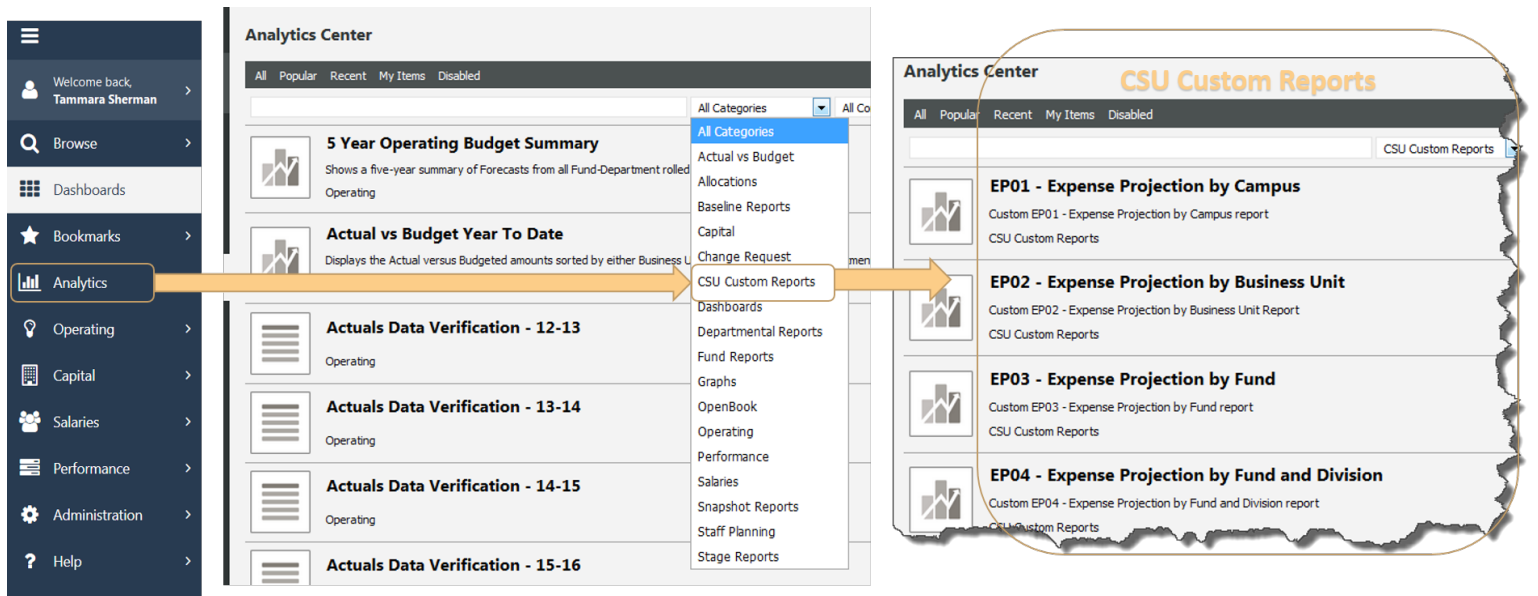Questica Budget System

# Guided Practice Activities

## ACTIVITY 1: ACCESSING QUESTICA & CSU CUSTOM REPORTS

In this guided practice, you will learn how to access Questica and the CSU Custom Reports



### ACTIVITY STEPS

1. Open browser
2. Navigate to: **csub.questica.com**
3. Enter credentials (Net ID and password)
4. In the Navigation pane, click **Analytics**
5. In the Analytics Center, click the down arrow next to **All Categorie**s.
6. Select *CSU Custom Reports* from the list

### CHECK FOR UNDERSTANDING

1. Where do you find the CSU Custom Reports?

   A. Bookmarks

   B. Operating

   C. Analytics

   D. Help

## ACTIVITY 2: EXPENSE PROJECTION REPORTS

Learn how to run and read the Expense Projection Reports, as well as expanding sections and searching within the reports.

