Revenue/Expense Summary Report

This article covers how to run and interpret the Revenue/Expense Summary report on the Revenue/Expense dashboard.

This user guide assumes basic knowledge of Data Warehouse. View the Data Warehouse Basics guides for more information.

What does this report show?

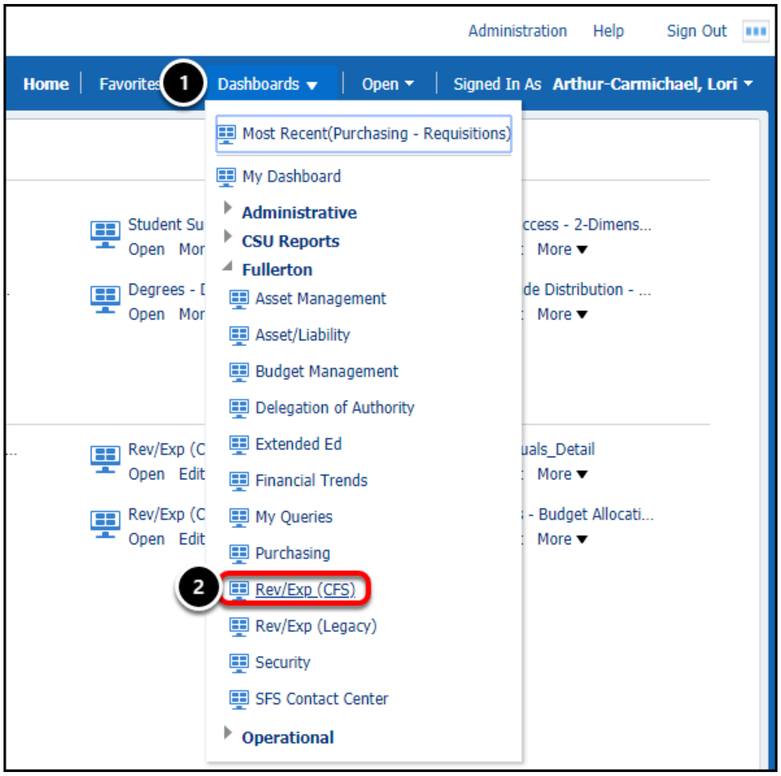
The Revenue/Expense Summary report is a high-level summary of your finances; it includes: Baseline Budget, Revised Budget, Current Period Actuals, Current Year Actuals, Encumbrance, Pre-encumbrance, and Budget Balance Available. Users can also view detailed information by clicking on hyperlinks within the report.

Accessing the Report

1. Log in to the CSUF Data Warehouse (OBIEE).

View instructions on how to access the Data Warehouse (OBIEE).

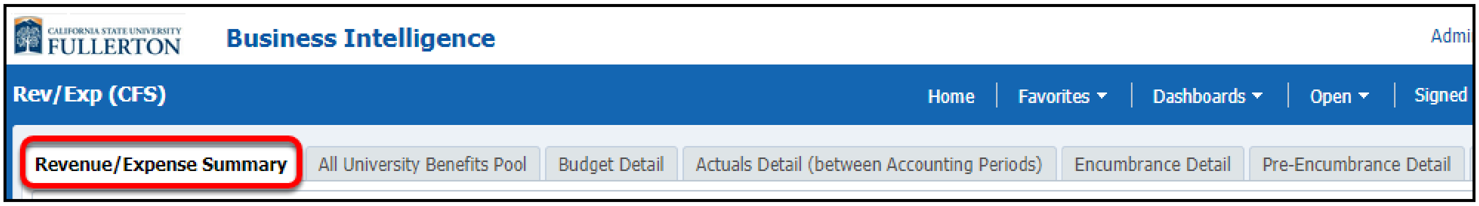
2. Click on Dashboards and select Rev/Exp (CFS).



The Rev/Exp (Legacy) dashboard contains the same reports as the Rev/Exp (CFS) dashboard; the data in the Legacy reports is from about summer 2007 - June 2010.

