

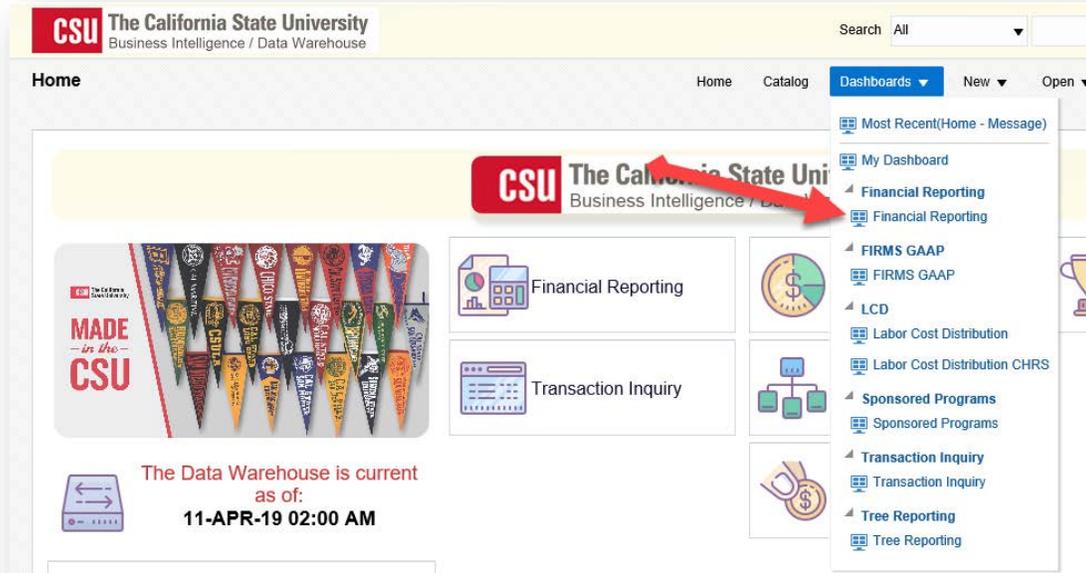
Financial Summary As of Period

The purpose of this document is to help someone report budget and actuals for a fund or organization in the Financial Data Warehouse (FDW).

Assumptions:

- You have access to the FDW.
- You know how to login to the FDW.

A. Select the “Financial Reporting” Dashboard marked below:



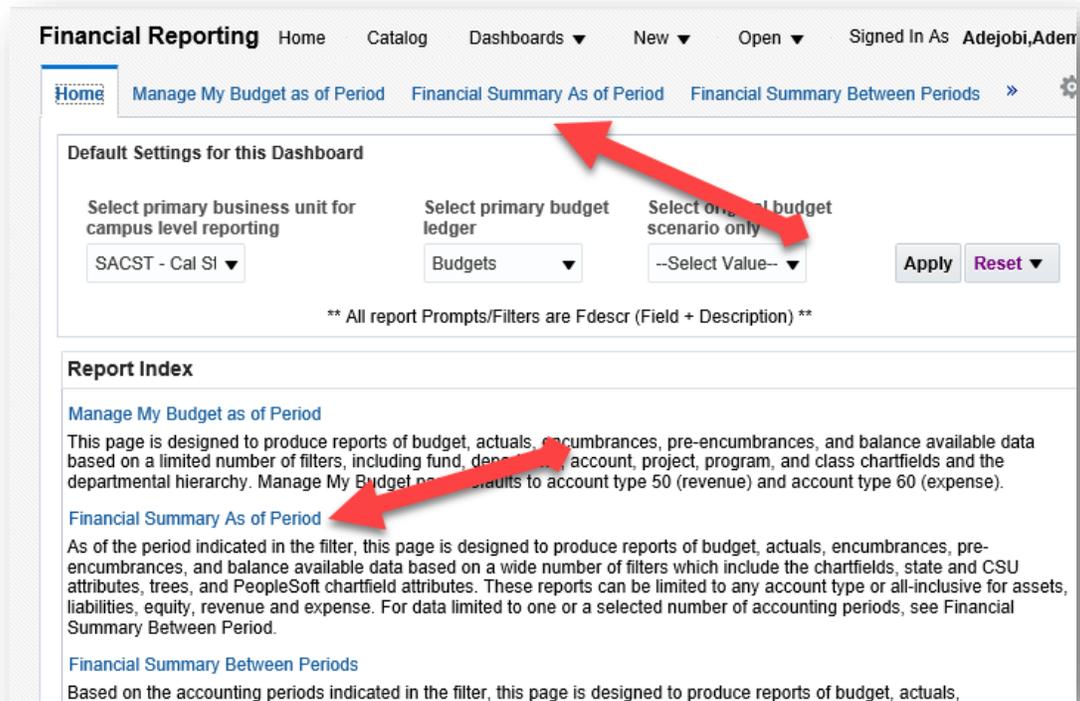
If you have already setup your Financial Reporting Home defaults, then proceed to step B.