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**EP06 - Expense Projection by Fund and Department with Program, Project and Class**

| | |
|---|---|
| Budget Year | 2017-2018 |
| As Of Date | June 30, 2018 |
| Business Unit | BKCMP - Campus |
| Fund | BK001 - CSUB Operating Fund |
| Division | D21000 - Business Admin Services |
| College/Area | |
| Department | |

| | Program | Project | Class | Orig Base | Adj Base | Final Bud | Actual | Encumb | YTD Total | YTD Bal | YTD % | Projection | Proj Bal | Proj % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Salaries** | | | | | | | | | | | | | | |
| 601 - Regular Salaries and Wages | | | | | | | | | | | | | | |
| **Total Salaries** | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| **Benefits** | | | | | | | | | | | | | | |
| 603 - Benefits Group | | | | | | | | | | | | | | |
| **Total Benefits** | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| **Operating Expenses** | | | | | | | | | | | | | | |
| 604 - Communications | | | | - | - | - | 330 | - | 330 | (330) | 100.0% | 330 | (330) | 100.0% |
| 660 - Misc. Operating Expenses | | | | 6,728 | 6,728 | 6,728 | 5,265 | - | 5,265 | 1,463 | 78.3% | 5,265 | 1,463 | 78.3% |
| **Total Operating Expenses** | | | | 6,728 | 6,728 | 6,728 | 5,595 | - | 5,595 | 1,133 | 83.2% | 5,595 | 1,133 | 83.2% |
| **Total Expenses** | | | | 202,388 | 202,388 | 311,440 | 294,187 | - | 294,187 | 17,253 | 94.5% | 294,187 | 17,253 | 94.5% |

*Totals may differ due to rounding.*

May 10, 2018 03:14 PM    EP06 - Expense Projection by Fund and Department with Program, Project and Class    Page 1 of 1

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## ACTIVITY STEPS

### Expense Project Reports

1. From the center pane, click **EP05 - Expense Projection by Fund and College/Area**

2. For the Report Parameters, enter

   - Budget year: 2017 – 2018
   - As of Date: June 2018
   - Business Unit: BKCMP – Campus
   - Fund: BK001 – CSUB Operating Fund
   - Division: D21000 – Business Admin Services
   - Collge/Area: D22200 – VP Information Resources

3. Run Report

### Expanding Sections

1. Expand the section 604 – Communications

2. Expand the section D22315

### Searching within a report

1. In the Search box, enter telephone

2. Click Find

3. Click Next (An error message is displayed)

4. Expand the section D22310

5. Repeat steps 1–2

6. Click Next

7. Click Next

8. Click Next (Notice it found additional occurrences when the sections were expanded)

### Alternate Views

1. Click the Questica tab in your browser

2. In the center pane, click **EP06 - Expense Projection by Fund and Department**

3. For the Report Parameters, enter

   - Budget year: 2017 – 2018
   - As of Date: June 2018
   - Business Unit: BKCMP – Campus
   - Fund: BK001 – CSUB Operating Fund
   - Division: D21000 – Business Admin Services
   - Collge/Area: D21400 – Human Resources
   - Department: D22315 – Hardware & Events

4. Run Report

5. Click **Load Program Project Class**

### CHECK FOR UNDERSTANDING

1. (T/F) Before you run a report, you must complete all the report parameters for it.

2. (T/F) You click the minus to expand a section.

3. (T/F) The sections must be expanded to find occurrences of your search word in a report.

## ACTIVITY 3: FUND BALANCE REPORTS

Learn how to run and read the Fund Balance Reports, as well as drilling up and down and saving parameter set.

### FB06 - Fund Balance by Business Unit and Department

| | | |
|---|---|---|
| Budget Year | 2017-2018 | |
| Business Unit | BKCMP - Campus | |
| Division | D21000 - Business Admin Services | |
| College/Area | | |

| Fund | | Beginning Balance | Total Source | Salary Expense | Benefit Expense | Operating Expense | Encumb | Total Use | Transfer In | Transfer Out | Ending Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BK001 | CSUB Operating Fund | (1,992,005) | - | 179,540 | 109,052 | 5,595 | - | 294,187 | - | - | (2,286,192) |
| BK002 | CF-Operating Fund | - | - | 14,562 | 11,921 | - | - | 26,483 | - | - | (26,483) |
| BKC03 | CF-Cabinet CFO (BAS) | (16,992) | - | - | - | 28,000 | 27,500 | 55,500 | - | - | (72,492) |
| | Total | (2,008,997) | - | 194,102 | 120,973 | 33,595 | 27,500 | 376,170 | - | - | (2,385,167) |

*Totals may differ due to rounding.*

## ACTIVITY STEPS

### Fund Balance Reports

1. Click the **Questica** tab in your browser

2. From the center pane, click **FB05 - Fund Balance By Business Unit and College/Area**

3. For the Report Parameters, enter

   • Budget year: 2017 – 2018
   • Business Unit: BKCMP – Campus
   • Division: D21000 – Business Admin Services
   • Collge/Area: D22200 – VP Information Resources

