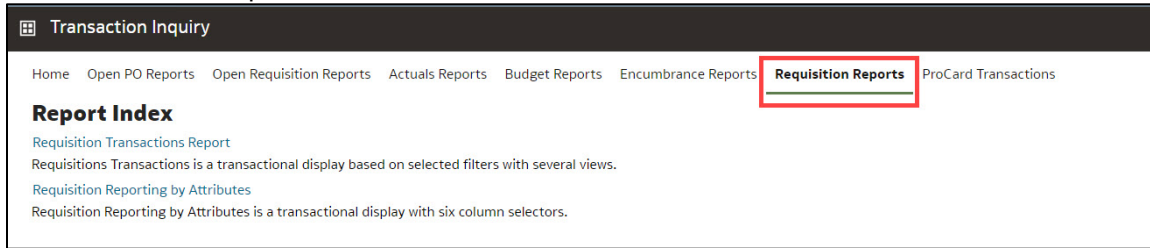
Encumbrance Transactions by Attributes												
Business Unit = LB49R - CSULB 49er Foundation,LBCMP - CA State University Long Beach,LBFDN - CSULB Research Foundation, Fiscal Year = 2022, Period is between 0.12												
Encumbrance Transactions by Attributes												
Time run: 1/20/2023 2:57:52 PM												
Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:							
Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc Ln	Supplier	Doc ID	Accounting Date	PO Date	Doc Src Fdescr	Doc Ln #	Doc Ln Descr	Invoice ID	Encumbrance
GF001 - CSU Operating Fund	00524 - Shark Beach Safety	616002 - I/T Hardware	1	0000001153	0000062271	10/12/2022	10/12/2022	ENC - Encumbrance Activity from a PO	1	Lenovo Thinkstation P620	-	7,361.50
						11/22/2022	10/12/2022	VCH - AP Voucher Accounting	1	Lenovo Thinkstation P620	DV76560	(7,361.50)
		616003 - I/T Software	1	0000050850	0000062162	12/30/2022	09/19/2022	ENC - Encumbrance Activity from a PO	1	Software Renewal for Fathom Li	-	3,862.50
		619002 - Instructional Equipment	1	0000028535	0000061915	08/03/2022	08/03/2022	ENC - Encumbrance Activity from a PO	1	EX01 OEM Sonde	-	4,962.38
						09/19/2022	08/03/2022	VCH - AP Voucher Accounting	1	EX01 OEM Sonde	961465	(4,962.38)
						11/29/2022	09/14/2022	VCH - AP Voucher Accounting	1	Coded Acoustic Receiver-VR2Tx	038259	(25,908.75)
						11/30/2022	09/14/2022	ENC - Encumbrance Activity from a PO	1	Coded Acoustic Receiver-VR2Tx	-	25,908.75
						12/01/2022	04/15/2022	VCH - AP Voucher Accounting	1	Yamaha 2021 Engine, Model LF15	50858	(19,111.84)

5.7 Transaction Inquiry – Requisition Reports

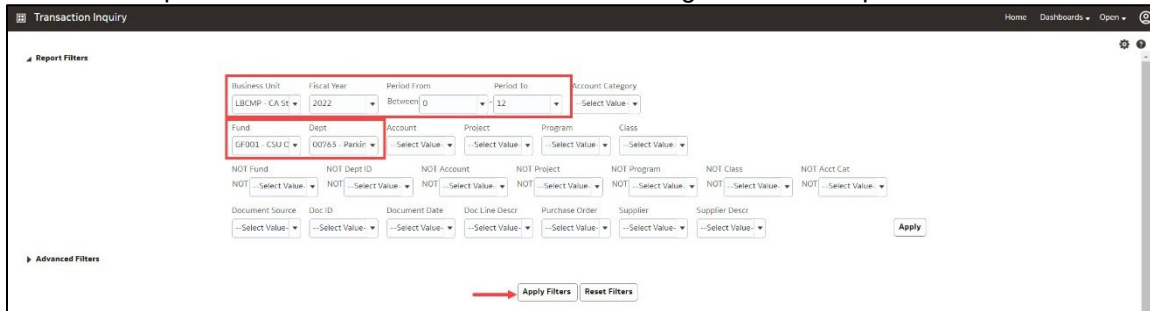
There are two reports in the index:

- Requisition Transactions Reports
- Requisition Reporting by Attributes

1. From the **Transaction Inquiry** Dashboard, select **Requisition Reports**.
2. Select the desired report.



3. Select the Report Filters - search criteria that are used to generate the report results.



- **Business Unit** = Defaults from home page. Select the BU that will produce the desired report results.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Period From** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Period To** = 0 – 12. Click on the down arrow to choose a value from a dropdown field.
- **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
- **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.

5.7.1 Report: Requisition Transactions Report

This report lists all requisition transactions based on the specified report filters.

