

# Introduction to the Financial Data Warehouse

This document is a beginner’s guide for Sac State users of the Financial Data Warehouse (FDW). The goal is to learn how to login to FDW and navigate the dashboards, and to make use of the customization and export features.

## Contents

Get Access to FDW .....	1
Login to FDW.....	1
Dashboards .....	3
Select a dashboard.....	4
Parts of a Dashboard.....	4
Setup Dashboard Defaults .....	5
Customizations.....	5
Apply Saved Customization.....	6
Save Current Customization .....	6
Edit Saved Customization .....	7
Clear My Customization .....	7
Export Report Results .....	7

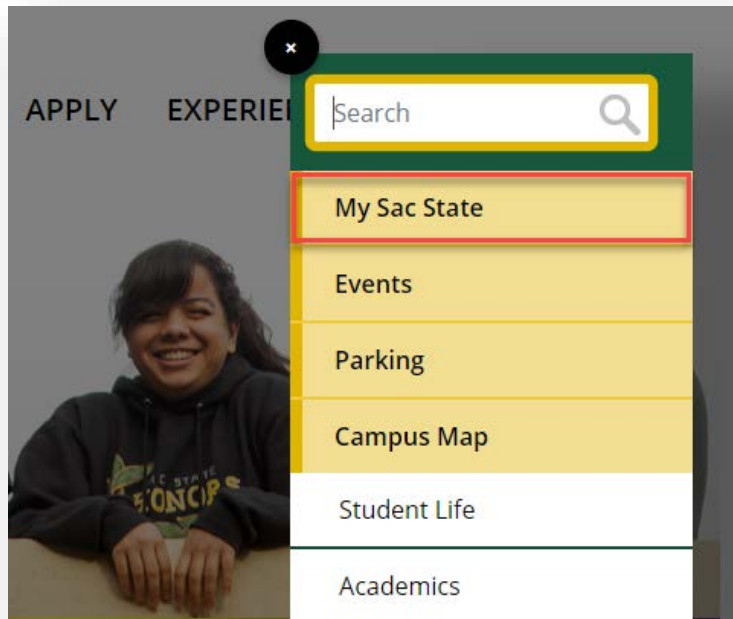
## Get Access to FDW

1. Access to the FDW system is managed via the Common Access Request System (CARS). The URL for CARS is <https://www.csus.edu/irt/reports-dashboards/peoplesoft/initiate-a-cars-request.html>. Each department has a designated person who has permission to submit CARS requests.

