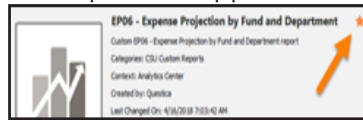## BOOKMARKS

Saving Bookmarks

To save time, you can bookmark your favorite reports. To create a bookmark, click the Star icon.

1. From the Analytics Center,
   - Click the desired report
   - Click the Star icon
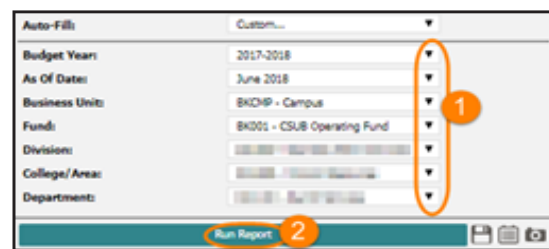2. The report will appear with the Star.

Using Bookmarks

To use your bookmark, use the Bookmark feature in the Navigation pane. It will open with a list of your bookmarked reports.

1. In the Navigation pane, click Bookmarks
2. From the list, click the desired report

3. Complete the parameters and click Run Report

REPORT PARAMETER SETS

Saving Report Parameter Sets

Saving Report Parameter Sets will save you time. You can use them when running reports from the Analytic Center, the Auto-Fill, and Bookmarks.

1. After you fill in the report parameters, click the Save icon
2. When the Report Parameter Set Details open,
   - In the Name, enter a name for the saved parameters
   - Click OK
3. Your saved parameter set will appear in the Auto-Fill, the Analytics Center next to the Run Report, and in the Bookmarks under the Graph icon.
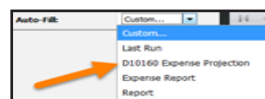
Editing Report Parameter Sets

1. From the Analytics Center, click Report Tools
2. From the menu, click Report Parameter Sets
3. Your saved Report Parameter Sets will appear. To

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edit, double-click the desired report parameter set.

4. In the left pane, click the General tab
5. To change the name,
   - In the Name, enter the new name
   - Click OK
6. To change the report parameters, click Parameters
7. On the Parameters tab,
   - Make your selections
   - Click OK

GETTING ASSISTANCE

If you are unsure or need assistance, please refer to the resources below:

Web Resources

- Campus Training website
- (http://www.csub.edu/training/pgms/qcustrepts/index.html)

Contacts

- **Level One Support**
  School / Division Budget Analyst
- **Level Two Support**
  Paula Miser - Academic Fund Manager
  Crystal Rios - Non-academic Fund Manager
- **Level Three Support**
  Michelle Mills, University Budget Officer

Computer-related Issues

- Help Desk
  661-654-2307
  helpdesk@csub.edu

CONTENTS

Campus Training

Dr. Tammara Sherman
Campus Technology Trainer

(661) 654-6919
tsherman@csub.edu
www.csub.edu/training/

Questica Budget System

CSU Custom Reports

CSUB FINANCIAL SYSTEMS

CSUB has 3 financial systems: Common Finance System, Finance Data Warehouse, and Questica Budget System. Each system address different purposes.

Questica

Questica is a web-based system designed for budget information. It contains selected information from CFS. It allows you to run reports regarding your expense projections, fund balances, fund summaries, and more. Questica reports look more like a financial report as opposed to a report with financial information. Text appearing in red and negatives means bad, as they do in most Accounting systems. In the future, Questica will allow you to request changes for operating and position budgets.

Common Finance System

The Common Finance System (CFS) is our primary financial system. It is the system where our financial data is entered and stored. It is the system of record for all financial data. CFS is designed for handling transactions. It contains the most current information. CFS sends information to the Finance Data Warehouse and the Questica Budget system.

Finance Data Warehouse

The Finance Data Warehouse is a reporting system shared throughout the CSU system. It contains a snapshot of selected information from CFS. It allows you to run reports containing financial information. However, the text colors and the signs on the numbers can be misleading.