Requisition Transactions Report
 Requisition Transactions
 Time run: 1/24/2023 9:28:17 AM
 Business Unit - LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period is between 0,12

Page Number: 1

Requisition Transactions limited Columns

Business Unit	Req#	Req Ln#	Req Date	Fiscal Year	Period	Supplier Id	Supplier Name	Doc Src Fdscr	PO#	PO Line#	Doc ID	Doc Ln Descr	Period Descr	Amount
LBCMP - CA State University Long Beach	0000049855	1	06/01/2022	2022	3	0000026914	SHINTLCCOR-001	ENC - Encumbrance Activity from a PO	0000061429	1	0000049855	Two Microsoft Visio Profession	Period 1 - 2022-07-01	(128.84)
		1	06/01/2022	2022	3	0000026914	SHINTLCCOR-001	REQ - Pre Encumbrance from a Requisition	-	0	0000049855	Two Microsoft Visio Profession	Period 1 - 2022-07-01	128.84
	0000050611	1	09/13/2022	2022	5	0000045432	INSTITUTET-001	REQ - Pre Encumbrance from a Requisition	-	0	0000050611	Pricing for four 2-day Action	Period 5 - 2022-09-01	155,000.00
		1	09/13/2022	2022	5	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062151	1	0000050611	Design Fee for Fall 2022	Period 5 - 2022-11-01	(155,000.00)
		1	09/13/2022	2022	6	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062151	1	0000050611	Design Fee for Fall 2022	Period 6 - 2022-12-01	0.00
		2	09/13/2022	2022	3	0000045432	INSTITUTET-001	REQ - Pre Encumbrance from a Requisition	-	0	0000050611	Pricing for four 2-day Action	Period 3 - 2022-09-01	116,000.00
		2	09/13/2022	2022	5	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062151	2	0000050611	Six 2 day Training sessions @	Period 5 - 2022-11-01	(116,000.00)
		2	09/13/2022	2022	6	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062151	2	0000050611	Six 2 day Training sessions @	Period 6 - 2022-12-01	0.00
		2	09/13/2022	2022	7	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062151	2	0000050611	Six 2 day Training sessions @	Period 7 - 2023-01-01	0.00
	0000051077	1	12/12/2022	2022	6	0000045432	INSTITUTET-001	REQ - Pre Encumbrance from a Requisition	-	0	0000051077	January 10-11, 2023: The Futur	Period 6 - 2022-12-01	73,000.00
		1	12/12/2022	2022	7	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062576	1	0000051077	Workshop for The Future of Res	Period 7 - 2023-01-01	(73,000.00)
		2	12/12/2022	2022	6	0000045432	INSTITUTET-001	REQ - Pre Encumbrance from a Requisition	-	0	0000051077	January 12-15, 2023: The Futur	Period 6 - 2022-12-01	75,000.00
		2	12/12/2022	2022	7	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062576	2	0000051077	Workshop for The Future of the	Period 7 - 2023-01-01	(75,000.00)
		3	12/12/2022	2022	6	0000045432	INSTITUTET-001	REQ - Pre Encumbrance from a Requisition	-	0	0000051077	January 17-18, 2023: The Futur	Period 6 - 2022-12-01	75,000.00
		3	12/12/2022	2022	7	0000045432	INSTITUTET-001	ENC - Encumbrance Activity from a PO	0000062576	3	0000051077	Workshop for The Future of Car	Period 7 - 2023-01-01	(75,000.00)
Grand Total														0.00

5.7.2 Report: Requisition Reporting by Attributes

This report displays requisition transactions based on the specified report filters. Column selectors highlighted in yellow may be changed to modify the report details.

Requisition Transactions by Attributes
 Business Unit = LBCMP - CA State University Long Beach, Fiscal Year = 2022, Period is between 0,12
 Requisition Reporting by Attributes
 Time run: 1/24/2023 9:40:59 AM

Column 1: Fund Fdscr Column 2: Dept Fdscr Column 3: Acct Fdscr Column 4: Doc Ln Column 5: Supplier Column 6: Hide

Select Report View: Requisition Custom Summary

Fund Fdscr	Dept Fdscr	Acct Fdscr	Doc ID	Doc Ln	Supplier	Pre-encumbrance
GF001 - CSJ Operating Fund	00781 - Facilities Services	613001 - Contractual Services	0000050206	1	0000000088	0.00
			0000050213	1	0000052417	0.00
			0000050555	1	0000041664	0.00
			0000050594	1	0000029786	0.00
			0000050594	2	0000029786	0.00
			0000050568	1	0000011174	0.00
		616002 - I/T Hardware	0000050412	1	0000000278	0.00
			0000050412	2	0000000278	0.00
			0000050412	3	0000000278	0.00
			0000050412	4	0000000278	60.00
			0000050412	5	0000000278	206.02
		616003 - I/T Software	0000050268	1	0000046299	0.00
			0000050268	2	0000046299	0.00
			0000050268	3	0000046299	0.00
			0000050268	4	0000046299	0.00
			0000050268	5	0000046299	0.00
			0000050929	1	0000046299	0.00
		619001 - Other Equipment	0000049414	11	0000055539	0.00
		619804 - Furniture	0000050358	1	0000011795	0.00
			0000050358	2	0000011795	0.00
			0000050358	3	0000011795	0.00
			0000050358	4	0000011795	0.00
			0000050358	5	0000011795	0.00
			0000050358	6	0000011795	0.00
			0000050358	7	0000011795	0.00

