Financial Reporting System

Faculty & Staff
Questica Budget System

CSU Custom Reports

Quick Reference Guide

REVISION CONTROL

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Review / Approval History

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6/13/2018	Michelle Mills	Reviewed
	Faust Gorham	

Table of Contents

1.0 Questica Budget System Overview

Questica is a web-based budget system. It allows you to run budget reports. It is the system of record for budget information. It integrates with the Common Finance System (CFS). In the future, Questica will allow you to request changes for operating and position budgets.

## 1.1   Questica's Relationship to Other Financial Systems.

CSUB has 3 financial systems which address different purposes. 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.

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 is 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.

1.2   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.
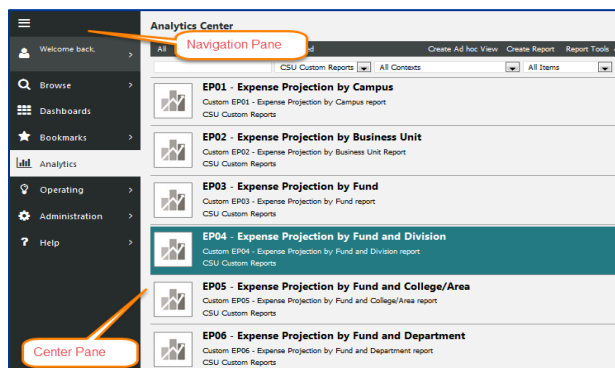

1.3   Analytics Center

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

1.3.1 Menu Toolbar

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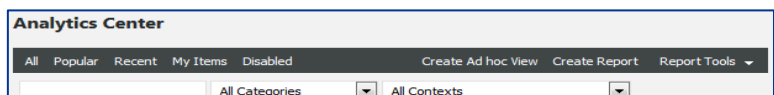
1.3.2 Report Toolbar

The Report Toolbar appears above each report. It contains the following buttons.

No.	Function	No.	Function
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		

1.3.3 Report Layout

Questica's reports are designed to increase readability. As such, all reports have a similar look and feel.

No.	Function	No.	Function
1	**Report Title** Shows the name of the report	4	**Blue text** Indicates that the text is drillable, click on it to drill down to more detail
2	**Parameter Set** Displays the values you selected when running the report	5	**Row headings** Identifies the contents of the row
3	**Column Headings** Report labels located above each column	6	**Report Footer** Shows the date and time the report was ran, the report title and page numbers.

2.0 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. Expense Projection

2.1 Expense Projection Reports

The 8 Expense Projection reports show your expenses and projected expenses for a specific fiscal year. These reports can be run for 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

Report Labels

Label	Description
Orig Base	Original Base (Orig Base) is the original budget or base allocation
Adj Base	Adjusted Base (Adj Base) is the adjusted budget. It includes any changes to the original budget.
Final Bud	Final Budget (Final Bud) includes the original budget plus any one-time changes
Actual	Actual expenses
Encumb	Total encumbrances
YTD Total	Year to date totals is the sum of Actual and Encumb
YTD Bal	Year to date balance is the balance available. It is the difference between the Final Bud and YTD Total
YTD %	Year to date % is the percentage of the budget used. It is the YTD Total divided by the Final Bud
Projection	Projection is the projected YTD totals
Proj Bal	Projected Balance (Proj Bal) is the difference between the Final Bud and the Projection
Proj %	Projected % is the percentage of the budget used based on the projections

2.2   Fund Balance

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.

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

<div>

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.

May 10, 2018 03:24 PM	FB06 - Fund Balance by Business Unit and Department	Page 1 of 1

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Report Labels

Label	Description
Beginning Balance	This is the Prior Year ending balance or the initial balance
Total Source	Total revenues not including transfers in/out
Salary Expense	Total expenses for salaries and wages
Benefit Expense	Total expenses for benefits
Operating Expense	Total operating expenses
Encumb	Total encumbrances
Total Use	Total expenses includes salary, benefit, and operating expenses
Transfer In	Total monies transferred in
Transfer Out	Total monies transferred out
Ending Balance	Ending balance

2.3   Fund Summary

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 Labels

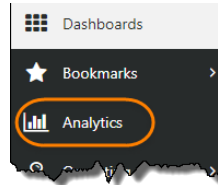| Label	Description
Original Base	Original Base is the original budget or base allocation
Adjusted Base	Adjusted Base is the adjusted budget. It includes any changes to the original budget.
Final Budget	Final Budget includes the original budget plus any one-time changes
Actual	Actual expenses
Encumbrances	Total Encumberances
Total	Sum of Actual and Encumbrance
Fav(Unfav)	Difference between Final Budget and total. > 0 is favorable < 0 is unfavorable
Budget %	The percent of the Final Budget that the Total represents
Source of Funds	Revenues
Total Source of Funds	Total revenues
Use of Funds	Expenses
Total Use of Funds	Total Expenses
Operating Expenses	Expenses not related to salaries, wages, or benefits
Transfer In	Sum of Transfer In transactions
Transfer Out	Sum o fTransfer out transactions
Net Transfer of Funds	Total of transfers in and out
Beginning Balance	This is the Prior Year ending balance or the initial balance
Ending Balance	Beginning balance + Total Source - Total Use + Transfers In - Transfers out

3.0 Accessing CSU Custom Reports in Questica

You can access the CSU Custom Reports in Questica from your web browser.

