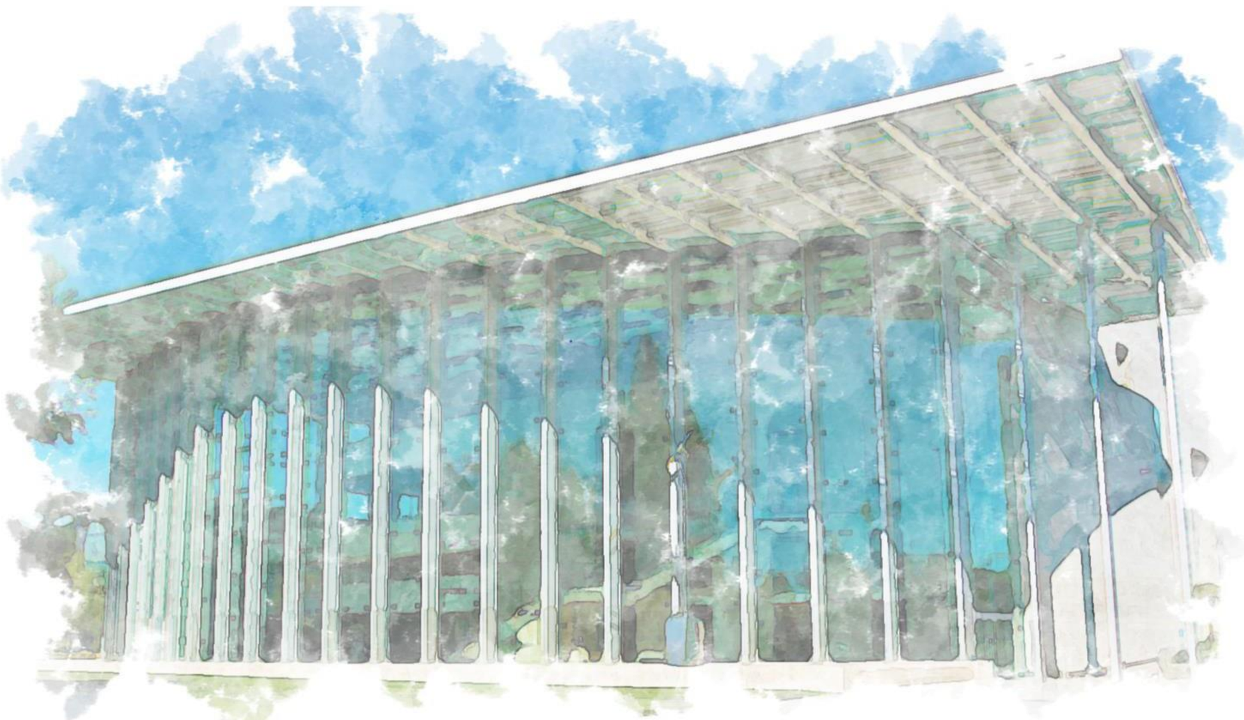


CFS Data Warehouse Basics Guide

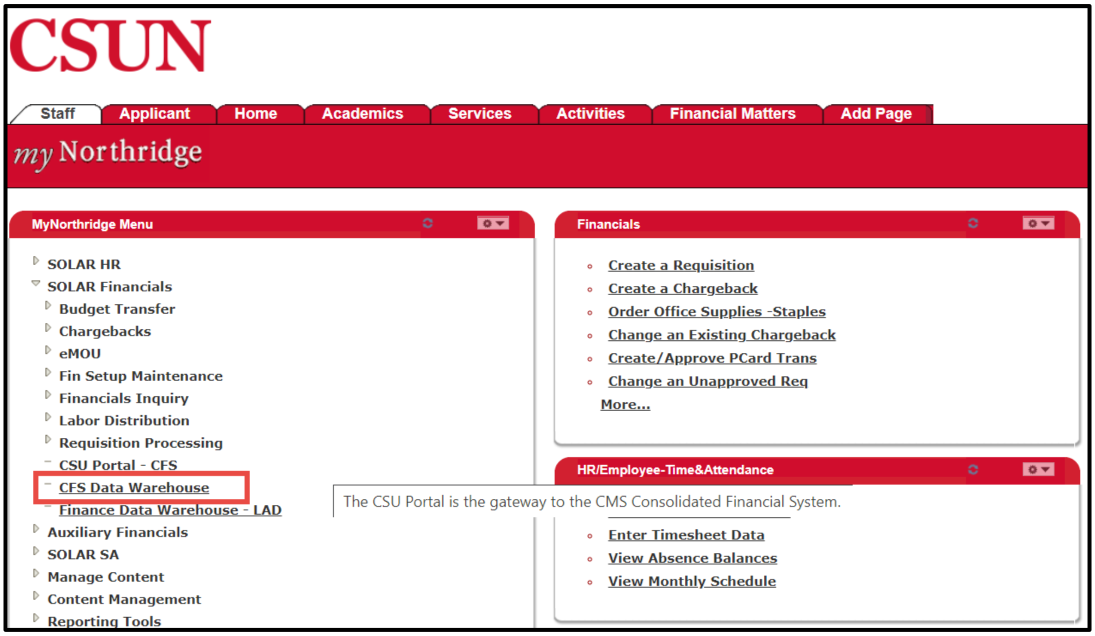
CSU Northridge

Table of Contents

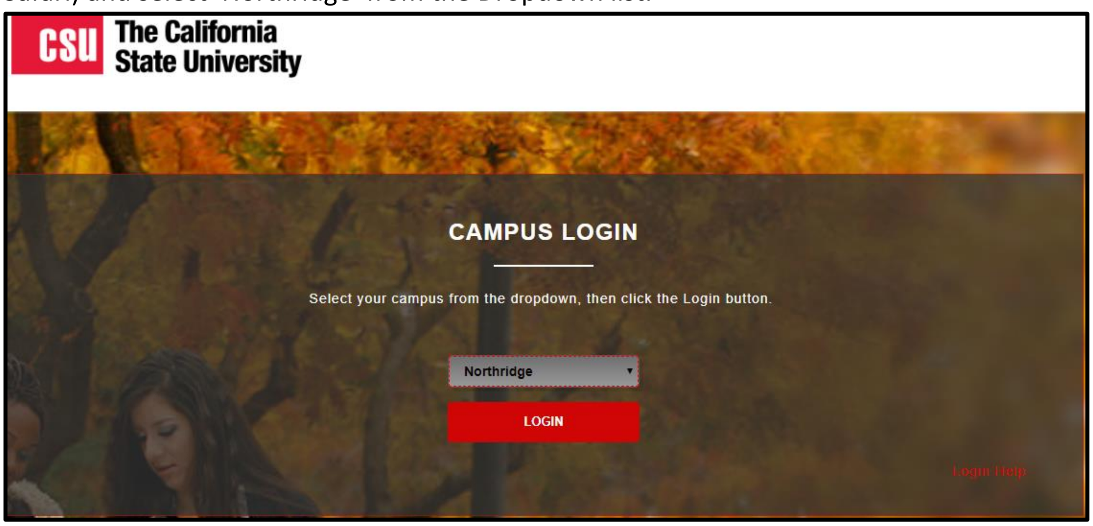
1.0 Getting Started

1.1 Logging into the Data Warehouse

1. Log in to the CSUN portal and select the CFS Data Warehouse link

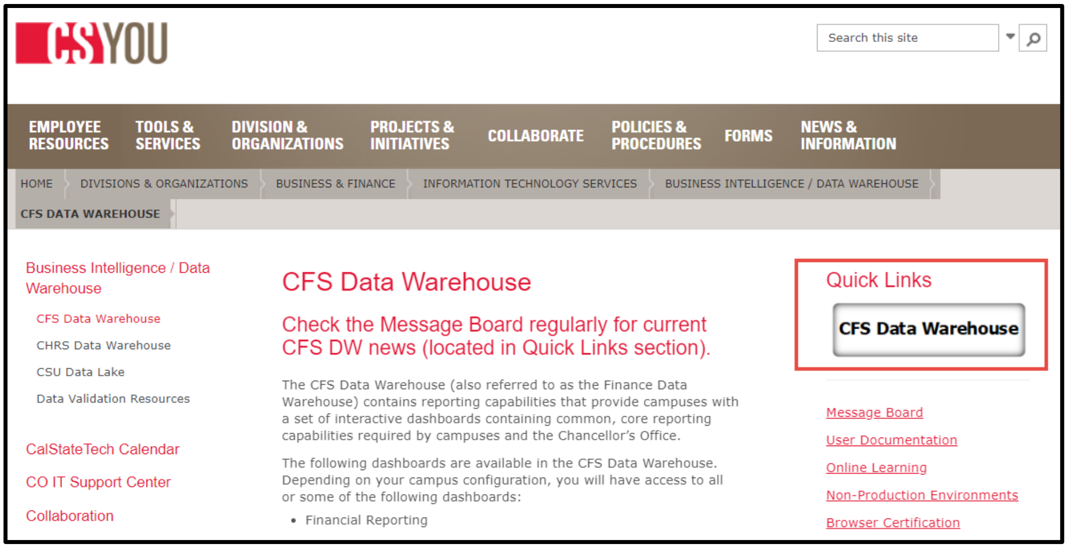


2. Alternatively, type csyou.calstate.edu in the address bar on any browser (Firefox, Chrome, IE, Safari) and select 'Northridge' from the Dropdown list.

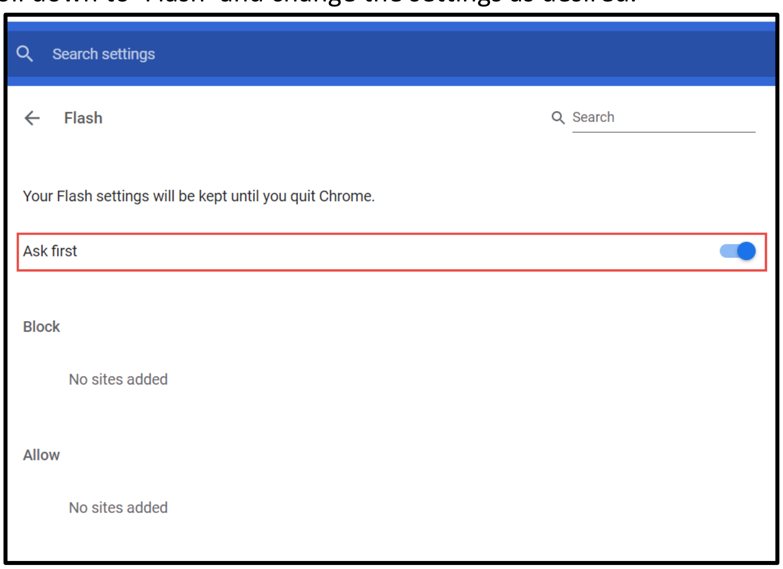


   - Log in with CSUN credentials
   - Navigate to the **CFS Data Warehouse** Home Page
   - Hover over Tools & Services → Financial Tools → CFS Data Warehouse
   - If Adobe Flash Player message appears, move to **Step 4**

3. Select the CFS Data Warehouse button on the CSYOU webpage under Quick Links



4. Select the link that will redirect to browser settings **OR** select Google Chrome Settings and enable Flash:
    - Select the three dots on the upper right corner of the browser → Choose 'Settings.'
    - On the left-hand side, select 'Privacy and security,' scroll down and select 'Site Settings'
    - Scroll down to 'Flash' and change the settings as desired.



1.2 The Data Warehouse Home Page and Dashboards Menu

Once successfully logged into the CFS Data Warehouse, the system will direct to the main Home page. This page contains links to the individual dashboards and the most recently accessed reports. The CFS Data Warehouse includes multiple *dashboards*. A dashboard allows various information that will appear in a tabbed interface.

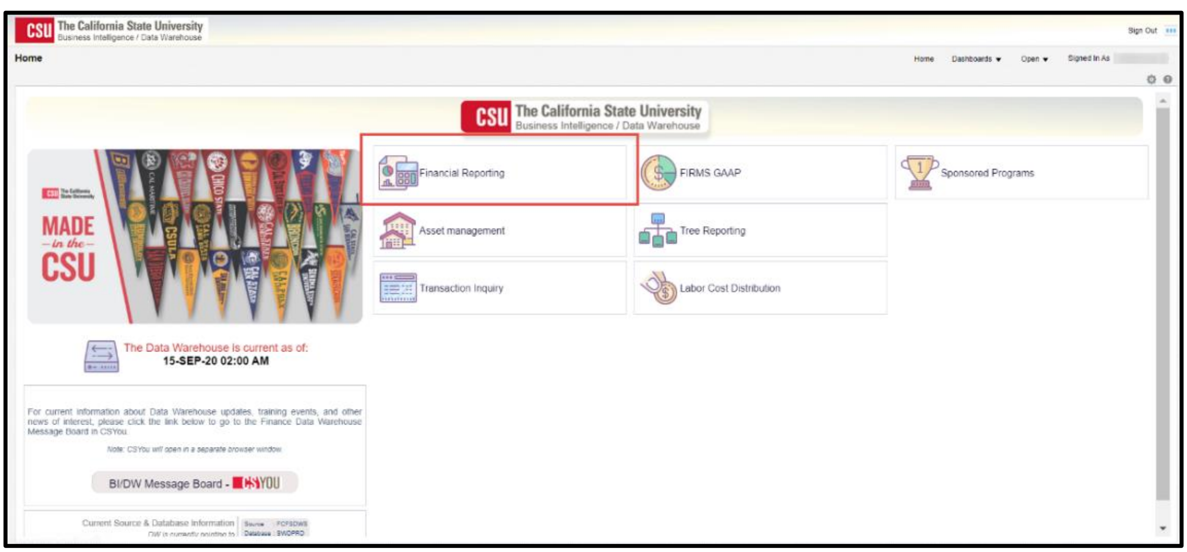
2.0 Financial Reporting Dashboard

The Financial Reporting Dashboard provides reporting using the financial data stored in the Financial Reporting Tool. Data can be retrieved, such as Budget as of Period, Summary as of Period, between Periods, by Year, Trial Balance.