Rows 1 - 25

5.8 Transaction Inquiry – ProCard Transactions

This report displays ProCard transaction details based on selected report filters, such as the PC Supplier Name, Transaction Date, PC Reference, and PC Description.

1. From the **Transaction Inquiry** Dashboard, click on the **ProCard Transactions** Tab.

The screenshot shows the 'Transaction Inquiry' dashboard. The 'ProCard Transactions' tab is highlighted in the top navigation bar. Below the navigation bar, there are filter options for 'Select primary business unit for campus level reporting' (LBCMP - CA St), 'Select primary budget ledger' (Standard Bdg), and 'Select original budget scenario only' (---Select Value---). There are 'Apply' and 'Reset' buttons. Below this, a note states: '** All Filters/Prompts are Fdescr (Field + Description) **'. The 'Report Index' section lists various report types, with 'Pro Card Transaction Report' and 'Displays Pro Card Transaction Detail Report' highlighted in a red box.

2. Select the Report Filters - search criteria that are used to generate the report results.

The screenshot shows the 'Report Filters' section of the 'Transaction Inquiry' dashboard. Several filter fields are highlighted with red boxes: 'Business Unit' (LBCMP - CA St), 'Fiscal Year' (2022), 'Period From' (1), 'Period To' (12), 'Account Type' (60 - Expenditu), 'Fund' (GF001 - CSU C), 'Dept' (00784 - FM Gr), and 'PC Business Unit' (LBCMP). Other filter fields include 'Account Category', 'Account', 'Project', 'Program', 'Class', 'NOT Fund', 'NOT Dept ID', 'NOT Account', 'NOT Project', 'NOT Program', 'NOT Class', 'NOT Acct Cat', 'Invoice Id', 'Invoice Date', 'PC Supplier', 'PC Reference #', 'PC Status', 'PC Origin', 'PC Owner', and 'PC Account'. There are 'Apply' and 'Reset Filters' buttons at the bottom.

- **Business Unit** = Defaults from home page. Select the General Ledger Business Unit for which the financial transaction is recorded.
 - **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
 - **Period From** = 1 – 12. Click on the down arrow to choose a value from a dropdown field.
 - **Period To** = 1 - 12. Click on the down arrow to choose a value from a dropdown field. Must be equal to or greater than “Period From” value.
 - **Account Type** = 60 – Expenditures. Click on the down arrow to choose a value from a dropdown field.
 - **Fund** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
 - **Dept** = User specific – Click on the down arrow to choose value(s) from a multi-select field.
 - **PC Business Unit** = Select the Business Unit that the ProCard account is set up under.
3. **ProCard Transaction Details Report** - This report lists all ProCard transaction details based on the specified report filters.

ProCard Transaction Details

ProCard Transaction Details
 Time run: 3/28/2023 12:51:54 PM
 Business Unit - LSCAMP - CA State University Long Beach, LBFON - CSULB Research Foundation, Fiscal Year - 2022, Period is between 1,12

ProCard Transaction Details
 Time run: 3/24/2023 12:51:54 PM

Show Column 1: Dept Fdscr Column 2: Fund Fdscr Column 3: Acct Cat Fdscr Column 4: Hide Column 5: Hide Column 6: Hide [OK]