Here are the steps to setup your Financial Reporting Home defaults:

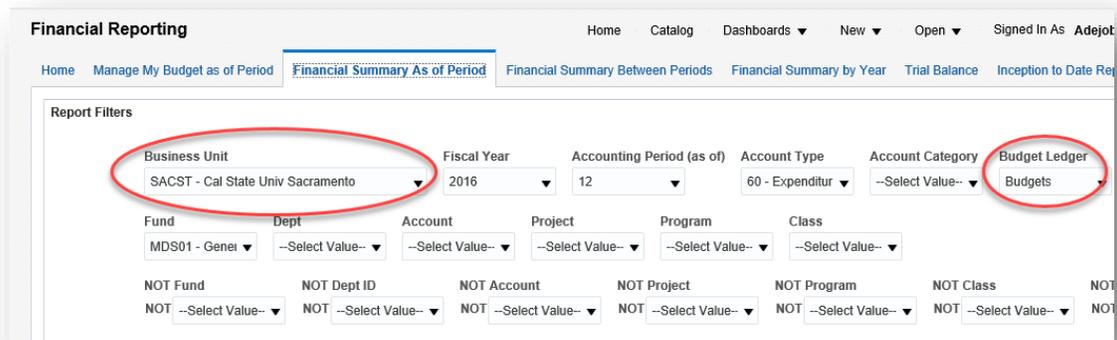
1. Set the primary business unit to “SACST”
2. Set the primary budget ledger to “Budgets”
3. Click the “Apply” button



B. Select “Financial Summary As of Period” using either of these two links:



This will take you to the Report Filters for the report. The first row should reflect your defaults for Business Unit and Budget Ledger.



The following steps will illustrate changing the following Report Filters:

- Fund
- Account Type
- NOT Acct Cat (excluded Account Category)
- Dept

C. Click on the drop-down arrow next to "Fund" in the "Report Filters" section:

Financial Reporting

Home Manage My Budget as of Period **Financial Summary As of Period** Financial Summary Be

Report Filters

Business Unit	Fiscal Year	Accounting P
SACST - Cal State Univ Sacramento	2018	10
Fund	Dept	Account
X	--Select Value--	--Select Value--
	Project	
	--Select Value--	