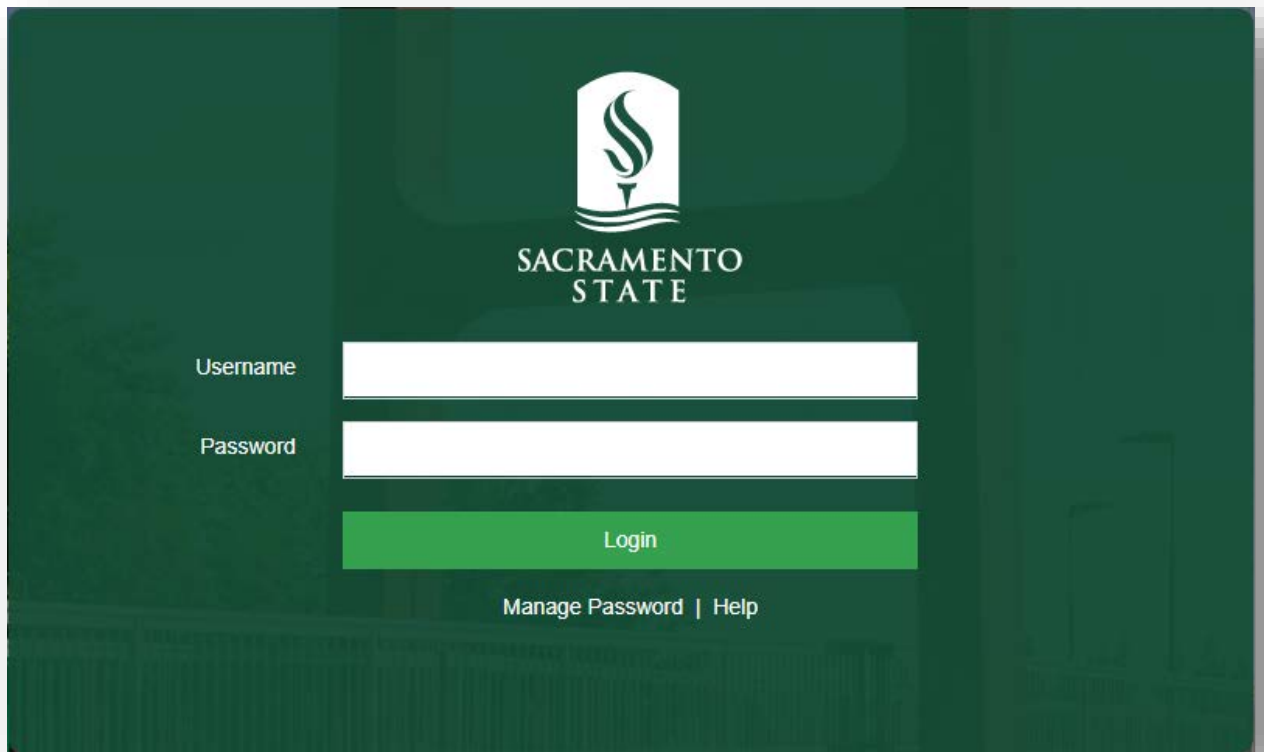
## Login to FDW

1. Use your favorite browser to navigate to the CSUS home page:  
<http://www.csus.edu/>

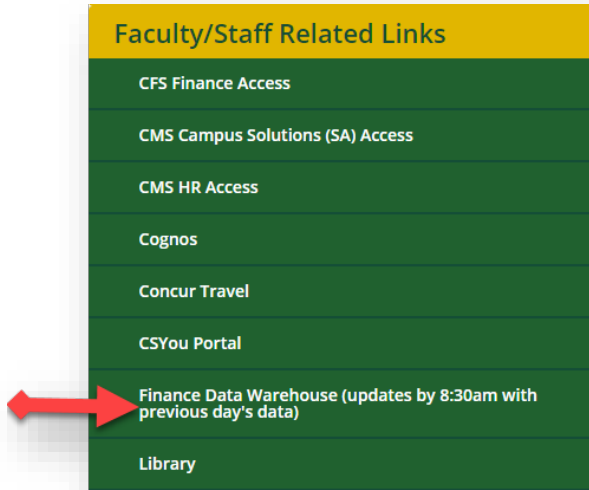
2. Select the “My Sac State” link at the top of the page



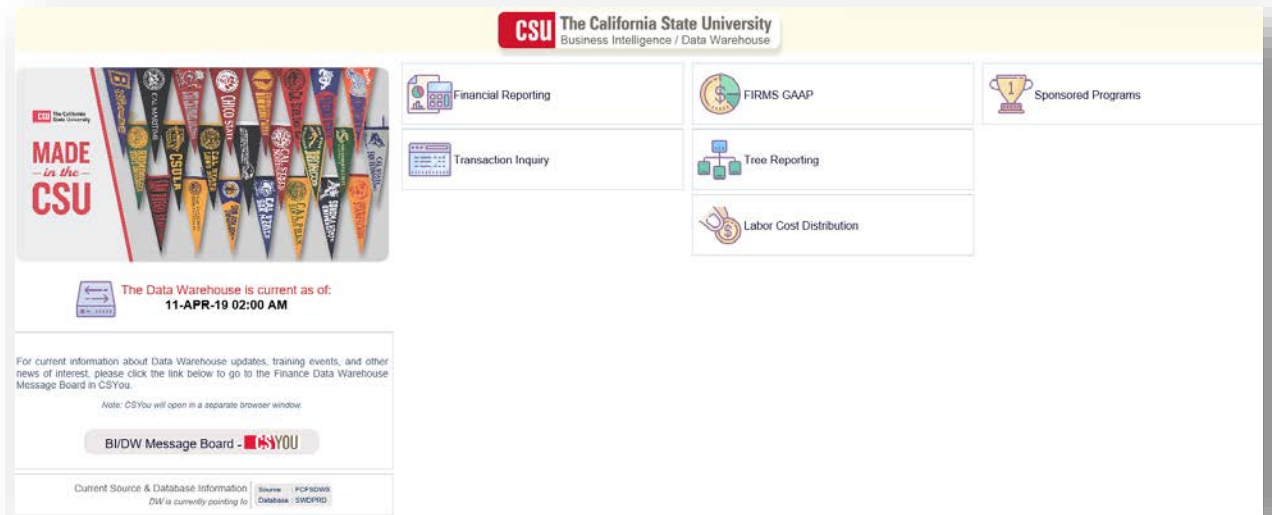
3. Login using your SaLink username and password.