Select Report View: Pro Card Transaction Details

Dept Fdscr	Fund Fdscr	Acct Cat Fdscr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dvlt Amt	PC Reference #	PC Description	Fiscal Year	Period
00784 - FM Grounds	GF001 - CSJ Operating Fund	016 - Information Technology Costs	PC08220114	08/22/2022	07/26/2022	WWWVECTORWORKS.NET	MD	1,686.83	BL#11	Annual subscription for a computer software program used to make 3D models of landscaping projects. Waiting on S&IT Form. (FMG-11)	2022	2
		640 - Misc. Operating Expenses	PC07220007	07/20/2022	06/21/2022	AMZN MKTP US* 037L5095	WA	32.12	FMG-11 56877.00	115-4929830 5148206 book - Phrases for performance	2022	1
					06/24/2022	AMZN MKTP US* 0X2LJK2955	WA	56.19	RYC-7 56879.00	115-4929830 5148206 5 - ZIP-SNP CUTTER CASES	2022	1
					06/27/2022	AMZN MKTP US* 3C5K78H05	WA	375.94	RYC-7 56879.00	115-4012547 475826 5 - ZIP-SNP CARDBOARD CLIPPERS	2022	1
					06/27/2022	AMZN MKTP US* 9S5V9W8P3	WA	95.88	FMG-11 56877.00	115-7681142-4835806 Pavell hand sanitizer	2022	1
						PAYPAL *STREET TREE	CA	175.00	FMG-14 BROOKE K. 55829.00	90356683 Western Tree Mgmt Symposium	2022	1
								175.00	FMG-14 DONATO L. 55837.00	90447562 Western Tree Mgmt Symposium	2022	1
								175.00	FMG-14 PEDRO R. 55839.00	90585589 Western Tree Mgmt Symposium	2022	1
								175.00	RYC-11 ANDY B. 55769.00	90515895 Western Tree Mgmt Symposium	2022	1
								175.00	RYC-11 ROY N. 55769.00	90539180 Western Tree Mgmt Symposium	2022	1
					07/13/2022	BEARICUDA, INC.	CT	4,325.12	RYC-7	2 x 4yd quad pocket tilt hoopers	2022	1
					07/14/2022	AMZN MKTP US* 1092D8P3	WA	634.45	FMG-11 91505.00 TREE	111-5569502 887145 100" hose, 30" hose, 2 Chapin sprayers, Milwaukee impact wrench, CROW	2022	1
			PC07220058	07/20/2022	06/21/2022	AQUA-FLO SUPPLY INC #107	CA	312.01	BL#9	PVC tees, couplings, & PVC pipes for S&IT irrigation parts (808358.01 FMG-9)	2022	1
					06/27/2022	GRAINGER	IL	135.06	BL#11	Battery pack for GDSFM shop stock (56877.00 FMG-11)	2022	1
								1,180.79		Hammer drill, cordless combination kit, screwdriver bit set, & saw blade set for GDSFM shop stock (56879.00 FMG-11)	2022	1

ProCard Fields

There are nine specific ProCard fields available as either a filter, column selector, and/or report column.

Field	Definition
Invoice ID	The Credit Card Companies Invoice ID in the CFS system.
Invoice Date	The Credit Card Companies Invoice Date in the CFS system.
PC Supplier	The Supplier Name associated with the ProCard transaction.
PC Reference #	How this field is used in the ProCard module is Dept Specific. An example might be departments use this for internal tracking, a cross reference to their records or a Requisition/Purchase Order Number.
PC State	The state from which the ProCard purchase was made.
PC Business Unit	The business unit that the ProCard account is set up under.
PC Origin	Represents the Credit Card Program the cardholder is enrolled in. For example, USB for US Bank Procurement Card or USO for the US Bank One Card.
PC Owner	The ProCard account owner (Name).
PC Account	The ProCard Account number assigned to the account owner.

6.0 Appendix A Document Sources

When drilling down into the details of a balance, knowing the Document Source (Doc Src) is beneficial. Below is a road map for identifying the journal entry fields and values. All transactions begin in a subsystem (i.e., Accounts Payable) and end up in the General Ledger as a balance.

Actuals

Doc Src Fdescr: MJE - Manual Journal Entry

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Journal Date
Doc Ln #	GL Journal Line Number
Doc Ln Descr	Journal Line Description
Jrnl Src	Journal Source – indicates the origination of the Manual JE.

Doc Src Fdescr: CSU - CSU Accounting Lines (Campus Service Providers: Telecom, Copier Program, Postage/Mail Services, Print Shop, Copier Paper, Facilities, Defensive Driving, Live Scan, Staples)

DATA WAREHOUSE FIELD	VALUE
Doc ID	CSU Batch Number
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	CSU Line Description

Doc Src Fdescr: HCM Payroll Accounting Lines (Payroll Entries)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Run Date
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	HR Line Description

Doc Src Fdescr: VCH Voucher Accounting Lines (When Vendor Invoices are processed)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Voucher ID
Document Date	Invoice Date
Doc Ln #	Voucher Line Number
Doc Dst Ln #	Distribution Line

DATA WAREHOUSE FIELD	VALUE
Doc Ln Descr	Description

Doc Src Fdescr: SFJ – Student Financial Journals (Transactions originated in the Student System)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Document Date	Accounting Date
Doc Ln #	Line Number
Doc Ln Descr	Journal Line Description

Doc Src Fdescr: BIL - Billing Accounting Lines (When customers are invoiced)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Invoice Number
Document Date	Invoice Date
Doc Ln #	Invoice Line Number
Doc Dst Ln #	Distribution Line Number
Doc Ln Descr	Description

