

End User Finance Training Guide

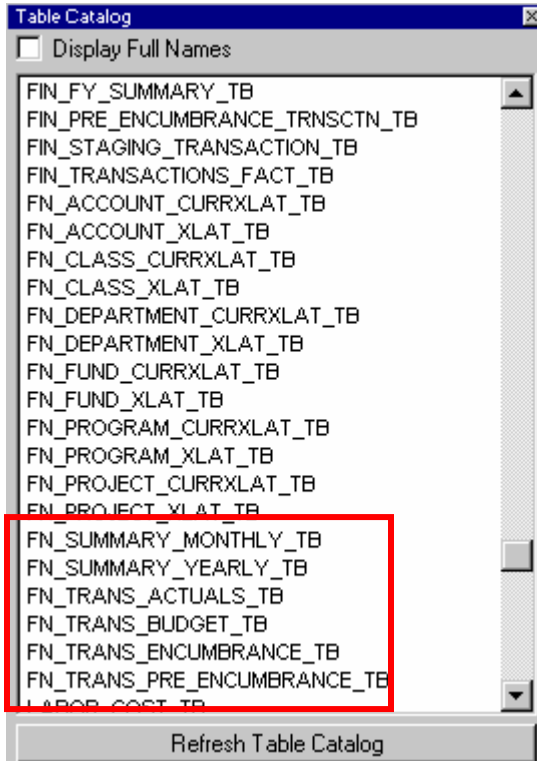
Cal Poly DataMarts Using BrioQuery

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DataMart Overview

The BrioQuery Financial Tables are used for ad hoc reporting. There are no financial repository queries. The data is refreshed nightly from the PeopleSoft Finance database.



The six tables for end user use are:

FN_SUMMARY_MONTHLY_TB (High level summary by Chart of Accounts by Accounting Period)

FN_SUMMARY_YEARLY_TB (High level summary by Chart of Accounts by Fiscal Year)

FN_TRANS_ACTUALS_TB (Detailed transactions for Expenditures)

FN_TRANS_BUDGET_TB (Detailed Budget transactions)

FN_TRANS_ENCUMBRANCE_TB (Detailed Purchase Order transactions)

FN_TRANS_PRE_ENCUMBRANCE_TB (Detailed Requisition transactions)

Please be aware, these tables only contain Revenue and Expense data.

Field Definitions

Summary of Fields in Transaction Tables
Actual/Budget/Encumbrance/ Pre-encumbrance
ACCOUNT
ACCOUNT_DESCR
ACCOUNT_CSU_GAAP_ACCT_DESC
ACCOUNT_CSU_GAAP_ACCT_TYPE
ACCOUNT_CSU_FIRMS_OBJ_CD
ACCOUNT_CSU_NATURAL_CLASS
ACCOUNT_GROUP
ACCOUNT_GROUP_DESCR
ACCOUNT_TRANSACTION_TYPE
ACCOUNT_TRANSACTION_TYPE_DESCR
ACCOUNT_TYPE
ACCOUNT_TYPE_DESCR
ACCOUNTING_DT
ACCOUNTING_PERIOD
ACCOUNTING_PERIOD_DESCR
Summary Only
Summary Only
Summary Only
Summary Only
Summary Only
Summary Only
Summary Only
Summary Only
AMOUNT (Budget, Enc, Pre, Budget)
BALANCING LINE
BUSINESS_UNIT
BUSINESS_UNIT_GL
CLASS_FLD
CLASS_DESCR
CURRENCY_CD
DEPTID
DEPTID_DESCR
DEPTID_LEVEL1
DEPTID_LEVEL1_DESCR
DEPTID_LEVEL2
DEPTID_LEVEL2_DESCR
DEPTID_LEVEL3
DEPTID_LEVEL3_DESCR
DEPTID_LEVEL4