1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Rev/Exp (CFS)**.

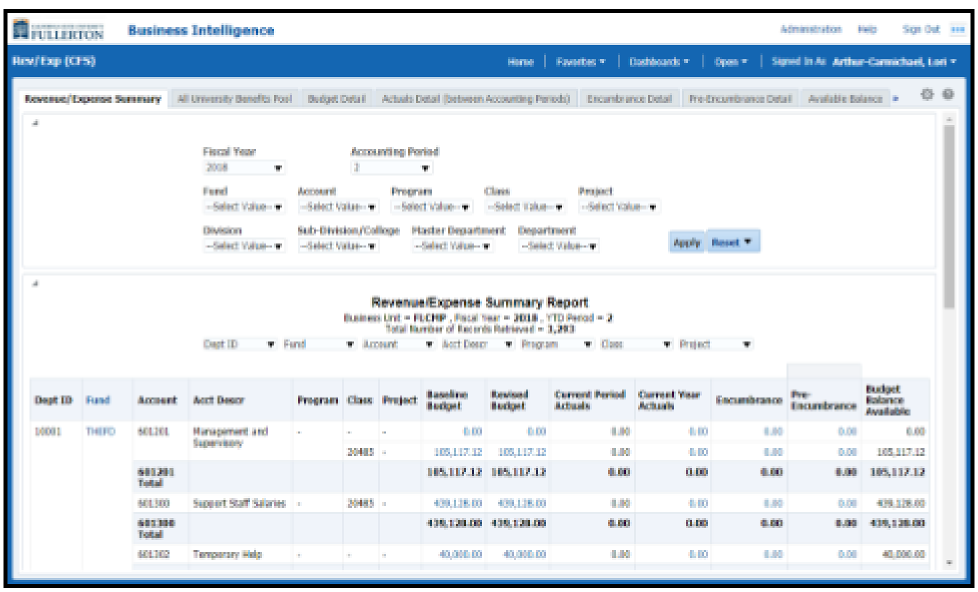
3. Click the Revenue/Expense Summary tab on the Rev/Exp (CFS) dashboard.



Report Overview

The Revenue/Expense Summary report is a year-to-date report by fiscal year.

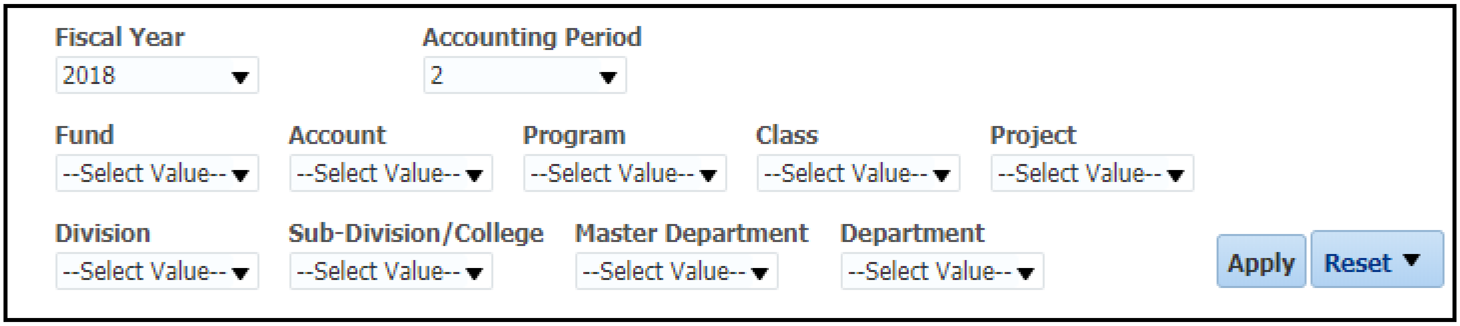
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



Report Filters

The first section of the report contains the available filters. Utilize the filters to narrow down your report results or find specific values.