Encumbrance

Doc Source Descr: Encumbrance Activity from a PO (the initial activity from a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
PO Ln #	Purchase Order Line Number
PO Sch	Purchase Order Schedule Number
PO Ln Dst #	Purchase Order Distribution Line
Doc Ln Descr	More Information

Doc Source Descr: AP Voucher Accounting (When a Vendor Invoice is matched to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order
Document Date	Purchase Order Date
PO Ln #	Purchase Order Line Number
PO Sch	Purchase Order Schedule Number

DATA WAREHOUSE FIELD	VALUE
PO Ln Dst #	Purchase Order Distribution Line Number
Doc Ln Descr	More Information
Voucher ID	Voucher Number
Voucher Ln	Voucher Line
Voucher Dist Ln	Voucher Distribution Line

Pre-Encumbrance

Doc Src Fdescr: REQ – Pre-Encumbrance Activity from a Requisition (The initial Req Entry)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Requisition Number
Document Date	Requisition Order Date
Req Ln #	Requisition Line Number
Req Sch	Requisition Schedule Number
Req Dst #	Requisition Distribution Line
Doc Ln Descr	More Information

Doc Src Fdescr: ENC - Encumbrance Activity from a Purchase Orders (Entry occurs when a Req is sourced to a PO)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Purchase Order Number
Document Date	Purchase Order Date
PO Line #	Purchase Order Line Number
PO Dst Ln #	Purchase Order Distribution Line Number
Doc Ln Descr	More Information

Budgets

Doc Src Fdescr: MJE Manual Budget Journals (When Budget Journal Entries are made)

DATA WAREHOUSE FIELD	VALUE
Doc ID	Journal ID
Doc Ln #	Journal Line Number
Doc Ln Descr	Journal Line Description

7.0 Appendix B – DWH Reporting Index

Financial Reporting Reports

Page Name	Page / Report Description
Manage My Budget as of Period	This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class Chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).
Financial Summary As of Period	As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include the Chartfields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue, and expense. For data limited to one or a selected number of accounting periods, see Financial Summary Between Periods .
Financial Summary Between Periods	Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chart fields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes.
Financial Summary by Year	Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the Chartfields, state and CSU attributes, trees, and PeopleSoft Chatfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue, and expense.
Trial Balance	Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals. <ul style="list-style-type: none"> Actuals Trial Balance -- Basic trial balance report Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors
Inception to Date	This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year's summary amount can be drilled directly to the transactions for that year.
Cash	Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s)
Fund Balance	Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This report can also be used to monitor negative fund balance.
Performance Report As of Period	This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed with this report. To ensure that the data is comparative the as of period from this year is applied to the prior year data.

Sponsored Programs Reports

Page Name	Page / Report Description
Manage My Grant	Provides a grant/contract Budget-to-Actual report (financial information and grant attributes) to facilitate the financial management of externally funded awards. The report filter contains defaults to account type 60-Expenditures (ideal for budget management), reporting as of fiscal period 12 (ending June 30th of each FY) AND Active funds – so that the information returned for additional filters provided (like PI Name, Fund, etc.) is always up-to-date on all current (active) funds.
Grant Admin / Budget to Actual Summary Between Periods	Similar to the Budget-to-Actual report under the “Manage My Grant” tab, this page allows the option to select a different starting period – excellent for financial reports between periods or for a single fiscal year. IMPORTANT NOTE: If the starting period is not equal to “0”, then the budget and BBA may not appear correctly.
Grant Admin / Trial Balance	This report provides a different view for a trail balance from the Financial Reporting dashboard. It also includes the SP attributes so that you can run a trial balance by Sponsor – which can be especially useful if you are drawing funds for all NSF or DHHS projects.
Grant Admin / SP Cash	Provides a summary of cash available by Fund, taking into consideration revenues, accounts receivable and expenditures based on account category.
Grant Admin / SEFA	Provides data for the Schedule of Expenditures on Federal Awards (SEFA) required by the federal government in accordance with 2 CFR 200 for the annual Single Audit (required for entities with expenditures on federal awards exceeding \$750,000 per fiscal year). The report makes assumptions based on response to the “Prime Recipient” question in the SP Mod and uses that information to identify the federal funding agency (as a prime recipient or as a subrecipient). Also assumes that account/FIRMS object code category is equal to “620” for the expenditures accumulated under the “Subrecipient Expenditures” column. This report defaults From period to “1” To period to “12” as the SEFA is a fiscal year expenditures report. You may change the starting period to “0” for grant inception to date reporting, but do NOT use that for your SEFA.
Grant Admin / SEFA TM1	Same as above, but also offers a download to Excel that is in the same format as the data needed to input into TM1 for the annual single audit (formerly A133) data collection process.
Grant Admin / SP Available Balance	This report is intended to be a high-level summary report for PIs, deans, and academic affairs to see the direct and indirect costs separately, including BBA for both. This report assumes FIRMS object code / account 662001 is used to record indirect costs in your grant fund/project.
Grant Admin / Billing Report by Fund	This report is provided as a tool for grant administrators to facilitate the billing process at the Fund level.
Grant Admin / Billing Report by Fund and Project	Same as above, but also includes Fund and Project to facilitate billing at the Project level.
Award Attributes / Award Report	Provides a report of all Awards in the SP Mod. May be limited by fiscal year by selecting the FY for the “eff date” of the project (typically the date the award is received or the start date, depending on campus policy).
Award Attributes / Award Comments	Provides Award Comments, which may be incorporated into the Award Report using lookup tables or similar.