D. Click on the checked box next to “X” to remove “X” from the list of funds to display:

Fund

X

NULL

-

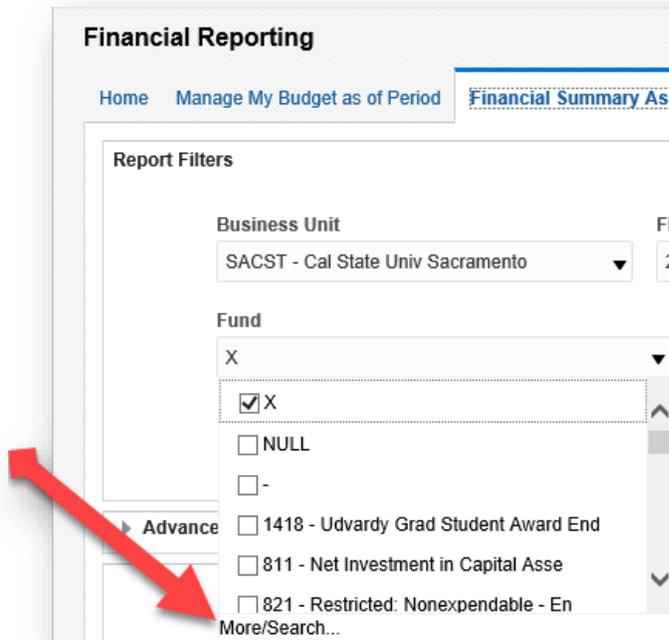
1418 - Udvardy Grad Student Award End

811 - Net Investment in Capital Asse

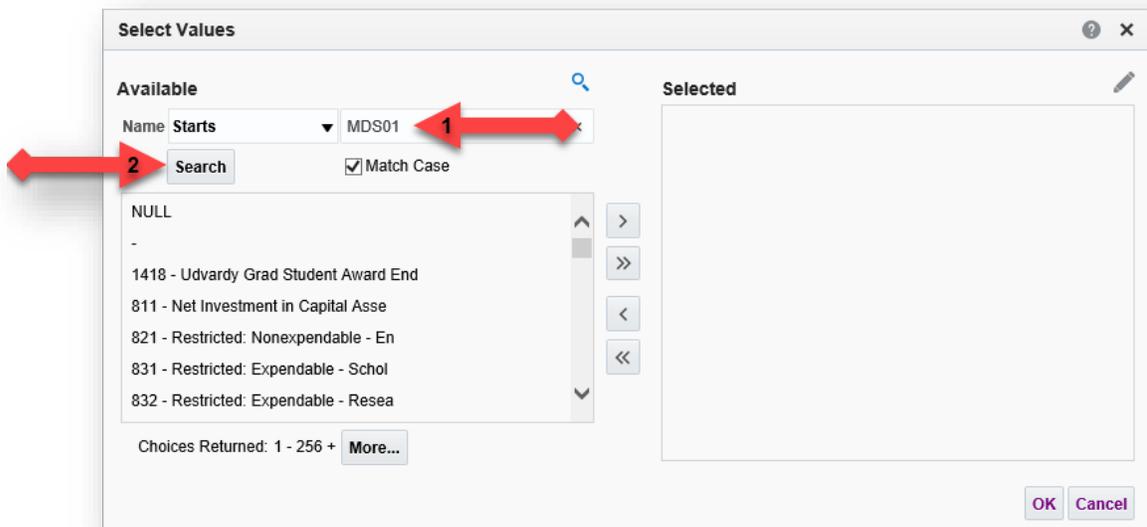
821 - Restricted: Nonexpendable - En

More/Search...

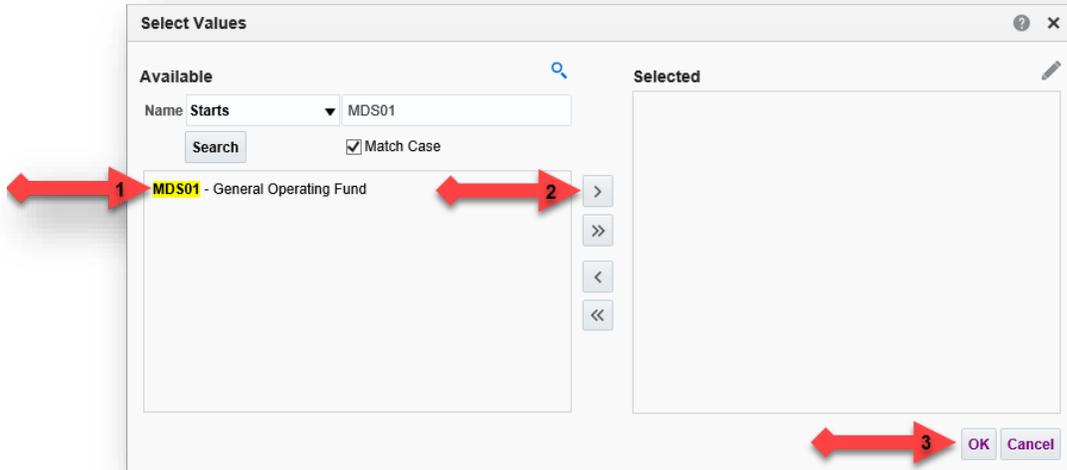
E. Click on “More/Search...”:



