Accessing Financial Information (OBIEE 12c – BI/Dashboards)

Lynn A Gañac, Director, Accounting Services & Financial Reporting

Justin Chan, Accountant III
Winnie Lin, Accountant II

MAY 21, 2021
10:00 AM TO 12:00 PM
VIRTUAL PRESENTATION VIA ZOOM

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Agenda

1. Introduction
2. General Overview
   - ✓ Accessing Financial Information (OBIEE 12c - BI/Dashboards)
   - ✓ Tips & Tricks
   - ✓ Rev/Exp (CFS)
     - o Revenue/Expense Summary Report
     - o Actuals Detail (between Accounting Periods) Report
   - ✓ Liability Accounts
     - o 25xxxx Liab Summary
     - o 25xxxx Actuals Detail (Between Accounting Periods)
   - ✓ My Queries > Chargebacks
   - ✓ Delegation of Authority
3. Announcements
4. Questions

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Accessing Financial Information (OBIEE 12c – BI/Dashboards)

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OBIEE 12c – BI/Dashboards

https://adminfin.fullerton.edu/finance/asfr/services/FinanceDataWarehouse.php

Finance Data Warehouse (OBIEE) - an online repository for information. The Finance Data Warehouse contains data from the PeopleSoft Financial system (CFS) and allows end users to view, filter and search for information. ***OBIEE is refreshed nightly, providing data current as of close of business (COB) the night before***
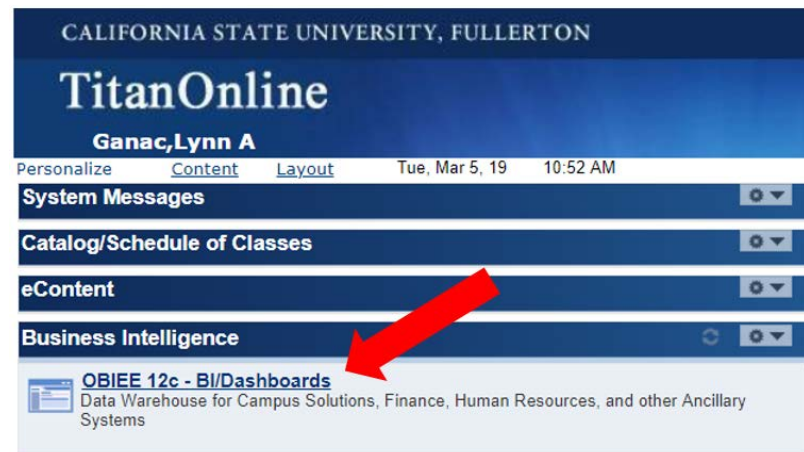
Requesting Access to OBIEE

Navigation: Titan Online > My Workplace > IT Access Request Form > Finance System Access Request Form

Finance System Access Request Form

Important:
When requesting access for a new employee, must have a CWID and must have been added by Payroll in the system.

Use Internet Explorer, other browsers not supported.

Need Help:
Email
cmssecurity@fullerton.edu

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Data Refresh

Error typically means data refresh is not yet done

OBIEE Dashboards

Tips and Tricks

Report Criteria

Each report has filters which will allow the user to refine data by multiple criteria to narrow down what data is displayed.

Accounting Terminology

Fiscal Year
- one-year period used for financial reporting
- begins 07/01 and ends 06/30
- denoted by the first calendar year of the one-year period
  - FY 2020 = 07/01/**2020** – 06/30/2021

Accounting Period
- period of time reflected in the financial statements
- CSUF follows the calendar month (ex. DEC is from 12/1 to 12/31)

01 – JUL	04 – OCT	07 – JAN	10 – APR
02 – AUG	05 – NOV	08 – FEB	11 – MAY
03 – SEP	06 – DEC	09 – MAR	12 – JUN

Account Type

50 – Revenues (Income)   60 - Expenses

Account Category

First 3 characters of the account with the exception of transfers in/out

Account Prefix	Account Category	Account Category Desc
501	501	Higher Education Fees
502	502	PaCE Fees
503	503	Gifts Grants and Contracts
504	504	Sales and Services of Auxiliary Enterprises
505	505	Reimbursements
506	506	Transfers In From Other Funds/Appropriations
570	506	Transfers In From Other Funds/Appropriations
571	506	Transfers In From Other Funds/Appropriations
572	506	Transfers In From Other Funds/Appropriations
507	507	Revenue from Interest
508	508	Revenue from Investments
580	580	Other Financial Sources
590	590	Revenue Adjustments