Page Name	Page / Report Description
Award Attributes / Award-Project Attributes	This report provides all the attributes from the SP Mod based on the selection criteria provided – and may be used to incorporate attributes into other reports where some of the SP attributes may not have been available (like the financial reports).
Award Attributes / Award-Project Closeout Report	Provides a report of Project Closeout attributes to facilitate the award closeout process.
Award Attributes / Compliance	Provides a summary of all compliance requirements by award.
Award Attributes / COI	Provides information related to compliance with Conflict of Interest requirements / regulations. If entered correctly in the SP Mod, this information can be used to demonstrate compliance with CSU and Federal FCOI.
Award Attributes / Cost Share	A report of awards that have a cost share requirement – if Cost Share Flag is set to “Y.”
Award Attributes / Reporting Attributes	If report types and due dates are entered into the SP Mod, this report can be run to help manage report due dates and ensure timely filing of technical and financial reports.
Award Attributes / Subrecipient Report	Provides information necessary to comply with FFATA which requires federal award recipients to record subawards exceeding \$25,000 on USAspending.gov.

Transaction Inquiry Reports

Page Name / Report Name	Page / Report Description
Open PO Reports / Open PO Report	Open PO listing with six column selectors
Open PO Reports / Open PO Views	Open PO listing by various views (format preserved from "legacy" Finance Data Warehouse)
Open PO Reports / Open PO Transaction Details	Displays Open PO transaction details based on the selected report filters
Open Requisition Reports / Open Requisition Report	Open Requisitions listing with six column selectors
Open Requisition Reports / Open Requisition Views	Open PO listing by various views (format preserved from legacy Finance Data Warehouse)
Actuals Reports / Actuals Transactions Actuals Reporting by Attributes	The Actuals Reports page contains two reports. Actuals Transactions is a transactional display based on selected filters with several views. Actuals Reporting by Attributes is the transactional display with six column selectors.
Budget Reports / Budget Transactions Budget Reporting by Attributes	The Budget Reports page contains two reports. Budget Transactions is a transactional display based on selected filters with several views. Budget Reporting by Attributes is the transactional display with six column selectors.
Encumbrance Reports / Encumbrance Transactions Encumbrance Reporting by Attributes	The Encumbrance Reports page contains two reports. Encumbrance Transactions is a transactional display based on selected filters with several views. Encumbrance Reporting by Attributes is the transactional display with six column selectors.
Requisition Reports / Requisition Transactions Report Requisition Reporting by Attributes	The Actuals Reports page contains two reports. Requisitions Transactions Report is a transactional display based on selected filters with several views. Requisition Reporting by Attributes is the transactional display with six column selectors.
ProCard Transactions	This report displays ProCard transaction details based on selected report filters with six column selectors.

8.0 Appendix C – Data Warehouse Glossary

8.1 Fields: Dashboards – Home Page

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	LBCMP or LBFDN or LB49R
Primary budget ledger	The campus budget ledger.	Standard Budget
Original budget scenario	Name of original budget scenario	This filter is used to determine what gets summarized (scenarios) in the original budget column on various reports. Leave Blank (includes all scenarios).

8.2 Fields: Report Filters, Columns, Drill Downs

FIELD	DEFINITION
% Used	Percent Used. Percent of the budget that has been used.
% Used Fiscal Year	Percent Used Fiscal Year. Percent of the budget that has been used for the fiscal year. Budget – Actuals – Encumbrances.
Approp Rev Dt	Appropriation Reversion Date. Used for SW and State Reporting.
Approp Avl To	Appropriation Available To Date. Used for SW and State Reporting.
Account	Account value.
Acct Fdescr	The Account value and full description.
Acct Cat	Account Category value. Summarizes Account Chartfields into higher level categories.
Acct Cat Fdescr	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
Acct Type	Account Type Value. Summarizes Account Chartfields into a higher-level type.
Acct Type Fdescr	Account Type value and full description. Summarizes Account Chartfields into a higher-level type with description.
Acct CF Att Type	Account Chartfield Attribute Type.
Acct CF Atta Val	Account Chartfield Attribute Value.
Acct CF Att Val Descr	Account Chartfield Attribute Value and Description.
Acct CF Att Val Fdescr	Account Chartfield Attribute Value and full description.
Acct CF Att Val Fld Name	Account Chartfield Attribute Value Field Name.
Acct Tree Name	Account Tree Name.
Acct Level 1	Account Level 1 value and full description.
Acct Level 2	Account Level 2 value and full description.
Acct Level 3	Account Level 3 value and full description.
Acct Level 4	Account Level 4 value and full description.
Acct Level 5	Account Level 5 value and full description.
Acct Date or Accounting Date	The Accounting Date of the financial transaction. Ie: Req, PO, Voucher or Journal.
Actuals	Number of actuals recorded.

