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Overview

CFS Data Warehouse (CFS DW) is the reporting system used by departments to extract financial data. New users are required to complete the required Finance training to access the finance systems which includes CFS DW. For more information regarding required and recommended training and other resources, please visit Finance & Business Services [Training and Tutorials](#).

This guide provides basic instructions on how to select values to run a **Manage My Budget as of Period** report at the department level. A Department Level report is used by employees who reconcile and manage financial transactions in their department.

A Department Level report will display all activity in the department for one or more associated Fund. The Manage My Budget report is a simple report that delivers budget, actuals, encumbrances, and balance available based on a limited number of filters.

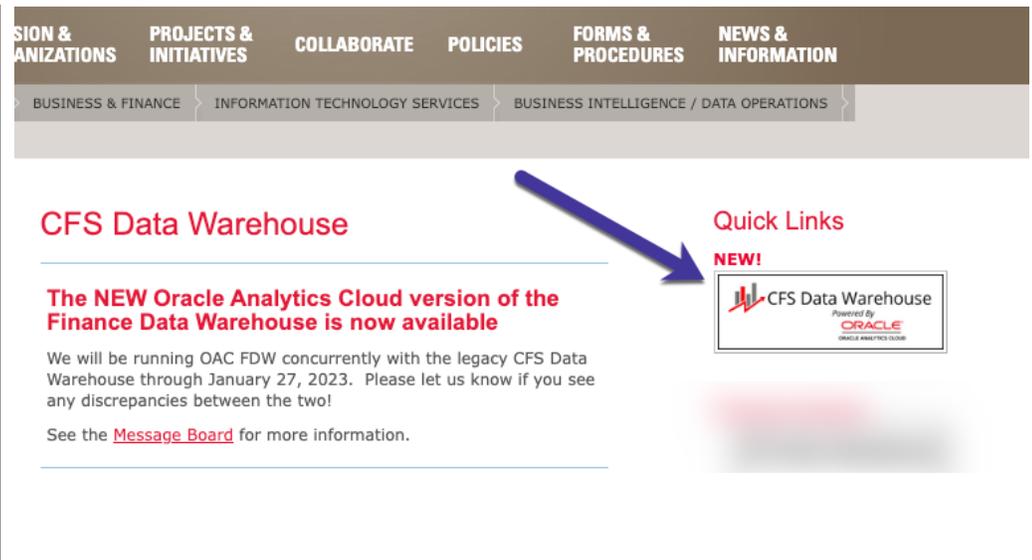
The setup instructions in this guide can be applied to the Financial Summary as of Period or Financial Summary Between Period reports as well.

Step 1: Log into CFS Data Warehouse

Visit one.sjsu.edu to search and login to CFS Data Warehouse. Users will be prompted to select SJSU as their campus and enter their SJSUOne credentials.

After successfully logging in, users will be directed to the CFS Data Warehouse website.

1. Click on **CFS Data Warehouse** button.



2. If this panel appears, click on the **CSU – Single Sign On** button.

CSU The California State University
BUSINESS INTELLIGENCE / DATA OPERATIONS

California State University

Click CSU Single Sign On button below

User Name

Password

Sign In

Need help signing in? [Click here](#)

Or sign in with

 **CSU - Single Sign On**

The **CFS Data Warehouse** homepage displays.

CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

Transaction Inquiry

Tree Reporting

 The Data Warehouse is current as of:
29-DEC-22 2:00 AM

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

Step 2: Dashboard Set-Up

CFS DW has dashboards that contain a collection of reports. The ones commonly used by departments are:

- **Financial Reporting:** Dashboard contains a collection of summary reports with a drilldown feature that allows users to view transaction details.
- **Transaction Inquiry:** Dashboard contains a collection of transaction detail reports such as Open POs and ProCard Transactions.

Before running any report within a dashboard, the values for it must be selected and saved. This is a one-time set-up for each dashboard.

