DATA WAREHOUSE (OBIEE)

Table of Contents

Data Warehouse Basics & Overview 5

Accessing the Data Warehouse (OBIEE) 6

Working with Filters 9

Downloading Data in Data Warehouse 29

Customizing Your Tables 32

Saving Your Customizations & Filters 43

Using Print, Refresh, and Return Links in Data Warehouse 53

Admissions 57

Admissions Dashboard Overview 58

Application Profile Report 61

Applications by College/Major Report 84

International Applicants Report 91

Budget Management 95

Budget Management Dashboard Overview 96

Baseline Position Budget Report 100

Baseline Budget All Employees Report 109

FY Salary Budget Report 118

FY Salary Detail Report 126

FY Salary and OEE Budget Report 134

Financial Summary by Year Report 141

Budget by Category Report 155

Budget Transaction Detail Report 161

Employee Salary Projection Report 169

Course Grade Distribution 176

Course Grade Distribution Dashboard Overview 177

Accessing the Graded Class List 180

Course Grade Distribution Report 188

Faculty Grade Distribution Report 196

Faculty Grade Distribution Multi Term Report 203
Sections with GPA <= 2.0 Report 210
Grading Symbol Chart 217

Degrees 220
Degrees Dashboard Overview 221
Degrees Awarded by Major Report 223
Second Major Associated with Degrees Awarded Report 243
Minor Associated with Degrees Awarded Report 259

Degree Progress 275
Degree Progress Analysis Report 276
Estimated Units Needed Summary Report 286
Degree Progress Detail Report 296

Purchasing 303
Purchasing Dashboard Overview 304
Requisitions Report 306
Purchase Orders Report 315
Voucher Report 326
Req/PO/Voucher Report 334
PO Balance Report 349

Registration Snapshot 356
Registration Snapshot Dashboard Overview 357

Revenue/Expense 369
Revenue/Expense Dashboard Overview 370
Revenue/Expense Summary Report 373
All University Benefits Pool 390
Budget Detail Report 404
Actuals Detail (Between Accounting Periods) Report 413
Encumbrance Detail Report 423
Pre-Encumbrance Detail Report 432

Student Success 441
Student Success Dashboard Overview 442
Cohort Comparison Report 446
Cohort Comparison - College Report 452
Cohort Comparison - Ethnicity Report 459
Cohort Comparison - Parent Education Report 466
First-Time Freshman Cohorts - Detail Report 473
New Transfer Cohorts - Detail Report 503
2-Dimensional Detail Report 532

Data Warehouse Basics & Overview

Accessing the Data Warehouse (OBIEE)

This article covers how to access the CSUF Data Warehouse, also referred to as OBIEE.

1. Log on to the campus portal and access Titan Online.

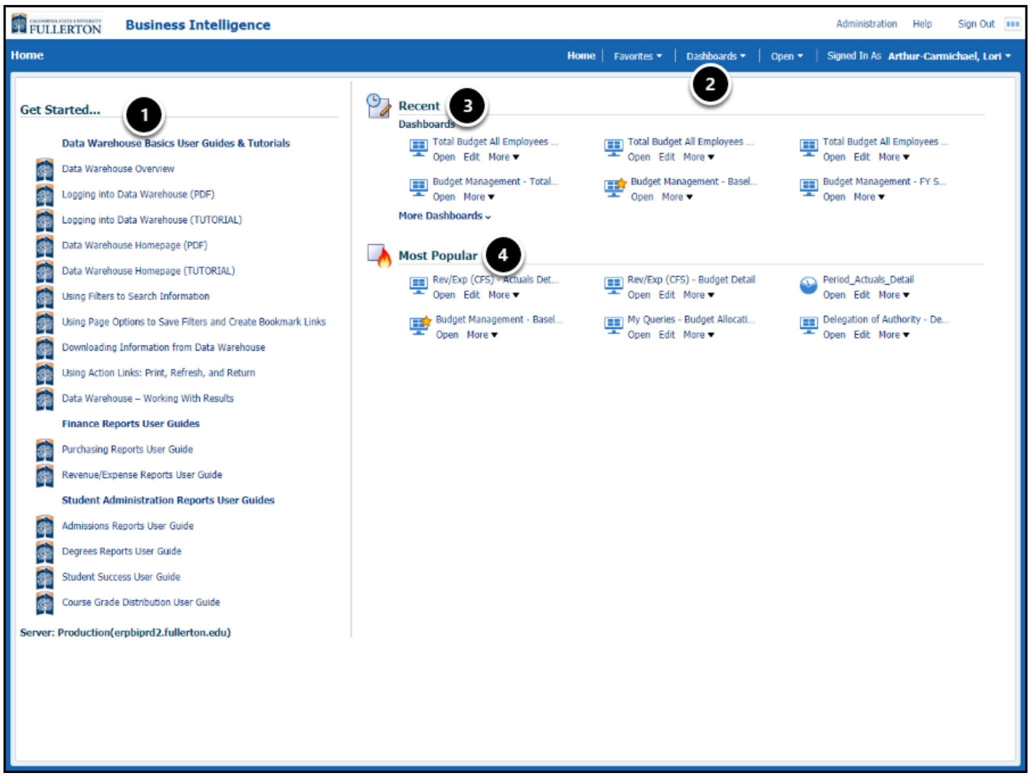
View instructions on how to log on to the campus portal.

View instructions on how to access Titan Online.

2. Click on OBIEE 11g - BI/Dashboards in the Business Intelligence section.

If you do not see the Business Intelligence section in your Titan Online, you may not have submitted an Access Request Form to request this access. **[View instructions on the Access Request Form process.]**

3. You're now at the Data Warehouse home page.



You're now on the Data Warehouse home page.

1. Links to user guides and tutorials are on the left of the home page
2. Click **Dashboards** to access a dashboard/reports.
3. Recent contains the recent reports/tabs that you have accessed
4. Most Popular contains the reports/tabs that you most frequently access

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.

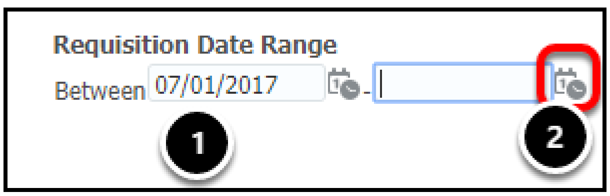
Working with Filters

This article covers how to use the various types of filters available in the CSUF Data Warehouse.

Using the Calendar Filter

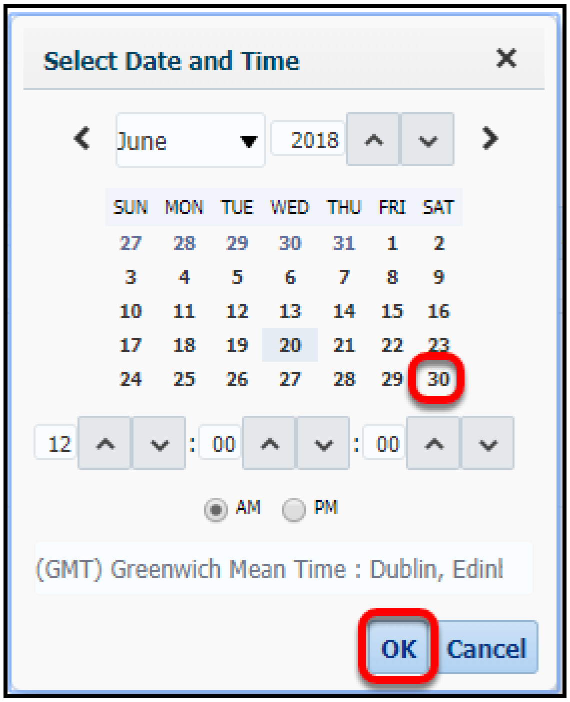
The calendar filter allows you to filter by a single date or a range of dates.

1. You can type in a date or click on the calendar icon to select a date.

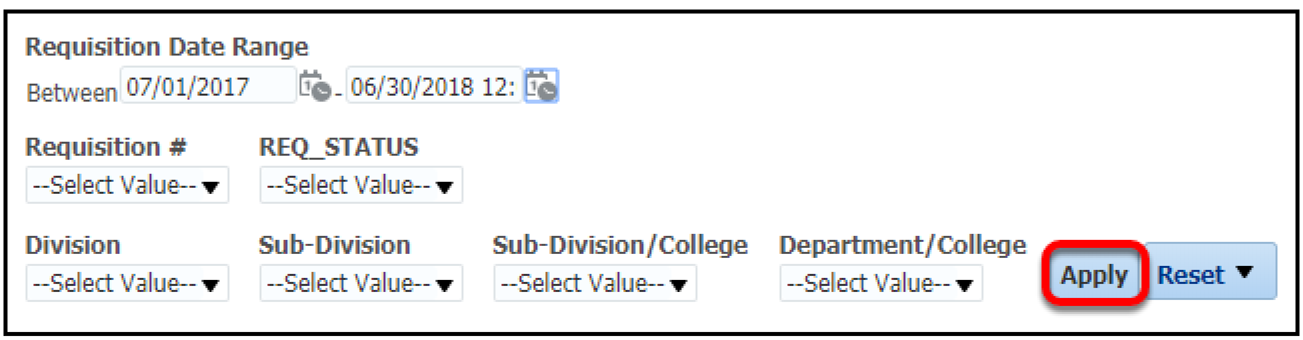


1. Enter the date in the following format: mm/dd/yyyy (e.g., 07/01/2017).
2. Or click on the calendar icon for the calendar view.

2. Select the date from the calendar view and then click OK.



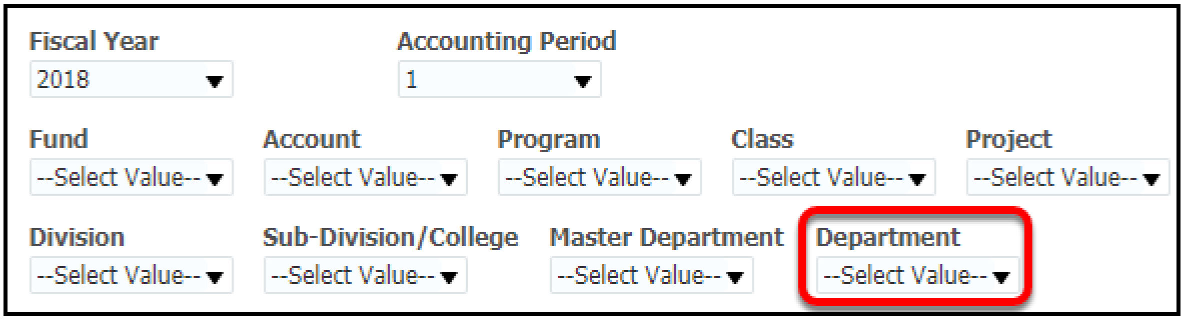
3. Click Apply to apply your filter or add additional filter criteria.



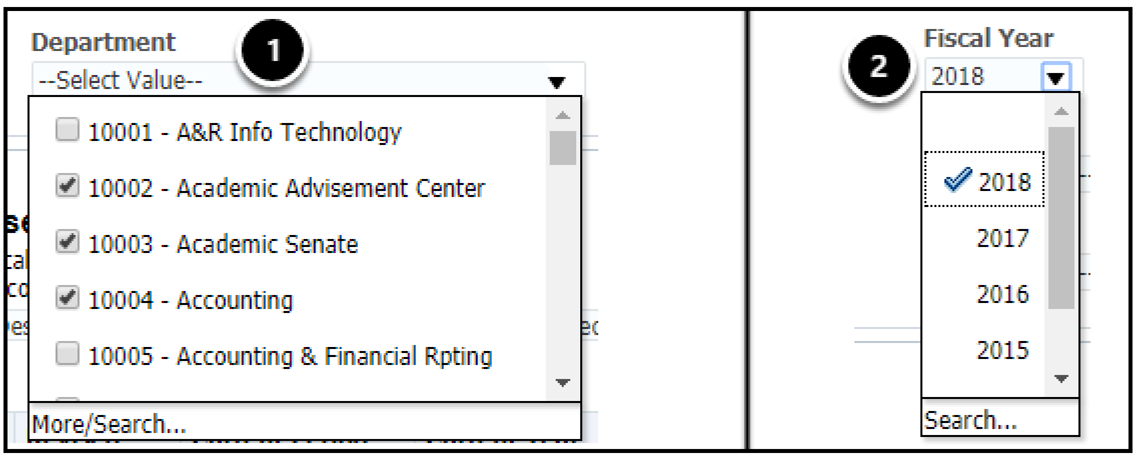
Selecting from Drop-Down Menus

The drop-down menus allow you to select from a list of values.