FIELD	DEFINITION
Balance Available	Budget – Actuals – Encumbrances.
Balance Available w/Pre-Enc	Budget – Actuals – Encumbrances – PreEncumbrances.
Current Budget	Total Budget Amount.
Bus Unit	Business Unit.
Bus Unit Fdescr	Business Unit value and full description.
Class	Class value
Class Fdescr	The class value with class full description.
CSU Fund	CSU Fund value. Used for SW Reporting.
CSU Fund Fdescr	CSU Fund value with description. Used for SW Reporting.
CSU Fund Type	CSU Fund value. Used for SW Reporting.
CSU Ref 1	If the source came from the CSU Accounting lines, this is the value stored in the description (used by campuses for various interfaces)
CSU Ref 2	If the source came from the CSU Accounting lines, this is the value stored in CSU_REF2 (used by campuses for various interfaces)
Customer ID	If the transaction is from Billing or Accounts Receivable, this is the Customer ID.
Customer Name	If the transaction is from Billing or Accounts Receivable, this is the Name of the Customer.
Date Posted	The date the transaction was posted to the ledger.
Department or Dept	Department ID value.
Dept Fdescr	Department ID value and full description.
Dept Tree Name	The name of the Department Tree.
Dept Level 1 or Lvl 1 Fdescr	Department Level 1 code plus description. Top level department based on campus department tree
Dept Level 2 Lvl 2 Fdescr	Department Level 2 code plus description. Division Level.
Dept Level 3 or Lvl 3 Fdescr	Department Level 3 code plus description. Sub-Division Level or College.
Dept Level 4 or Lvl 4 Fdescr	Department Level 4 code plus description. Sub-Sub-Division level or College.
Dept Level 5 or Lvl 5 Fdescr	Department Level 5 code plus description. Sub-Sub-Division level or College.
Doc Date or Document Date	Document Date. The date the transaction within the subsystem. Ie: Invoice, chargeback services.
Doc Dst Ln #	Document Distribution Line Number. The distribution line number of the transaction source document if applicable.
Doc ID	Document ID. Regardless of the application, the Document ID that is generated on the transaction is reflected in this field. For example, it could be a voucher number from AP or a journal ID from GL or an item number from AR.
Doc Ln	Document Line. The line number of the transaction source document.
Doc Ln #	Document Line Number. The line number of the transaction source document.
Doc Ln Descr	Document Line Description. The line description of the transaction source document.

FIELD	DEFINITION
Doc Src	Document Source. The source associated with the subsystem where the transaction originated.
Doc Src Fdescr	Document Source full description. The description of the source associated with the subsystem where the transaction originated.
Document Ln Descr	Document Line Description. The line description of the transaction source document.
Encumbrance	The amount encumbered from a Purchase Order.
FIRMS Obj Cd Fdescr	FIRMS Object Code and full description.
FIRMS Proj Cd Fdescr	FIRMS Project Code and full description.
Fiscal Year	The fiscal year that the transaction was posted to the ledger.
Fund	Fund value.
Fund Fdescr	Fund value and full description.
Fund CF Att Type	Fund Chartfield Attribute Type.
Fund CF Att Val	Fund Chartfield Attribute Value.
Fund CF Att Value Descr	Fund Chartfield Attribute Value and Description.
Fund CF Att Value Fdescr	Fund Chartfield Attribute Value and full description.
Fund CF Att Value Fld Name	Fund Chartfield Attribute Value Field Name.
Fund Proc Type Fdescr	Fund Processing Type Field and full description. Used for SW reporting.
Fund Tree	The name of the Fund tree.
Fund Level 1	Fund Level 1 value and full description.
Fund Level 2	Fund Level 2 value and full description.
Fund Level 3	Fund Level 3 value and full description.
Fund Level 4	Fund Level 4 value and full description.
Fund Level 5	Fund Level 5 value and full description.
Invoice #	If the source transaction came from Accounts Payable, this is the Supplier Invoice #.
Journal Date	Journal date.
Jrnl ID	Journal number.
Jrnl Ln #	Journal line number.
Jrnl Ln Ref	Journal Line Reference. A brief description of the journal line.
Jrnl Src	Journal Source. The source associated with the journal.
KK Tran Date	Transaction date in KK Activity Log, budget date.
KK Tran ID	KK Tran ID
KK Tran Ln	Line number in KK Activity Log.
Month To Date Actuals	Month-to-Date Actuals. Includes the month net balances for the period (as of) selected in the report filters.
Month To Date Budget	Month-to-Date Budget. Includes the month net balances for the period (as of) selected in the report filters.
Month To Date Encumbrances	Month-to-Date Encumbrance. Includes the month net balances for the period (as of) selected in the report filters.
Nat Class Fdescr	Natural Class Value and Description. Used for SW and State Reporting.
Net Asset Cat	Net Asset Category.