QUESTICA ENVIRONMENT

The Questica interface consists of the Navigation Pane and the Center Pane. The Navigation Pane appears on the left. It allows you to move among the different Questica modules and features. Your selections in the Navigation pane determines what you see in the Center pane.
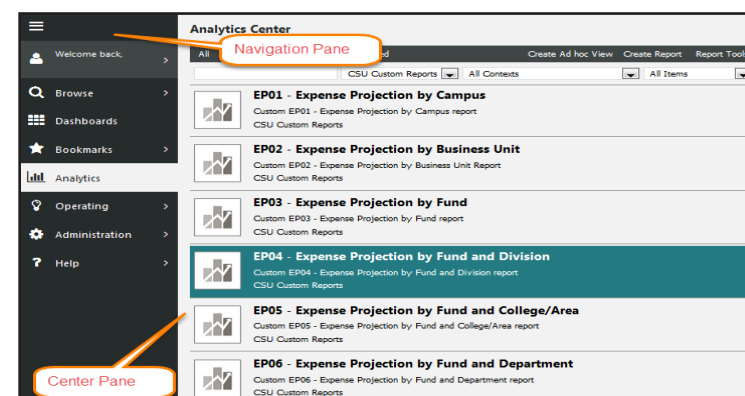
Analytics Center

The Analytics Center contains the reports. Although, Questica comes with many reports, it is recommended that you use the CSU Custom Reports. Common elements in the Analytics Center are the Menu Toolbar, Report Tool bar, and the Report Layout.

Menu Toolbar

The Menu Toolbar appears in the Analytics Center. From this toolbar, you can select your report category and access the Report Tools.

CSU CUSTOM REPORTS OVERVIEW

The Questica Budget System has custom reports designed specifically for the CSU. The 28 reports fall into 3 categories: Expense Projection, Fund Balance, and Fund Summary. For more information on these reports, please refer to the CSU Custom Report Index.

Expense Projections

The Expense Projection reports show your expenses and projected expenses for a specific fiscal year. These reports can be run at 6 levels: Campus, Business Unit, Fund, Division, College / Area, Department, and Department Program Project Class.

Expense Projection Reports

- EP01 - Expense Projection by Campus
- EP02 - Expense Projection by Business Unit
- EP03 - Expense Projection by Fund
- EP04 - Expense Projection by Fund and Division
- EP05 - Expense Projection by Fund and College/Area
- EP06 - Expense Projection by Fund and Department
- EP06 Expense Projection By Fund And Department Program, Project, Class
- EP07 - Expense Projection by Campus (Division)
- EP08 - Expense Projection by Bus

Sample Report

Fund Balances

The 6 Fund Balance reports show your fund balances including total revenues, total expenses, and transfers in/out for a specific fiscal year. These reports can be run for 5 levels: Campus, Business Unit, Fund, Division, College / Area, and Department. The reports are as follows:

Fund Balance Reports

- FB01 – Fund Balance by Campus
- FB02 – Fund Balance By Fund Business Unit (Division)
- FB03 – Fund Balance By Business Unit
- FB04 – Fun Balance by Business Unit and Division
- FB05 – Fund Balance By Business Unit and College/Area
- FB06 – Fund Balance by Business Unit and Department

Sample Report

Fund Summaries

The Fund Summary reports provide a summary of your revenues, expenses, and transfers including beginning and ending balances for a specific fiscal year. These reports can be run at 5 levels: Campus, Business Unit, Fund, Division, College / Area, and Department.

Fund Summary Reports

- FS01 – Fund Summary By Campus
- FS02 – Fund Summary By Business Unit
- FS03 – Fund Summary by Fund
- FS04 – Fund Summary by Fund and Division
- FS05 – Fund Summary by Fund and College/Area
- FS06 – Fund Summary by Fund and Department
- FS10 – Fund Summary by Campus (Division)
- FS11 – Fund Summary by Division
- FS12 – Fund Summary by College/Area
- FS13 – Fund Summary by Department
- FS14 – Fund Summary by Division and Business Unit
- FS15 – Fund Summary by College/Area and Business Unit
- FS16 – Fund Summary by Department and Business Unit

Sample Report

REPORT ENVIRONMENT

Report Toolbar

It appears above each report and contains these buttons.