Leaving a filter blank is equivalent to selecting all available values with transactions associated with them (e.g., if you leave Account blank, your report will show all account codes that have a transaction associated with them).



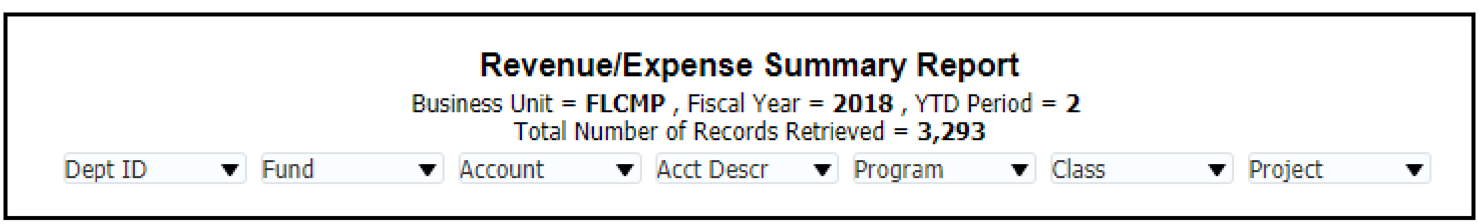
Filter Descriptions

Filter	Description
Fiscal Year	The beginning calendar year of the Fiscal Year for which you wish to view data (i.e., FY 2017-2018 = 2017).
Accounting Period	For this year-to-date report, this is the ending month for the year-to-date data (e.g., choosing 6 will mean you see data from July 1st - December).
Fund	The specific fund code(s) for which you wish to view data along with the name associated with the fund code(s).
Account	The specific account code(s) for which you wish to view data along with the name associated with the account code(s).
Program	The specific program code(s) for which you wish to view data along with the name associated with the program

Filter	Description
	code(s).
Class	The specific class code(s) for which you wish to view data along with the name associated with the class code(s).
Project	The specific project code(s) for which you wish to view data along with the name associated with the project code(s).
Division	The specific campus division(s) for which you wish to view data.
Sub-Division/College	The specific campus sub-division(s) or college(s) for which you wish to view data.
Master Department	A Master Department groups several departments together. Use this to select a specific master department for which you wish to view data.
Department	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).

Report Parameters and Available Column Headers

Just under the report filters are the report parameters and the available columns headers for the report results table.



Report Parameters

Business Unit will always be FLCMP (Fullerton Campus).

Fiscal Year will match the Fiscal Year in the report filters.

YTD Period will match the Accounting Period in the report filters.

Total Number of Records Retrieved will be the total number of rows in the search results table.

Therefore, the report will be showing year-to-date information for the selected fiscal year from July 1st through the YTD Period.

Available Column Headers

The following column headers are available for the report results table.

Use the drop-down menus to select the columns you want to see on your report results table.

When you make a selection from one of the drop-down menus, the report will automatically re-run.

Column	Description
Dept ID	The Department ID associated with the transaction.
Dept Descr	The name associated with the Department ID for the transaction.
Dept Fdescr	Both the Department ID and the name associated with the Department ID appear.
Fund	The Fund code associated with the transaction.
Fund Descr	The name associated with the Fund

Column	Description
	code for the transaction.
Fund Fdescr	Both the Fund code and the name associated with the Fund code appear.
Account	The Account code associated with the transaction.
Acct Descr	The name associated with the Account code for the transaction.
Acct Fdescr	Both the Account code and the name associated with the Account code appear.
Program	The Program code associated with the transaction.
Prog Descr	The name associated with the Program code for the transaction.
Prog Fdesc	Both the Program code and the name associated with the Program code appear.
Class	The Class code associated with the transaction.
Class Descr	The name associated with the Class code for the transaction.
Class Fdescr	Both the Class code and the name associated with the Class code appear.
Project	The Project code associated with the transaction.
Project Descr	The name associated with the Project code for the transaction.
Project Fdescr	Both the Project code and the name associated with the Project code appear.
Level 2 Fdescr	This is equivalent to the Division

Column	Description
	designation.
Level 3 Fdescr	This is equivalent to the Sub-Division/ College designation.
Level 4 Fdescr	This is equivalent to the Master Department designation.