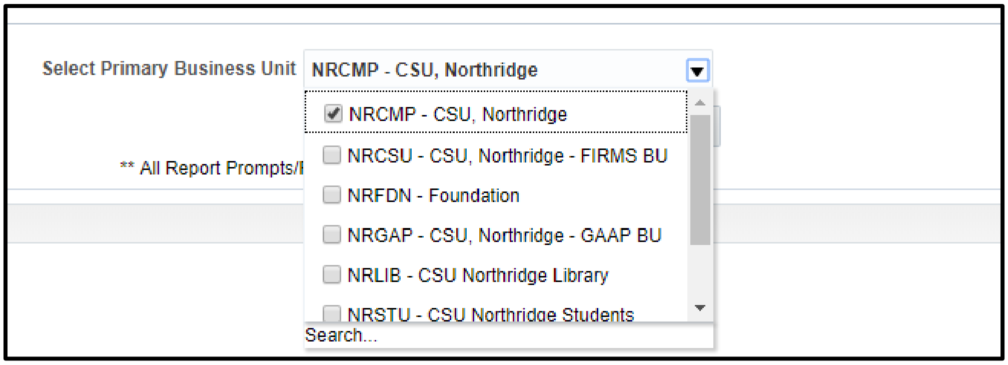
2.1 Financial Reporting Dashboard Home Page

Access the Financial Reporting Dashboard

1. From the data warehouse main Home page, select the button for the Financial Reporting dashboard.



2. Set the Primary Business Unit to ‘NRCMP –CSU, Northridge’ and select 'Apply.'

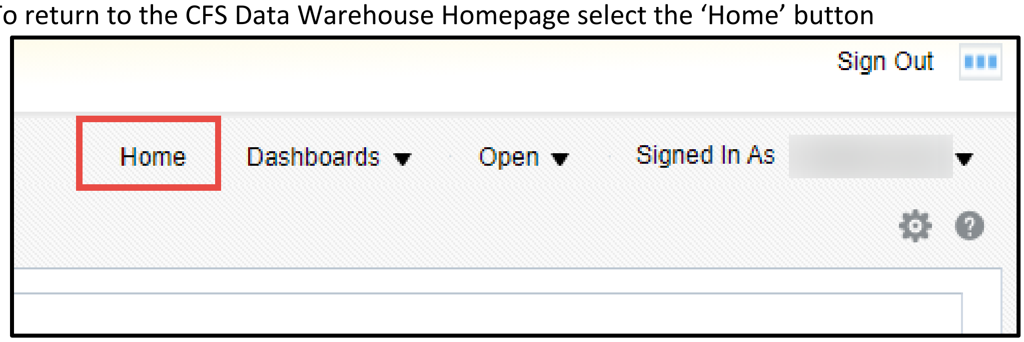


2.2 Financial Reporting Dashboard Report Index

The following pages/report are available within the Financial Reporting Dashboard

Page Name	Page / Report Description
Manage my Budget as of Period	Displays a one-page report for a budget report per certain period
Financial Summary as of Period	Reports the financial summary as of a specific period
Financial Summary between Period	Report for Budget and financial summary between periods
Financial Summary by Year	Report for Budget and financial summary by Year
Trial Balance	This report will display the following: • **Actual Trial Balance** Report is a basic trial balance report • **Trial Balance** with 6 Columns and a wider selection of column selectors
Inception to the Reports	This report will display the following: • **Inception to** date shows actuals and encumbrance summary totals based on many filters from a project-to-date perspective by Year. Each Year's summary amount can be drilled directly to the transactions for that year. • **Inception to Date with Period Prompt** report displays inception to date through a selected fiscal year period prompt. The report displays actuals and encumbrance totals up through a specified budgetary year period prompt. This report will also show results by Year.
Cash	Displays a one-page report for cash transactions
Fund Balance	Displays a one-page report for fund balances
Performance Report as of Period	Report for performances as of the period

3. To return to the CFS Data Warehouse Homepage select the ‘Home’ button



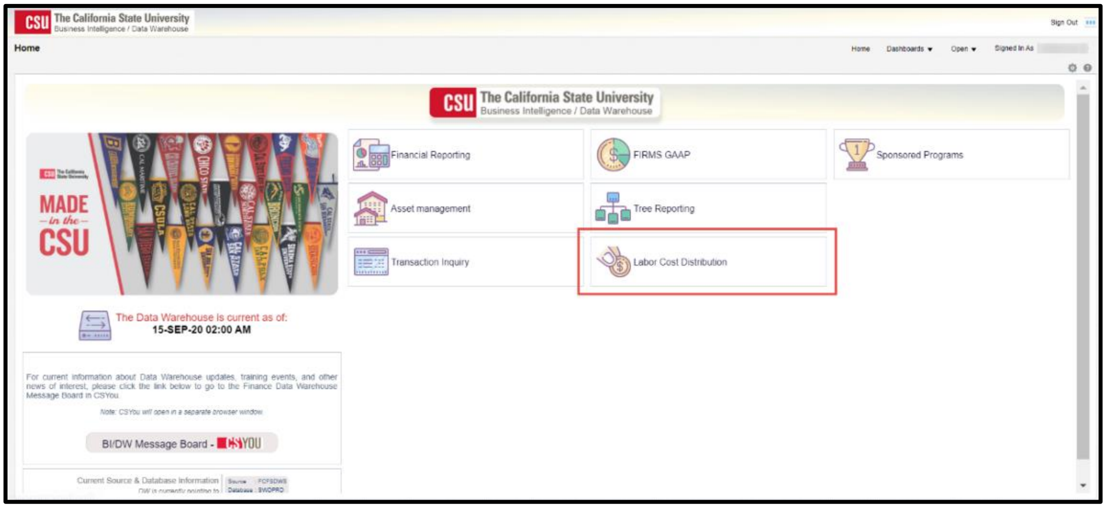
3.0 Labor Cost Distribution Dashboard

The Labor Cost Distribution (LCD) dashboard provides reporting using the payroll data stored in the CFS Labor Cost Distribution reporting table.

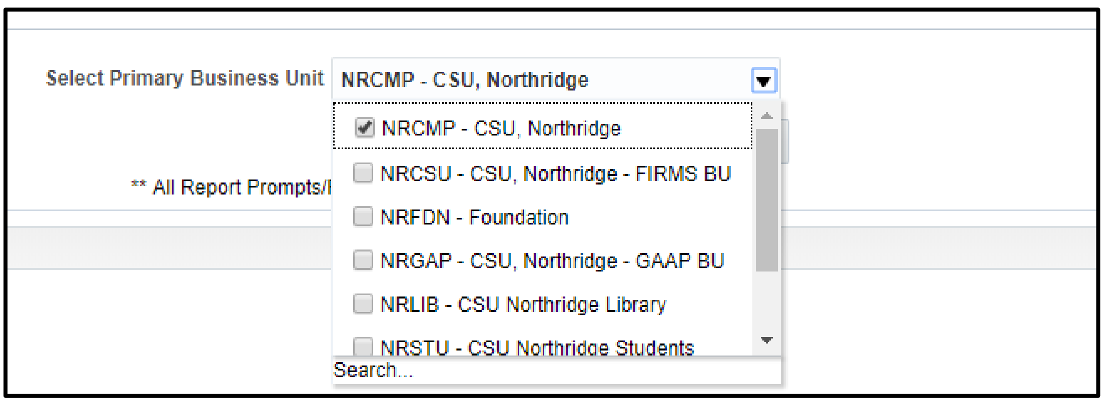
3.1 Labor Cost Distribution Dashboard Home Page

Access the Labor Cost Distribution Dashboard

1. From the data warehouse main Home page, select the button for the Labor Cost Distribution dashboard.



2. Set the Primary Business Unit to **'NRCMP –CSU, Northridge'** and select 'Apply.' Save the setting under 'Save Current Customization.'