4. Select the Finance Data Warehouse link:



5. Your FDW home will look like this and the Data Warehouse updates will appear here as well.

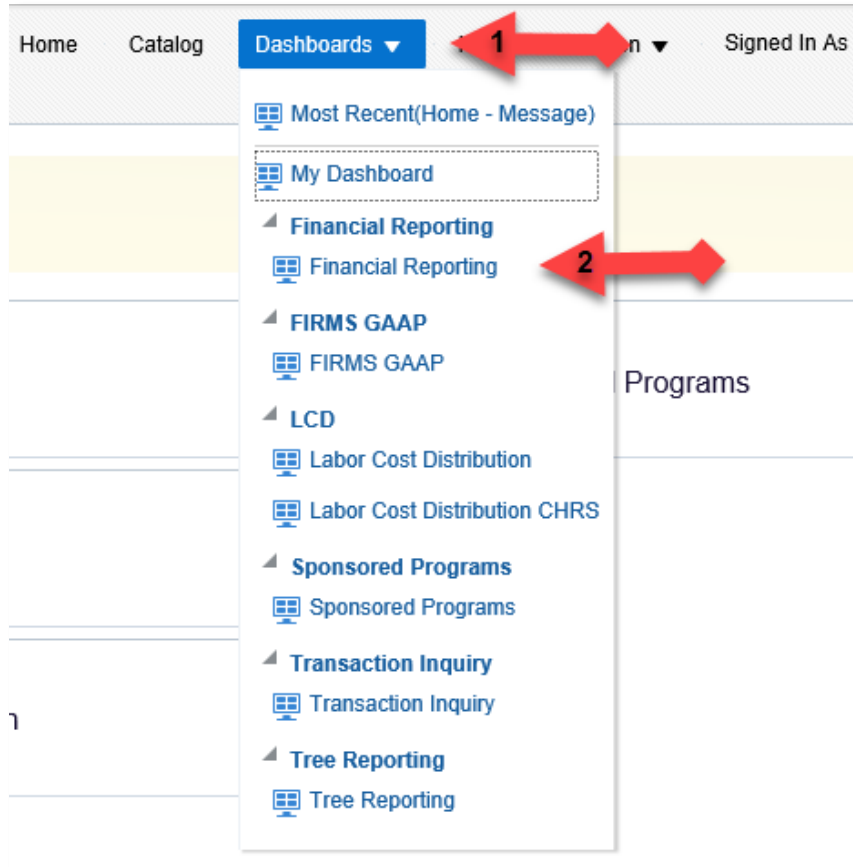


## Dashboards

Dashboards serve to group related reports in FDW. The list of dashboards for every user varies depending on the privileges of that user.

## Select a dashboard

1. Click on the Dashboards drop-down menu in the top of the window.
2. Click on a Dashboard name, “Financial Reporting” in this example.