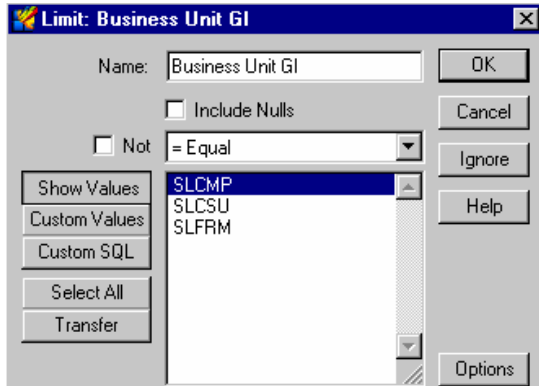
Summary of Fields in Summary Tables
Yearly/Monthly
ACCOUNT
ACCOUNT_DESCR
ACCOUNT_CSU_GAAP_ACCT_DESC
ACCOUNT_CSU_GAAP_ACCT_TYPE
ACCOUNT_CSU_FIRMS_OBJ_CD
ACCOUNT_CSU_NATURAL_CLASS
ACCOUNT_GROUP
ACCOUNT_GROUP_DESCR
ACCOUNT_TRANSACTION_TYPE
ACCOUNT_TRANSACTION_TYPE_DESCR
ACCOUNT_TYPE
ACCOUNT_TYPE_DESCR
Transaction Only
ACCOUNTING_PERIOD (Monthly Table Only)
ACCOUNTING_PERIOD_DESCR (Monthly Table Only)
AMOUNT_ACTUAL
AMOUNT_BALANCE_AVAILABLE
AMOUNT_BUDGET
AMOUNT_ENCUMBRANCE
AMOUNT_PRE_ENCUMBRANCE
AMOUNT_PRIOR_YR_ACTUAL
AMOUNT_TOTAL_ACTUAL
Transaction Only
Transaction Only
Transaction Only
BUSINESS_UNIT_GL
CLASS_FLD
CLASS_DESCR
Transaction Only
DEPTID
DEPTID_DESCR
DEPTID_LEVEL1
DEPTID_LEVEL1_DESCR
DEPTID_LEVEL2
DEPTID_LEVEL2_DESCR
DEPTID_LEVEL3
DEPTID_LEVEL3_DESCR
DEPTID_LEVEL4

General Description
Chartfield
Chartfield
CSU Account Attributes
CSU Account Attributes
CSU Account Attributes
CSU Account Attributes
Account Group by Trans Type
Account Group by Trans Type
Account Group by Trans Type
Account Group by Trans Type
Expense or Revenue
Expense or Revenue
Transaction information
Accounting Period
Accounting Period
Summary Amounts
Summary Amounts
Summary Amounts
Summary Amounts
Summary Amounts
Summary Amounts
Summary Amounts
Summary Amounts
Transaction Amounts
Transaction information
Transaction information
Transaction information
Chartfield
Chartfield
Transaction information
Chartfield
Chartfield
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart
Dept ID by Roll-up level on Campus Org Chart

LINE_DESCR	Transaction Only	Transaction information
LINE_NBR	Transaction Only	Transaction information
PROGRAM_CODE	PROGRAM_CODE	Chartfield
PROGRAM_DESCR	PROGRAM_DESCR	Chartfield
PROJECT_ID	PROJECT_ID	Chartfield
PROJECT_DESCR	PROJECT_DESCR	Chartfield
RECEIPT_DT	Transaction Only	Transaction information
RECEIVER_ID	Transaction Only	Transaction information
RECV_LN_NBR	Transaction Only	Transaction information
RECV_SHIP_SEQ_NBR	Transaction Only	Transaction information
SCENARIO (Budget Table only)	Transaction Only	Transaction information
SLO_DOC_LINE_NBR	Transaction Only	Document Reference
SLO_DOC_SCHED_NBR	Transaction Only	Document Reference
SLO_DOC_DIST_LINE	Transaction Only	Document Reference
SLO_DOCUMENT_ID	Transaction Only	Document Reference
SOURCE	Transaction Only	Transaction information
STATISTIC_AMOUNT	STATISTIC_AMOUNT	FTE
STATISTICS_CODE	STATISTICS_CODE	FTE
VENDOR_ID	Transaction Only	Transaction information
VENDOR_NAME	Transaction Only	Transaction information
VENDOR_NAME_SHORT	Transaction Only	Transaction information
VENDOR_SETID	Transaction Only	Transaction information
VOUCHER_ID	Transaction Only	Transaction information
VOUCHER_LINE_NUM	Transaction Only	Transaction information
UNPOST_SEQ	Transaction Only	Transaction information
MAINT_DT	MAINT_DT	System Assigned
MAINT_TIME	MAINT_TIME	System Assigned

Fields to Know

Regardless of the table you select, always set a limit on the **Business Unit GL** field of SLCMP or your query results will not be correct.