1. Click on a drop-down menu to view the available criteria.

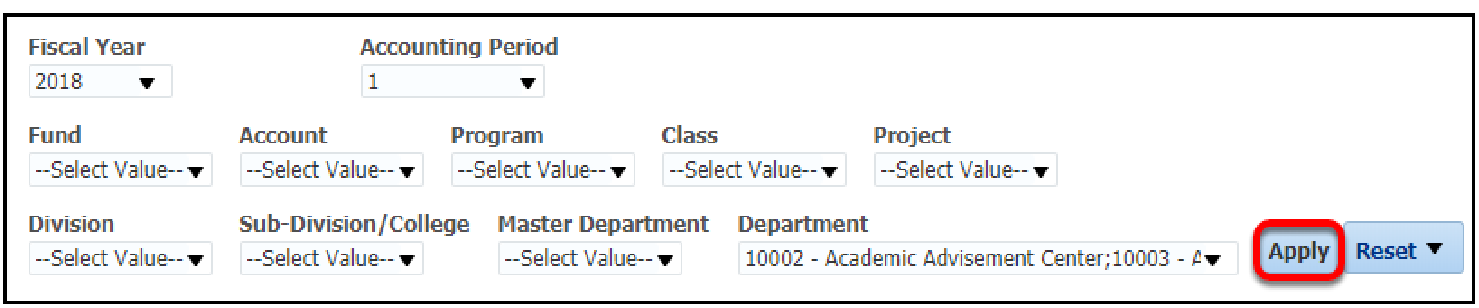


2. Select the value(s) that you wish to use.



1. Some menus will allow you to choose more than one option. Place a checkmark next to each value you want to use.
2. Some drop-down menus will only allow you to select a single option.

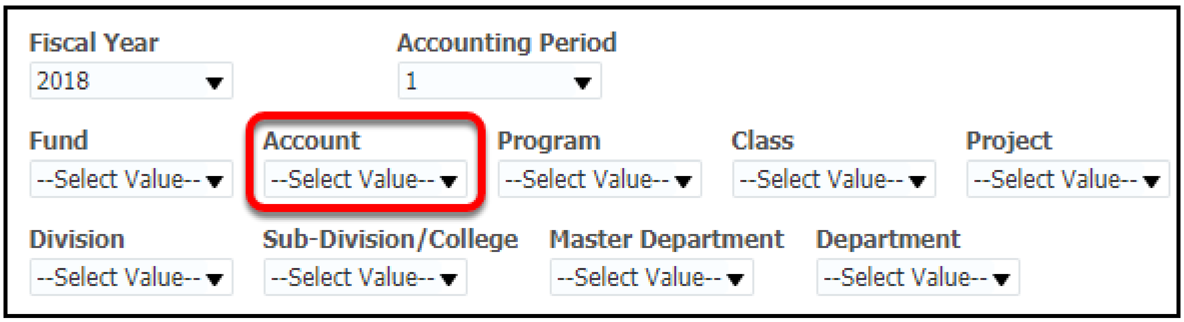
3. Click Apply to apply your filter or add additional filter criteria.



Using More/Search to Find Values

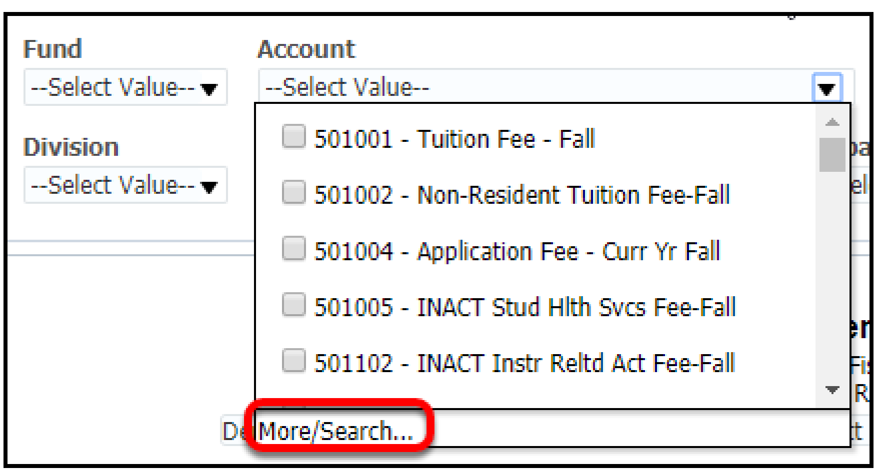
The More/Search option allows you to search for values as well as easily select one or more values to include or exclude from your report.

1. Click on a drop-down menu.



2. Click the More/Search option at the bottom.

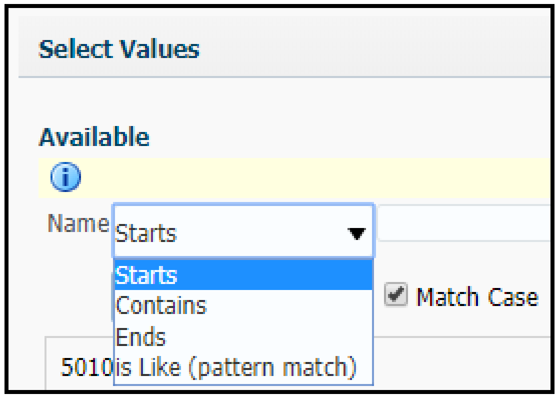
Depending on how many values are available, this option may be called either "More/Search" or just "Search."



Searching for Values

Searching for values allows you to quickly find and add the values you want to you report.

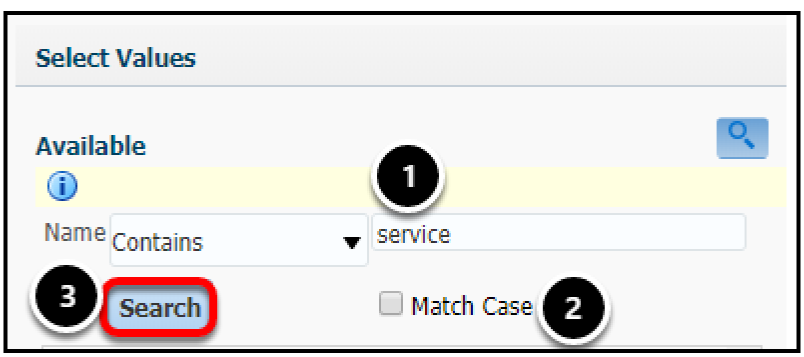
1. To search for a value, first choose the type of search you wish to use.



Available search types are:

- Starts
- Contains
- Ends
- is LIKE (pattern match)

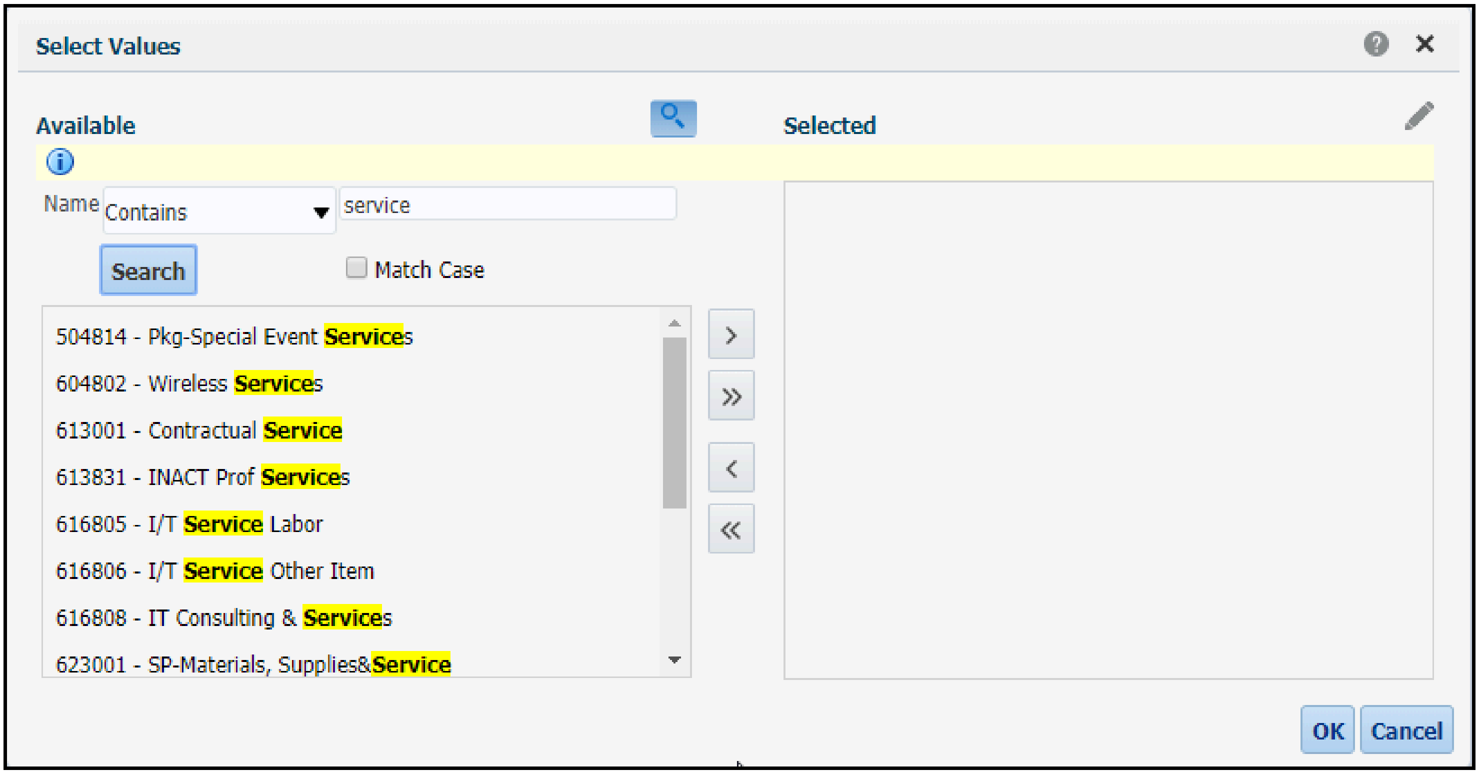
2. Enter your search criteria and click Search.



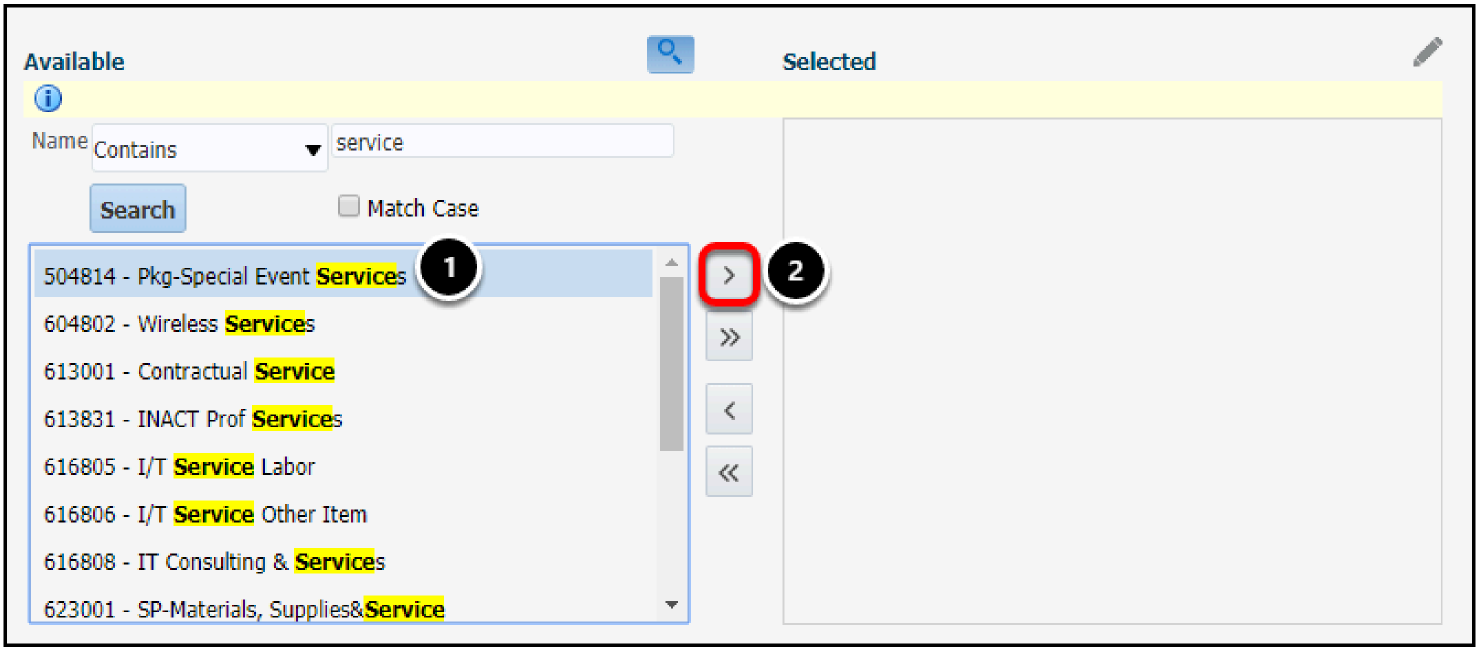
1. Enter your search criteria.
2. Note the Match Case flag. If you aren't sure of the case of the name of the value, you may want to uncheck this box. (i.e., if you enter “supplies” and the value is “General Supplies” then the system will not find a match if this box is checked.)