Account Prefix	Account Category	Account Category Desc
601	601	Regular Salaries and Wages
602	602	Work Study
603	603	Benefits Group
604	604	Communications
605	605	Utilities Group
606	606	Travel
607	607	Capital Outlay Projects
608	608	Library Acquisitions
609	609	Financial Aid
610	610	Non-Expenditure Disbursement
612	612	State Pro Rata Charges Group
613	613	Contractual Services Group
616	616	Information Technology Costs
617	617	Services from Other Funds/Agencies Group
619	619	Equipment Group
623	623	SP - Materials & Supplies
660	660	Misc. Operating Expenses
680	670	Operating Transfers Out
680	671	Operating Transfers Out
680	680	Operating Transfers Out
690	690	Expenditure Adjustments

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Chartfields

Account - used to record the nature of the campus' financial transactions (ex. 660825 General Supplies)

Fund - placeholder for the money made available for a department or college

Department - organizational structure of the campus

Program & Class - used by departments to track specific expenditures and revenues; 7xxx are billable program codes that will automatically generate an invoice to Auxiliary Organizations (ASC, ASI or CSFPF)

Project - used to track capital expenditures or non-recurring repairs & maintenance

Organizational Structure

Division	Sub-Division/College	Master Department	Department
--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼

📂 FLCMP - ALL UNIVERSITY
   ⊞ HUMAN_RESOURCES - Human Resources
   ⊞ STUDENT_AFFAIRS - Student Affairs
   ⊞ PRESIDENT - President
   ⊞ UNIV_ADVANCEMENT - University Advancement
   ⊞ ACADEMIC_AFFAIRS_DIV - Academic Affairs Division
   ⊞ INFORMATION_TECH_DIV - Information Technology Div
   ⊞ ADMIN_FINANCE - Administration and Finance
   ⊞ UNIVERSITY_WIDE - University Wide

📂 ACADEMIC_AFFAIRS_DIV - Academic Affairs Division
   📂 INSTITUTIONAL_EFFECT - Assessment&Institution_Effect
      📂 INSTITUTIONAL_EFFEC_ - Institutional Effectiveness
         🍃 [10140] - INACT I.R. &Analytical Studies
         🍃 [10374] - Assess & Inst Effectiveness
         🍃 [10404] - WASC Operations

Division:
    Academic Affairs Division

Sub-Division/College:
    Assessment&Institution_Effect

Master Department:
    Institutional Effectiveness

Department:
    10404 – WASC Operations

Tree used for department security
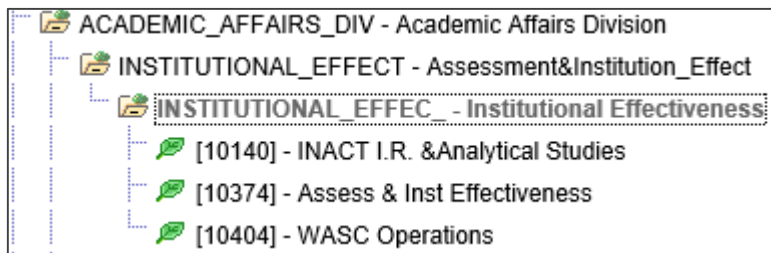
Criteria Selection

➢ Select/Unselect Value one by one

Criteria Selection

➢ Use **More/Search**

Criteria Selection

Criteria Selection

Criteria Selection

Select Values from the left, use **Control** button to select several values; click **>** to Move to the right; click **>>** to Move All to Selected

Criteria Selection

Select Values from the right, use **Control** button to select several values; click **<** to Move to the left; click **<<** to Remove All from Selected

Criteria Selection

To select ALL projects, click **>>** to Move All, continue to click **>>** until all projects are on the right; select **- - -** then click **<** to Remove

Criteria Selection

Further summarize report by changing report fields then exclude columns

Criteria Selection

Excluded other report fields except for Dept ID and Fund

Revenue/Expense Summary Report
Business Unit = **FLCMP** , Fiscal Year = **2020** , YTD Period = **11**
Total Number of Records Retrieved = **3**

| Dept ID ▼ | Fund ▼ | Fund ▼ | Fund ▼ | Fund ▼ | Fund ▼ | Fund ▼ |

Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	0.00			0.00	0.00	
	THEFD				0.00	0.00	
	THERA	0.00	0.00	0.00	0.00	0.00	0.00
10065 Total					0.00	0.00	
Grand Total					0.00	0.00	

