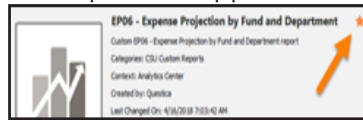


BOOKMARKS

Saving Bookmarks

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

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



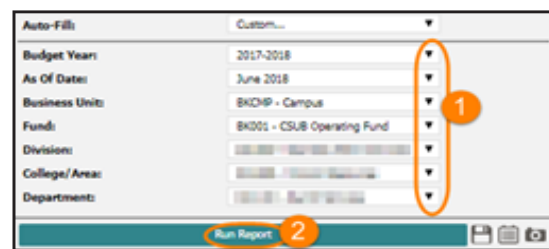
Using Bookmarks

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

- In the Navigation pane, click Bookmarks
- From the list, click the desired report



- Complete the parameters and click Run Report

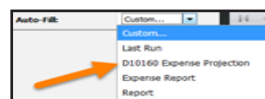


REPORT PARAMETER SETS

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.

- After you fill in the report parameters, click the Save icon
- When the Report Parameter Set Details open,
 - In the Name, enter a name for the saved parameters
 - Click OK
- 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

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

edit, double-click the desired report parameter set.

- In the left pane, click the General tab
- To change the name,
 - In the Name, enter the new name
 - Click OK
- To change the report parameters, click Parameters
- 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/qcstrepts/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

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Campus Training

Dr. Tammara Sherman
Campus Technology Trainer
(661) 654-6919
tsherman@csub.edu
www.csub.edu/training/

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

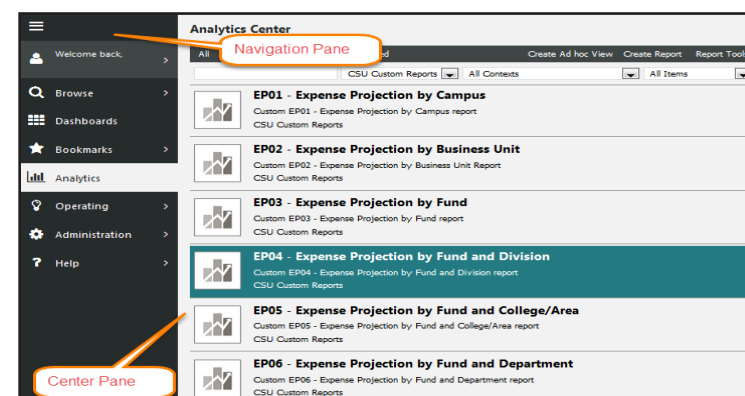
The Common Finance System (CFS) is our primary financial system. It is the system where our financial data is entered and stored. It is the system of record for all financial data. CFS is designed for handling transactions. It contains the most current information. CFS sends information to the Finance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

EP06 - Expense Projection by Fund and Department with Program, Project and Class														
Budget Year	2017-2018													
As Of Date	June 2018													
Business Unit	BK00P - Campus	Program	Project	Class	Orig Base	Adj Base	Final Bal	Actual	Encumr	YTD Total	YTD Bal	YTD %	Proj Bal	Proj %
Salaries														
801 - Regular Salaries and Ranges	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100.0%	100,000	100.0%
Total Salaries	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100.0%	100,000	100.0%
Benefits														
802 - Benefits Group	-	-	100,000	100,000	-	100,000	100,000	-	100,000	100,000	100,000	100.0%	100,000	100.0%
Total Benefits	-	-	100,000	100,000	-	100,000	100,000	-	100,000	100,000	100,000	100.0%	100,000	100.0%
Operating Expenses														
804 - Communications	-	-	-	300	-	300	300	300	300	300	300	100.0%	300	100.0%
805 - Other Operating Expenses	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	100.0%	6,720	100.0%	
Total Operating Expenses	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	100.0%	6,720	100.0%	
Total Expenses	106,720	106,720	106,720	106,720	106,720	106,720	106,720	106,720	106,720	106,720	106,720	100.0%	106,720	100.0%

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

FB06 - Fund Balance by Business Unit and Department										
Budget Year	2017-2018									
Business Unit	BKCMF - Campus									
Division	D21000 - Business Admin Services									
College/Area	All									
Fund	Beginning Balance	Total Source	Salary Expense	Benefit Expense	Operating Expense	Encumb	Total Use	Transfer In	Transfer Out	Ending Balance
BK001 CSUB Operating Fund	(1,982,000)	-	179,540	109,052	5,595	-	294,187	-	-	(2,206,192)
BK002 CF-Operating Fund	-	-	14,562	11,921	-	-	26,483	-	-	(26,483)
BK003 CF-Cabinet CFO (BAS)	(16,992)	-	-	-	28,000	27,500	55,500	-	-	(72,492)
Total	(2,005,992)	-	194,102	120,973	33,595	37,500	376,170	-	-	(2,206,192)