3. Click **Search**.

3. A list of search results appears.

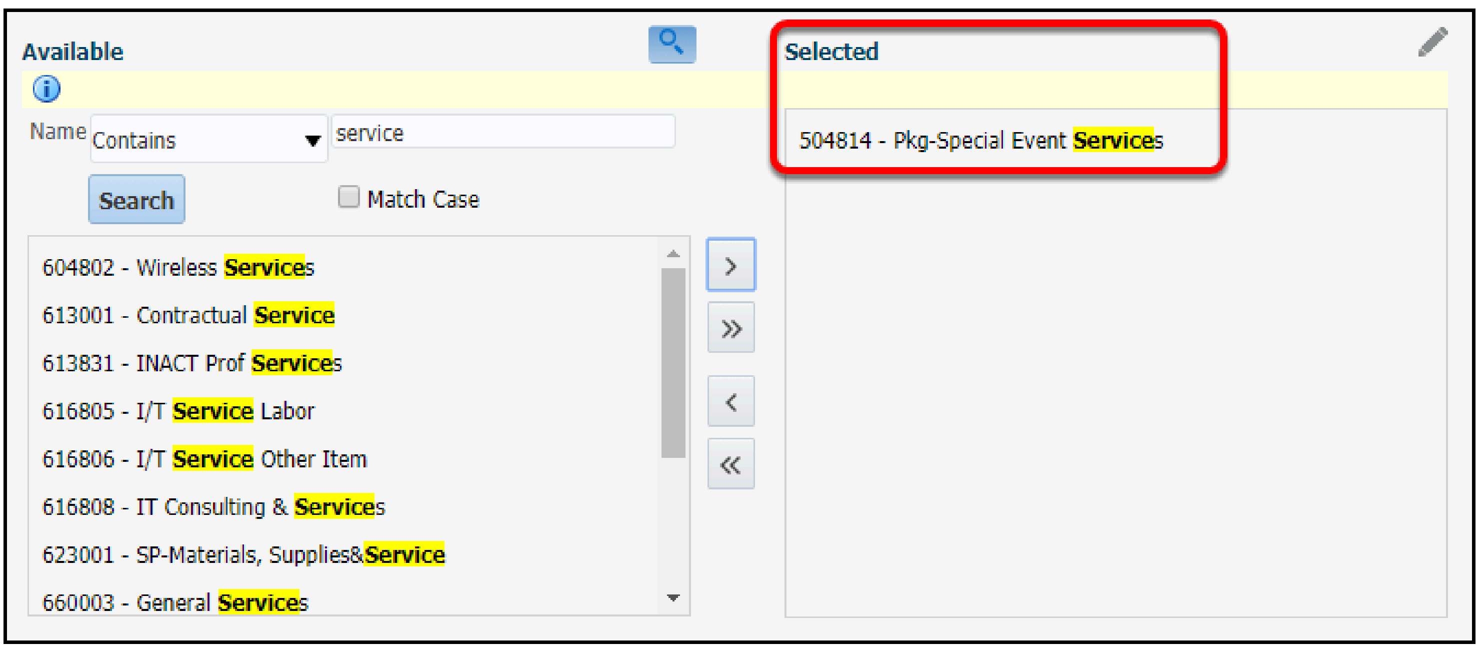


3.1. To select a single value, click on the value and then click on the Move arrow icon.

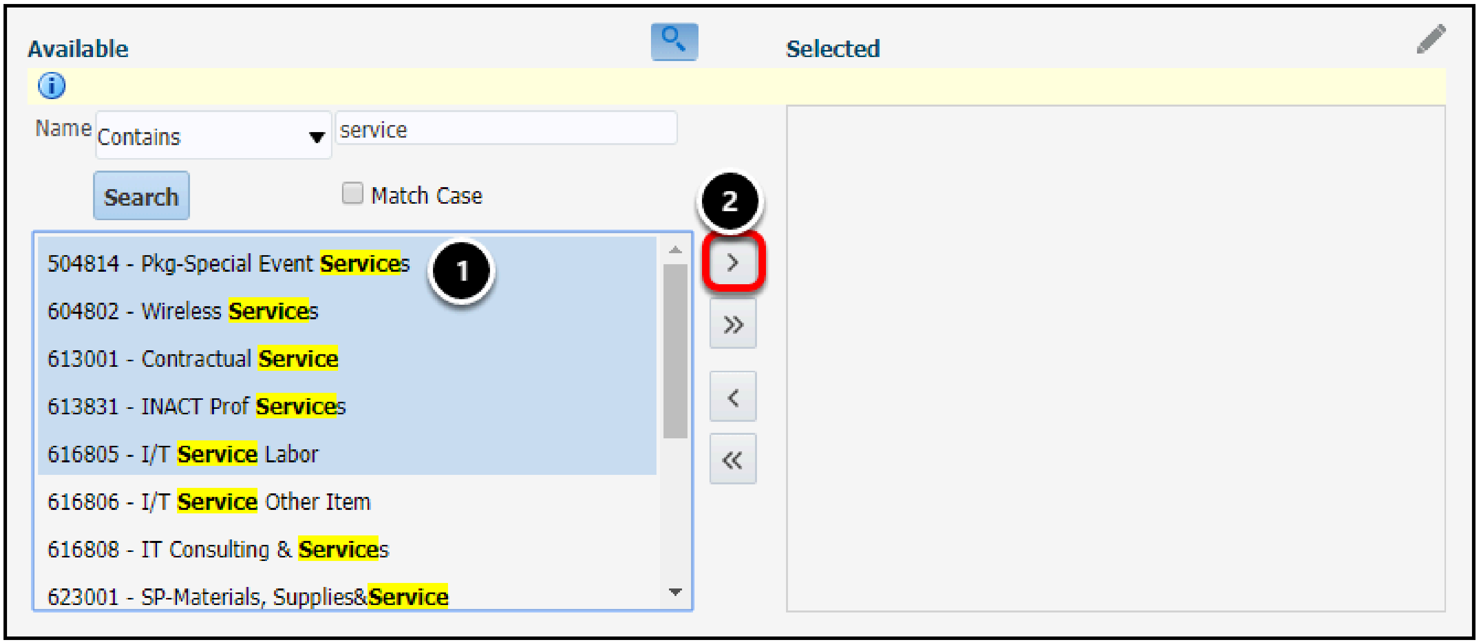


1. Click on a value on the left.
2. Click on the right arrow (Move) button.

3.2. The value now appears in the Selected section.

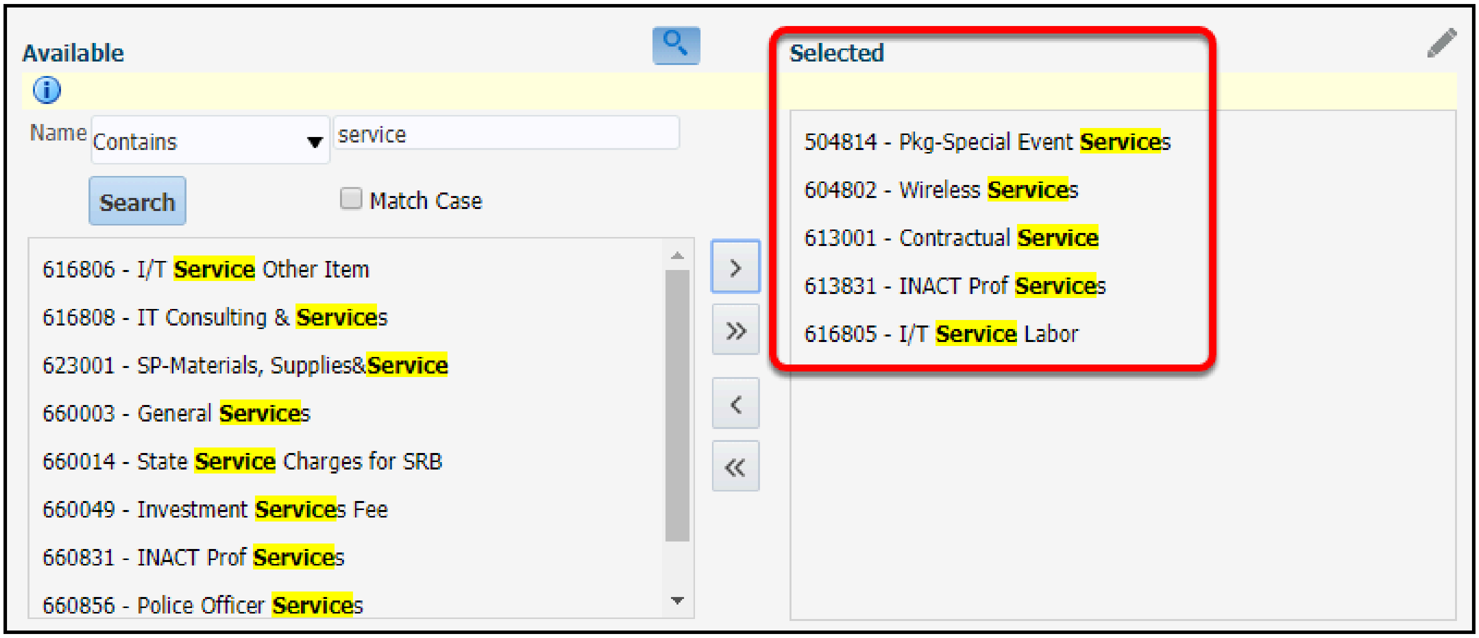


3.3. To select multiple consecutive values, hold down the Shift key as you click on the first value in the range. Continue to hold the Shift key as you click on the last value in the range. Then click on the Move arrow icon.