3.2 LCD Dashboard Report Index

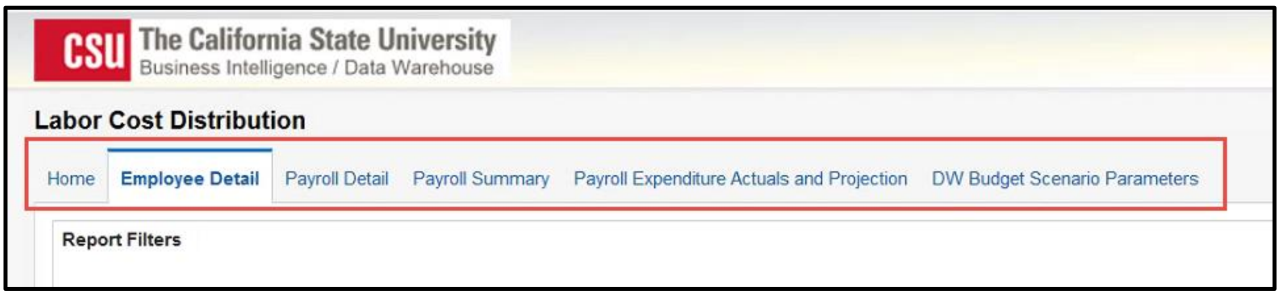
The following pages/report are available within the LCD dashboard

Page Name	Page / Report Description
Employee Detail	Displays a one-page report for a single employee with various position and payroll elements
Payroll Detail	Report for advanced analytics, including nine column selectors, a measures selector, and a time selector
Payroll Summary	Report for the Campus Departments to use to monitor payroll cost at a summary or detail level

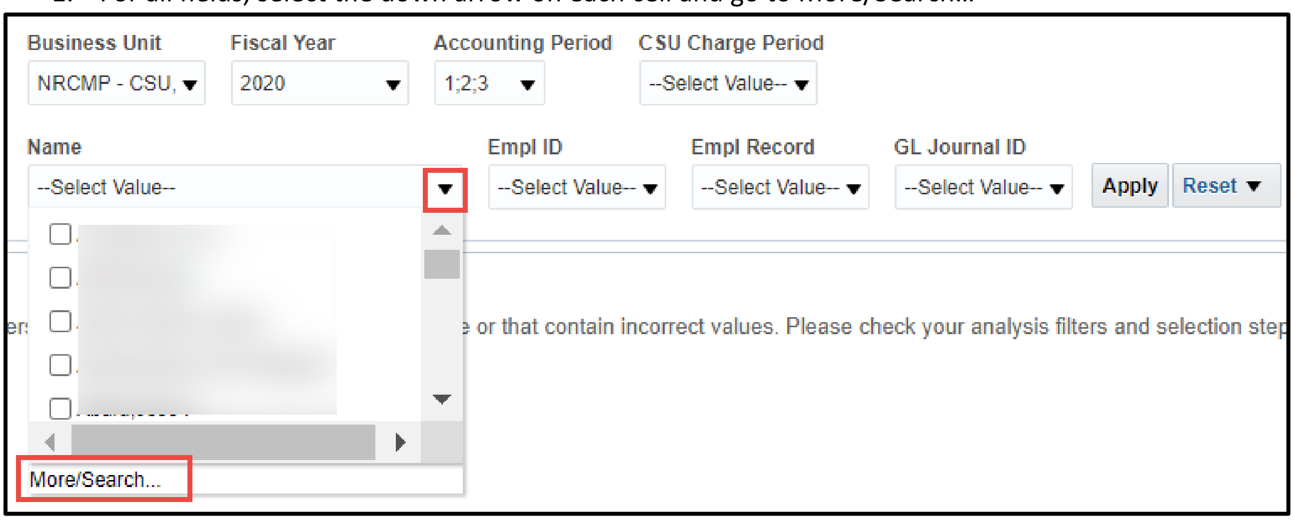
Page Name	Page / Report Description
Payroll Expenditure Actuals and Projections	This report will display the following: • Estimated budget amounts formulated using campus Business Unit, Budget Ledger, and Scenarios used to allocate funds to Account Categories 601, 602 and 603 • Posted dollar amounts from the CSU_LABOR_DIST table are available as posted &/or projected for Salary and Benefits • Accounting periods not yet posted will show the estimated projected Salary and Benefits amount for the remaining Accounting Periods for the Fiscal Year (last posted Accounting Period minus 1)

4.0 Generate Basic Report – Example Employee Detail Report

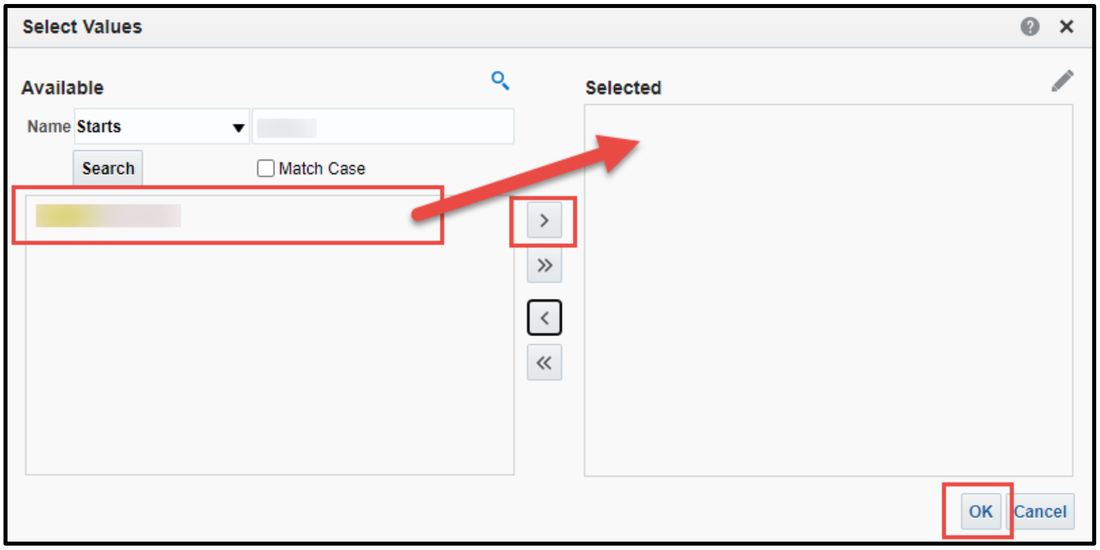
Select a report and define filters from the Dashboard Index. The image below displays the filter selection for the Employee Detail tab in the Labor Cost Distribution dashboard. **Note** other reports might have more filters.