Report Results Table

The second section of the report contains the report results table.

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
[illegible]	THEFD	604001	Telephone Usage	-	-	-	0.00	0.00	8.23	1,976.42	0.00	0.00	(1,976.42)
		604001 Total					**0.00**	**0.00**	**8.23**	**1,976.42**	**0.00**	**0.00**	**(1,976.42)**
		604802	Wireless Services	-	-	-	0.00	0.00	341.02	2,043.85	0.00	0.00	(2,043.85)
		604802 Total					**0.00**	**0.00**	**341.02**	**2,043.85**	**0.00**	**0.00**	**(2,043.85)**

Column Descriptions

Column	Description
Baseline Budget	The total amount of the baseline budget for the selected Fiscal Year as of the selected Accounting Period.
Revised Budget	The total amount of all budget-related transactions (i.e. baseline budget, budget adjustments, budget transfers, carry forward, etc) for the selected Fiscal Year as of the selected Accounting Period.
Current Period Actuals	The total amount of all expenditures that were posted during the Accounting Period in the report filters for the selected Fiscal Year.
Current Year Actuals	The total amount of all year-to-date

Column	Description
	expenditures as of the Accounting Period in the report filters for the selected Fiscal Year.
Encumbrance	The total amount of encumbrances (purchase orders) still active as of the Accounting Period in the report filters for the selected Fiscal Year.
Pre-Encumbrance	The total amount of pre-encumbrances (approved purchase requisitions) still active as of the Accounting Period in the report filters for the selected Fiscal Year.
Budget Balance Available	This total is calculated based on your revised budget minus your current year actuals, encumbrances, and pre-encumbrances.

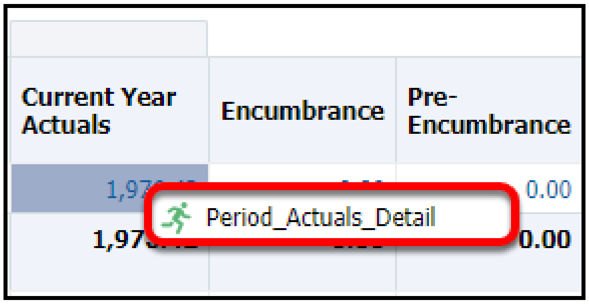
Additional Detail

You can click on hyperlinks in the Baseline Budget, Revised Budget, Current Year Actuals, Encumbrance, or Pre-Encumbrance totals to view the specific transactions included in the total.

1. Click on a hyperlink to view additional details.

Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
0.00	0.00	8.23	1,976.42	0.00	0.00	(1,976.42)
0.00	**0.00**	**8.23**	**1,976.42**	**0.00**	**0.00**	**(1,976.42)**
0.00	0.00	341.02	2,043.85	0.00	0.00	(2,043.85)

2. Click on the detail link pop-up that appears.



Baseline Budget and Revised Budget

These columns appear when you click on the Baseline Budget summary total or the Revised Budget summary total on the main summary report.

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Scenario	Journal ID	Jrnl Ln Descr	Doc Ln Descr	Jrnl Ln Ref	Journal Date	Fiscal Year	Period	Baseline Budget	Revised Budget
	THEFD	604802	Wireless Services	-	-	-	BTR_BASE	0001117411	FY 2017-18 Initial Budget Allocation as per 17-18 Working Bu	2017-18 Working Budget Alloc	-	08/18/2017	2017	2	96.00	96.00
							INTL_BASE	0001104525	FY 17-18 INITIAL BASE LINE	FY 17-18 INITIAL BASE LINE		07/24/2017	2017	1	324.00	324.00

Column Descriptions

Column	Description
Scenario	The type of budget transaction.
Journal ID	The identification number assigned to the budget transaction.
Jrnl Ln Descr	The line description associated with the budget transaction.
Doc Ln Descr	The header description associated with the budget transaction.
Jrnl Ln Ref	The line reference for the budget transaction if entered.
Journal Date	The date of the budget transaction.