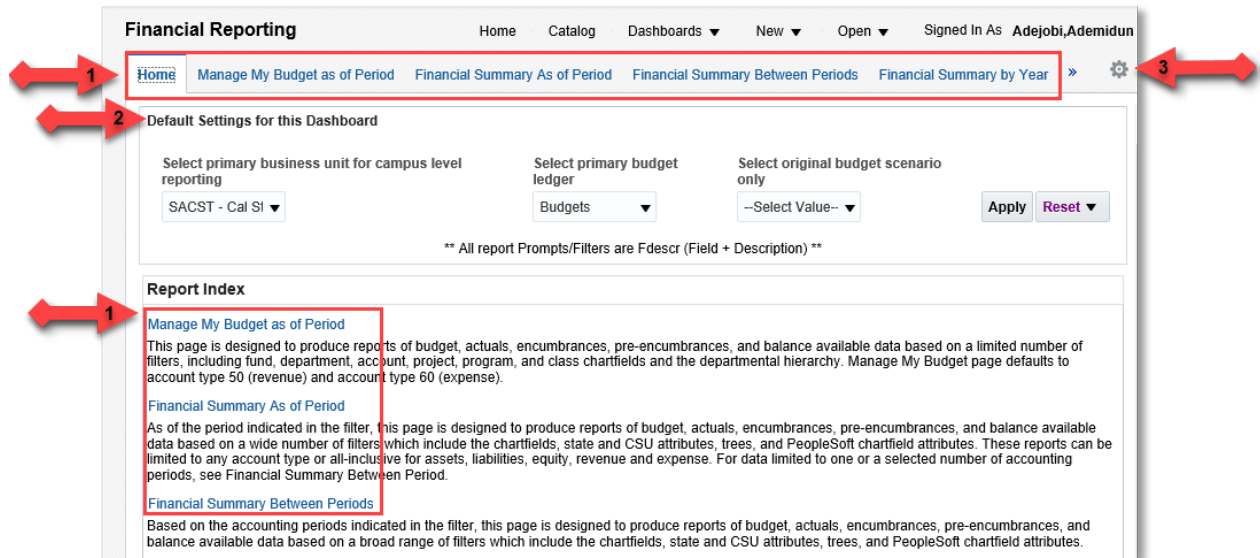


These are the frequently used dashboards at Sac State:

Dashboard Name	Description
Financial Reporting	Financial summaries, trial balances, and fund balances
Transaction Inquiry	Requisitions, Purchase Orders, Actual, and ProCard reports
Tree Reporting	List tree contents (Department tree, Fund tree, etc.)

## Parts of a Dashboard

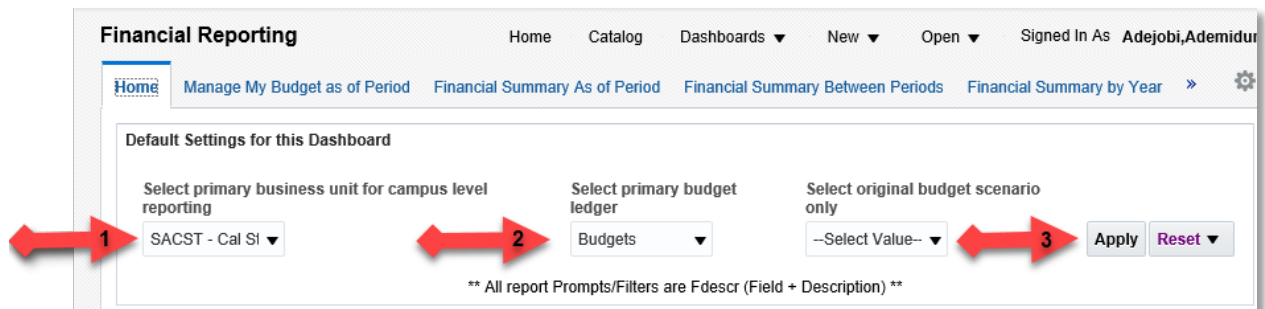
1. A dashboard is a group of related reports. The reports are listed two ways: Tabs across the top and also going down in the “Report Index” section of the dashboard. Both lists are the same.
2. The “Default Settings for this Dashboard” allows you to predefine some report parameters for all reports in a dashboard.
3. The icon called the “gear” is in the top-right of the screen. The gear is explained in more detail in the “Customizations” section.