1. For all fields, select the down arrow on each cell and go to More/Search…

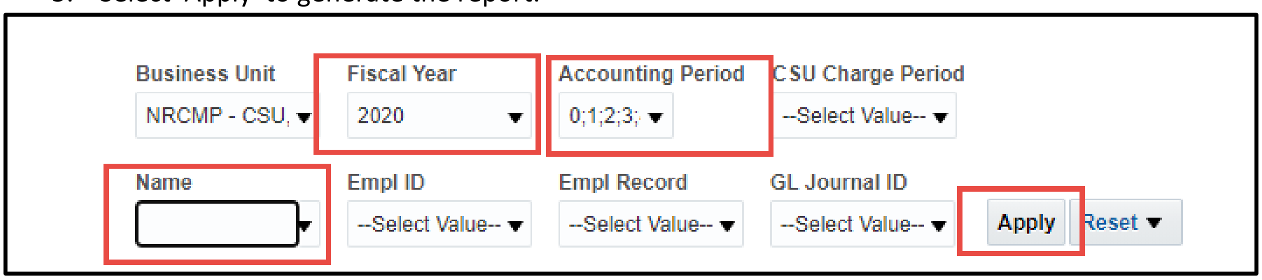


2. Insert employees name and use the '> symbol' to bring it to the 'Selected' field, select 'OK'. Unselect 'Match Case' to broaden your search results.



4.1 Basic Report Filters

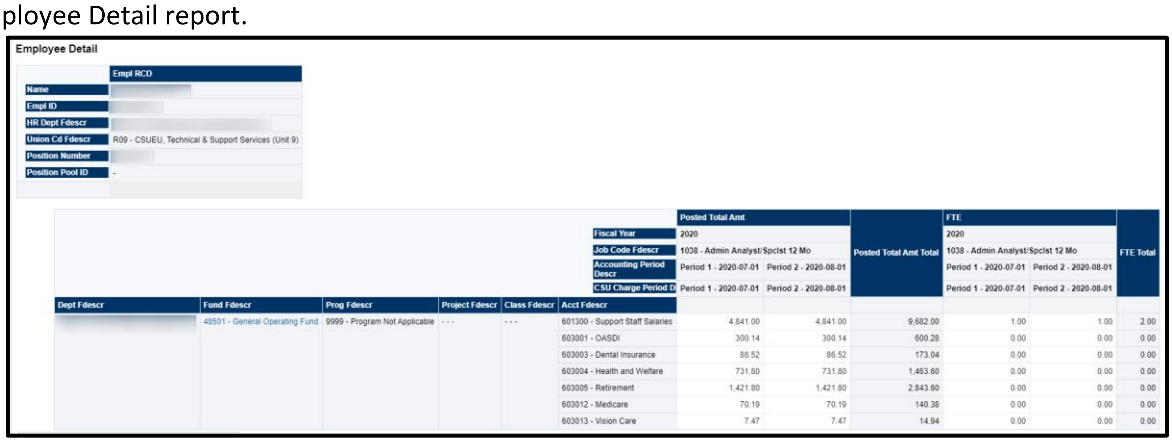
1. **Fiscal Year** – defaults to the current Fiscal Year, select the appropriate fiscal Year
2. **Accounting Period –** to obtain information for a specific month(s) select the period, July = 1, August = 2, etc.
3. **Name -** Search for the individual by entering the last name first.
4. Remove the defaulted 'X.'
5. Select 'Apply' to generate the report.



If **the Name** and **Accounting Period** is not selected, a blank report will appear.

4.2 Report Elements

The report displays static information like Dept, Fund, Account, Position Number, Union Code, Job Code, and Salary based on the Accounting Period chosen. There are no column selectors or report views in the Employee Detail report.



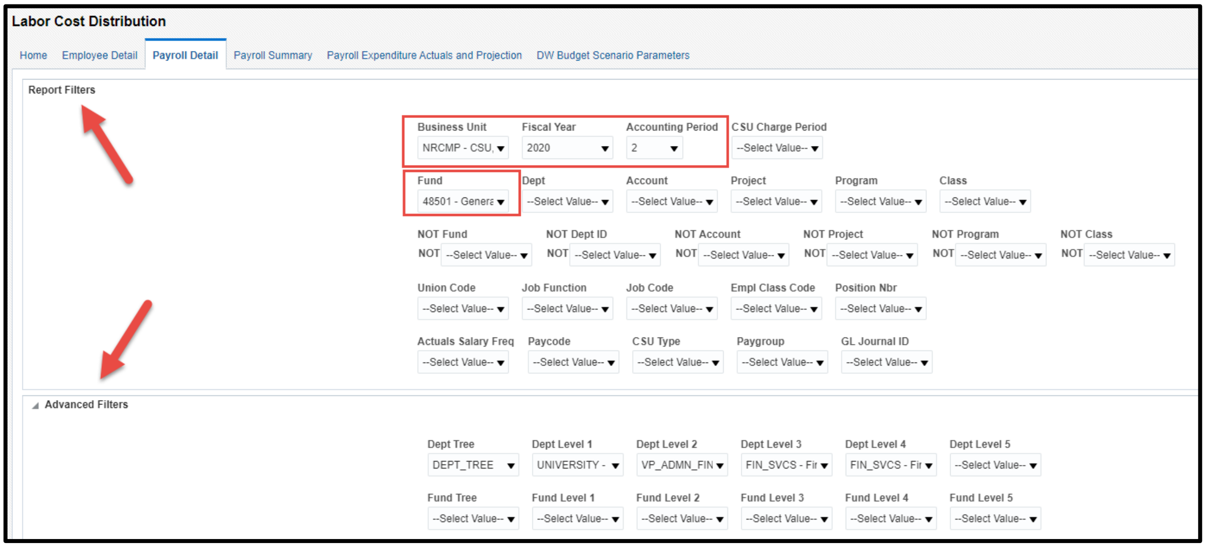
Employee Detail

	Empl RCD
Name	
Empl ID	
HR Dept Fdescr	
Union Cd Fdescr	R09 - CSUEU, Technical & Support Services (Unit 9)
Position Number	
Position Pool ID	-