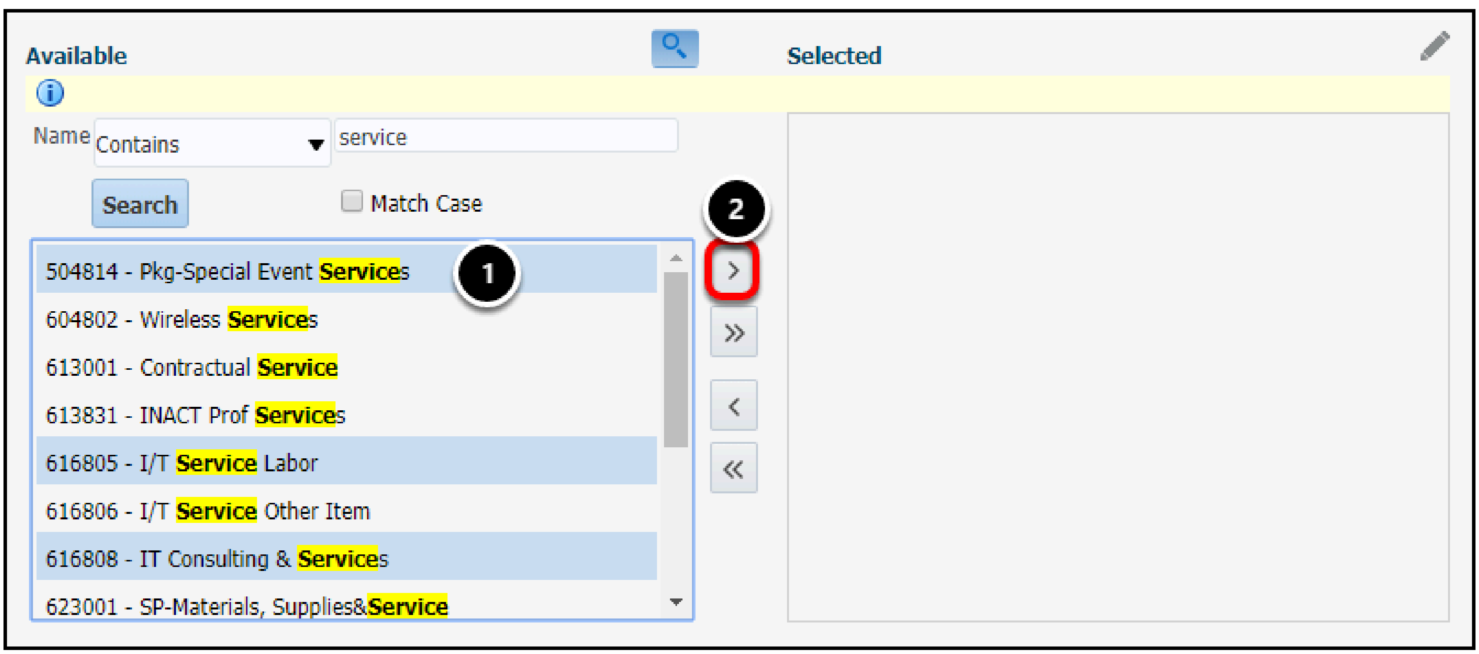


1. Hold down the Shift key as you select the first value in the range and continue holding down Shift as you click on the last value in the range.
2. Click on the right arrow (Move) button.

3.4. The values now appear in the Selected section.

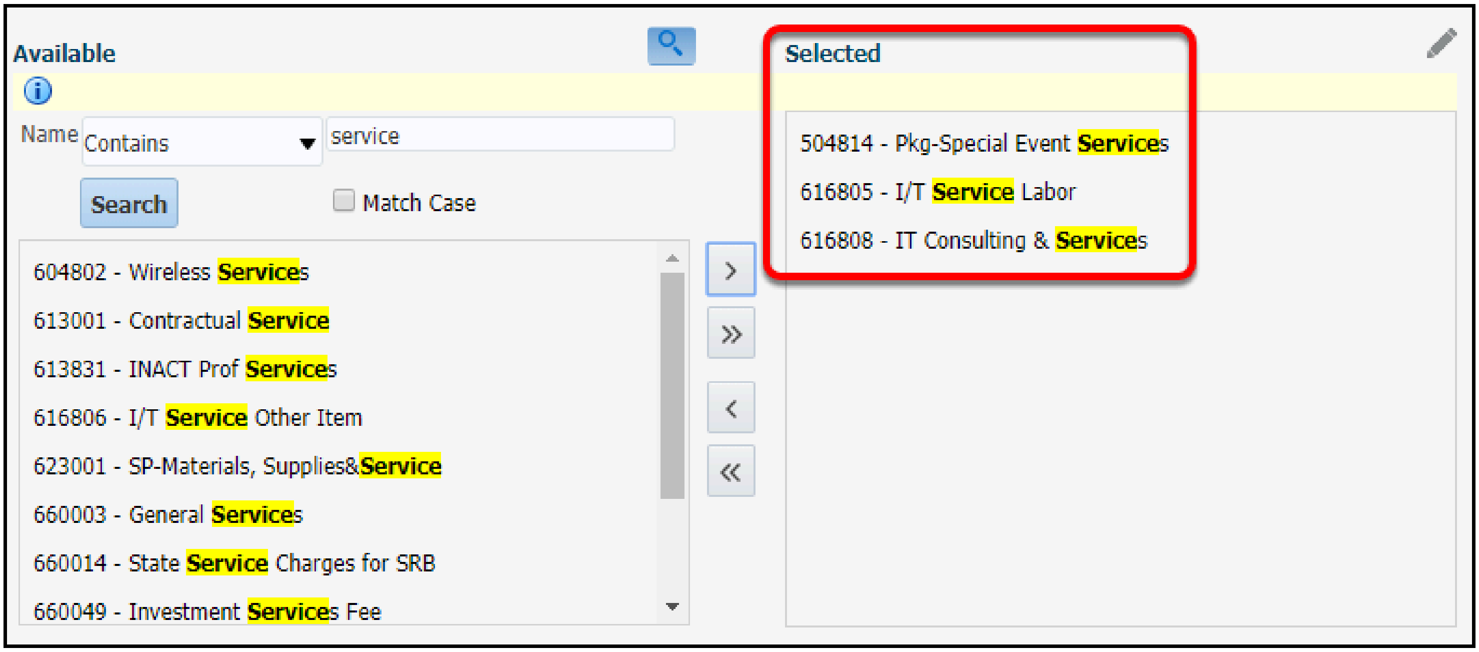


3.5. To select non-consecutive values, hold down the CTRL key (or the Command key if you are a Mac user) as you click on the first value. Continue to hold down the CTRL or Command key as you select each subsequent value. Then click on the Move arrow icon.

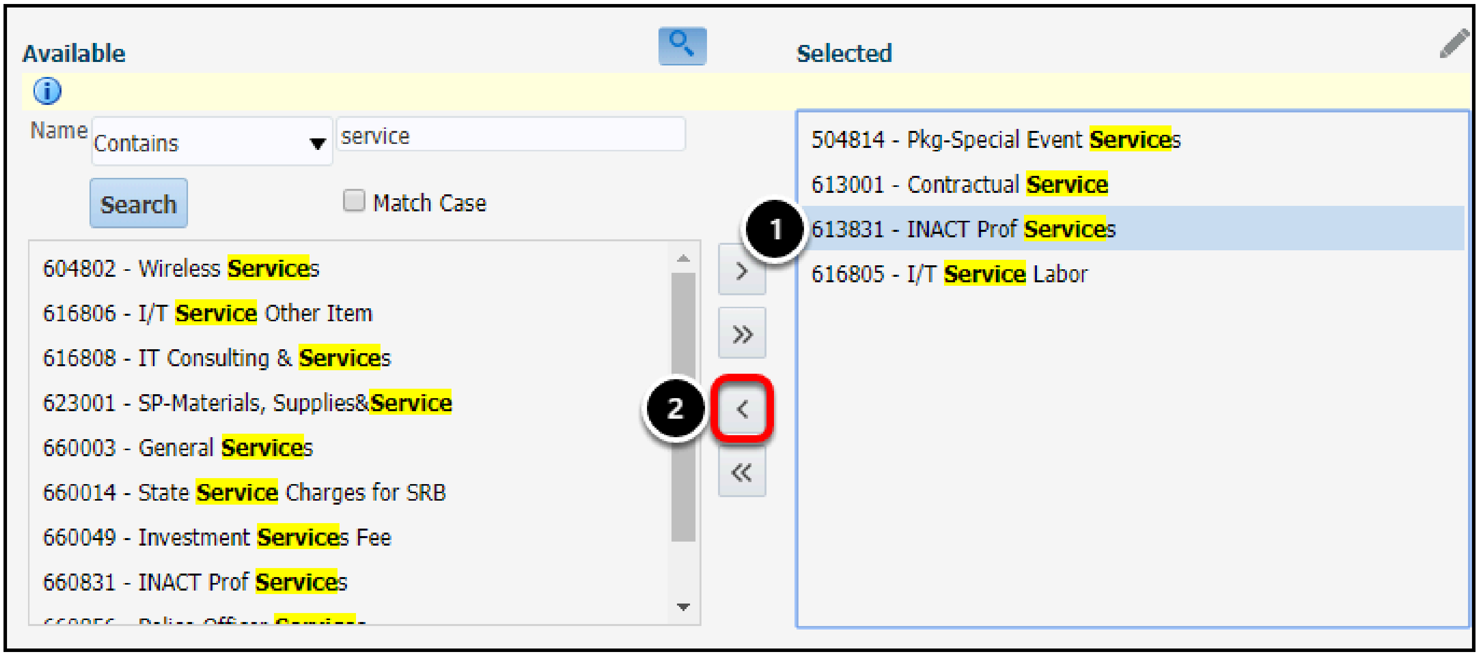


1. Hold down the CTRL (or Command) key as you select the first value and continue holding down CTRL/Command as you click as you select each subsequent value.
2. Click on the right arrow (Move) button.

3.6. The values now appear in the Selected section.

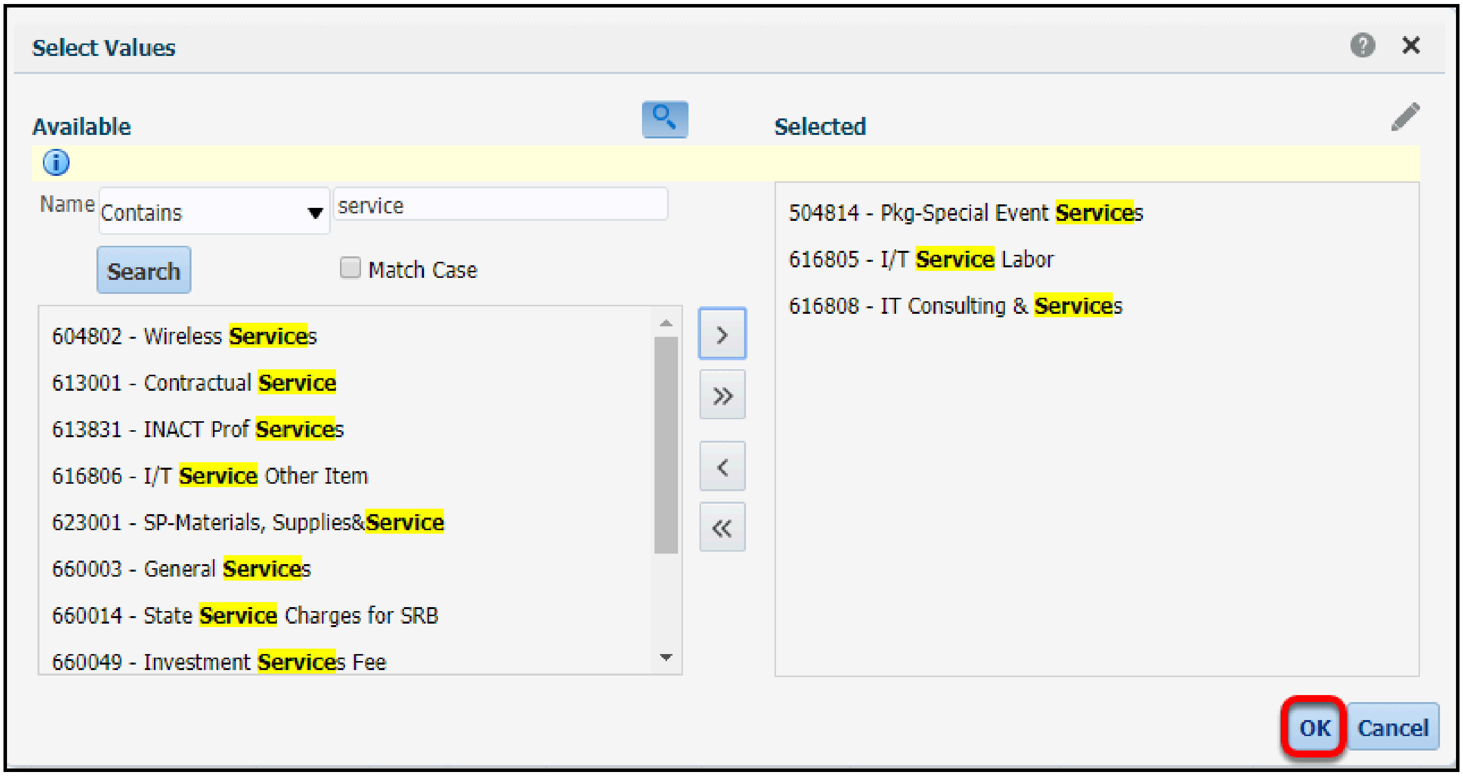


4. To remove one or more values, select the value(s) on the right. Then click on the Remove arrow button.



1. Click on a value on the left or you can use the Shift or CTRL/Command keys to select consecutive or non-consecutive values.
2. Click on the left arrow (Remove) button.