4. Run Report

### Drilling Down

1. Click BK001 to drill down
   Notice that it drills down to FS05.

2. Click D22315 under Use of Funds to drill down again
   Notice that it drills down to FS06

### Drilling Up

3. Click the Blue Arrow to drill up
   Write down the report number: _____

4. Click the Blue Arrow again to drill up
   Write down the report number: _____

### FB06 Department Report

1. Click the **Questica** tab in your browser

2. Click **FB06 - Fund Balance by Business Unit and Department**

3. For the Report Parameters, enter

   • Budget year: 2017 – 2018
   • As of Date: June 2018
   • Business Unit: BKCMP – Campus
   • Fund: BK001 – CSUB Operating Fund
   • Division: D21000 – Business Admin Services
   • Collge/Area: D22200 – VP Information Resources
   • Department: D22315 – Hardware & Events

4. Run Report

### Save Report Parameter Set

1. In the parameter list, click Save

2. On the General tab, give it a name i.e. Activity 3

3. On the Parameters tab, view your selections

4. Click OK

5. Return to the parameter list, click the down arrow for Auto–Fill to the see your saved report parameter set.

### CHECK FOR UNDERSTANDING

1. (T/F) FB05 drills down to FS05, which drills down to FS06.

2. (T/F) To drill up to the previous report, you click the green arrow.

3. (T/F) Any text appearing in blue can be clicked on to drill down to another report.

## ACTIVITY 4: FINANCIAL SUMMARY REPORTS

Learn how to run and read the Financial Summary Reports, as well as downloading and printing reports

### FS06 – Fund Summary by Fund and Department

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Year | 2017–2018 | | | | | | | |
| Business Unit | BKCMP | | | | | | | |
| Fund | BK001 | | | | | | | |
| Division | | | | | | | | |
| College/Area | | | | | | | | |
| Department | | | | | | | Load Program, Project, Class version | |

| 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 | | | | | | | | |
| ⊞ 601    Regular Salaries and Wages | | | | | – | | | |
| Sub–Total Salaries | | | | | – | | | |
| Benefits | | | | | | | | |
| ⊞ 603    Benefits Group | – | – | | | | | | |
| Sub–Total Benefits | – | – | | | | | | |
| Operating Expenses | | | | | | | | |
| ⊟ 604    Communications | – | – | – | 330 | – | 330 | (330) | 100.00% |
| 604001    Telephone Usage (Operating Cost) | – | – | – | 330 | – | 330 | (330) | 100.00% |
| ⊞ 660    Misc. Operating Expenses | 6,728 | 6,728 | 6,728 | 5,265 | – | 5,265 | 1,463 | 78.25% |
| Sub–Total Operating Expenses | 6,728 | 6,728 | 6,728 | 5,595 | – | 5,595 | 1,133 | 83.16% |
| **Total Use of Funds** | 202,388 | 202,388 | 319,896 | 294,187 | – | 294,187 | 25,709 | 91.96% |
| **Net Source and Use of Funds** | (202,388) | (202,388) | (319,896) | (294,187) | – | (294,187) | 25,709 | 91.96% |
| **Transfers** | | | | | | | | |
| Transfers In | | | | | | | | |
| Sub–Total Transfers In | – | – | – | – | – | – | – | 0.00% |
| **Transfers Out** | | | | | | | | |
| Sub–Total Transfers Out | – | – | – | – | – | – | – | 0.00% |
| **Net Transfer of Funds** | – | – | – | – | – | – | – | 0.00% |
| **Beginning Balance** | | | | | | (1,992,005) | | |
| **Ending Balance** | | | | | | (2,286,192) | | |

*Totals may differ due to rounding*

May 11, 2018 10:37 AM     FS06 – Fund Summary by Fund and Department     Page 1 of 1

## ACTIVITY STEPS

### Financial Summary Reports

1. Click the **Questica** tab in your browser

2. From the center pane, click **FS05 – Fund Summary by Fund and College/Area report**

3. For the Report Parameters, enter

   - Budget year: 2017 – 2018
   - Business Unit: BKCMP – Campus
   - Fund: BK001 – CSUB Operating Fund
   - Division: D21000 – Business Admin Services
   - Collge/Area: D22200 – VP Information Resources