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

FS06 - Fund Summary by Fund and Department										
Budget Year	2017-2018									
Business Unit	BKCMF									
Fund	BK001									
Division	D21000 - Business Admin Services									
College/Area	All									
Department	All									
Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %		
Source of Funds										
Total Source of Funds	-	-	-	-	-	-	-	-	0.00%	
Use of Funds										
Salaries	1,982,000	1,982,000	1,982,000	179,540	-	1,982,000	179,540	9.06%	17.95%	
Sub-Total Salaries	1,982,000	1,982,000	1,982,000	179,540	-	1,982,000	179,540	9.06%	17.95%	
Benefits	-	-	-	109,052	-	109,052	109,052	5.45%	10.91%	
Sub-Total Benefits	-	-	-	109,052	-	109,052	109,052	5.45%	10.91%	
Operating Expenses	-	-	-	330	-	330	330	0.02%	0.33%	
604011 - Treatment Usage (Operating Cost)	-	-	-	330	-	330	330	0.02%	0.33%	
Sub-Total Operating Expenses	-	-	-	330	-	330	330	0.02%	0.33%	
605 - Misc. Operating Expenses	6,728	6,728	6,728	5,265	-	5,265	1,463	21.75%	21.75%	
Sub-Total Operating Expenses	6,728	6,728	6,728	5,265	-	5,265	1,463	21.75%	21.75%	
Total Use of Funds	2,022,388	2,022,388	2,022,388	294,187	-	294,187	294,187	14.55%	14.55%	
Net Source and Use of Funds	(2,022,388)	(2,022,388)	(2,022,388)	(294,187)	-	(294,187)	294,187	14.55%	14.55%	
Transfers										
Transfers In	-	-	-	-	-	-	-	-	0.00%	
Sub-Total Transfers In	-	-	-	-	-	-	-	-	0.00%	
Transfers Out	-	-	-	-	-	-	-	-	0.00%	
Sub-Total Transfers Out	-	-	-	-	-	-	-	-	0.00%	
Net Transfer of Funds	-	-	-	-	-	-	-	-	0.00%	
Beginning Balance	(1,982,000)									
Ending Balance	(2,206,192)									

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.

FS13 - Fund Summary by Department										
Budget Year	2017-2018									
Division	D21000 - Business Admin Services									
College/Area	All									
Department	All									
Business Unit	All									
Business Unit	Original Base	Adjusted Base	Final Budget	Expense	Encumbrance	Total	Fav(Unfav)			
BKCMF - Campus	202,388	202,388	356,598	348,670	27,500	376,170	(19,572)			
Total Use of Funds	202,388	202,388	356,598	348,670	27,500	376,170	(19,572)			

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.

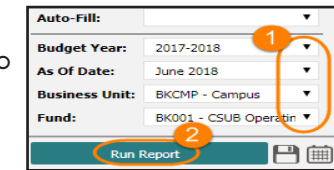
ACCESSING CSU CUSTOM REPORTS

1. Open your browser and navigate to <https://csub.questica.com>
 - 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.

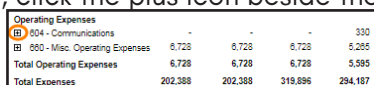
WORKING WITH REPORTS

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

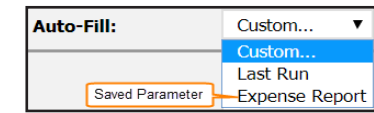
Once your report is open, you can easily jump around the report using the Search Within feature.

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

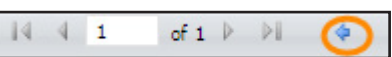
3. The Parameter section is filled in. Click Run Report.

Drilling up and Down in Reports


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

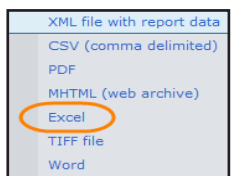
Total Source of Funds	11/30/18	11/30/18	11/30/18
Use of Funds			
022010	-	-	-
022015	113,300	113,300	113,300
022016	113,300	113,300	113,300
Total Use of Funds	113,300	113,300	113,300

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




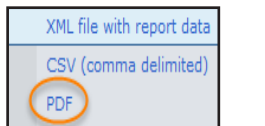
Downloading Reports

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.