1. From the homepage, click on **Financial Reporting**.

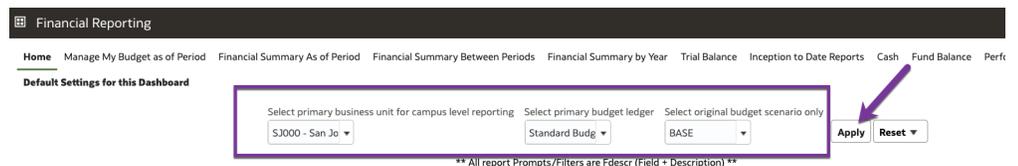


The Financial Reporting Dashboard Home displays.

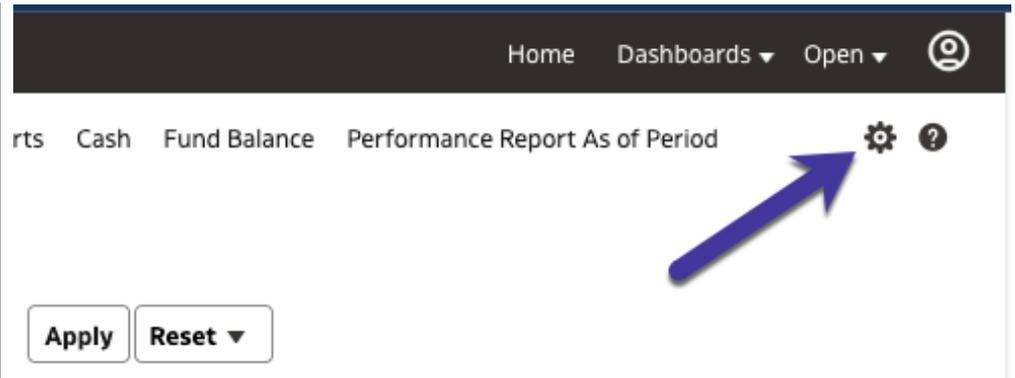
2. From the dropdown menu select the following values-

- **Business Unit:** SJ000-San Jose
- **Budget Ledger:** Standard Budget Group
- **Budget Scenario:** Base

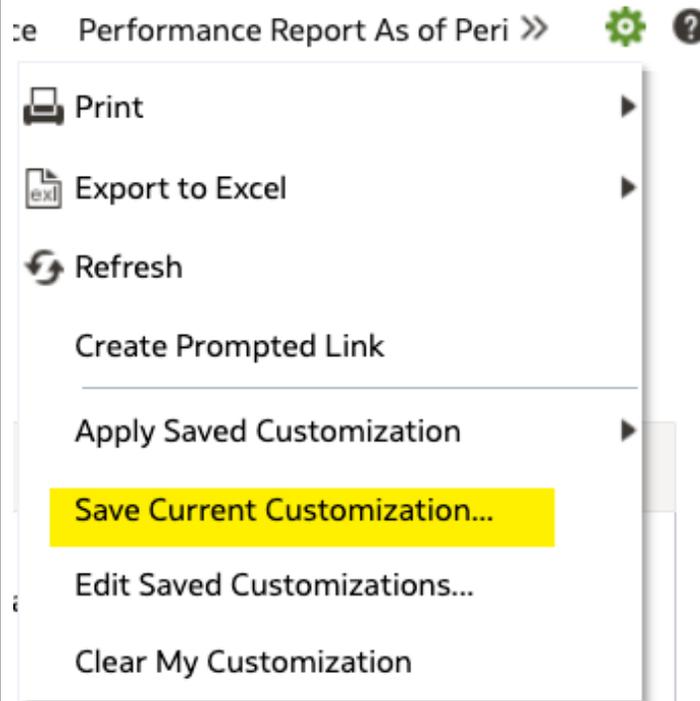
3. Click **Apply**.