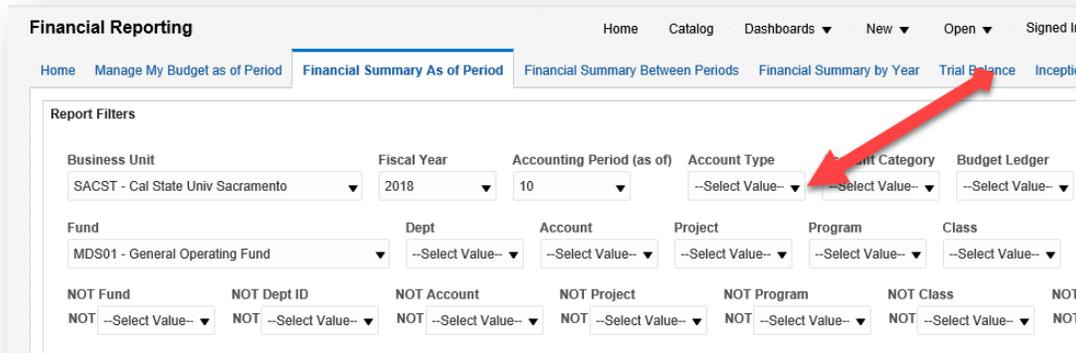
- F. This step assumes you want a report for Fund MDS01, but you can enter another fund if you want. Enter “MDS01” (step 1) to add it to the list of funds to display. Note that the fund is entered in all capital letters and the “Match Case” box is checked. Then click the “Search” button (step 2):



- G. Continue to specify Fund MDS01:
1. Select the “MDS01 – General Operating Fund” line
 2. Select “>” to move it to the “Selected” list
 3. Click on “OK” to complete the fund selection



- H. Follow these steps if you only want to see expenditures:
Click on the drop-down arrow next to “Account Type”:



I. Select "60 – Expenditures":

The screenshot shows a dropdown menu titled "Account Type". The menu is open, displaying a list of options with checkboxes: "10 - Assets", "20 - Liabilities", "30 - Fund Equity and Reserves", "50 - Revenue", "60 - Expenditures", and "70 - GASB35 GAAP". A red arrow points to the "60 - Expenditures" option, which is currently selected. Below the list is a "Search..." field.

J. You may want to exclude Salaries, Work Study and Benefits. If so, this is what you do:

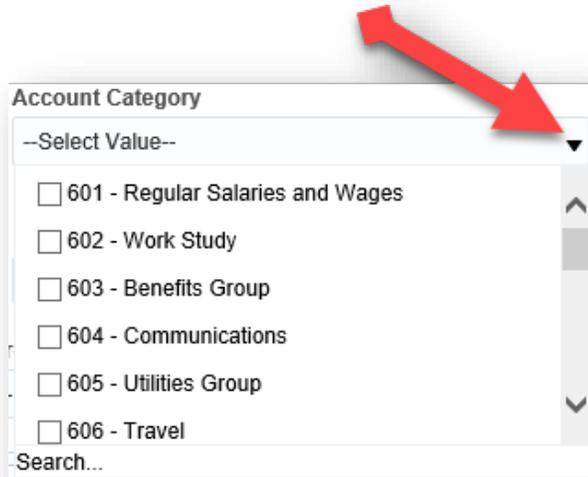
1. Click on the drop-down arrow for "NOT Acct Cat":

The screenshot shows a form with several dropdown menus. The "NOT Acct Cat" dropdown menu is highlighted with a red arrow. The form includes fields for "Account Type", "Account Category", "Budget Ledger", "Fund CF Status", "Project", "Program", "Class", "NOT Project", "NOT Program", "NOT Class", and "NOT Acct Cat".

2. Select Account Categories 601, 602 and 603:

The screenshot shows a dropdown menu titled "NOT Acct Cat". The menu is open, displaying a list of options with checkboxes: "601", "602", "603", "604", "605", and "606". A red box highlights the "601", "602", and "603" options, which are all selected. Below the list is a "Search..." field.