FIELD	DEFINITION
Open Item Key	A key that identifies an open item.
Open PO Amount	The amount remaining on a purchase order.
Orig Budget	The original budget posted.
PC Supplier	The Supplier Name associated with the ProCard transaction.
PC Reference #	How this field is used in the ProCard module is Dept Specific. An example might be departments use this for internal tracking, a cross reference to their records or a Requisition/Purchase Order Number.
PC State	The state from which the ProCard purchase was made.
PC Business Unit	The business unit that the ProCard account is set up under.
PC Origin	Defines where the ProCard originated from. For example, campuses may have a US Bank PCard Origin (USB) as well as a One Card Origin (USO).
PC Owner	The ProCard account owner (Name).
PC Account	The ProCard Account number assigned to the account owner.
Period (as of)	The PeopleSoft accounting period that the transaction was posted to the ledger. 0 through the period chosen or 1 through the period chosen for the fiscal year. (Note: depends on the dashboard.) On some dashboard (other than Manage My Budget), period (as of) may or may not include Period 0.
Period [and]	The beginning period for a Period search.
Period [between]	The ending period for a Period search.
Period Abbr	The fiscal accounting period, abbreviated.
Period Descr	The fiscal accounting period, full description.
PO #	Purchase Order number.
PO Dst Ln #	If the source transaction came from a PO voucher, this is the PO Distribution Line Number that was matched against the voucher.
PO Due Date	The due date set on the purchase order.
PO ID	Purchase Order number.
PO Ln# or Line #	Purchase Order Line number.
PO Ref	If the source transaction came from a PO voucher, this is the PO Number that was matched against the voucher.
PO Sch #	If the source transaction came from a PO voucher, this is the PO Schedule Number that was matched against the voucher.
Posted Date	The date the transaction is posted.
Pre-Enc Amt	The pre-encumbered amount on a requisition.
Prior Year(s) Actuals	Prior Year Actuals. Period 0.
Program	Program value.
Prog Fdescr	Program value and full description.
Project	Project ID value.
Proj Fdescr	Project ID value and full description.
Project Tree Name	Name of the Project Tree.
Project Level 1 Fdescr	Project Level 1 value and full description.
Project Level 2 Fdescr	Project Level 2 value and full description.

FIELD	DEFINITION
Project Level 3 Fdescr	Project Level 3 value and full description.
Project Level 4 Fdescr	Project Level 4 value and full description.
Project Level 5 Fdescr	Project Level 5 value and full description.
Project CF Att Type	Project Chartfield Attribute Type.
Project CF Att Val	Project Chartfield Attribute Value.
Project CF Att Value Descr	Project Chartfield Attribute Value and Description.
Project CF Att Value Fdescr	Project Chartfield Attribute Value and full description.
Project CF Att Value Fld Name	Project Chartfield Attribute Value Field Name.
Req #	Requisition ID.
Req Dst #	The requisition distribution line number.
Req ID	Requisition ID.
Req Ln #	The requisition line number.
Req Sch	The requisition schedule number.
Rev Budget	Revisions to the original budget posted.
Scenario	Scenario value.
Scenario Fdescr	Scenario with Full Description.
SCO Fund	SCO Fund Value with description. Used for State Reporting.
SCO Fund Fdescr	SCO Fund Value with description. Used for State Reporting.
SCO Subfund	SCO Subfund. Used for State Reporting.
SCO Subfund Fdescr	SCO Subfund value with description. Used for State Reporting.
Stat Amt	The amount associated with the statistical code used (for example, 1.0 'FTE')
Stat Cd	Primarily used as the value "FTE" on payroll accounts (601XXX). Any other use would be campus-defined.
State GL Acct Fdescr	State GL Account Field and Description. Used for SW and State Reporting.
Total Encumbrances	Total Encumbrance. Includes period 0 if applicable thru period (as of).
Total Pre-Encumbrances	Total Pre-Encumbrance. Includes period 0 if applicable thru period (as of).
Supplier ID	Vendor code plus description. If the source transaction came from a voucher, this is the vendor number on the voucher
Supplier Name	Supplier Name.
Year To Date Actuals	Includes period 1 thru period (as of). Does not include period 0.