						Posted Total Amt		Posted Total Amt Total	FTE		FTE Total
					Fiscal Year	2020			2020		
					Job Code Fdescr	1038 - Admin Analyst/Spclst 12 Mo			1038 - Admin Analyst/Spclst 12 Mo		
					Accounting Period Descr	Period 1 - 2020-07-01	Period 2 - 2020-08-01		Period 1 - 2020-07-01	Period 2 - 2020-08-01	
					CSU Charge Period D	Period 1 - 2020-07-01	Period 2 - 2020-08-01		Period 1 - 2020-07-01	Period 2 - 2020-08-01	
Dept Fdescr	Fund Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Acct Fdescr						
	48501 - General Operating Fund	9999 - Program Not Applicable	- - -	- - -	601300 - Support Staff Salaries	4,841.00	4,841.00	9,682.00	1.00	1.00	2.00
					603001 - OASDI	300.14	300.14	600.28	0.00	0.00	0.00
					603003 - Dental Insurance	86.52	86.52	173.04	0.00	0.00	0.00
					603004 - Health and Welfare	731.80	731.80	1,463.60	0.00	0.00	0.00
					603005 - Retirement	1,421.80	1,421.80	2,843.60	0.00	0.00	0.00
					603012 - Medicare	70.19	70.19	140.38	0.00	0.00	0.00
					603013 - Vision Care	7.47	7.47	14.94	0.00	0.00	0.00

5.0 Generate Detailed Report – Example Payroll Detail Report

The report provides a detailed description of employee(s) total charges for one or more pay periods with up to 9 column selections. This report is customizable. LCD contains two sections for filters: Report Filters (use for specific department(s)) and Advance Filters (use for a whole area or division)



5.1 Basic Report Filters

1. **Business Unit** - NRCMP – CSU
2. **Fiscal Year -** defaults to the current Fiscal Year, select the appropriate fiscal Year
3. **Accounting Period -** to run a specific month, enter a period, July = 1, August = 2, otherwise if left blank, the report will run from July 20XX to the current payroll month
4. **Fund -** only if a specific fund is needed; if left blank, all funds will appear (remove X)
5. **Dept -** enter Department ID
6. Select the 'Apply Filters' button

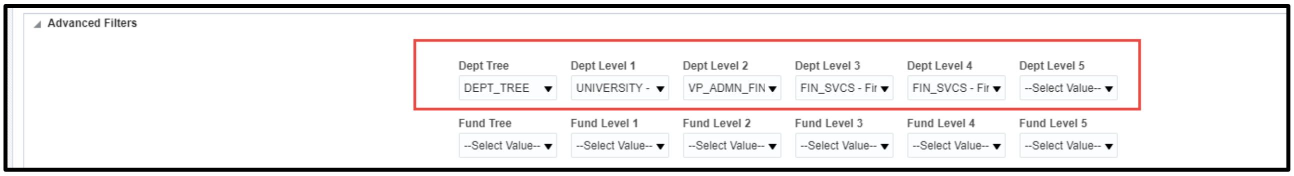
5.2 Advanced Report Filters

Advanced Filters include Chatfield trees and tree levels, Chatfield attributes, and SCO attributes. Advanced Filters are identical on any page with an Advanced Filters section. The Advanced Filters section can be expanded or collapsed by selecting the down arrow icon.

1. Select the 'Advanced Filters' arrow
2. **Dept Tree** – Select **DEPT_TREE**

- **Dept Level 1** - University Level
- **Dept Level 2** - Division Level
- **Dept Level 3 -** Subdivisions
- **Dept Level 4** - College/Areas
- **Dept Level 5 -** N/A

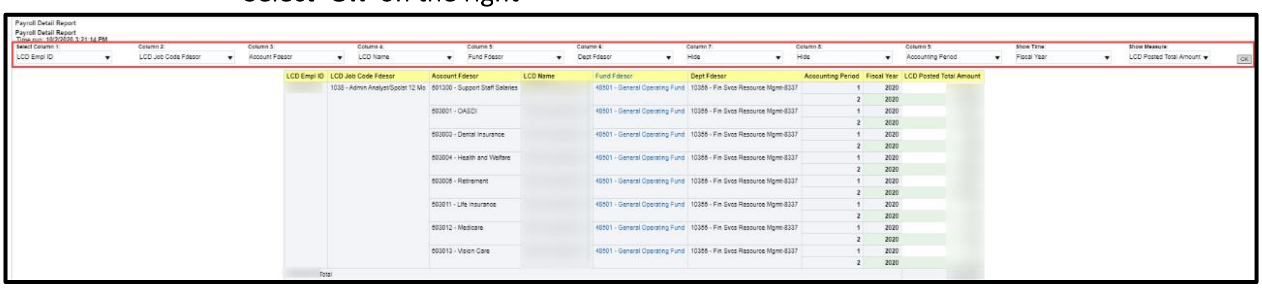
3. Upon selecting the appropriate Dept Tree and Dept Levels, select 'Apply Filters'



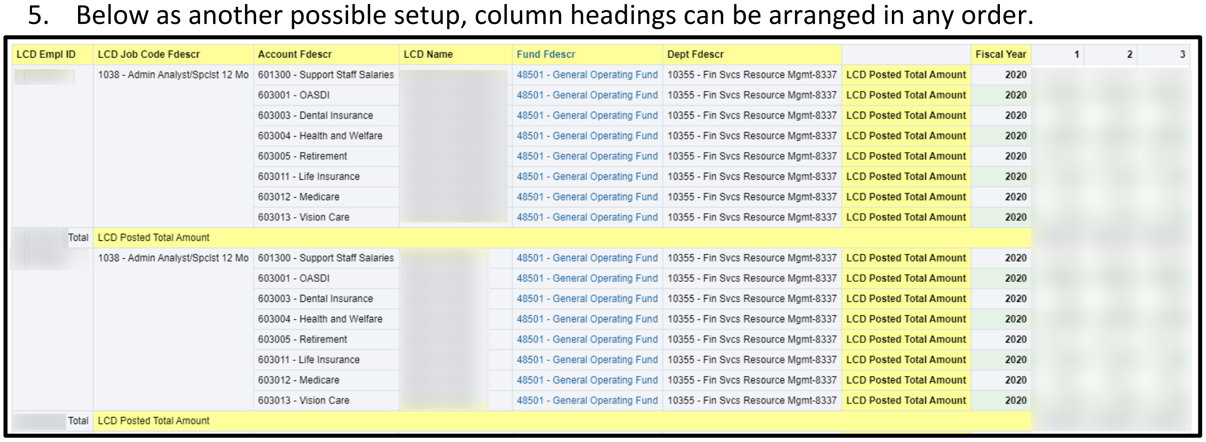
5.3 Report Standard Columns

There are nine standard column sections plus a Show Time and Show Measure Column.

1. Select 'OK' when finish setting the column types.
2. LCD Dashboard will generate a report that can be modified, see the below example as one possible setup.
   - Column 1: LCD Empl ID
   - Column 2: LCD Job Code Fdescr
   - Column 3: Account Fdescr
   - Column 4: LCD Name
   - Column 5: Fund Fdescr
   - Column 6: Dept Fdescr
   - Column 7: Accounting Period
   - Column 8: Hide or whatever is desired
   - Column 9: Hide or whatever is desired
   - Show Time: Fiscal Year
   - Show Measure: LCD Posted Total Amount
   - Select **'OK'** on the right



3. To receive a different overview, hover and right-click the 'Accounting Period' column until the cross symbol appears.
4. Drag the 'Accounting Period Descr' column over the 'LCD Posted Total Amount' column.
5. Below as another possible setup, column headings can be arranged in any order.