1. Open your web browser and navigate to: **https://csub.questica.com**
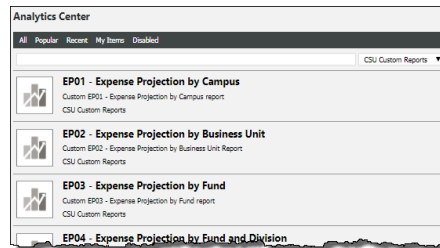
2. On the Sign In page,
   - Enter your Net Id and Password
   - Click **Login**

3. In the Navigation pane, click **Analytics**

4. The CSU Custom Reports appear.

4.0 Working with Reports

This section will cover working with your reports. It will provide you instructions on how to run reports, expand sections, search within a report, use the AutoFill feature, drilling down and up, and exporting your reports.

4.1   Running Reports

You can easily run a CSU Custom Report by clicking the report, completing the parameter set, and clicking run report. These instructions will guide you step-by-step.

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.

4.2   Expanding Sections

Once your report has run, you can expand section to show more detail.

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 more detail.

4.3   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

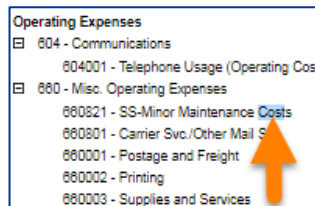2. Your search criteria will be highlighted in the report.

   Please note that the feature does not search in collapsed sections. You will need to expand them first.

3. To find the next occurrence, click **Next**

4. The next occurrence is found.

4.4 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.

1. To drill down, click the **Blue** text

2. The drill down report appears. In this case, the FS06 Fund Summary by Fund and Department report opens.

3. To drill back up to your original report, click the blue arrow on the menu bar.

4. Your original report appears

4.5   Exporting Reports

To download or print a report, you will use the **Export** feature. Additionally, you can perform several other export operations. The list below summarizes these options

Export Options

| Option	Action	Best used for
XML	Creates an XML file	Programmers
CSV	Creates a CSV file	Importing into other applications
PDF	Creates a PDF	Printing and email attachments
MHTML	Opens a web browser page	Copy and printing to an email as a table
Excel	Creates a spreadsheet	Downloading report
Tiff	Creates an image or snapshot	Emailing
Word	Creates a Word document	Creating reports. It appears as a table.

4.5.1 Downloading Reports to Excel

To download a report, you will use the Export feature and select the Excel option.
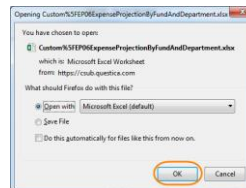
1. From the Report Toolbar, click the Export button

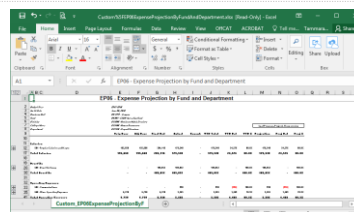2. From the menu, click **Excel**
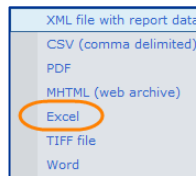
3. When the dialog box opens,
    - Click **Open with**
    - Click **OK**

4. Your report opens in Excel

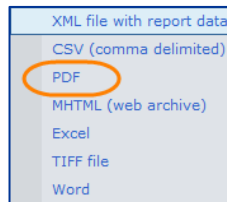   *If you are using a different browser, these steps may be different.*

4.5.2 Printing Reports

To print a report, you will use the Export feature and select the PDF option. You can print your report when the PDF opens.
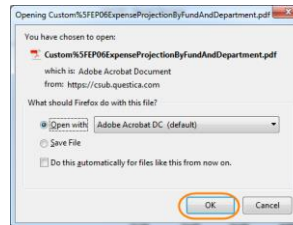
1. From the Report Toolbar, click the Export button

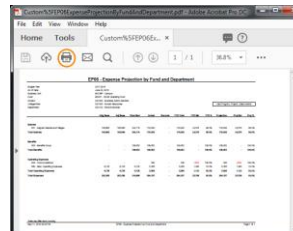2. From the menu, click **PDF**

3. When the dialog box opens,
   - Click **Open with**
   - Click **OK**

4. Your report opens in Adobe Acrobat. Click the **Printer** to print

   If your report opens in Adobe Reader, the print may work differently.