4. Click on the **Gear** icon.



5. The **Gear** menu displays, select **Save Current Customization**.



The **Save Current Customization** window displays.

6. In the **Name** field, assign the name Financial Reporting Dashboard.

Note: Most users will only have one customization in a dashboard.

7. Check box for **Make this my default for this page**.

8. Click **OK**.

Dashboard default setup is completed. This is a one-time setup.

Save Current Customization ? X

Name

Save for Me Others

Make this my default for this page

Step 3: Report Set-Up

1. From the Financial Reporting homepage, click on the **Manage My Budget as of Period** tab.

Note: Repeat the same steps if creating customization in Financial Summary As of Period or Financial Summary Between Period.

The **Manage My Budget as of Period** page displays.

Financial Reporting

Home **Manage My Budget as of Period** Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports

Default Settings for this Dashboard

Select primary business unit
SJ000 - San Jo

Financial Reporting

Home **Manage My Budget as of Period** Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports

Report Filters

Business Unit	Fiscal Year	As of Period	Account Type	Account Category	Budget Ledger	Fund CF Status
SJ000 - San Jo	2022	6	50 - Revenues	--Select Value--	Standard Budg	--Select Value--
Fund	Dept	Account	Project	Program	Class	
X	--Select Value--					
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	NOT Class	
NOT --Select Value--						
Dept Tree Name	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5	FIRMS Object Code
--Select Value--	--Select Value--					

Apply Filters Reset Filters

Manage My Budget - As of Period

a. Select Values in Report Filters

Select values for a Department Level report.

Report Filters

The screenshot shows a 'Report Filters' form with the following fields and values:

- 1** Business Unit: SJ000 - San Jo
- 2** Fiscal Year: 2022
- 3** As of Period: 12
- 4** Account Type: 30 - Fund Equi
- 5** Budget Ledger: Standard Budg
- 6** Fund: X
- 7** Dept: --Select Value--
- 8** NOT Account: 302001;30200
- 9** Dept Tree Name: --Select Value--
- Other fields: Fund CF Status, Account Category, Program, Class, NOT Fund, NOT Dept ID, NOT Project, NOT Program, NOT Class, Dept Level 1-5, and FIRMS Object Code are all set to --Select Value--.

Buttons at the bottom: **10** → Apply Filters, Reset Filters

Item #	Field	Value to Select	Additional Info
1	Business Unit	SJ000-San Jose	A default.
2	Fiscal Year	Select the current fiscal year	2023 = FY 2023-24 2022 = FY 2022-23 2021 = FY 2021-22 and etc.
3	As of Period	12	A fiscal year begins on July 1 st and ends June 30 th . Period 1 = July Period 6 = December Period 12 = June By selecting Period 12, users will still get data posted as of last business day and it eliminates the need to update this field each month.
4	Account Type	30 = Fund Balance 50 = Revenues 60 = Expenses	
5	Budget Ledger	Standard Budget Group	A default.

6	Fund	<ul style="list-style-type: none"> • Uncheck the box for the X value. Leave this field blank. 	
7	Dept	<p>Select DeptID(s) from the dropdown menu by checking box or go to More/Search in field to locate value by word (in Fund name) or by number.</p>	<p>Leave this field blank if selecting at the organization level (#9).</p> <p><i>Organization Level-</i> For users who belong to a department who have multiple departments within their organization such as a college or division, select value in the Dept Tree Name and Dept Level 1 to Dept Level 5 fields instead of this Dept field.</p>
8	Not Account	<p>Go to More/Search in field menu:</p> <ul style="list-style-type: none"> • In Name field, change Contains to Starts. • Enter the number 3 in value field and click Search. • Select all Accounts beginning with a 3 by clicking the double arrow pointing right. Values selected will move to the Selected right side of panel. • Scroll through the selected values and unselect 305002 by double clicking on value or click on single arrow pointing left. • Click OK after values are selected. 	<p>Trust and Scholarship Fund balances from prior fiscal year are carried forward (transferred) to the new fiscal year and posted in Account 305002.</p>