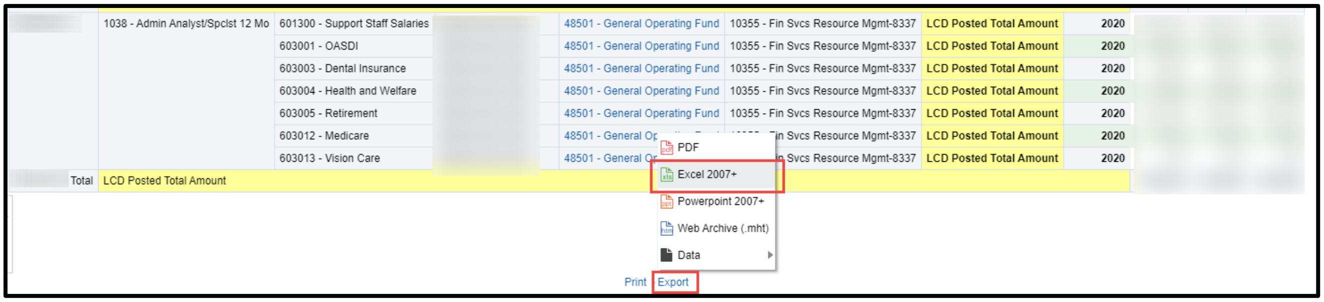
LCD Empl ID	LCD Job Code Fdescr	Account Fdescr	LCD Name	Fund Fdescr	Dept Fdescr		Fiscal Year	1	2	3
	1038 - Admin Analyst/Spclst 12 Mo	601300 - Support Staff Salaries		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603001 - OASDI		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603003 - Dental Insurance		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603004 - Health and Welfare		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603005 - Retirement		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603011 - Life Insurance		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603012 - Medicare		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603013 - Vision Care		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
Total	LCD Posted Total Amount									
	1038 - Admin Analyst/Spclst 12 Mo	601300 - Support Staff Salaries		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603001 - OASDI		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603003 - Dental Insurance		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603004 - Health and Welfare		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603005 - Retirement		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603011 - Life Insurance		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603012 - Medicare		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
		603013 - Vision Care		48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020			
Total	LCD Posted Total Amount									

6.0 Exporting, Moving, and Adjusting a Column

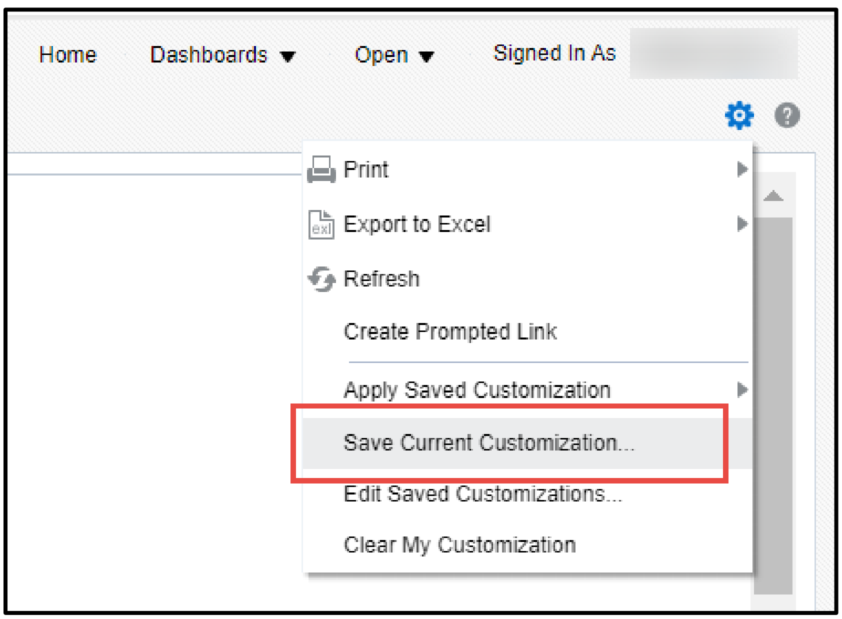
Once the report is generated, the option to move, sort by a column, ascending/descending, exclude/include, and subtotaling is available.

6.1 Export Report

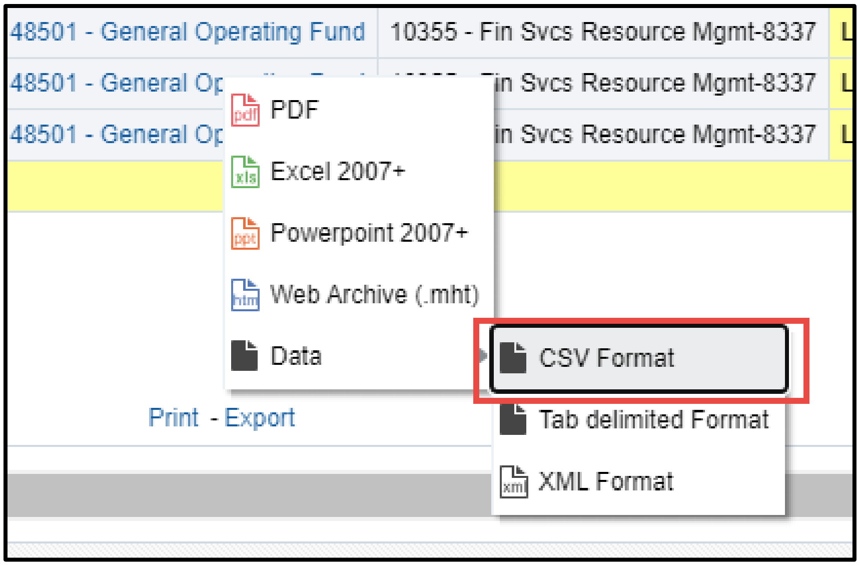
1. The report can be downloaded by scrolling to the bottom of the page, select 'Export' and choose the application, for example, Excel.



2. To 'Save Current Customization', select the wheel icon in the upper right corner to bring up Settings.

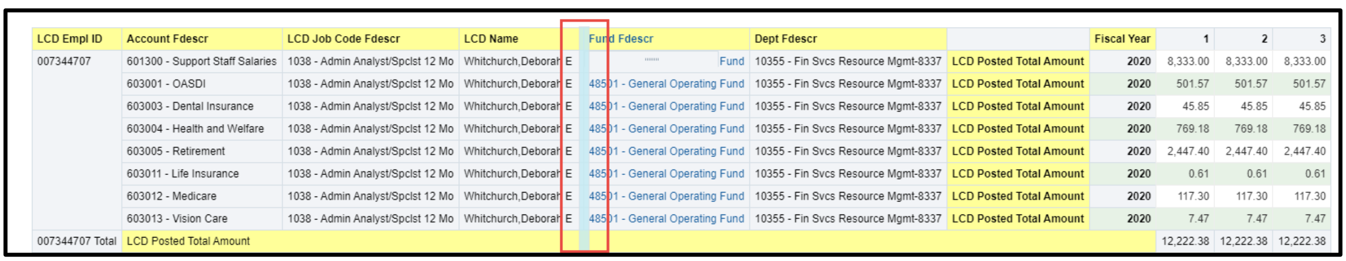


3. Users can build their pivot table report to mirror the old PEAS report by downloading all LCD data. Select 'Export', chose 'Data' and download as 'CSV Format'.