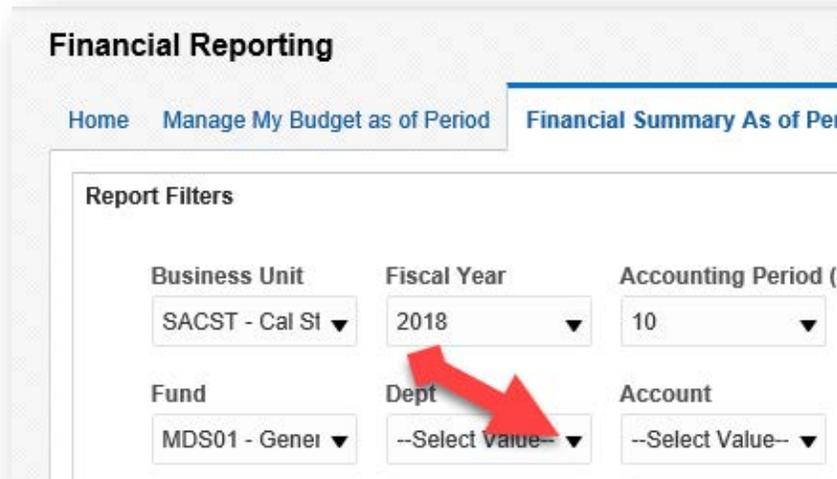
3. Hint – The “Account Category NOT” drop-down list does not display the Account Category Description. If you want to check the description, you can click on the “Account Category” drop-down arrow:



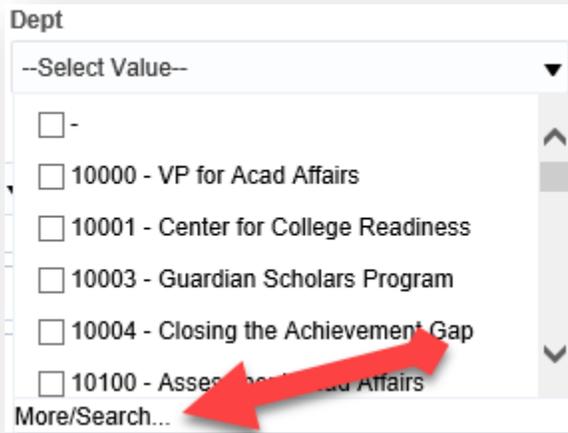
Note: The above example references two different prompts:

- “Account Category NOT”
- “Account Category” – This one has the description.

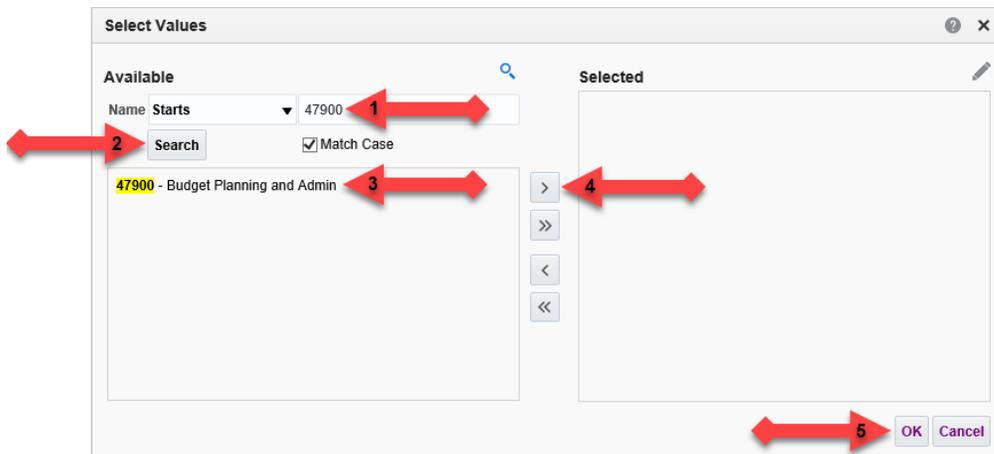
- K. Add a filter for your department. Click on the drop-down arrow for “Dept”:



- L. Select your Department ID. My example department is 47900, which is not on the initial list. So, I have to click on “More/Search...” at the bottom of the list:



- M. Enter the Department ID like you did for the Fund Code:
1. Enter 47900 in the search field.
 2. Click the “Search” button.
 3. Select 47900 in the search results
 4. Click the “>” arrow to move it to the “Selected” list.
 5. Click on “OK”.