Account Transaction Type (values: 1-4)

Account Transaction Type Descr (1 = Salary & Wages, 2 = Benefits, 3 = Operating Expense including student assistants, 4 = Revenue)

Account Group (first three numbers of an account which indicates account grouping)

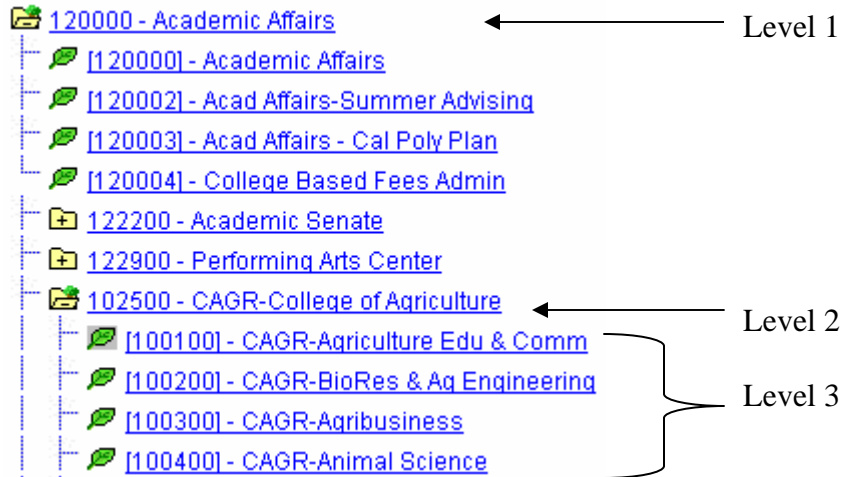
Account Group Descr (606 = Misc Operating Expense, 840 = Budget, 601 Academic Salaries)

SLO Document ID (dependant upon the type of transaction, it will be the journal Id, invoice #, PO or Req Id)

Dept ID Level (relationship on Dept Tree) – represents campus organization, ex. Level 1 – Provost, Level 2 – Dean, Level 3 – Dept. Select the appropriate level for the Dept Id(s) in the query

Note: Although not displayed, some departments have Level 4 Dept Ids

Deptid Level1	Deptid Level1 Descr	Deptid Level2	Deptid Level2 Descr	Deptid Level3	Deptid Level3 Descr
120000	Academic Affairs	102500	CAGR-College of Agriculture	100100	CAGR-Agriculture Educ & Cor
120000	Academic Affairs	102500	CAGR-College of Agriculture	100200	CAGR-BioRes & Ag Engineer
120000	Academic Affairs	102500	CAGR-College of Agriculture	100300	CAGR-Agribusiness
120000	Academic Affairs	102500	CAGR-College of Agriculture	100400	CAGR-Animal Science
120000	Academic Affairs	102500	CAGR-College of Agriculture	100500	CAGR-Horticulture & Crop Sci
120000	Academic Affairs	102500	CAGR-College of Agriculture	100600	CAGR-Dairy Science
120000	Academic Affairs	102500	CAGR-College of Agriculture	100600	CAGR-Dairy Science
120000	Academic Affairs	102500	CAGR-College of Agriculture	100700	CAGR-Food Science & Nutriti
120000	Academic Affairs	102500	CAGR-College of Agriculture	100800	CAGR-Natural Resource Mgrn



Fiscal Year – set limit on one or more (FY 2004 = July 1, 2004 – June 30, 2005)

Accounting Period - “as of” date; Period 1 = July, Period 12 = June (include numeric value, otherwise Accounting Period Descr displays in alphabetical order)

Ignore all CSU fields. These fields are used by internal finance staff to report activity to the Chancellor and the State.

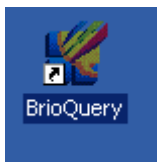
Fn Summary Monthly Tb
Account
Account Descr
Account Csu Firms Obj Cd
Account Csu Gaap Acct Desc
Account Csu Gaap Acct Type
Account Csu Natural Class
Account Group

Accessing BrioQuery via Terminal Services

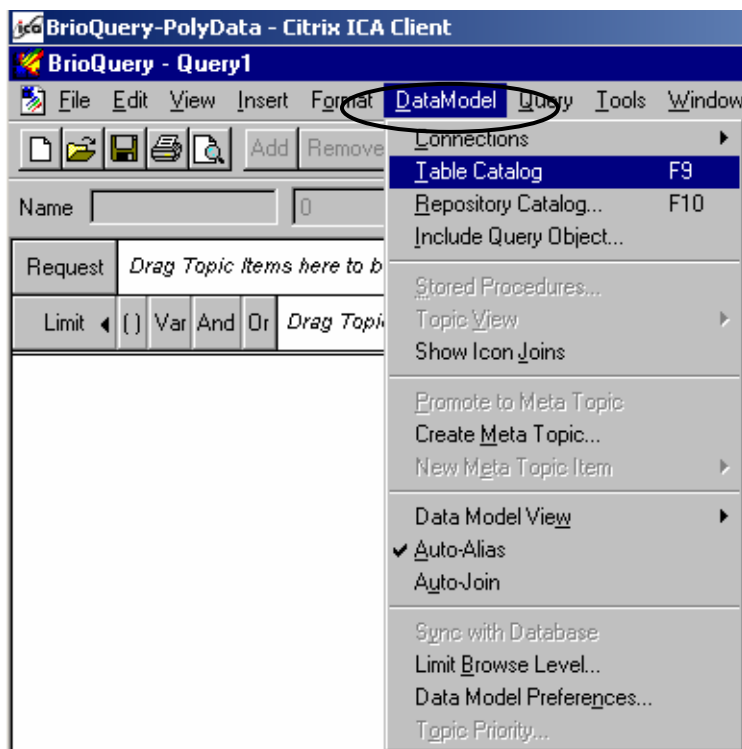
Log on to Terminal Services using the Terminal Services Icon on your desk top.