4. Click Run Report

### Downloading Reports

1. Click **D22315 Hardware & Events** under Use of Funds to drill down. Notice that it drills down to FS06.

2. Click **Export**

3. Click **Excel**

4. Click **Open with Microsoft Excel.**

5. Click **Enable Editing.** Notice that you can expand the sections using the plus signs.

6. Close Excel without saving

### Printing Reports

1. Click the **Questica** tab in your browser

2. Click **FS06 – Fund Summary by Fund and Department Report**

3. For the Report Parameters, enter

   - Budget year: 2017 – 2018
   - Business Unit: BKCMP – Campus
   - Fund: BK001 – CSUB Operating Fund
   - Campus Division: D21000 – Business Admin Services
   - Collge/Area: D22200 – VP Information Resources
   - Department: D22315 – Hardware & Events

4. Click Run Report

5. Click Export

6. Click **PDF**

7. Click **Open with Adobe Acrobat or Reader.** It opens in Adobe Acrobat or Adobe Reader

### CHECK FOR UNDERSTANDING

1. You can email a report using which Export options:

   A. PDF

   B. Excel

   C. TIFF

   D. All of the above

## ACTIVITY 5: CONNECTING THE DOTS

Learn the connection between Questica, CFS, and Finance Data Warehouse

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### FS06 - Fund Summary by Fund and Department

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Year | 2017–2018 | | | | | | | |
| Business Unit | BKCMP | | | | | | | |
| Fund | BK001 | | | | | | | |
| Division | | | | | | | | |
| College/Area | | | | | | | | |
| Department | | | | | | | Load Program, Project, Class version | |

| 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 | | | | | | | | |
| ⊞ 601 Regular Salaries and Wages | | | | | – | | | |
| Sub–Total Salaries | | | | | – | | | |
| Benefits | | | | | | | | |
| ⊞ 603 Benefits Group | – | – | | | – | | | |
| Sub–Total Benefits | – | – | | | – | | | |
| Operating Expenses | | | | | | | | |
| ⊟ 604 Communications | – | – | – | 330 | – | 330 | (330) | 100.00% |
| 604001 Telephone Usage (Operating Cost) | – | – | – | 330 | – | 330 | (330) | 100.00% |
| ⊞ 660 Misc. Operating Expenses | 6,728 | 6,728 | 6,728 | 5,265 | – | 5,265 | 1,463 | 78.25% |
| Sub–Total Operating Expenses | 6,728 | 6,728 | 6,728 | 5,595 | – | 5,595 | 1,133 | 83.16% |
| **Total Use of Funds** | 202,388 | 202,388 | 319,896 | 294,187 | – | 294,187 | 25,709 | 91.96% |
| **Net Source and Use of Funds** | (202,388) | (202,388) | (319,896) | (294,187) | – | (294,187) | 25,709 | 91.96% |
| **Transfers** | | | | | | | | |
| Transfers In | | | | | | | | |
| Sub–Total Transfers In | – | – | – | – | – | – | – | 0.00% |
| **Transfers Out** | | | | | | | | |
| Sub–Total Transfers Out | – | – | – | – | – | – | – | 0.00% |
| **Net Transfer of Funds** | – | – | – | – | – | – | – | 0.00% |
| **Beginning Balance** | | | | | | (1,992,005) | | |
| **Ending Balance** | | | | | | (2,286,192) | | |

*Totals may differ due to rounding*

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## ACTIVITY STEPS

### Using Saved Report Parameters

1. Click the **Questica** tab in your browser

2. From the center pane, click **FB06 - Fund Balance by Business Unit and Department**

3. Click the down arrow beside Run Report

4. Select the saved report parameter from Activity 3 Notice that the report runs automatically.

### CFS and FDW Connection

1. Expand section 616

2. Drill down on $425

3. Notice that the transactions are ProCard purchases.

   **Invoice ID**
   You can use it with the ProCard Completed Inquiry in CFS to get more detail.

   **Document ID**
   You can use this with the Actuals Transactions report on the Transaction Inquiry dashboard to see the Finance Data Warehouse transaction.

### CHECK FOR UNDERSTANDING

1. Name one benefit of using saved report parameters.

   _____

   _____

2. You can use saved Report Parameters with options below:

   A. Analytics Center

   B. Bookmarks

   C. Auto-Fill

   D. All of the above

3. (T/F) You can use the Invoice ID to look up a transaction detail in CFS using the ProCard Completed Inquiry.

4. (T/F) You can use the Document ID to look up a transaction in the Finance Data Warehouse using the Actuals Transactions report on the Transaction Inquiry dashboard.

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### ANSWERS

**Activity 1**
1. C

**Activity 2**
1. T 2. F 3. T

**Activity 3**
1. T 2. F 3. T

**Activity 4**
1. D

**Activity 5**
1. Saves time 2. D 3. T 4. T