- N. Open the “Advanced Filters” section marked below:

Financial Reporting Home Catalog Dashboard

Home [Manage My Budget as of Period](#) **[Financial Summary As of Period](#)** [Financial Summary Between Periods](#) [Financial Summary by](#)

Report Filters

Business Unit	Fiscal Year	Accounting Period (as of)	Account Type	Account Category	Budg
SACST - Cal Si	2018	10	60 - Expenditur	--Select Value--	--Se
Fund	Dept	Account	Project	Program	Class
MDS01 - Genei	47900 - Budget	--Select Value--	--Select Value--	--Select Value--	--Select Va
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select	

▶ **Advanced Filters**

Apply Filters Reset Filters

O. Select the drop-down menu for “Dept Tree”:

▲ **Advanced Filters**

Dept Tree	Dept Level 1
--Select Value--	--Select Value--
Fund Tree	Fund Level 1
--Select Value--	--Select Value--

P. Select the appropriate Department Tree. The current tree is called “SAC_DEPT_TREE_RS”. You can select other trees, which may be appropriate if you are reporting only historical data and you want your report organized by an historic organization hierarchy.

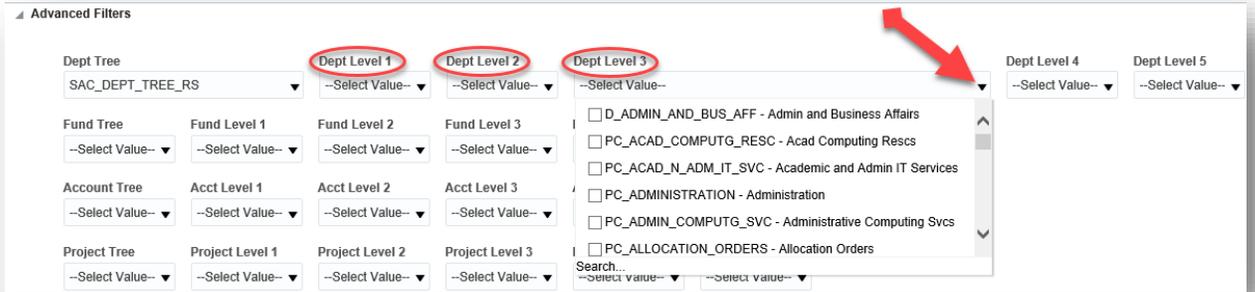
▲ **Advanced Filters**

Dept Tree

- SAC_DEPT_TREE_RS
- ✓ SAC_DEPT_TREE_RS
- SAC_DEPT_TREE_RS_JUL2010
- SAC_DEPT_TREE_RS_JUL2011
- SAC_DEPT_TREE_RS_JUL2012
- SAC_DEPT_TREE_RS_JUL2013
- SAC_DEPT_TREE_RS_JUL2014

Search...

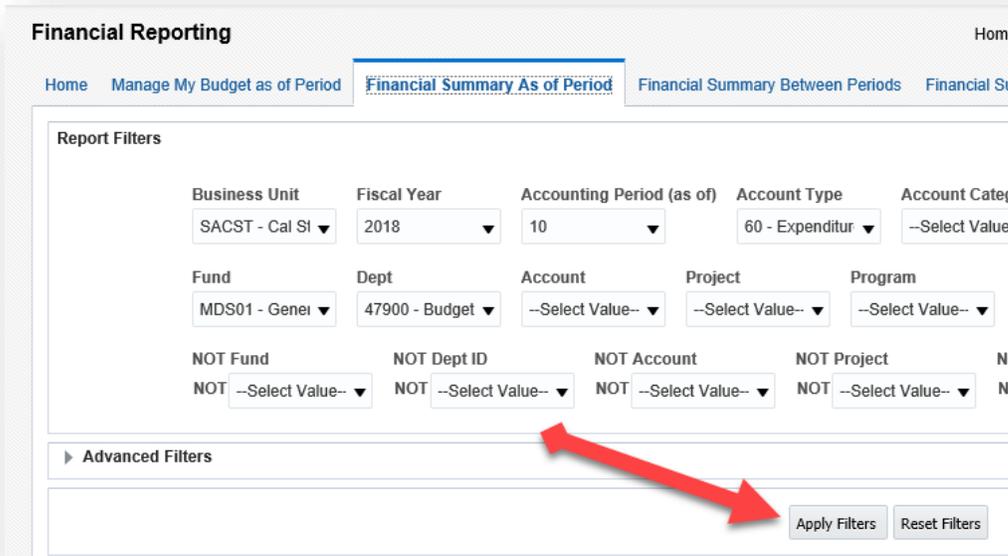
You may add level filtering using the prompts circled below:



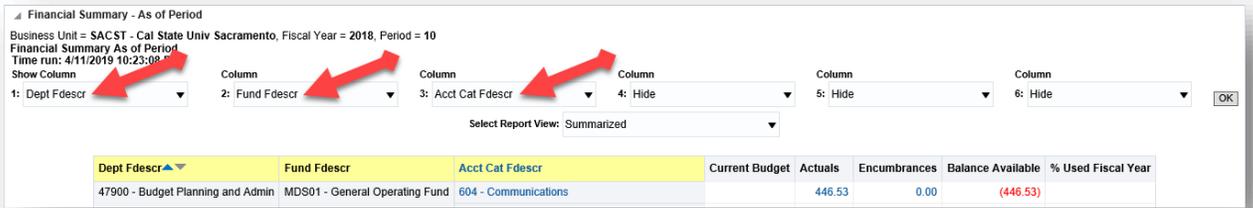
The filter names are not descriptive (Dept Level 1, 2 and 3), so this is what each means:

Field Name	Field Description
Dept Level 1	University
Dept Level 2	Division
Dept Level 3	Program Center
Dept Level 4	Ignore this, as it is a duplicate of Level 3
Dept Level 5	Ignore this, as it is a duplicate of Level 3

Q. Click on “Apply”. I collapsed the “Advanced Filters” in the view below:



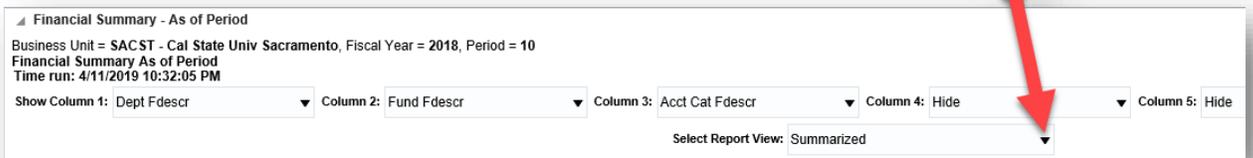
R. At this point, you will have a report on the bottom of the page. The customizable columns displayed in this example are: “Dept Fdescr”, “Fund Fdescr” and “Acct Cat Fdescr”.



You may change a column by clicking on the drop-down arrow for any of the columns as noted below. If you change a column definition, then you will also need to click the “OK” button (circled) at the end of that row:



- S. Click on the drop-down arrow for “Select Report View” and select the “Summarized with Pre-Enc” view:



- T. Sample Output:

Financial Summary - As of Period
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10
 Financial Summary As of Period
 Time run: 4/11/2019 10:40:05 PM
 Show Column 1: Dept Fdescr 2: Fund Fdescr 3: Acct Cat Fdescr 4: Hide 5: Hide 6: Hide [OK]
 Select Report View: Summarized with Pre-Enc