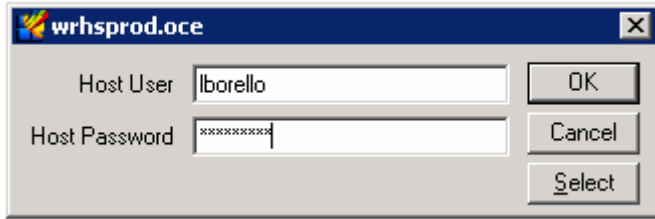
Click on the BrioQuery-PolyData icon.



From this window navigate to Data Model, Table Catalog.



Enter your Brio Query User ID (same as PeopleSoft) and password.

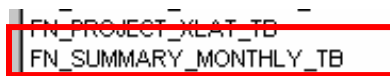


The Financial Table Catalog displays.

Build a Department Summary Query

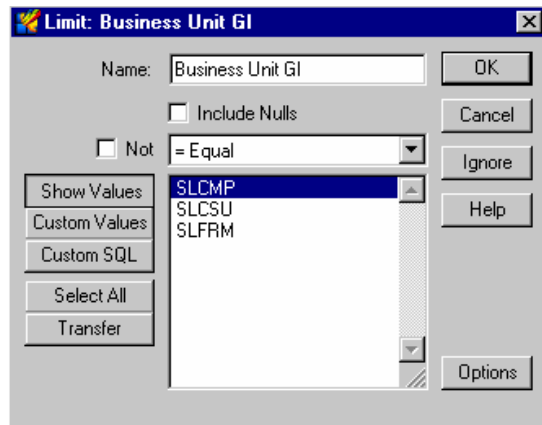
Select **FN_SUMMARY_MONTHLY_TB** by double clicking

This table includes the accounting period field which the FN_SUMMARY_YEARLY_TB does not.



Set Limits

Double click to limit on Business Unit GL: SLCMP



Suggested limits:

Deptid Level (appropriate level), Fiscal Year = 2004, Fund Code: AD204 (except for Trust Funds)

Select fields by adding them to the Request Line

To add fields to the Request Line use **one** of the following methods:

- Hold down the Ctrl key, highlight the fields and click Add
- Right click on each field and selecting Add Selected Items
- Click and drag the fields to the Request Line

Request the following fields:

Account

Account Descr
 Account Group
 Account Group Descr
 Account Transaction Type
 Account Transaction Type Descr
 Accounting Period
 Accounting Period Descr
 Amount Balance Available
 Amount Budget
 Amount Encumbrance
 Amount Pre Encumbrance
 Amount Total Actual
 Class Flid
 Class Descr
 Deptid
 Deptid Descr
 Deptid Level (select appropriate Level)
 Fiscal Year
 Fund Code
 Fund Code Descr
 Program Code
 Program Descr
 Project Id
 Project Descr

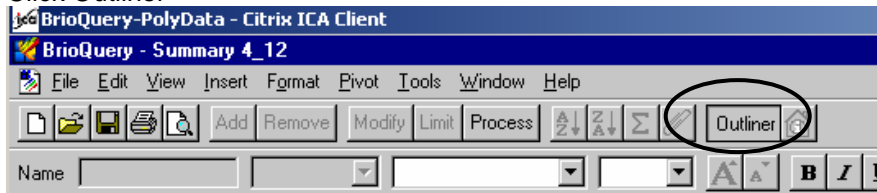
Click 

Results are displayed on the Results tab.

Create Pivot

Click the Pivot tab to easily format results.

Click Outliner



For a high level report, drag the fields indicated in the example below, into the Outliner.
 Customize as needed.