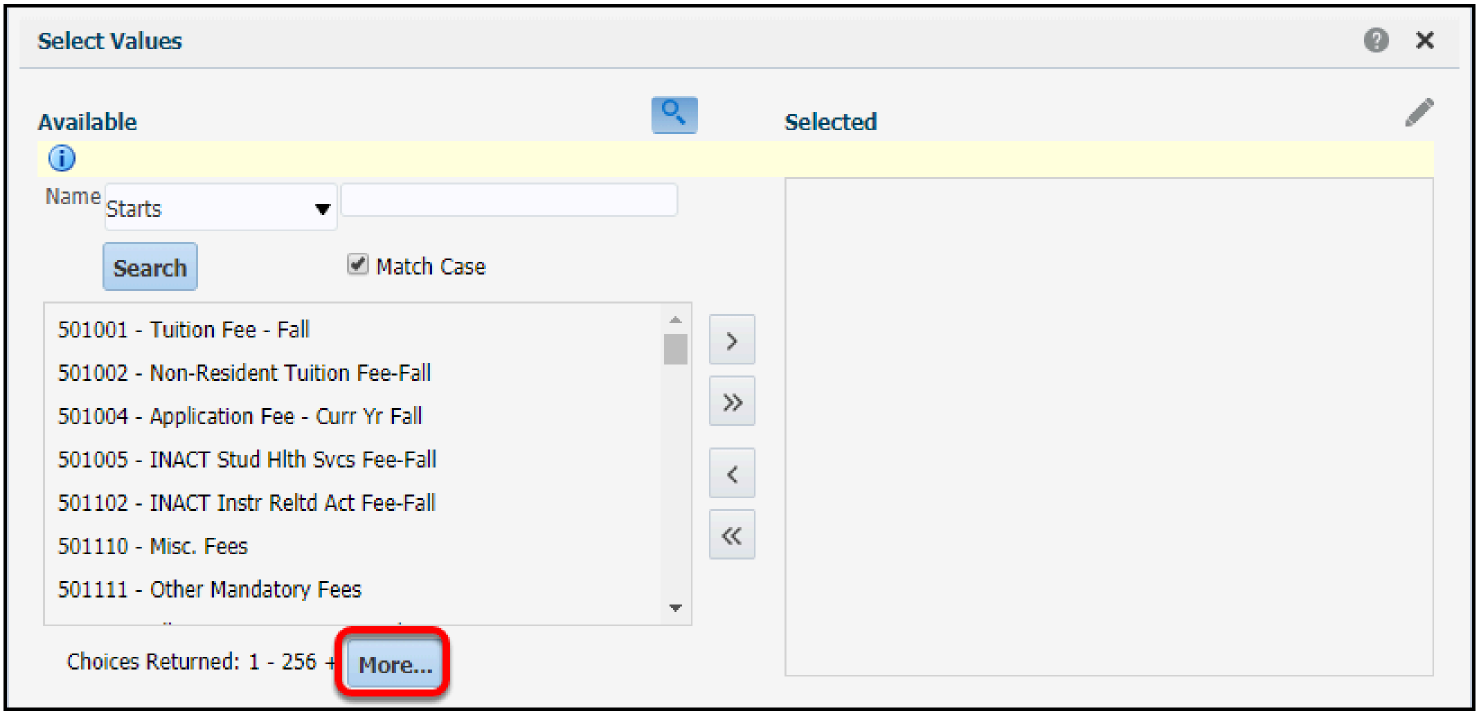
5. Once all of the values you want on your report appear in the Selected column, click OK.



Select All/Remove All Values

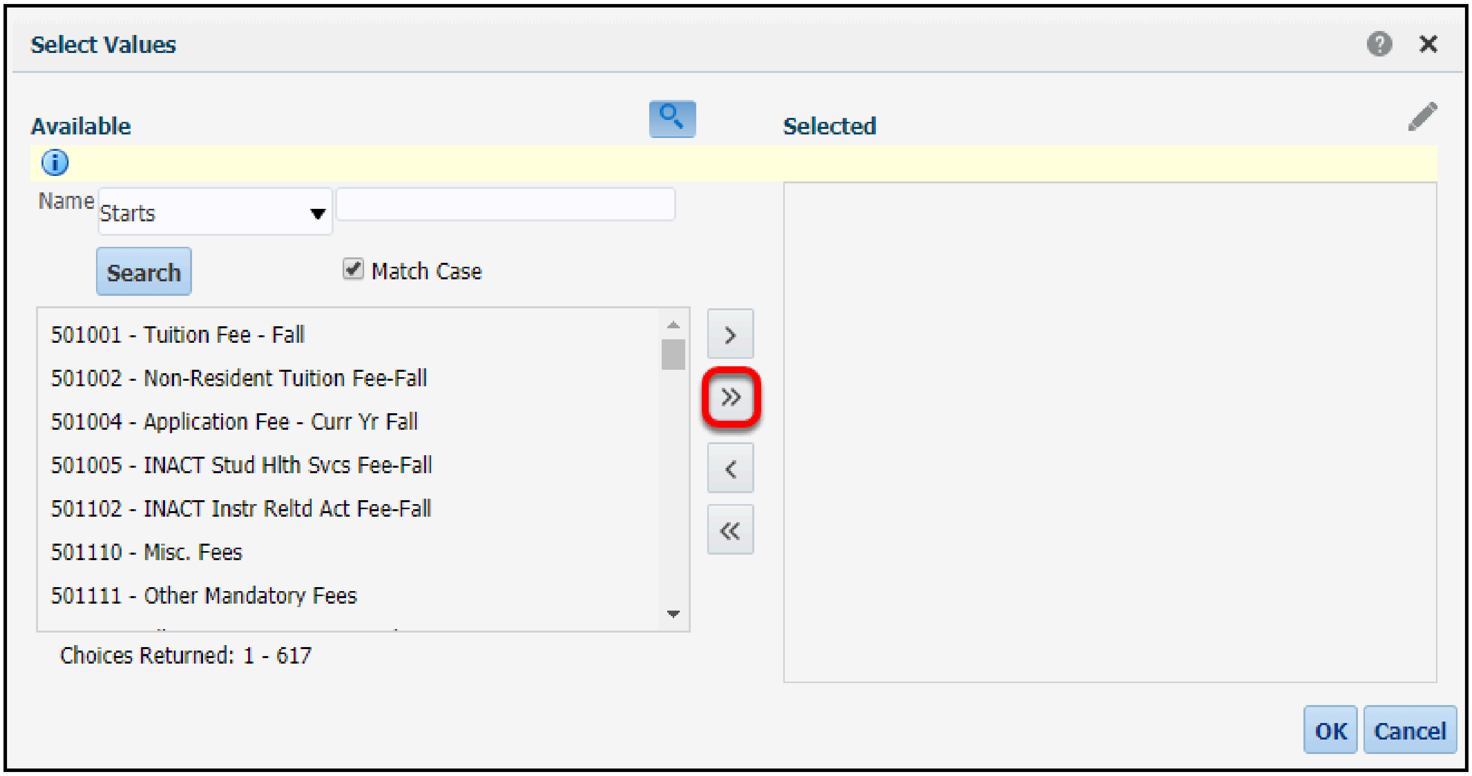
1. To Move All values, click on the More button until it disappears in order to view all available values.

Note that there are some fields in the CSUF Data Warehouse that have thousands of available values.



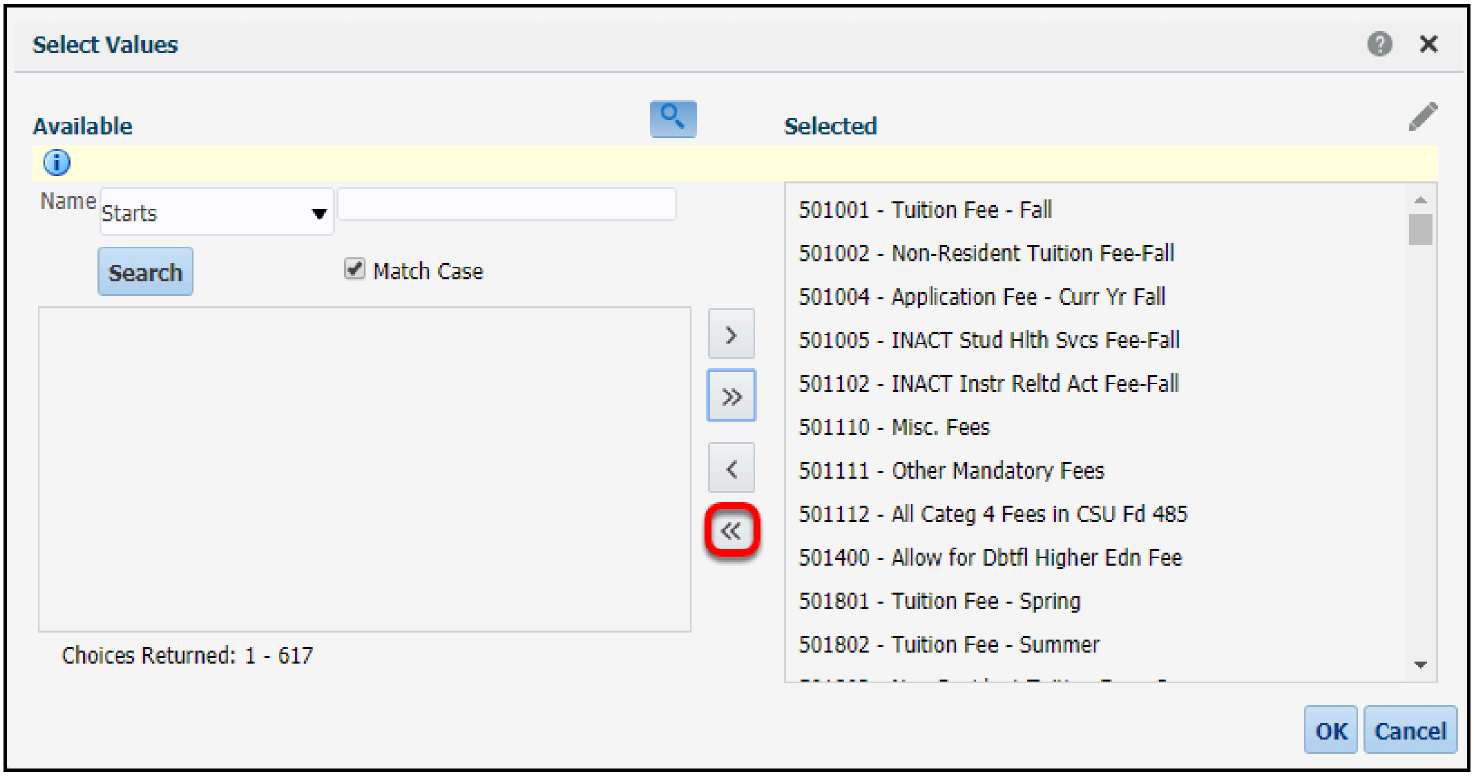
Before selecting all values, you will want to ensure that all the available values are showing. In the example above, you can see that the system is only showing the first 256 values and that more are available.