Refresh - Print - Export

Reset Report Criteria

Print Options

Printable PDF

Printable HTML
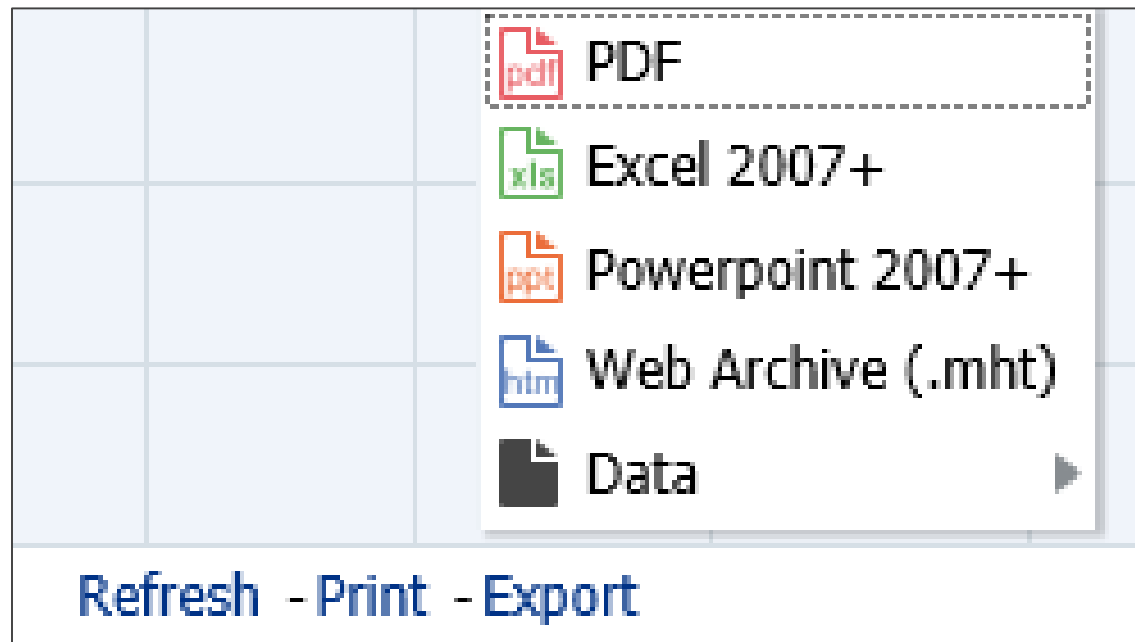
Export Options

Export: PDF

Export: Excel 2007+

Revenue/Expense Summary Report

Business Unit = **FLCMP** , Fiscal Year = **2020** , YTD Period = **11**

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Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	0.00			0.00	0.00	
	THEFD				0.00	0.00	
	THERA	0.00	0.00	0.00	0.00	0.00	0.00
10065 Total					0.00	0.00	
Grand Total					0.00	0.00	

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Export: Powerpoint 2007+

Export: Data

Export: Data – CSV Format

Rev/Exp (CFS)

Revenue/Expense Summary

Revenue/Expense Summary

REQ -> PO -> Invoice

   Pre-Encumbrance = Requisitions

   Encumbrance = Purchase Order

   Current Year Actuals = Invoice

Accounts

   5xxxxx = Revenues (negative amount)

   6xxxxx = Expenses (positive amount)

Budget Balance Available (BBA) = Revised Budget – Current Year Actuals – Encumbrance – Pre-Encumbrance

Positive BBA = funds available to spend   **Negative BBA = overspent**

Actuals Detail (between Accounting Periods)

Report Filter: Accounting Periods Between 10 and 11

There is no data in Period 11 for Account Category 660 and Dept 10005 so Report Header shows Period = Period 10 to 10

Actuals Detail (between Accounting Periods)

Actuals Detail (between Accounting Periods)

Report Fields and Sample Data

Dept ID	10005
Fund	THEFD
Account	660001
Acct Descr	Postage and Freight
Program	-
Class	-
Project	-
Doc Src	VCH
Document ID	235464
Document Date	3/5/2021
Journal ID	APV1760353
Journal Date	4/5/2021

Ln Number	1
Ln Descr	DP200000
Invoice ID	729719193
Vendor/Customer ID	33
Vendor/Customer Name	FEDEX
Reference	18109
Reference 1	-
Reference 2	-
Fiscal Year	2020
Period	10
Actuals	9.98

Actuals Detail (between Accounting Periods)

Fields That Are Specific To The Actuals Detail Report
(Between Accounting Periods)

Field	Description
Doc Src	Identifies the source of the transaction
Journal ID	Identification number associated with the accounting transaction; the first few characters or prefix further identifies the source of the transaction
Reference	Line reference for the transaction if entered; may denote a Purchase Order or Work Order number, CASHNet Item Code, or other identifying information
Reference 1	Additional references information for the transaction; for HCM transactions, this includes FTE statistics amount if applicable; for Accounts Payable transactions (Doc Src = VCH), this includes the PO ID associated with the transaction
Reference 2	Additional reference information for the transaction
Actuals	Transaction amount