6.2 Moving a Column

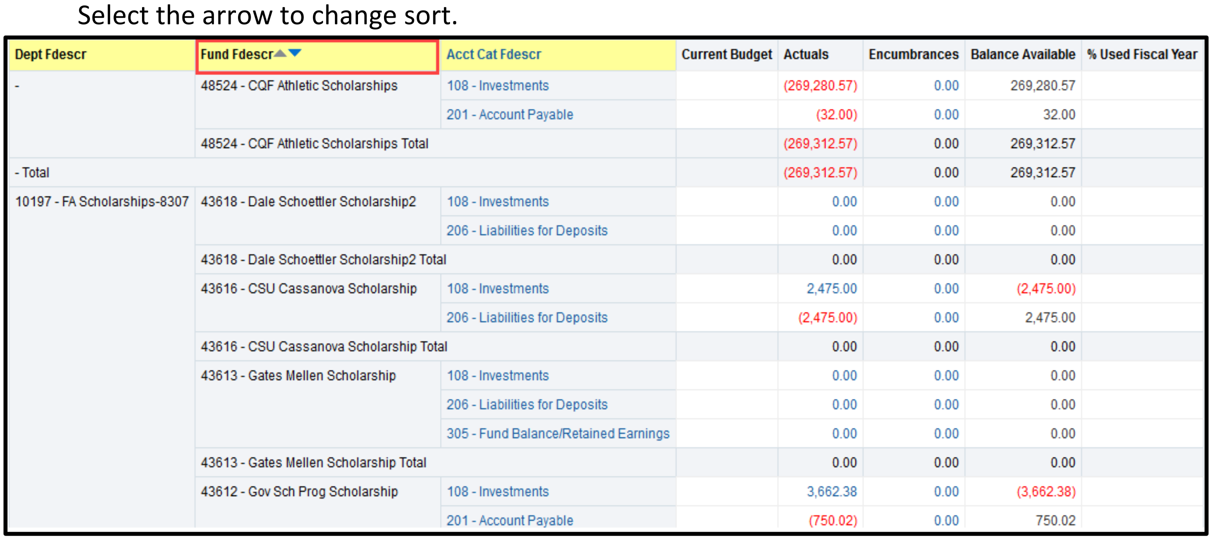
1. Moving a Column: Hover over and right-click the desired column until the cross symbol appears. Drag the column to the desired location; a blue line will indicate where the column can be replaced.



LCD Empl ID	Account Fdescr	LCD Job Code Fdescr	LCD Name	Fund Fdescr	Dept Fdescr		Fiscal Year	1	2	3
007344707	601300 - Support Staff Salaries	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	8,333.00	8,333.00	8,333.00
	603001 - OASDI	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	501.57	501.57	501.57
	603003 - Dental Insurance	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	45.85	45.85	45.85
	603004 - Health and Welfare	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	769.18	769.18	769.18
	603005 - Retirement	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	2,447.40	2,447.40	2,447.40
	603011 - Life Insurance	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	0.61	0.61	0.61
	603012 - Medicare	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	117.30	117.30	117.30
	603013 - Vision Care	1038 - Admin Analyst/Spclst 12 Mo	Whitchurch,Deborah E	48501 - General Operating Fund	10355 - Fin Svcs Resource Mgmt-8337	LCD Posted Total Amount	2020	7.47	7.47	7.47
007344707 Total	LCD Posted Total Amount							12,222.38	12,222.38	12,222.38

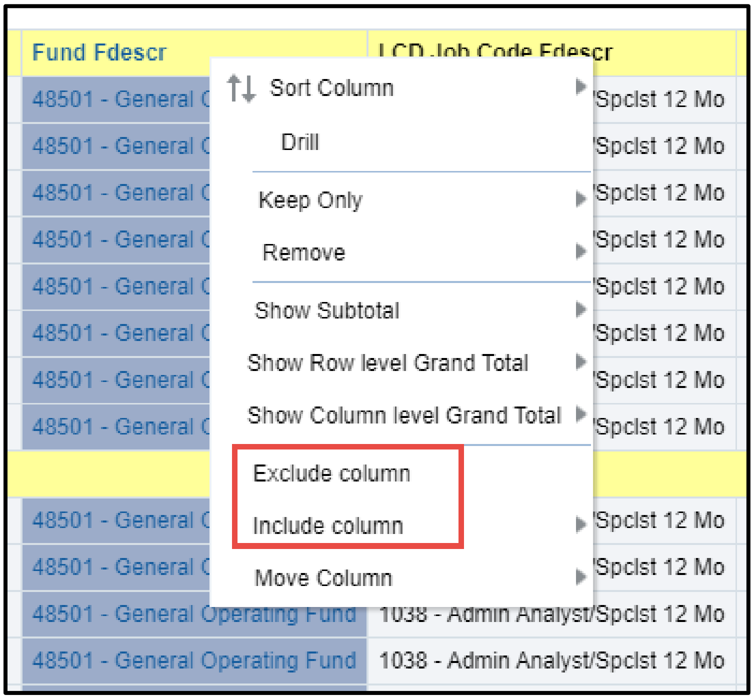
6.3 Sorting a Column

1. Ascending/Descending: Hover over the desired column. An "Up" & "Down" arrow will appear. Select the arrow to change sort.



Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
-	48524 - CQF Athletic Scholarships	108 - Investments		(269,280.57)	0.00	269,280.57	
		201 - Account Payable		(32.00)	0.00	32.00	
	48524 - CQF Athletic Scholarships Total			(269,312.57)	0.00	269,312.57	
- Total				(269,312.57)	0.00	269,312.57	
10197 - FA Scholarships-8307	43618 - Dale Schoettler Scholarship2	108 - Investments		0.00	0.00	0.00	
		206 - Liabilities for Deposits		0.00	0.00	0.00	
	43618 - Dale Schoettler Scholarship2 Total			0.00	0.00	0.00	
	43616 - CSU Cassanova Scholarship	108 - Investments		2,475.00	0.00	(2,475.00)	
		206 - Liabilities for Deposits		(2,475.00)	0.00	2,475.00	
	43616 - CSU Cassanova Scholarship Total			0.00	0.00	0.00	
	43613 - Gates Mellen Scholarship	108 - Investments		0.00	0.00	0.00	
		206 - Liabilities for Deposits		0.00	0.00	0.00	
		305 - Fund Balance/Retained Earnings		0.00	0.00	0.00	
	43613 - Gates Mellen Scholarship Total			0.00	0.00	0.00	
	43612 - Gov Sch Prog Scholarship	108 - Investments		3,662.38	0.00	(3,662.38)	
		201 - Account Payable		(750.02)	0.00	750.02	

2. Exclude/Include: right mouse click on the column. Select action accordingly. **Note**: All columns have the same exclude, include, and move column functionality as described below.



3. Subtotal the Column: 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.

- 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.
- Right-click on the yellow column heading to access the Columns shortcut menu.
- Choose Show Subtotal > After Values to add a Subtotal **OR** choose none to remove Subtotal.