Column	**Description**
Fiscal Year	The first calendar year of the fiscal year during which the budget transaction occurred. (i.e. FY 2018-2019 = 2018.)
Period	The Accounting Period when the budget transaction was posted.
Baseline Budget	The amount of the transaction that was applied to the baseline budget.
Revised Budget	The amount of the transaction that was applied to the revised budget.

Current Year Actuals

These columns appear when you click on the Current Year Actuals summary total on the main summary report.

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
[illegible]	THEFD	604001	Telephone Usage	-	-	-	CSU	CHBK130604	7/31/2017 12:00:00 AM	TEL1108758	7/31/2017 12:00:00 AM	281	-	-	-	-	[illegible]	-	-	2017	1	8.11
												283	-	-	-	-	[illegible]	-	-	2017	1	8.07
												435	-	-	-	-	[illegible]	-	-	2017	1	327.86

Column Descriptions

Column	**Description**
Doc Src	The type of transaction. Values include: • BIL = Billing Accounting Lines • CSU = CSU Accounting Lines • HCM = Human Resources Accounting Lines • MJE = Manual Journal Entry • SFJ = Student Financial Journals • VCH = AP Voucher Accounting • YEC = Year End Accruals Accounting Lines
Document ID	For each Doc Src, the document ID is a different type of identification number:

Column	Description
	• BIL = Invoice ID • CSU = CSU Batch Number • HCM = Run Date (date the process was run) • MJE = Journal ID • SFJ = Journal ID • VCH = Voucher ID • YEC = ID number associated with transaction
Document Date	For each Doc Src, the document date denotes a different type of date: • BIL = Invoice Date • CSU = Date the process was run • HCM = Accounting Date • MJE = Date the journal was entered • SFJ = Date the journal was entered • VCH = Voucher Date • YEC = Date the transaction was entered
Journal ID	The identification number associated with the accounting transaction that is posted to the general ledger.
Journal Date	The date of the journal which determines the accounting period to which the system posts the journal.
Ln Number	The line number on the transaction.
Ln Descr	The line description associated with the transaction.
Invoice ID	The identification number assigned to the invoice associated with this transaction.
Vendor/Customer ID	The identification number assigned to the vendor or customer associated with this transaction.

Column	Description
Vendor/Customer Name	The name of the vendor or customer associated with the transaction.
Reference 1	The line reference for the transaction if entered. May denote a PO# or Work Order #, CashNet Item Code, or other identifying information.
Reference 2	Additional reference information for the transaction. For HCM transactions, this includes FTE statistics amount if applicable. For VCH transactions, this includes the PO ID associated with the transaction.
Fiscal Year	The first calendar year of the fiscal year during which the transaction occurred. (i.e. FY 2018-2019 = 2018.)
Period	The Accounting Period when the transaction was posted.
Actuals	The amount of the transaction.

Encumbrance

These columns appear when you click on the Encumbrance summary total on the main summary report.

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	PO ID	PO Ln	PO Ln Descr	Voucher ID	Document Date	Beginning Encumbrance	Current Encumbrance	Ending Encumbrance
	THERA	616803	I/T Software Annual Maint/Supp	-	-	-	ENC	0000018993	1	Software License: SpeechAttend	-	05/05/2017	0.00	0.00	0.00
								0000019501	2	CCMI rate table tariff subscri	-	07/18/2017	3,180.00	0.00	3,180.00

Column Descriptions

Column	Description
Doc Src	The type of transaction. Values include:

Column	Description
	• ENC = Encumbrance Activity from a PO • VCH = AP Voucher Accounting
PO ID	The identification number associated with the purchase order.
PO Ln	The line number on the purchase order.
PO Ln Descr	The line description on the purchase order.
Voucher ID	The identification number associated with the voucher.
Document Date	The date of the transaction.
Beginning Encumbrance	The total existing encumbrance amount at the beginning of the Accounting Period set in the report filters.
Current Encumbrance	Any changes to the encumbrance amount that occurred during the Accounting Period set in the report filters.
Ending Encumbrance	The total amount still left encumbered at the end of the Accounting Period set in the report filters.