Indicate column headings here

Amount fields are always in this section

These fields display on the left side of the report

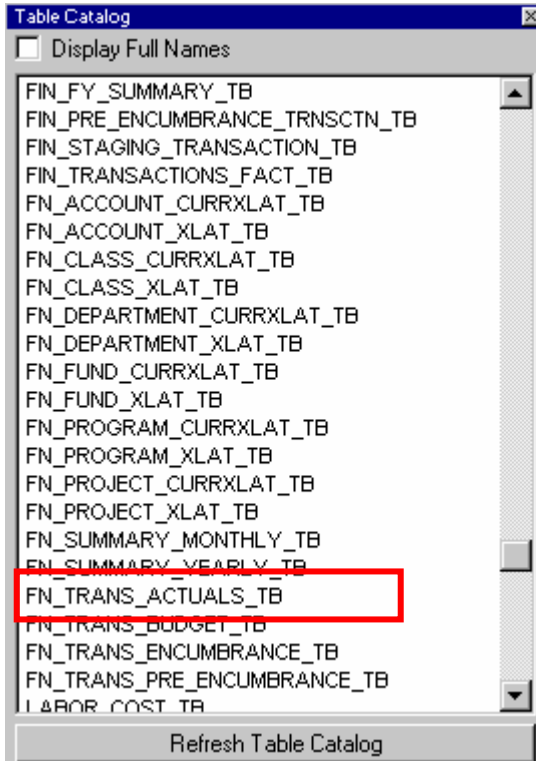
Add column headers by selecting Format, Corner Labels, Both.

Click the Save icon to save the query. For more information on Terminal Services Directories see pg.18.

					Fiscal Year	2004				
					Deptid Level2	102500				
					Deptid Level2 Descr	CAGR-College of Agriculture				
Ind Cods	Trans	Transaction Ty	Account Group Descr	Account	Account Descr	Amount Budg	Amount En	Amount Tot	Amount Bala	
AD204	1	Salary & Wage	Regular Salaries and Wages	601100	Academic Salaries	0	0	0	0	
	3	Operating Expense	Communications	604800	Tel-Lines & Features	0	0	2,996.3	-2,996.3	
				604802	Tel-Long Distance-Msg Unit	0	0	1,757.5	-1,757.5	
				604803	Tel-Modem Lines & Feature:	0	0	24	-24	
				Equipment	619001	Equipment	0	25,203.75	0	-25,203.75
				Information Technology Costs	616002	IT Hardware	0	4,198.67	0	-4,198.67
				Misc. Operating Expenses	660001	Postage and Freight	0	854.7	3,834.32	-4,689.02
					660003	Supplies and Services	0	14,940.45	-2,740.59	-12,199.86
					660865	E Surplus Auction	0	0	-2,241.5	2,241.5
					660998	Release Time - Salary Reim	0	0	350.39	-350.39
					660999	Release Time - Benefit Rein	0	0	103.86	-103.86
					840000	Budget	14,667,595	0	0	14,667,595

Build a Department Actuals Transactions Query for Current Month

Select **FN_TRANS_ACTUALS_TB** by double clicking, to view details on actuals.



Set Limits

Double click to limit on Business Unit GL: SLCMP, Deptid Level, Fiscal Year, Fund Code: AD204 (except for Trust Funds) and Account Transaction Type (3 = O&E if appropriate) as well as Accounting Period (1 = July, 12 = June)



Select fields by adding them to the Request Line

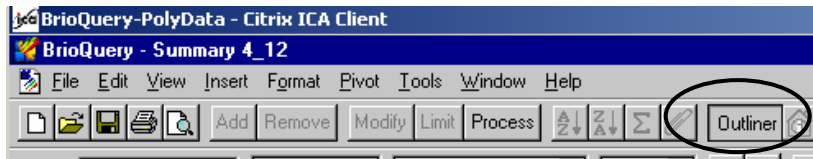
Request the following suggested fields:

- Account
- Account Descr
- Account Group
- Account Group Descr
- Account Transaction Type
- Account Transaction Type Descr
- Accounting Period
- Accounting Period Descr
- Amount Actual
- Class Fld
- Class Descr
- Dept Id
- Dept Id Descr
- Deptid Level2

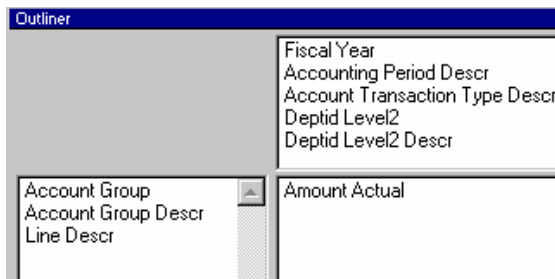
Deptid Level2 Descr
 Deptid Level3
 Deptid Level3 Descr
 Fiscal Year
 Fund Code
 Fund Descr
 Invoice
 Journal Date
 Jrnl Line Source
 KKSource Tran
 Line Descr
 PO Id
 PO Status
 Program Code
 Program Descr
 Project Id
 Project Descr
 Receipt Dt
 Receiver ID
 Req Id
 SLO Document ID
 Source
 Vendor ID
 Vendor Name
 Voucher ID