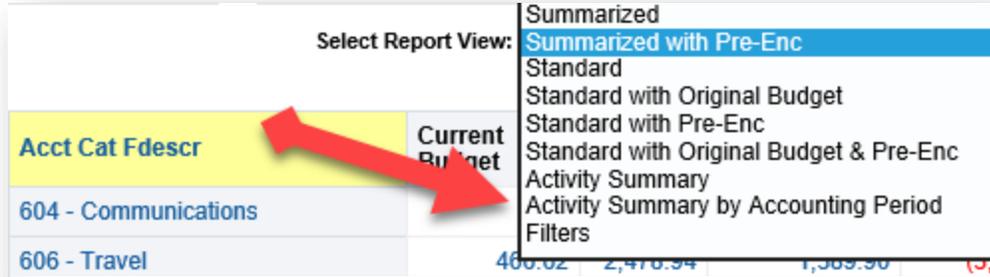
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	Total Pre-Encumbrances	Balance Available w/Pre-Encumbrances
47900 - Budget Planning and Admin	MDS01 - General Operating Fund	604 - Communications		446.53	0.00	(446.53)			
	MDS01 - General Operat								
47900 - Budget Planning and Admin Total									
Grand Total									

Users can drill on the values to get more details. The total numbers do not have the drill functionality.

Optional Steps:

Activity Summary by Accounting Period View:

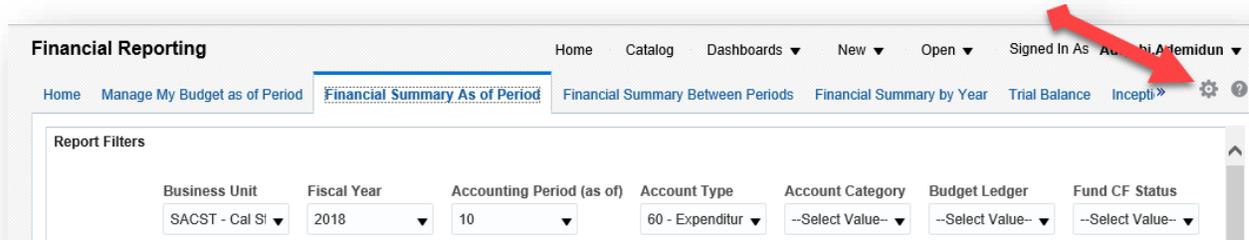
Another “Select Report View” that may be handy is “Activity Summary by Accounting Period”. It lists the actuals for each accounting period.



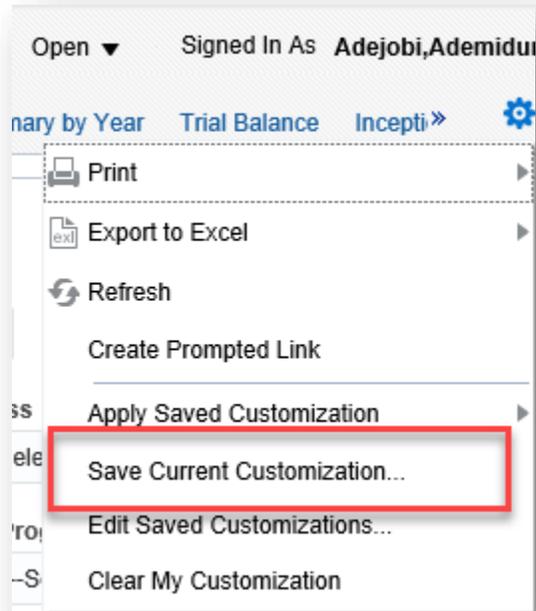
Save Customization:

Your filters can be saved and easily reused later. Use a “customization” for this functionality. This example will save the above steps as a customization called “BFR”.

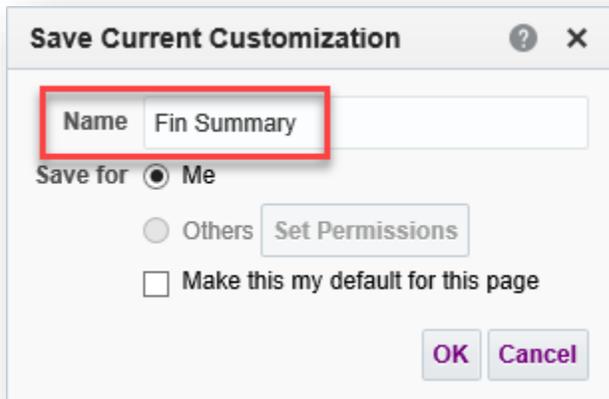
Save the above as a “customization”. Click on the “Page Options” icon at the top of the page:



Select “Save Current Customization...”:



Name the customization. I called mine "Fin Summary":



S