Pre-Encumbrance

These columns appear when you click on the Pre-Encumbrance summary total on the main summary report.

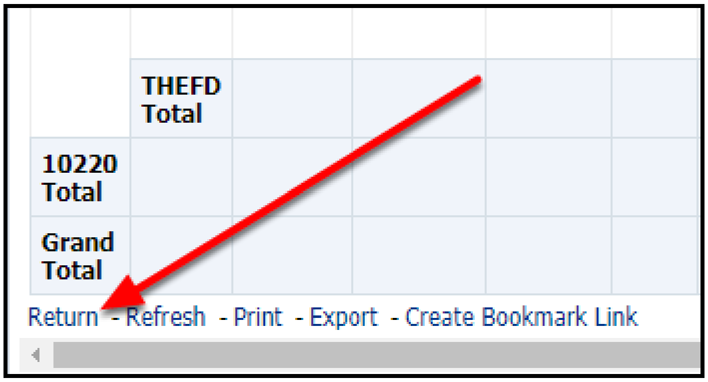
Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Req ID	Req Date	Req Ln	Req Ln Descr	PO ID	Supplier	Supplier Descr	Beginning Pre-Encumbrance	Current Period Pre-Encumbrance	Ending Pre-Encumbrance
	SSFGF	616803	I/T Software Annual Maint/Supp	8105	-	-	REQ	0000013758	05/15/2017	1	Subscription for Grammarly @ed	-	-	-	0.00	40,000.00	40,000.00

Column Descriptions

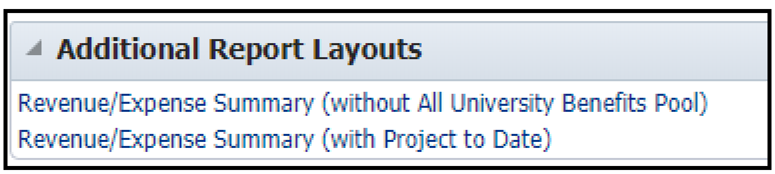
Column	Description
Doc Src	The type of transaction. Values include: • ENC = Encumbrance Activity from a PO • REQ = Pre Encumbrance from a Requisition
Req ID	The identification number associated with the requisition.
Req Date	The date of the requisition.
Req Ln	The line number on the requisition.
Req Ln Descr	The line description on the requisition.
PO ID	The identification number associated with the purchase order.
Supplier	The supplier/vendor identification number.
Supplier Descr	The supplier/vendor name.
Beginning Pre-Encumbrance	The total amount of funds pre-encumbered at the beginning of the Accounting Period set in the report filters.
Current Period Pre-Encumbrance	Any changes to the pre-encumbrance amount that occurred during the Accounting Period set in the report filters.
Ending Pre-Encumbrance	The total amount of funds still pre-encumbered at the end of the Accounting Period set in the report filters.

3. To return to the previous screen, click Return at the bottom left of the screen.

> ⚠ If you use your browser's Back button, you may lose the report filter that you were working with.



Additional Report Layouts



At the bottom of the Revenue/Expense Summary report are additional links and layouts.

Revenue/Expense Summary (without All University Benefits Pool) will run the Revenue/Expense Summary report in a new tab without university-funded benefits included.

Revenue/Expense Summary (with Project to Date) will run the Revenue/Expense Summary report in a new window with a Project to Date Actuals column.

Need More Help?

For technical assistance with the Data Warehouse, please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

For questions about getting access to the Data Warehouse or how to use the reports, please contact IT Training at ittraining@fullerton.edu or 657-278-5647.