Click 

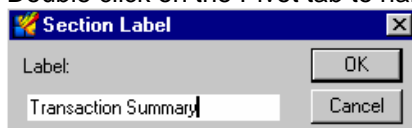
Results are displayed on the Results tab.
Click the Pivot tab to easily format results and select the Outliner



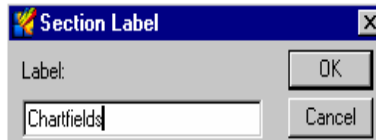
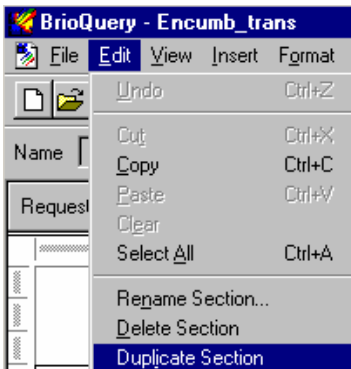
Create a Transaction Summary pivot.



Double click on the Pivot tab to name the pivot.

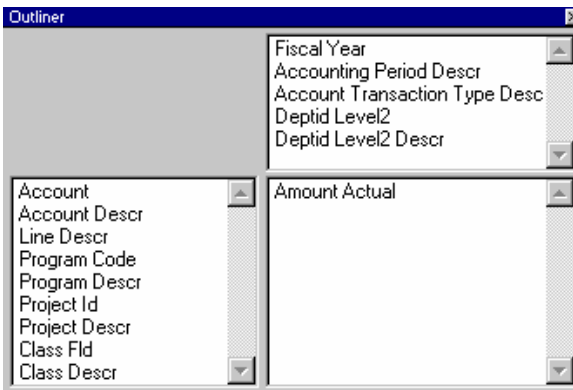


Create multiple pivots by choosing Edit, Duplicate Section.



On the newly created pivot, rename the tab.

Update the Outliner to include all Chartfields necessary.



Click the Save icon to save the query. For more information on Terminal Services Directories see pg.18.

Account	Account Descr	Line Descr	Program Code	Program Descr	Project Id	Project Descr	Class Fld	Class Descr	Amount Actual
							Fiscal Year	2004	
							Accounting Period Descr	July	
							Account Transaction Type Descr	Operating Expense	
							Deptid Level2	102500	
							Deptid Level2 Descr	CAGR-College of Agricultur	
604800	Tel-Lines & Features	Cell Equipment		Unknown		Unknown	Unknown	Unknown	196.54
		Telephone Chargeback		Unknown		Unknown	Unknown	Unknown	2,971.3
			AA001	CAGR Colleg		Unknown	Unknown	Unknown	25
604801	Tel-Install & E	Purchase of Equipment		Unknown		Unknown	Unknown	Unknown	149.28
604802	Tel-Long Distance-Msg Units	Cell Message Units		Unknown		Unknown	Unknown	Unknown	24.86
		Cell Messages		Unknown		Unknown	Unknown	Unknown	7.16
		Message Units		Unknown		Unknown	Unknown	Unknown	71.73
		Messages		Unknown		Unknown	Unknown	Unknown	54.23
		Telephone Chargeback		Unknown		Unknown	Unknown	Unknown	1,757.5
604803	Tel-Modem L	Telephone Chargeback		Unknown		Unknown	Unknown	Unknown	24

Build an Open Purchase Order Query

Select **FN_TRANS_ENCUMBRANCE_TB** by double clicking
This table includes all encumbrance transactions.

Set Limits

Double click to limit on Business Unit GL: SLCMP, Deptid (level), Fund Code: AD204 (except for Trust Funds) as well as PO Status (O = Open, D = Dispatched, C = Closed)

Select fields by adding them to the Request Line

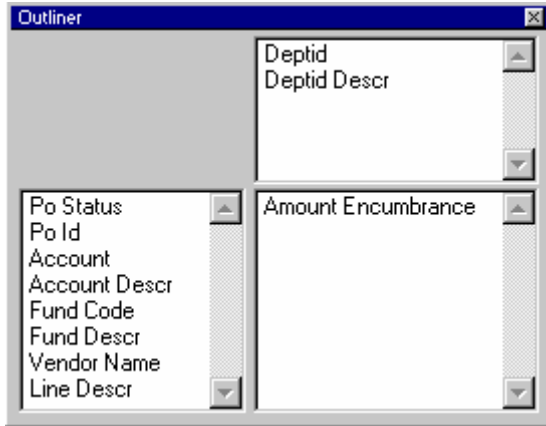
Request the following suggested fields:

Account
Account Descr
Account Group
Account Group Descr
Account Transaction Type
Account Transaction Type Descr
Accounting Period
Accounting Period Descr
Amount Actual
Class Fld
Class Descr
Dept Id
Dept Id Descr
Deptid Level2
Deptid Level2 Descr
Deptid Level3
Deptid Level3 Descr
Fiscal Year
Fund Code
Fund Descr
Invoice
Journal Date
Jrnl Line Source
KKSource Tran
PO Id
PO Status
Program Code
Program Descr
Project Id
Project Descr
Receipt Dt
Receiver ID
Req Id
SLO Document ID
Source
Vendor ID
Vendor Name
Voucher ID

Click 

Click the Pivot tab to easily format results.

Click the Outliner and drag the fields indicated in the example below, into the Outliner. Customize as needed.



Click the Save icon to save the query. For more information on Terminal Services Directories see pg.18.

Build a Year to Date Budget Query by Scenario

Limit line should look like this and contain the appropriate Deptid Level

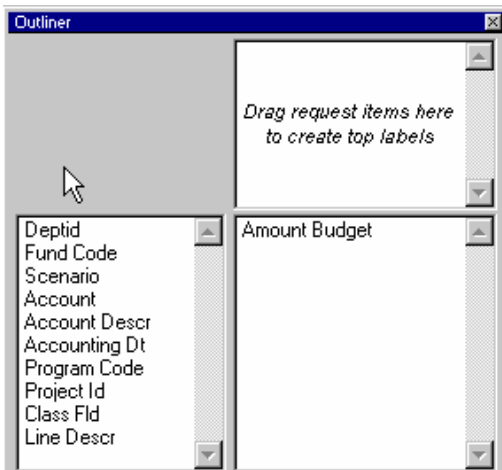
Limit	<	{ }	Var	And	Or	Business Unit	AND	Deptid Level2	AND	Ledger	AND	Fund Code
-------	---	-----	-----	-----	----	---------------	-----	---------------	-----	--------	-----	-----------

Request the following suggested fields:

Accounting Dt.
Accounting Period
Accounting Period Descr
Amount Budget
Class Fld
Class Descr
Dept Id
Dept Id Descr
Deptid Level
Fiscal Year
Fund Code
Fund Code Descr
Journal Date
Journal Id
Ledger
Line Descr
Program Code
Program Descr
Project Id
Project Descr
Scenario

Click

Results are displayed on the Results tab.
Select the Pivot and click the Outliner.



Click the Save icon to save the query. For more information on Terminal Services Directories see page 22.

Deptid	Fund Code	Scenario	Account	Account Descr	Accounting Dt	Program Code	Project Id	Class Fld	Line Descr	Amount Budget	
117500	AD203	BASINI	840000	Budget	8/1/2002				2003-4 base budget development	17,586,538	
			BASTRF	840000	Budget	9/30/2002				CSEA gsi alloc w/benefits	27,100
										fy 02/03 retirement alloc	392,920
										MPP/Conf comp alloc	8,188
										Unit 3 AY Dept Chair	11,239
										unit 3 promotions full yr fund	5,106
										Unit 3 Promotions funding	25,532
										Unit 3 SSI alloc w/benefits	77,809
										Unit 4 GSI alloc w/benefits	1,074
							10/22/2002			AY 2001-02 PERM Enr Alloc - CS	206,889
							1/23/2003			full yr 2002/03 hlth cost incr	221,705
							1/31/2003			AY 02-03 Enr Grwth PERM - CSM	101,652
										FY 01/02 PERM Reduction - CSM	-69,405
										FY 02/03 PERM Reduction - CSM	-51,728
										Sum 02 Enr Grwth PERM - CSM	9,866
										Unit 3 GSI funding w/benefits	278,075
					2/14/2003			Perm Base Xfr: Tel. Lines	1,548		
Total										18,834,108	

Query Tips

Close the Outliner, by clicking the Outliner button.

The screenshot shows the BrioQuery interface with the 'Outliner' button circled in the toolbar. The main data table is as follows:

Request	Class Fld	Class Descr	Deptid	Deptid Descr	Deptid Level2	Deptid Level2 Descr	Deptid Lev
						Fiscal Year	
						Deptid Level2	
						Deptid Level2 Descr	
	Fund Code	ans	t Transaction Type	Account Group Descr	Account	Account Descr	
	AD203	1	Salary & Wages	Regular Salaries and Wages	601100	Academic Salaries	
					601103	Graduate Assistant	
					601201	Management and Sup	
					601300	Support Staff Salaries	
					601301	Overtime	
					601805	Lecturers	

Highlight Column 1, and click Σ to get the grand total. Subtotals can be added by highlighting the columns.