9	Dept Tree Name	SJ_Dept_Primary	<p>This applies to users who are in the college or division and want to select at the organization level.</p> <p><i>Organization level allows users to select a Dept node (Nxxx) which will pull up data for all DeptIDs within that node (organization).</i></p> <p>Note: To delete SJ_Dept_Primary click in the field to highlight it and press the delete button on keyboard.</p>
	Dept Level 1 to Dept Level 5	<p>Select DeptID node (Nxxxx) from one of the Level fields.</p> <ul style="list-style-type: none"> ○ Dept Level 1 = Total University ○ Dept Level 2 = Division ○ Dept Level 3 = College ○ Dept Level 4 = Department/Program ○ Dept Level 5 = Department/Program 	<p>This applies to users who are in the college or division and want to select at the organization level.</p> <p><i>Organization level allows users to select a Dept node (Nxxx) which will pull up data for all DeptIDs within that node (organization).</i></p>
10	Apply Filters	Click button	Data results will display in bottom portion of page.

b. Report Columns

Data results display at bottom of the page. This section will go through setting up the layout of report.

Manage My Budget - As of Period
 Business Unit = S3000 - San Jose State University, Fiscal Year = 2022, Period = 12
 Manage My Budget - As of Period
 Time run: 1/22/2023 3:15:55 PM

1

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Account Fdescr Column 4: Class Fdescr Column 5: Project Fdescr Column 6: Program Fdescr OK 2

Select Report View: Summarized 3

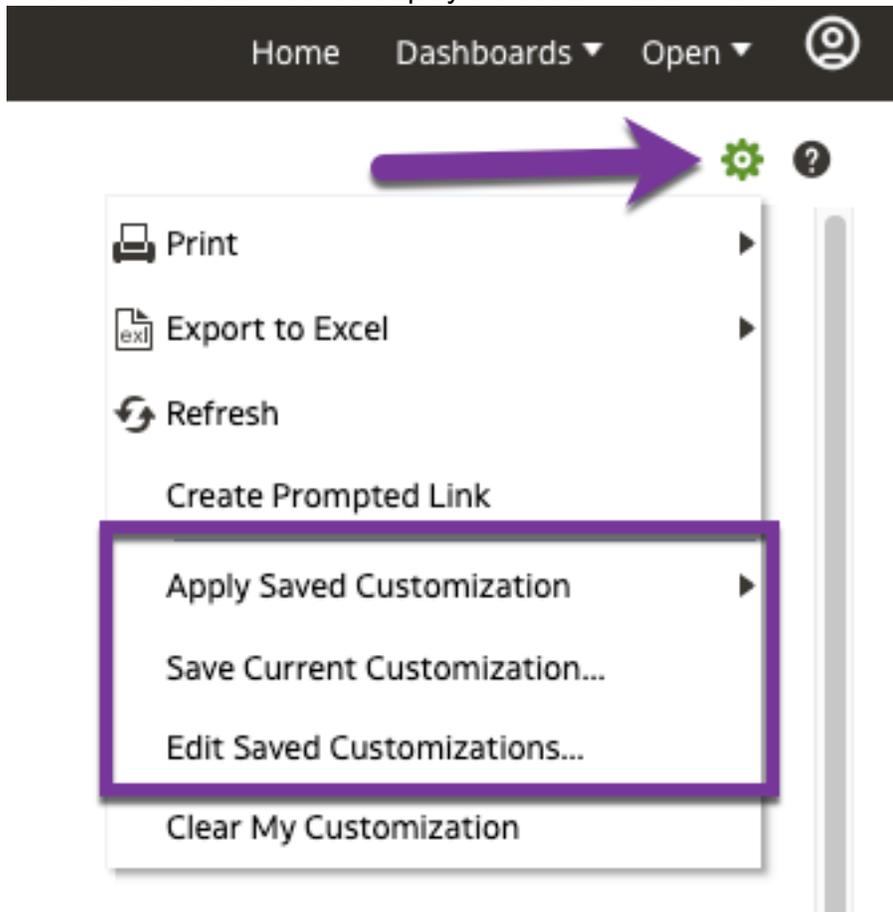
Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Project Fdescr	Program Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
70000 - CSU Operating Fund	1	601201 - Management And Supervisory	---	---	---	150,524.00	77,012.00	0.00	73,512.00	51%
		601300 - Support Staff Salaries	---	---	---	330,284.00	170,519.84	0.00	159,764.16	52%
		603001 - OASDI	---	---	---	15,154.54	15,154.54	0.00	0.00	100%