1.1. Then click the Move All arrow button to move all values to the Selected column.

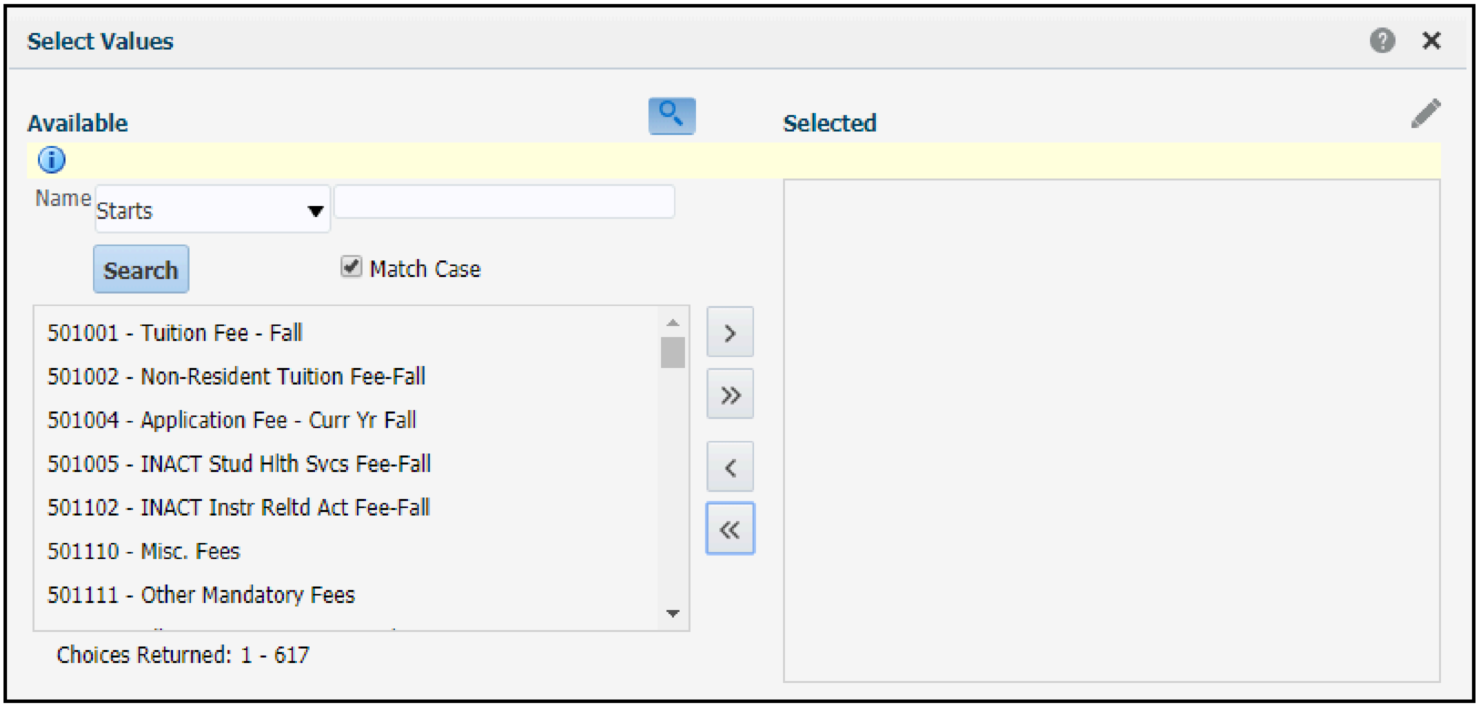


Once the More button disappears, you can now move all of the values to the Selected column.

2. To Remove All values, click on the Remove All arrow button.

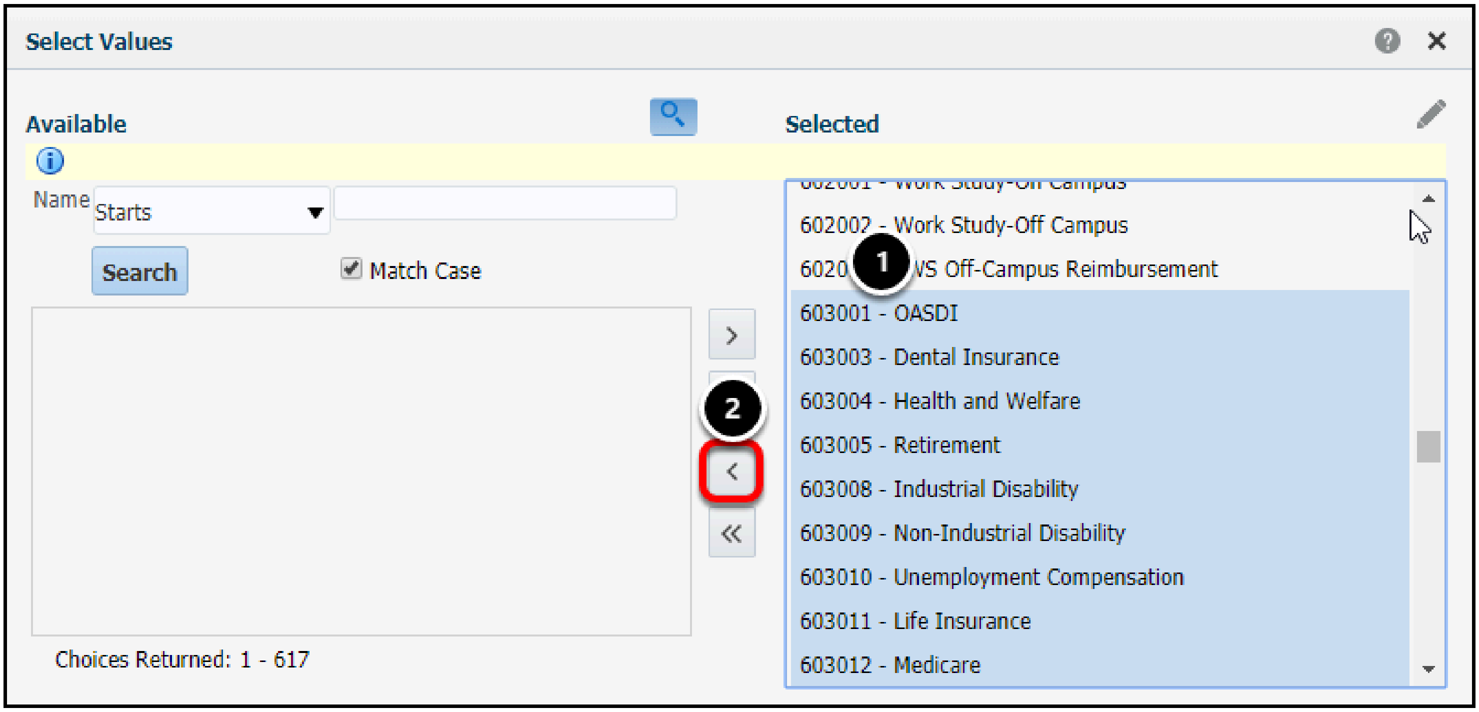


2.1. The Selected column is now empty.



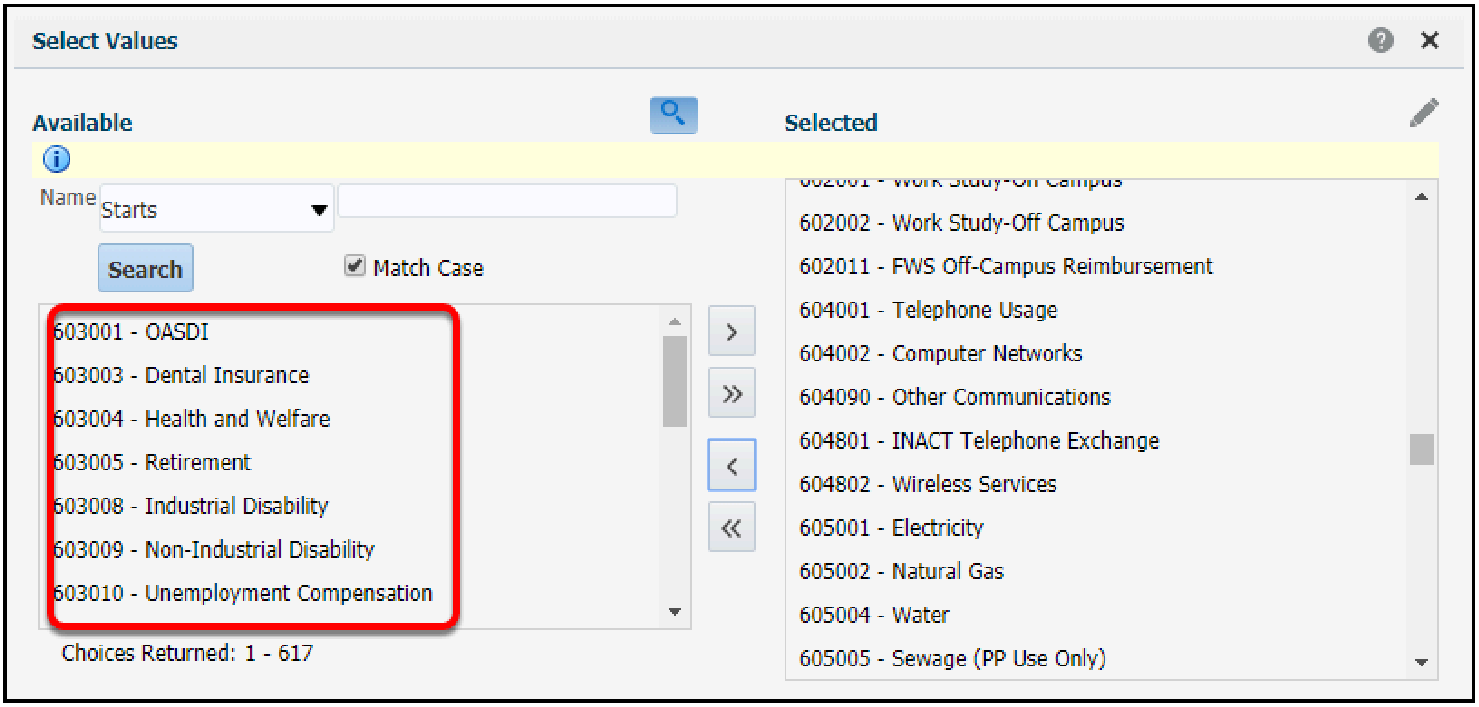
Removing Values from the Selected Column

1. To remove one or more values from the Selected column, click on the value or values that you want to remove.



1. Select one or more values in the Selected column. You can use the Shift or Ctrl/ Command key to select multiple values.
2. Click on the left arrow (Remove) button.

2. The values that you remove now appear in the Available column.

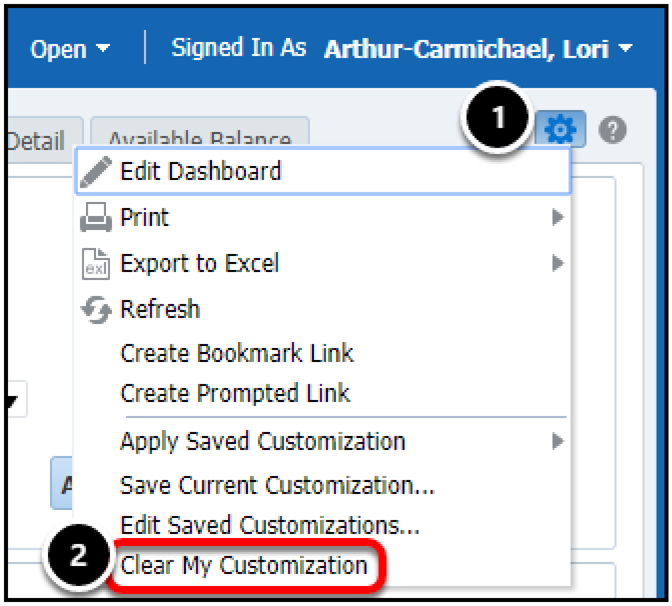


This type of selection allows you to exclude (or include) only specific values. In the example above, this filter will exclude all of the benefits account codes but include all other account codes (if there are transactions for them).

Clearing Your Filters

If you want to return to the default values for the page/report that you are viewing, you can clear your customizations or reset your filters.

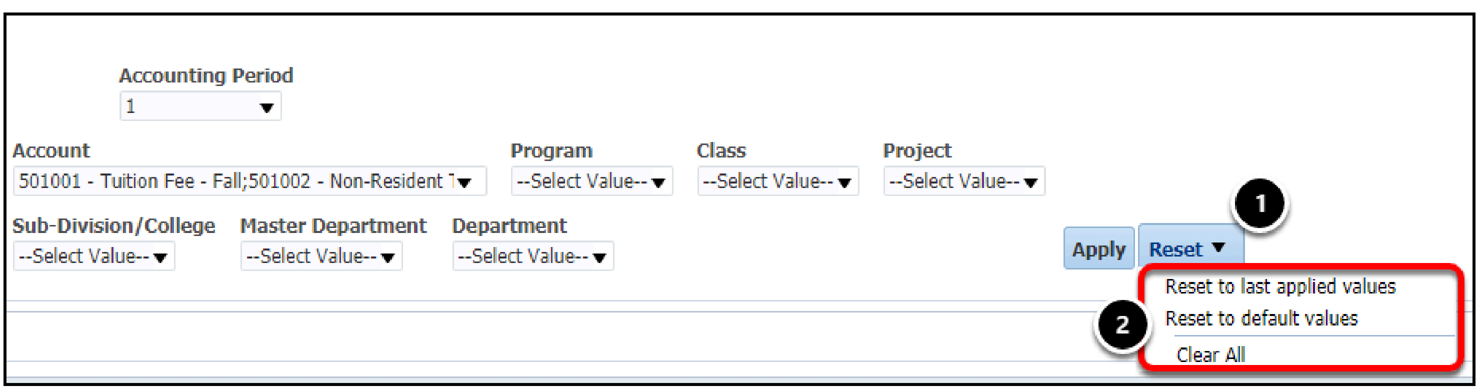
1. Click on Page Options at the top right of the page. Then select Clear My Customization.