5.0 Managing Reports

This section will focus on managing your reports. It will provide instructions on editing your parameter sets, and bookmarking reports.

5.1   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.

5.2   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**
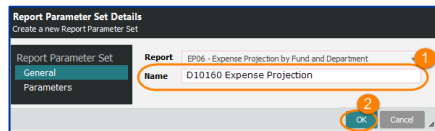
4. Your report opens.

5.3   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.
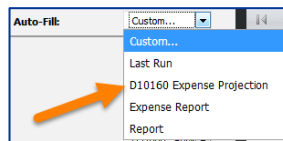
1. After you fill in the report parameters, click the **Save** icon
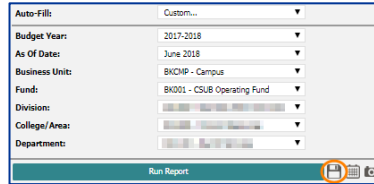
2. When the Report Parameter Set Details open,
   - In the Name, enter a name for the saved parameters
   - Click **OK**

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.
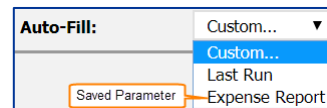
5.4   Using Report Parameters with Auto-Fill

The AutoFill feature 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. In the Parameter Set, click the **Auto-Fill** down arrow.
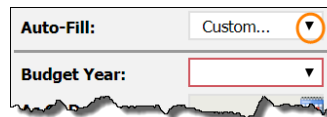
2. The Auto-Fill displays a list of choice. Click the desired choice.
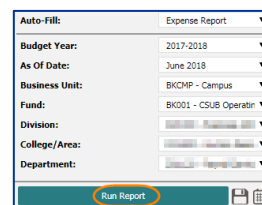
   Last Run
   Uses the parameters from the last time you ran the report

   Saved Parameter
   Parameter Sets for this report that you saved previously.
   They appear in the list with the name you saved them as.

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

4. Your report appears.

5.5 Using Report Parameter Sets with Bookmarks

You can use your saved Report Parameter Sets with Bookmarks.

1. In the Navigation pane, click **Bookmarks**

2. From the list, click **Graph** icon beside the desired report

3. From the list, click the desired saved Report Parameter Set

4. Your report opens using your saved report parameters.

5.6 Using Report Parameter Sets with the Analytics Center

You can use your saved Report Parameter Sets when running reports from the Analytics Center.

1. From the CSU Custom Reports,
    - Click the desired report
    - Click the arrow beside Run Report
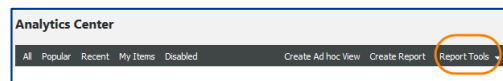

2. Select the saved Report Parameter

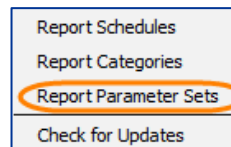3. Your report opens using your saved report parameters.

5.7   Editing Report Parameter Sets

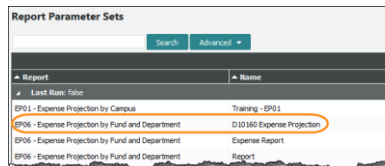You can edit your saved Report Parameter Sets quickly and easily.

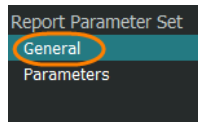1. From the Analytics Center, click **Report Tools**

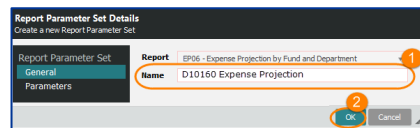2. From the menu, click **Report Parameter Sets**

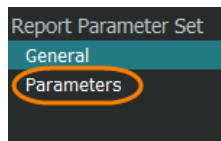3. Your saved Report Parameter Sets will appear. To edit, double-click the desired report parameter set.

4. In the left pane, click the **General** tab
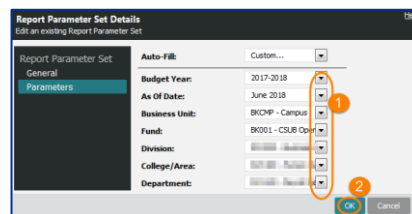
5. To change the name,
    *   In the **Name**, enter the new name
    *   Click **OK**

6. To change the report parameters, click **Parameters**

7. On the Parameters tab,
    *   Make your selections
    *   Click **OK**

Getting Help

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 or Division Budget Analyst
- Level Two Support – Paula Miser and Crystal Rios
- Level Three Support – Michelle Mills

General training questions or information

Tammara Sherman, Ed.D.
Campus Training
661-654-6919
tsherman@csub.edu
www.csub.edu/training/index.html

Computer-related Issues

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