Item #	Field	Value to Select	Additional Information
1	Column 1 to Column 6	<ul style="list-style-type: none"> In general, we recommend the following labels be represented in the columns: <ul style="list-style-type: none"> Column 1- Fund Fdescr Column 2- Dept Fdescr Column 3- Account Fdescr Column 4- Class Fdescr Column 5- Project Fdescr Column 6- Program Fdescr <p>Fdescr stands for Field Description</p>	<p>As user becomes familiar with using CFS DW, the organization of the header labels will be up to the user and can be changed.</p> <ul style="list-style-type: none"> The columns are connected to the headers that are in yellow. There is a Hide label in Column 3 to 6 which can be used if user does not want to have those columns displayed. This is useful if department does not use optional codes: Class, Program and Project or users want to view results at a high level.
2	OK	Click button to apply selected labels to report.	
3	Select Report View	Select Summarized.	

c. Save Customization

After applying selected values and choosing column header labels and report view, save your customized report. The saved customization is specific to the report where it was created and saved. For example: the customization saved in Manage My Budget As of Period will not be found in the Financial Summary by As of Period.

1: Click on the **Gear** icon to display the customization menu.



Item #	Field	Value to Select	Additional Information
1	Gear icon.	<p>Save Current Customization</p> <ul style="list-style-type: none"> • Customization window appears. • In the Name field, assign a name for the customization. • (Optional) Check box for Make this my default for this page. • Click OK. 	User can save many customizations (versions of report), but only one can be the default.

		<p>Apply Save Customization</p> <ul style="list-style-type: none"> • Saved Customizations window will display. • Select a saved customization. The data results will refresh. 	<p>User can toggle between saved customizations.</p>
		<p>Edit Saved Customization</p> <ul style="list-style-type: none"> • Edit Saved Customization window will display. • This feature allows users to rename, delete or change the default for existing customizations. • To delete: click on a row to highlight and click on X to delete. • To rename: click on the customization name and delete old name and enter new name. • Change default: In My Default column, click on the radio button for selected customization to make as new default. • Click OK to save update. 	

Step 4: Results

a: Summarized Report View

In a Summarized Report View for a **Manage My Budget as of Period** page, there are four columns that display budget, expense, purchase order encumbrances, and balance available.

The columns are calculated as follows:

$$\text{Current Budget} \text{ minus Actuals minus Encumbrances equals Balance Available}$$

Business Unit = \$J000 - San Jose State University, Fiscal Year = 2022, Period = 12
 Manage My Budget - As of Period
 Time run: 1/22/2023 3:20:24 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Account Fdescr Column 4: Class Fdescr Column 5: Project Fdescr Column 6: Program Fdescr

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Account Fdescr	Class Fdescr	Project Fdescr	Program Fdescr	1 Current Budget	2 Actuals	3 Encumbrances	4 Balance Available	5 % Used Fiscal Year
70000 - CSU Operating Fund	1606 - Finance Support & Innovation	660003 - Supplies and Services	---	---	---	4,650.00	238.88	0.00	4,411.12	5%
	1606 - Finance Support & Innovation Total					4,650.00	238.88	0.00	4,411.12	5%
70000 - CSU Operating Fund Total						4,650.00	238.88	0.00	4,411.12	5%
Grand Total						4,650.00	238.88	0.00	4,411.12	5%