## Setup Dashboard Defaults

Setup dashboard defaults the first time you use a dashboard. This feature will save you time when you run reports because FDW will automatically enter these values for each report you run. Each dashboard has its own set of defaults that need to be setup and saved.

1. Select our business unit, "SACST"
2. Select the budget ledger "Budgets"
3. Click the "Apply" button



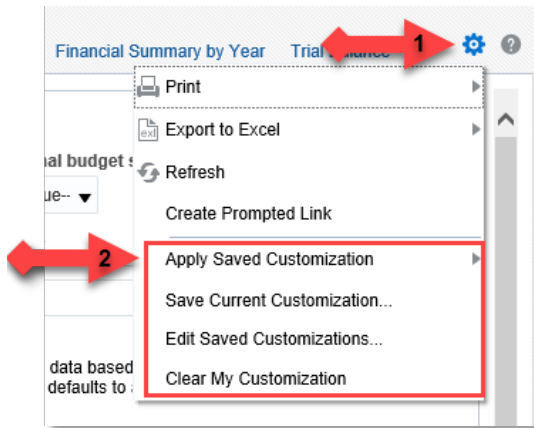
Save this default setting for the dashboard as a customization. Check the "Make this my default for this page" radio button. See the section below for additional information about customizations.

## Customizations

Many people run the same report with the same filters and formatting options over and over. FDW allows users to save a "customization" and then just recall the customization and run it again so that we do not have to re-enter all the options every time. Always "Apply" your changes before you save your customization.

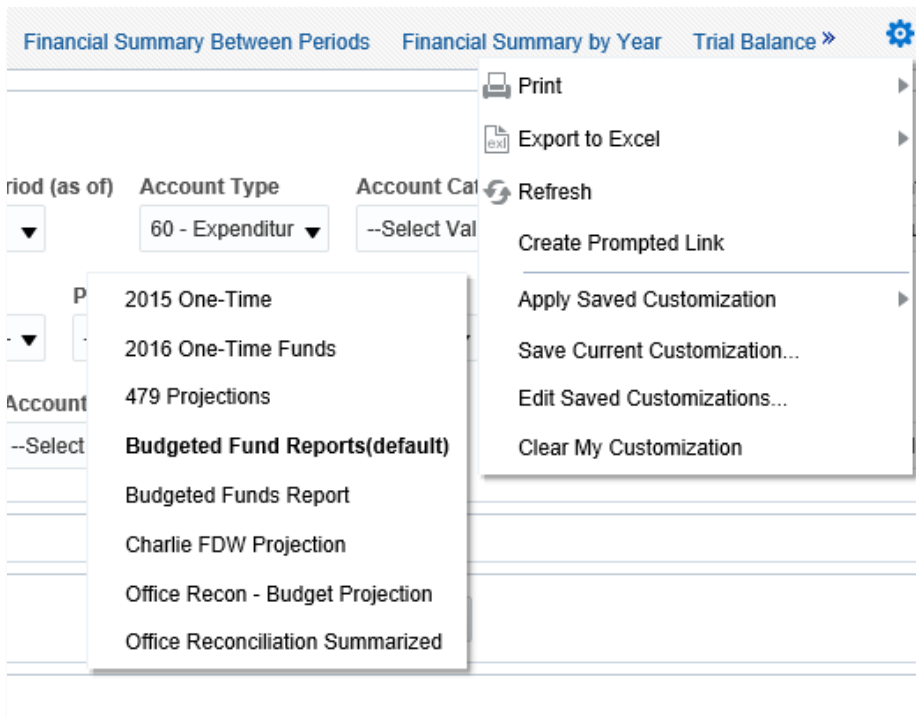
1. Click on the "gear"

2. You can apply, save, edit, or clear customizations.



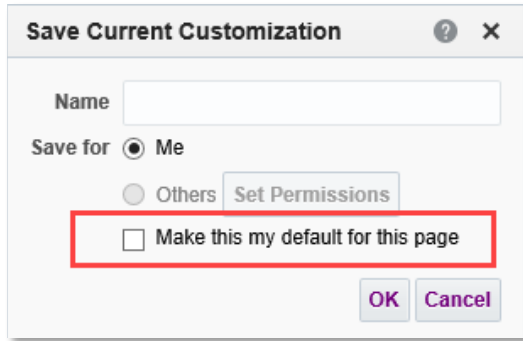
## Apply Saved Customization

If you have previously saved customizations, then you can select "Apply Saved Customization" to get that customization and apply it to the current report. Note in the example below that the customization "BUDGETED FUNDS REPORT" is the default for this report.