The screenshot shows the BrioQuery interface with the Sigma button circled in the toolbar. The first column of the data table is highlighted. The main data table is as follows:

Request	Account	Account Descr	Account Transaction Type	Account Tran
	Deptid	Fund Code	Scenario	Account
	117500	AD203	BASINI	840000
			BASTRF	840000
				Budget
				Accounting Dt
				8/1/2002
				9/30/2002
				10/22/2002
				1/23/2003
				1/31/2003
				2/14/2003
	Total			

Double click on the Pivot tab to name the pivot.

The screenshot shows the 'Section Label' dialog box with the following text:

Section Label

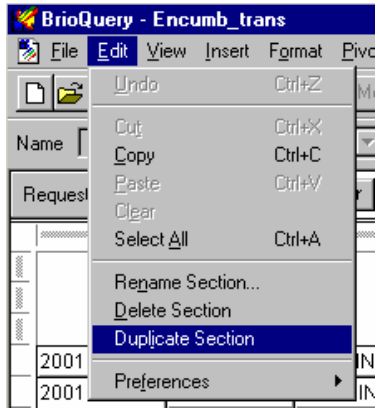
Label:

Buttons: OK, Cancel

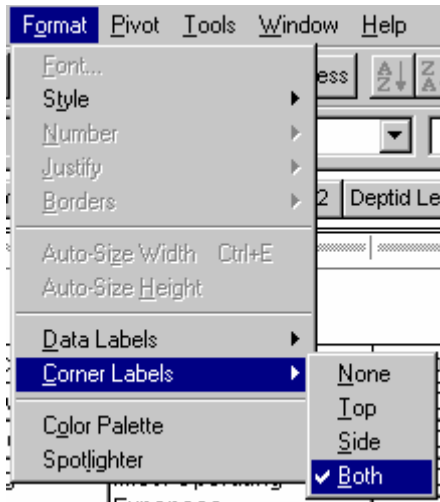
For tabs not in use, right click on a tab and select hide section when needed.



Create multiple pivots utilizing the selected fields by choosing Edit, Duplicate Section.



Add column headers by selecting Format, Corner Labels, Both.



With column headers

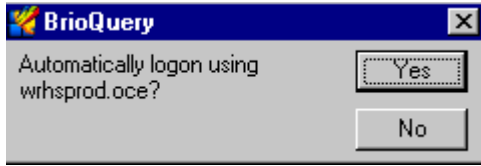
Deptid	Fund Code	Scenario	Account	Account Descr	Accounting Dt
117500	AD203	BASINI	840000	Budget	8/1/2002
		BASTRF	840000	Budget	9/30/2002

Without column headers

117500	AD203	BASINI	840000	Budget	8/1/2002
		BASTRF	840000	Budget	9/30/2002

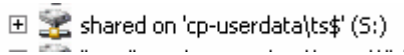
When saving a query, click the Save icon and name the query appropriately. Store queries on your 'Cluster1_home_server\...' H: Drive in Terminal Services.

To create a new query, select File, New and click yes to the following message.

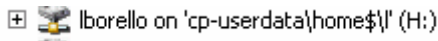


Terminal Services Drives

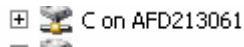
The three drives that you will access in Terminal Services are the S: (shared), H: (home), and V: (client.)



Month End delivered reports are stored on the shared on 'cp-userdata\ts\$' (S:) drive by Dept ID. You will only have read access to this drive with the exception of the CMS Temp folder. This folder will be deleted every week. You can exchange queries by saving your query to the Temp folder, or open and save existing queries to your home drive.



The H: drive is your own personal drive on the Terminal Services server. You have read and write access to this drive and can access the files stored in this location from anywhere that you can log in to Terminal Services. The folder will be designated with your username and on 'cp-userdata\home\$I\' (H:). This is the appropriate location for storing your queries.



The C: drive is your local hard drive.

When exporting your query to Excel, select C on (your local LAN address) as the location to save to your hard drive and access outside of Terminal Services.

(H:) is the location to save your queries (labeled with your user ID)

Shared queries will be in the CMS Temp folder on (S:), This will be deleted once a week.

(C:) drive is the C: on your local hard drive

Other drives maybe listed depending on your security settings and your local LAN settings.

