CFS Data Warehouse Basics Guide
CSU Northridge
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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

![Image of CSUN portal](image1.png)

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

![Image of CSU login page](image2.png)

- 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

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

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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Page / Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Detail</td>
<td>Displays a one-page report for a single employee with various position and payroll elements</td>
</tr>
<tr>
<td>Payroll Detail</td>
<td>Report for advanced analytics, including nine column selectors, a measures selector, and a time selector</td>
</tr>
<tr>
<td>Payroll Summary</td>
<td>Report for the Campus Departments to use to monitor payroll cost at a summary or detail level</td>
</tr>
<tr>
<td>Page Name</td>
<td>Page / Report Description</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Payroll Expenditure Actuals and Projections</td>
<td>This report will display the following:</td>
</tr>
<tr>
<td></td>
<td>• Estimated budget amounts formulated using campus Business Unit, Budget Ledger, and Scenarios used to allocate funds to Account Categories 601, 602 and 603</td>
</tr>
<tr>
<td></td>
<td>• Posted dollar amounts from the CSU_LABOR_DIST table are available as posted &amp;/or projected for Salary and Benefits</td>
</tr>
<tr>
<td></td>
<td>• 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)</td>
</tr>
</tbody>
</table>

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.
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).

### 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

### 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.
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.

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.
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.