1. Select the Page Options gear icon under your name at the top right of the screen.
2. Then select **Clear My Customization**.

1.1. All of your filter criteria are removed and your results are returned to the default for that Page/report.

2. Or you can click Reset and then choose an option.



1. Click the **Reset** button.
2. Select an option:

- **Reset to last applied values:** removes any changes to the filters that you have made since the last time you hit the Apply button.
- **Reset to default values**: resets the report to the default filters for the report.
- **Clear All**: NOT RECOMMENDED. When you choose this option, all filters are cleared out and you may not be able to run the report again until you enter values in one or more fields.

2.1. Depending on the option you choose, you may have to click Apply for the settings to be applied.

Saving Your Filters

View the article on Saving Your Customizations & Filters to find out more about saving your filters for future use.

Need More Help?

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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.

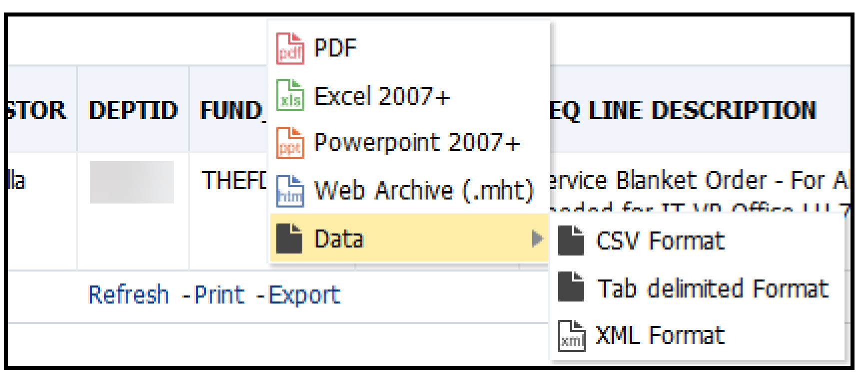
Downloading Data in Data Warehouse

This article covers how users can download/export information from Data Warehouse/OBIEE to their computer.

This article assumes that you are familiar with [accessing the Data Warehouse]() and have run a report where you want to download data.

1. Click on the Export link below the table.

2. Select the format you would like to export to.

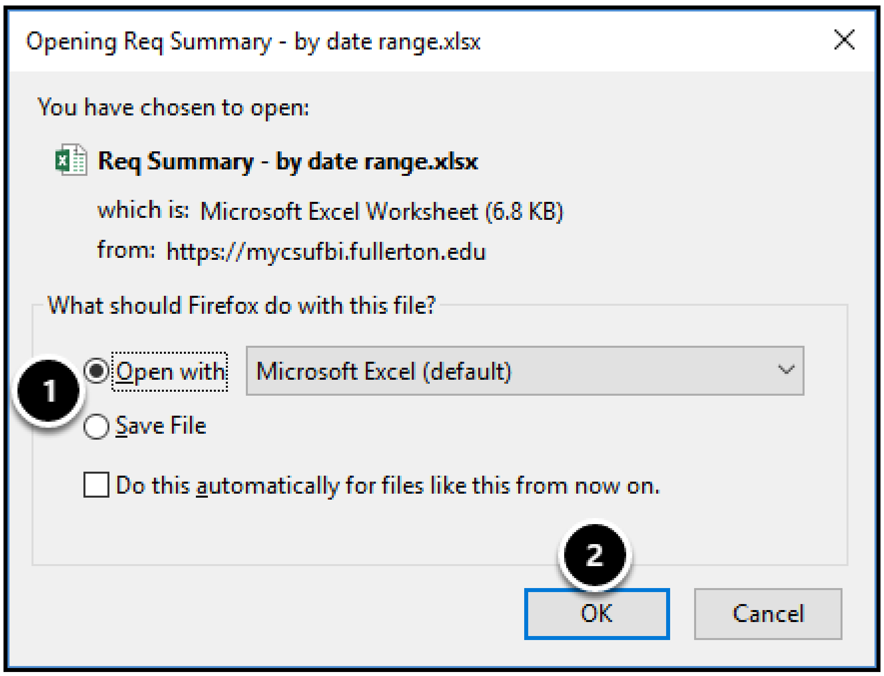


Choose the format you want to export to.

- PDF (Adobe Acrobat PDF)
- Excel 2007+ (Microsoft Excel 2007 or above)

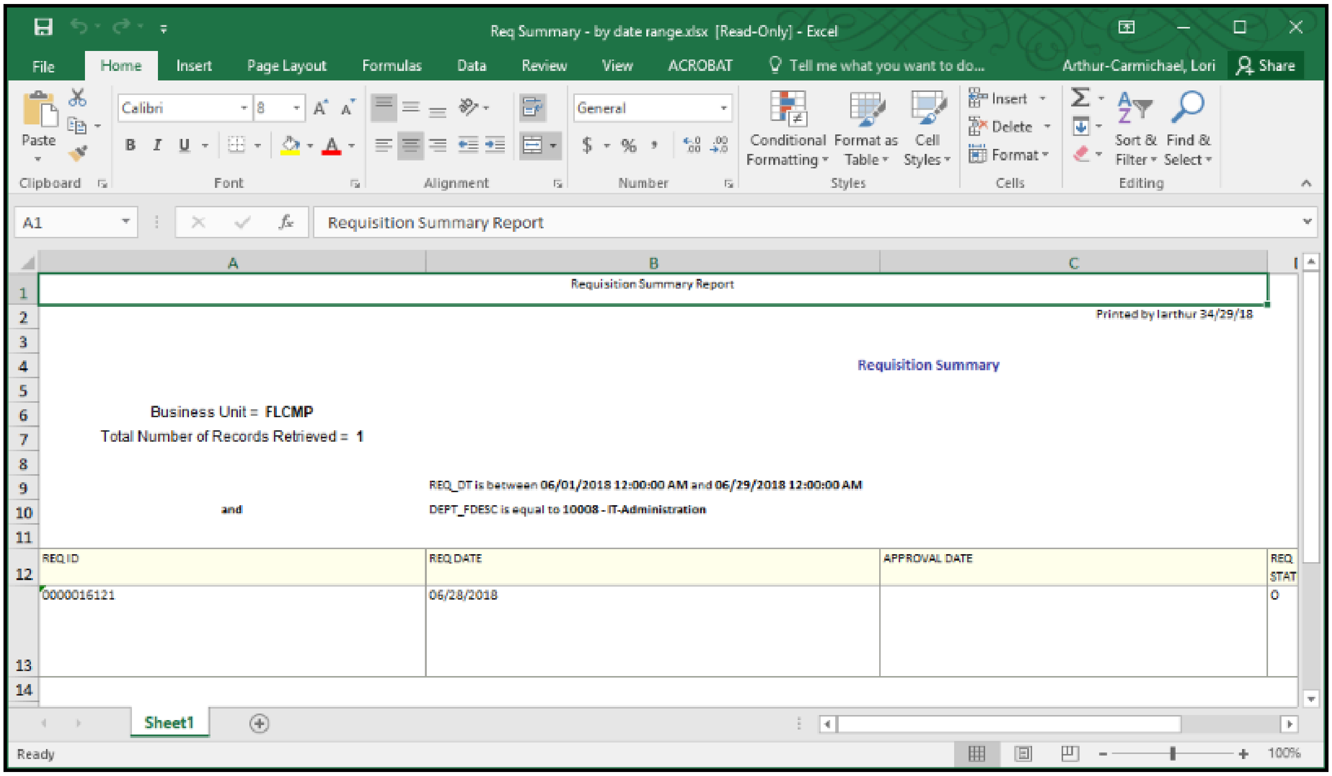
- Powerpoint 2007+ (Microsoft PowerPoint 2007 or above)
- Web Archive (.mht)
- Data
  - CSV Format (Comma Separated Value; can be opened with Microsoft Excel)
  - Tab delimited Format (columns of data are separated by tabs instead of commas; can be opened with Microsoft Excel)
  - XML Format

3. Click Open to open the data in Excel. Or click Save to save a copy to your computer. Then click OK.



1. Choose **Open With Microsoft Excel** to open the file now. Choose **Save File** to save the file to your computer now.
2. Then click **OK**.

4. The file opens in the program for that file type. You can now save the file to your desktop and/or modify the appearance of the data.



The file may open in read-only mode. Save a copy of the file to your computer in order to modify the file.

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Customizing Your Tables

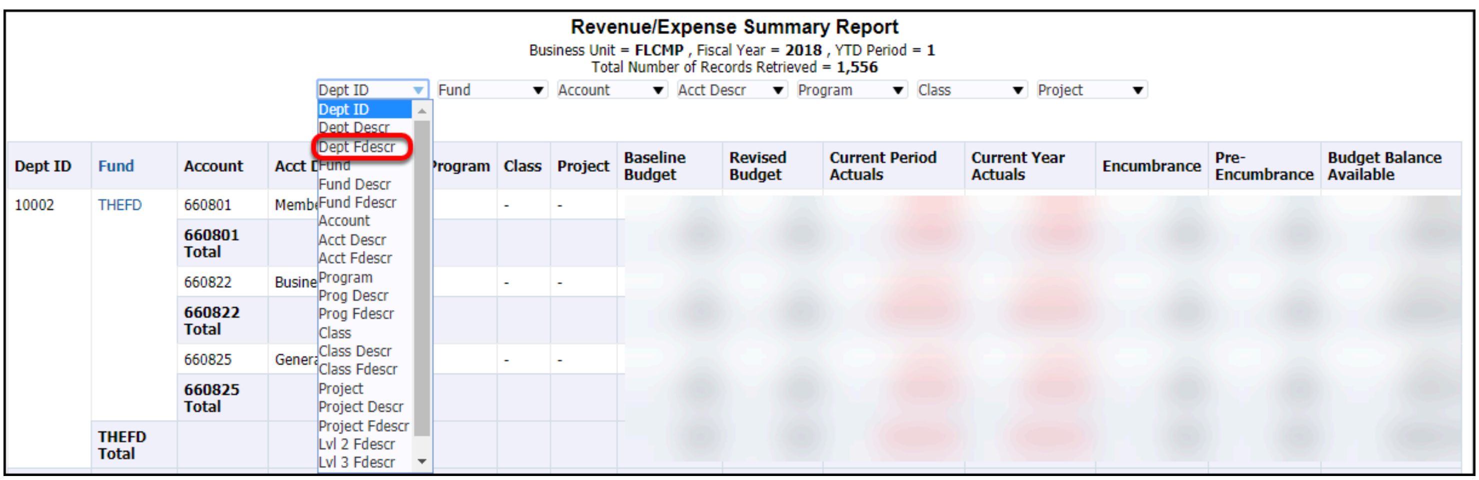
This article covers the customizations that you can make to results tables in the CSUF Data Warehouse.

Changing Which Columns Appear in the Table

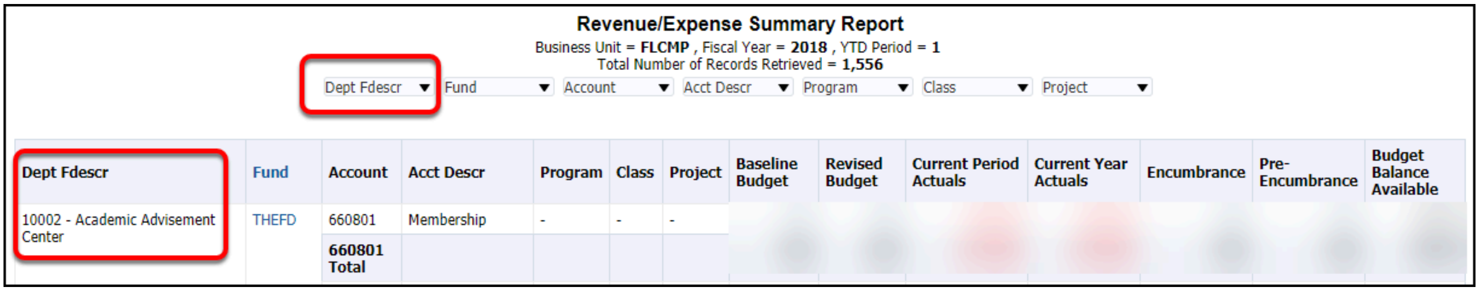
You can use the drop-down menus found above the table to change which columns appear in the results table. Often this allows you to add/remove chartfields from the table, but some reports offer additional or different columns.