Item #	Additional Information
1	<p>Current Budget – This column represents your Original Budget revised by one-time adjustments. The Revised Budget is the funding level that is available for the Departments to spend. Entries posted in this column come from the department through an FTS Budget Transfer or through a journal entry posted by the Budget and Financial Management.</p> <p><i>A positive amount in this column represents a credit (money available); while a negative amount represents a deficit.</i></p>
2	<p>Actuals – Refers to year to date expenses posted (Acctg. Period 1 to selected As of Per). Entries posted in this column comes from various sources: (1) Department through an FTS Transfers, (2) vouchers paid by Payment Services, (3) journal entries posted by Accounting Services, (4) transactions posted by the Bursar’s Office, and (5) payroll expenses made by University Personnel.</p> <p><i>A negative amount refers to a credit (money available) while a positive amount represents a deficit.</i></p>

Item #	Additional Information
3	<p>Encumbrances – Purchase Orders issued by Contracts & Procurement Services for supplies/services are encumbered (deducted from the budget and set aside) until the PO is paid in full by Payment Services or when the department request Contracts & Procurement Services to close PO through a PO Change Order Request. Open encumbrances will carry forward to the new fiscal year until paid in full or when Change Order Request is processed.</p> <p><i>A positive amount in this column refers to an open purchase commitment (a deficit).</i></p>
4	<p>Balance Available – BA total is the result of Current Budget minus Actuals minus Encumbrances. Balance Available represents balance available for department to spend.</p> <p><i>A positive amount in this column represents a credit (money available). A negative amount represents a deficit.</i></p>
5	<p>% Used- Refers to how much has been spent for that chartfield string. % Used < 100% indicates available funds to spend. Calculation of amount in this column are as follows: (Actuals + Encumbrance) divided by Current Budget equal % Used</p>

b: Hyperlinks to Drill Down to View Transaction Details

Totals in the Current Budget, Actuals and Encumbrances columns are hyperlinks that can be clicked on to drilldown and view transaction details that make up the total.

Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
4,650.00	238.88	0.00	4,411.12	5%

c: Transaction Details

Transaction details provide a list of the transactions that make up the totals found on the Summarized Report View. Information displayed in transaction details include source of transaction, invoice numbers, voucher numbers, check number, and name of payee. Scroll to the left and right to view all information for transactions.

Actuals Drill Down

Time run: 1/22/2023 3:21:19 PM

Approximate Row Count: 5

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
SJ000 - San Jose State University	2022	3	9/7/2022 12:00:00 AM	00448648	VCH - AP Voucher Accounting	AMZN MKTP US*K74I53NG3	27.87	660003 - Supplies and Services	70000 - CSU Operating Fund		---	---
SJ000 - San Jose State University	2022	3	9/7/2022 12:00:00 AM	00448648	VCH - AP Voucher Accounting	PAYPAL *INSIGHTSLEA	182.00	660003 - Supplies and Services	70000 - CSU Operating Fund		---	---
SJ000 - San Jose State University	2022	6	12/15/2022 12:00:00 AM	00455070	VCH - AP Voucher Accounting	AMZN MKTP US*1K86Q07W1 AM	6.44	660003 - Supplies and Services	70000 - CSU Operating Fund		---	---
SJ000 - San Jose State University	2022	6	12/15/2022 12:00:00 AM	00455070	VCH - AP Voucher Accounting	STAPLS0203263325000001	14.24	660003 - Supplies and Services	70000 - CSU Operating Fund		---	---
SJ000 - San Jose State University	2022	6	12/15/2022 12:00:00 AM	00455070	VCH - AP Voucher Accounting	STAPLS0203796531000001	8.33	660003 - Supplies and Services	70000 - CSU Operating Fund		---	---
Grand Total							238.88					

Period is between 0 and 12

Do not use the Back button browser to return to previous page. Instead, click on the **Return** hyperlink located at bottom left.