## Save Current Customization

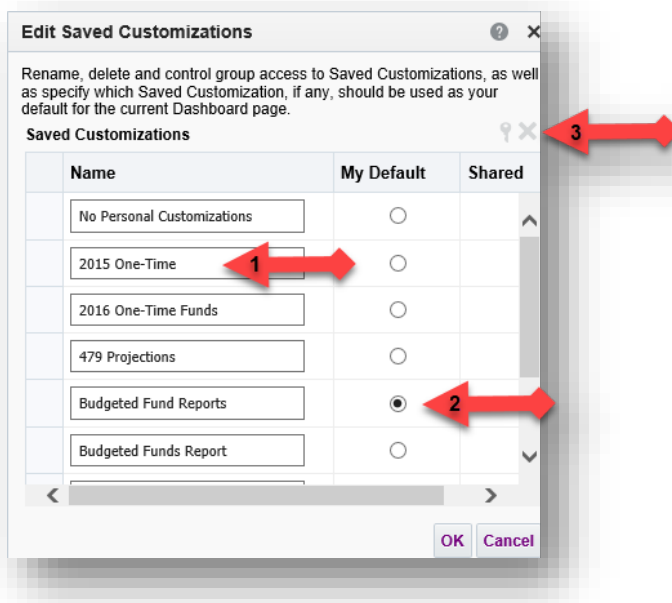
You can select "Save Current Customization" to save your current report options. FDW will prompt you for a customization name. If you provide a name that already exists, then you will be warned about the existing customization, and then you can overwrite it if you want. Note the checkbox to make this new customization the default for this page.



## Edit Saved Customization

Use this option to see all your customizations for this report. If you select an existing customization, you can:

1. Rename it
2. Select it as the default by using the “My default” radio button.
3. Delete the customization by clicking the “X”.



## Clear My Customization

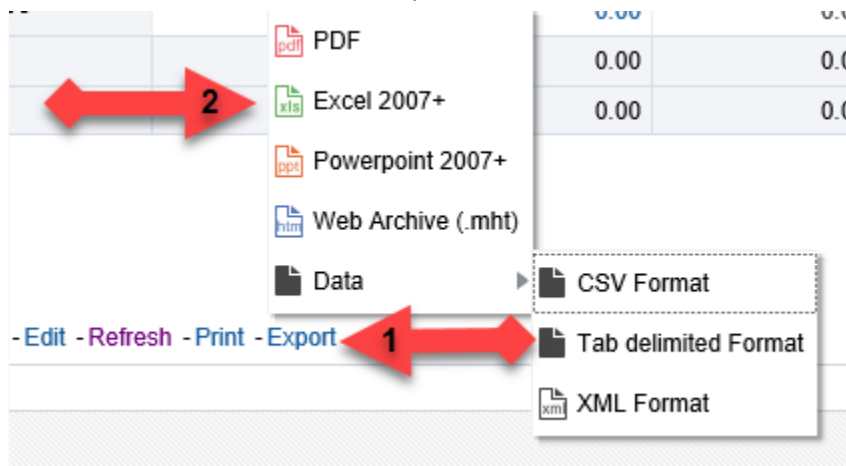
This option will reset all the filters on your report to the FDW default. Use this to start building a new report from scratch. This will not change your list of saved customizations.

## Export Report Results

FDW allows you to export your report to your workstation where you can edit the file and make more changes.

To export a report:

1. Click the “Export” link at the bottom of the report.
2. Select the format option. The most popular options are PDF, Excel, and Data. The Data option includes “CSV Format” (Comma Separated Values) and “Tab delimited Format”.



The way that the exported file is handled on your workstation depends on your operating system and your browser.