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Actuals Detail (between Accounting Periods)

LIST OF DESCRIPTIONS AND DATA SOURCES

Doc Src	Journal ID Prefix	Journal Description & Source of Data	Contact
ABN	0000 (no prefix)	Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)	Betty Neri Ext. 4485
ADH		Sxx = Entries originating in Student Financial Services	Dawit Haile Ext. 4244
AEM		Last 2 characters of Doc Src represent the initials of the accountant who processed the entry	Estrella Mangahas Ext. 5386
AET			Evajoy Tito Ext. 8356
AJC			Justin Chan Ext. 8371
AJH			Jenny Huynh Ext. 5380
ALG			Lynn Gañac Ext. 8474
ATL			Tony Lee Ext. 2044
AWL			Winnie Lin Ext. 4246

Actuals Detail (between Accounting Periods)

ALO	ALO	Allocations are sytem generated entries that distribute monetary amounts across departments or any other ChartField defined in PeopleSoft General Ledger (CFS)	Lynn Gañac Ext. 8474
BIL	BI	Amounts invoiced to outside entities or CSUF Auxiliary Organizations	Jenny Huynh Ext. 5380
CSU	Various	Service Providers' chargeback transactions (COP, PCD, PHY, etc.)	Service Provider Contact List
	CRS	Deposits fed from *CASH*Net system	asfr@fullerton.edu
HCM	HRA	Salary adjustments (LCD) fed from the Human Resources PeopleSoft system	ASFR will coordinate with the appropriate department
	HRL	Salary expenses (LCD) fed from the Human Resource Peoplesoft system	
SFS	SFS	Fees, other revenues, and refunds fed from the Student Administration PeopleSoft system	
VCH	APV	Amounts invoiced by vendors and travel charges	ap@fullerton.edu
	APC	Closure of an "APV" voucher (invoice)	

Required Backup When Submitting ASFR Forms

Actuals Detail Report

Business Unit = **FLCMP** , Fiscal Year = **2017** , Period = **Period 5 to Period 8**
Total Number of Records Retrieved = **80**

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606002	Travel-Out of State	AJC	0001212165	02/28/2018	0001212165	02/28/2018	2	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)
									4	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)
									6	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)
									8	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)
									10	Kelly England Hotel Fee	-	-	-	-	-	-	2017	8	(49.00)
				CSU	CHBK131079	10/25/2017	PCD1161157	11/01/2017	5,057	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB;P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75
									5,059	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB;P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75
									5,061	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB;P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75
									5,063	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB;P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75
									5,065	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB;P-Card Travel NOV 2017 (DH); Hotel Fees; 08/31/2017	LYNN GANAC	2017	5	49.00
				VCH	00193407	12/01/2017	APV1199981	02/12/2018		Day Meal Expense(s)									
									19	Actual Per Day Meal Expense(s)	966	0000016615	EVAJOY TITO	0000014341	-	-	2017	8	10.00
									20	Actual Per Day Meal Expense(s)	966	0000016615	EVAJOY TITO	0000014341	-	-	2017	8	10.00
	THEFD Total																		20.00
10005 Total																			20.00
Grand Total																			20.00

$0.00

You can no longer submit an ETR to adjust $49.00 cause it's already been done (0001212165 02/28/18); total department expense is only $20.00.

Additional Reports

Report Name	Contact
All University Benefits Pool	Resource Planning & Budget
Budget Detail	Resource Planning & Budget
Encumbrance Detail	Contracts & Procurement
Pre-Encumbrance Detail	Contracts & Procurement
Available Balance	Resource Planning & Budget

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Liability Accounts

Liability Accounts

https://adminfin.fullerton.edu/finance/asfr/documents/OBIEE_Liability_Accounts.pdf

25xxxx Liab Summary

Accounting Period: Between 0 and 11

25xxxx Liab Summary Fields

Beginning Balance – carry forward balance from previous year or years

Current Year Actuals – total activity for the current Fiscal Year

Liability Balance - Beginning Balance plus Current Year Actuals

Negative Liability Balance – underspent

Positive Liability Balance – overspent

Click [Amount](#) hyperlink to drill down to Actuals Detail Report

25xxxx Actuals Detail (Between Accounting Periods)

25XXXX Actuals Detail Report
Business Unit = **FLCMP** , Fiscal Year = **2020** , Period = **Period 0 to Period 0**
Total Number of Records Retrieved = 1