1 Jump to first page	7 Search Within box
2 Page backward	8 Find
3 Go to a specific page	9 Find Next
4 Page forward	10 Export
5 Jump to last page	11 Refresh
6 Drill up to previous report	

Report Layout

The report layouts for CSU Custom reports are designed to increase readability. As such, all reports have a similar look and feel.

1. **Report Title**
   The name of the report
2. **Parameter Set**
   The values you selected when running the report
3. **Column Headings**
   Report labels located above each column
4. **Blue text**
   Indicates that the text is drillable, click on it to drill down to more detail

5. **Row headings**
   Identify the contents of the row
6. **Report Footer**
   The footer shows the date and time the report was ran, the report title and page numbers.

ACCESSING CSU CUSTOM REPORTS

1. Open your browser and navigate to https://csub.questica.com
2. On the Sign In page,
   - Enter your Net ID and password
   - Click Login
3. In the Navigation pane, click Analytics
3. In the Analytics Center, click the down arrow next to All Categories

4. Working with Reports
5. Select CSU Custom Reports from the list
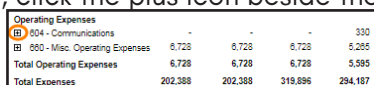6. The CSU Custom Reports appear.

WORKING WITH REPORTS

Running Reports

1. From the CSU Custom Reports,
   - Click the desired report
   - Click Run Report
2. For the Parameter Set,
   - Use the down arrows to make your selections
   - Click Run Report
3. Your report appears.
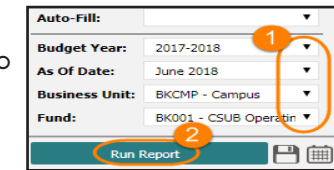
Expanding Sections

1. With your report open, click the plus icon beside the desired section
2. The plus icon changes to a minus and the section expands to show detail.

Searching within a Report

Once your report is open, you can easily jump around the report using the Search Within feature.

1. From the Report Toolbar,
   - Enter your criteria in the Search Within Box
   - Click Find or press Enter on your keyboard
2. Your search criteria will be highlighted in the report.
   The feature does not search in collapsed sections. You will need to expand them first.
3. To find the next occurrence, click Next

Using Auto-Fill

The Auto-Fill feature saves you time when running your reports. It allows you to use either a Saved Parameter Set or the Last Run parameters. Refer to the section, Saving Parameter Sets to learn more about saved parameter sets.

1. After you open your report, click the Auto-Fill down arrow
2. From the list of choices, make your selection
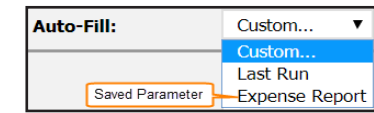
Last Run
Uses the parameters from the last time you ran the report

Saved Parameter
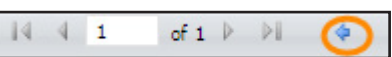*Previously saved parameter sets for this report. They appear in the list with the name you saved them as*

3. The Parameter section is filled in. Click Run Report.

Drilling up and Down in Reports

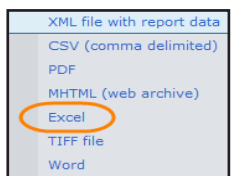**Blue** text indicates that you can drill down to see more information.

To return to the previous report, use the **Blue** arrow on the Report Toolbar.

Downloading Reports

1. From the Report Toolbar, click the ⬇ button
2. From the menu, click Excel
3. When the dialog box opens,
   - Click Open with
   - Click OK Printing Reports
4. Your report opens in Excel

Printing Reports

1. From the Report Toolbar, click the ⬇ button
2. From the menu, click PDF
3. When the dialog box opens,
   - Click Open with
   - Click OK Printing Reports
4. Your report opens in Adobe Acrobat. Click the Printer to print
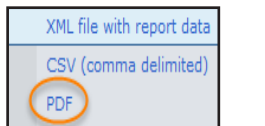
If your report opens in Adobe Reader, the print may work differently.