SJ000 - San Jose State University	2022	6	12/15/2022 12:00:00 AM	00455070	VCH - AP Voucher Accounting	STAPLS0203796531000001	8.33	660003 - Supplies and Services	70000 - CSU Operating Fund
Grand Total							238.88		

Period is between 0 and 12

and Account is not equal to / is not in 302001, 302002, 302003, 302007, 302008, 302009, 302010, 302012, 302013, 302014, 302015, 30205803, 305804, 305805

and Acct Fdescr is equal to / is in 660003 - Supplies and Services

and Acct Type Fdescr is equal to 30 - Fund Equity and Reserves, 50 - Revenues, 60 - Expenditures

and Class Fdescr is equal to / is in - - -

and Dept Fdescr is equal to / is: ..

and Fund Fdescr is equal to / is in 70000 - CSU Operating Fund

and Bus Unit Fdescr is equal to SJ000 - San Jose State University

and Fiscal Year is equal to 2022

and Prog Fdescr is equal to / is in

and Project Fdescr is equal to / is in - - -

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

Step 5: Print/Export

The summary and transaction details pages can be exported to PDF or Excel formats.

Summary page.

Class Fdescr	Project Fdescr	Program Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
vices	---	---	4,650.00	238.88	0.00	4,411.12	5%
			4,650.00	238.88	0.00	4,411.12	5%
			4,650.00	238.88	0.00	4,411.12	5%
			4,650.00	238.88	0.00	4,411.12	5%

014, 302015, 302016, 302017, 302018, 302019, 302020, 302021, 302024, 302025, 302026, 302027, 302029, 302030, 302031, 302032, 302050, 302700, 30300, 04018, 304019, 304020, 304021, 304022, 304023, 304024, 304025, 304026, 304099, 304800, 304801, 304802, 304803, 304804, 304805, 304806, 304807, 3050

Refresh - Print - Export



Transaction Details page.

Services									
SJ000 -	2022	6	12/15/2022	00455070	VCH - AP	STAPLS0203796531000001	8.33	660003	70000 -
San Jose			12:00:00		Voucher			-	CSU
State			AM		Accounting			Supplies	Operating
University								and	Fund
								Services	
Grand							238.88		
Total									

Period is between 0 and 12

and Account is not equal to / is not in 302001, 302002, 302003, 302007, 302008, 302009, 302010, 302012, 302013, 302014, 302015, 3020305803, 305804, 305805

and Acct Fdescr is equal to / is in 660003 - Supplies and Services

and Acct Type Fdescr is equal to 30 - Fund Equity and Reserves, 50 - Revenues, 60 - Expenditures

and Class Fdescr is equal to / is in - - -

and Dept Fdescr is equal to / is: . . .

and Fund Fdescr is equal to / is in 70000 - CSU Operating Fund

and Bus Unit Fdescr is equal to SJ000 - San Jose State University

and Fiscal Year is equal to 2022

and Prog Fdescr is equal to / is in - - -

and Project Fdescr is equal to / is in - - -

Return - Analyze - Edit - Refresh - Print - Export



Item #	Field	Additional Information
1	Print	Print report in PDF or HTML formats. Not recommended to use if printing a drilldown transaction details page.
	Export	Export report to Excel or csv formats. Recommended to use if printing a drilldown page or to apply to user's financial templates.

Resources

- **Training and Tutorials:** <https://sjsu.edu/fabs/connect/training-and-tutorials.php>
- **One.SJSU:** <http://one.sjsu.edu/>

Contact

If there are any questions regarding CFS Data Warehouse, please contact Finance Support at financeconnect@sjsu.edu or 4-1558.