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Vendor/Customer Name	Vendor/Customer ID	Invoice ID	Fund	Fund Descr	Reference	Journal Date	Document Date	Ln Descr	Ln Number	Journal ID	Document ID	Reference 1	Reference 2	Actuals
2020	0	250815	HS Scholars Clearing Account	-	PYB	-	-	0	TAD01	PaCE Operations	-	08/08/1988	08/08/1988	-	0	-	-	-	-	(7.00)
																			Grand Total	**(7.00)**

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Journal Date	Document Date
2020	0	250815	HS Scholars Clearing Account	-	PYB	08/08/1988	08/08/1988

Fields that indicate activity is from prior Fiscal Year(s)

My Queries > Chargebacks

My Queries > Chargebacks

Restricted by user's department security

For information on Chargebacks
https://adminfin.fullerton.edu/finance/asfr/services/Chargebacks.php

My Queries > Chargebacks

Service Provider Data Inquiry

Jrnl Template	Doc ID	Jrnl ID	Journal Date
COP	CHBK135718	COP1771645	4/30/2021
TEL	CHBK135752	TEL1773827	4/30/2021

Jrnl Template represents the Service Provider that billed the department

For a list of Service Providers and contact information:
https://adminfin.fullerton.edu/finance/asfr/documents/ServiceProviderList.pdf

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Delegation of Authority

Delegation of Authority

DOA Type	Used By
Check Request	Accounts Payable/Travel Accounting Services & Financial Reporting
Travel Claim	Accounts Payable/Travel
Requisition/Expense Transfer	Contracts & Procurement Accounting Services & Financial Reporting
Budget	Resource Planning & Budget
Reporting	

Delegation of Authority

Change Report Header from Operator ID to Operator Name

Delegation of Authority
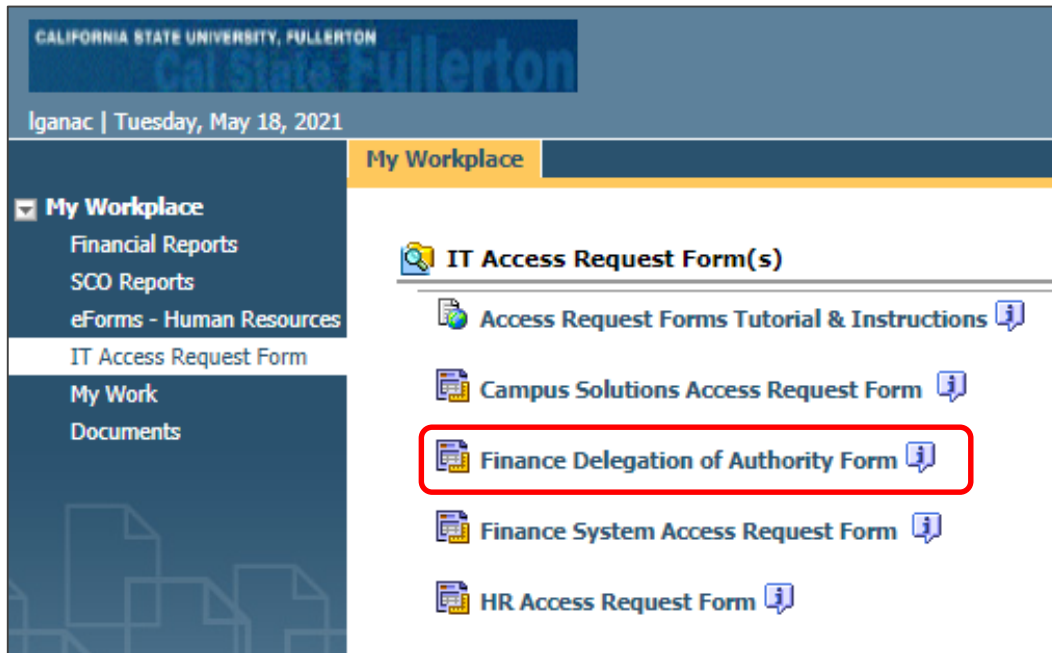
Questions:
Administrative Systems (AFIT)
afitsupport@fullerton.edu
657-278-3737

QUESTIONS????
Email: ASFR@fullerton.edu

Announcements

➢ Accounting Updates Email Subscription

https://finance.fullerton.edu/Controller/Accounting/

Coming Soon: ETR Approval Workflow

Tentative Timeline:

Department Testing OCT 2021

Go-Live DEC 2021

Estrella, Justin, Tony, Lynn, Dawit, Betty, Winnie, EJ, Jenny

Thank you!

QUESTIONS?

CONTACT: ASFR@FULLERTON.EDU