The order of the columns is also the sort order; changing which columns appear and in what order they appear will also affect the sort order.

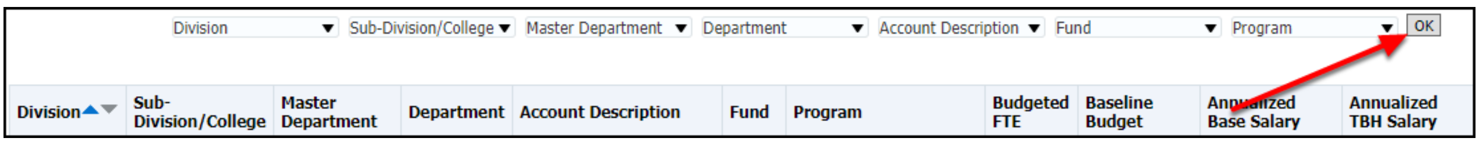
1. Click on a drop-down menu and make a selection.



2. The report will re-run as soon as you make a selection. You can continue to make changes to the columns.



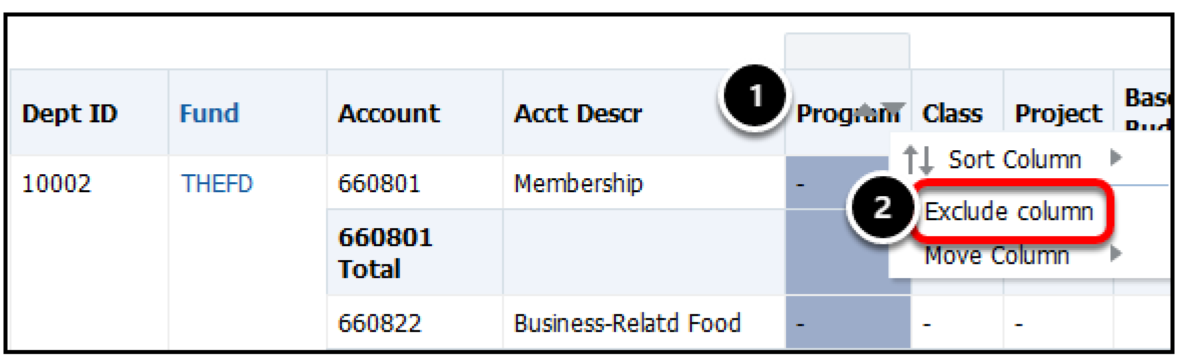
3. For some reports, you will be able to make multiple column selections and then click OK to re-run the report.



Exclude/Include Columns

You can choose to exclude specific columns from the table for a report, but you can always choose to include them again as needed.

1. Right-click (or Command + Click) on the column you want to exclude. Then choose Exclude Column.



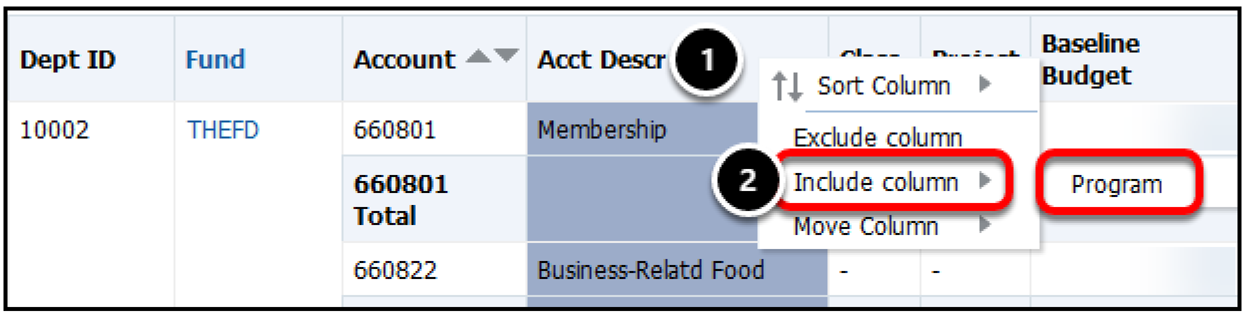
1. Right-click (or Command + Click on a Mac) on the column you want to exclude.

2. Then choose **Exclude column**.

2. The report may re-run. The column is now excluded.

Dept ID	Fund	Account	Acct Descr	Class	Project	Baseline Budget
10002	THEFD	660801	Membership	-	-	
		660801 Total				

3. To include a column, right click (or Command + Click) the column to the left of where you want to place the column. Then choose Include column and select the column you want to include.



1. Right-click (or Command + Click on a Mac) on the column to the left of where you want to include the column.
2. Choose **Include column** and then select the column you want to include.

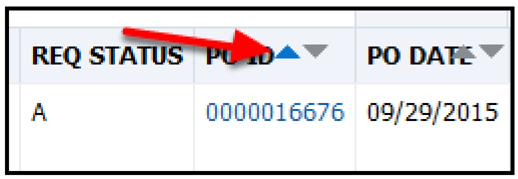
4. The column is now included.

If the column isn't where you want it to be, you can [move the column].

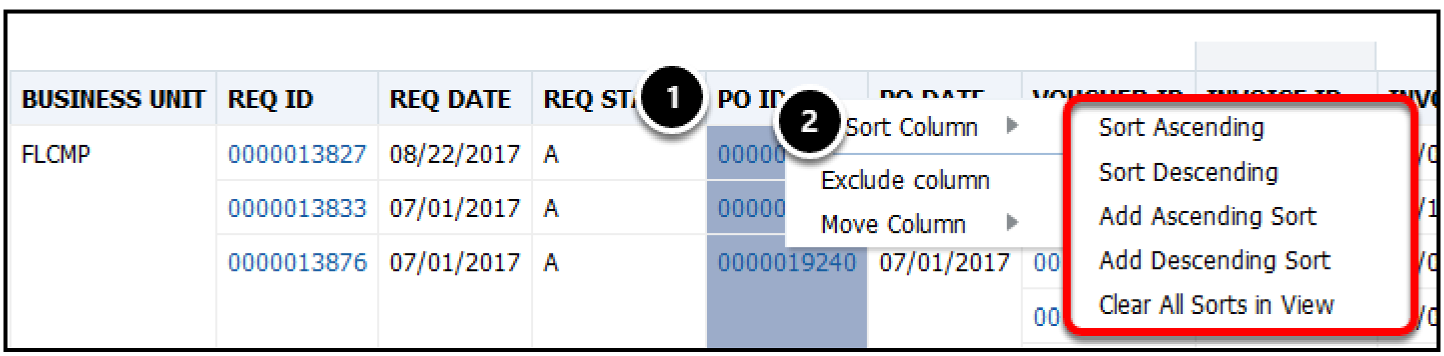
Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget
10002	THEFD	660801	Membership	-	-	-	
		660801 Total					

Sorting Columns

1. For a simple ascending/descending sort, you can click on the up or down arrows in the column header.



2. For more sort options, right-click (or Command + Click) on a column and select Sort Column. Then select the sort type.



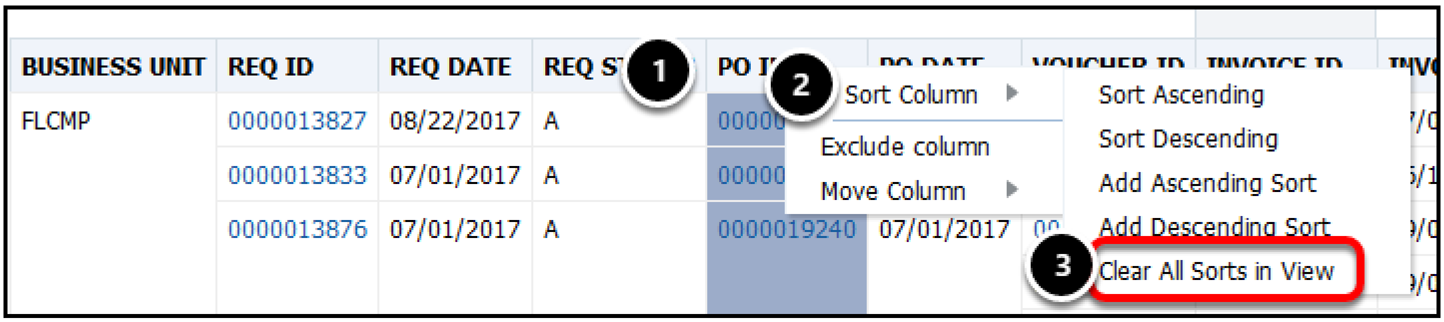
Adding sorts (Add Ascending Sort/Add Descending Sort) allows you to have multiple layers of sorting for the table.

1. Right-click (or Command + Click on a Mac) on the column you want to sort.
2. Choose **Sort Column** and then select the type of sort:

- Sort Ascending
- Sort Descending
- Add Ascending Sort
- Add Descending Sort

2.1. The report may re-run. Then you will see the report sorted in the way you selected.

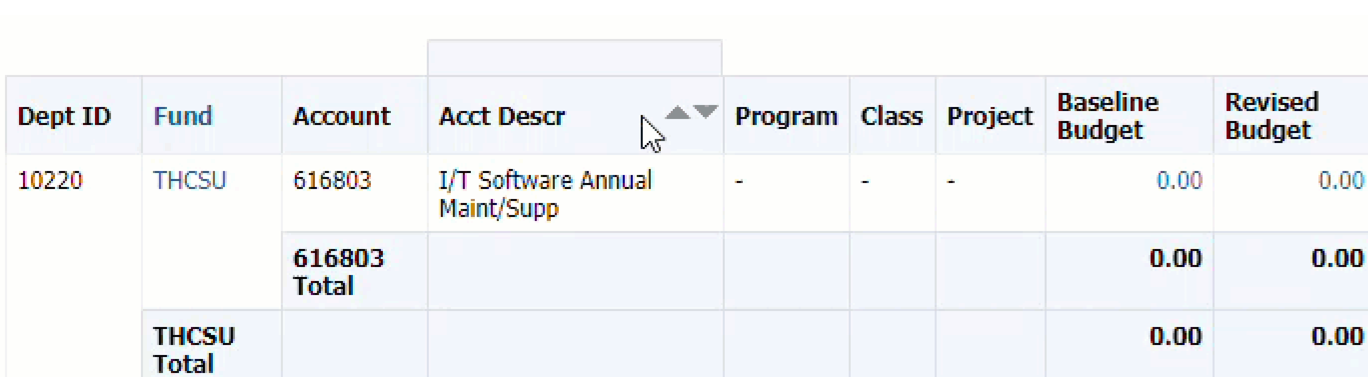
3. To clear all sorting, right-click (or Command + Click) on any column, select Sort Column, and then select Clear All Sorts in View.



1. Right-click (or Command + Click on a Mac) on any column in the table.
2. Select **Sort Column**.
3. Then select **Clear All Sorts in View**.

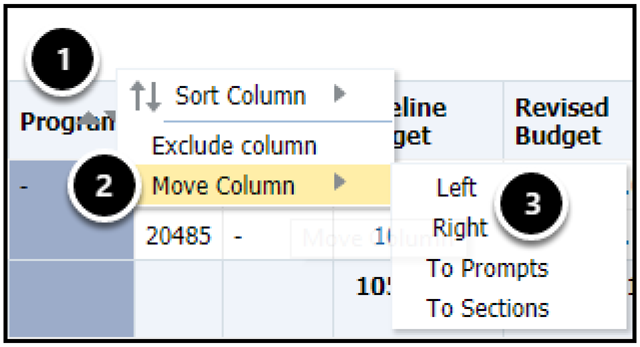
Moving Columns

You can drag and drop columns to move them to the left or right.



Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget
10220	THCSU	616803	I/T Software Annual Maint/Supp	-	-	-	0.00	0.00
		616803 Total					0.00	0.00
	THCSU Total						0.00	0.00

You can also right-click (or Command + click) on a column, select Move Column, and then select Left or Right.



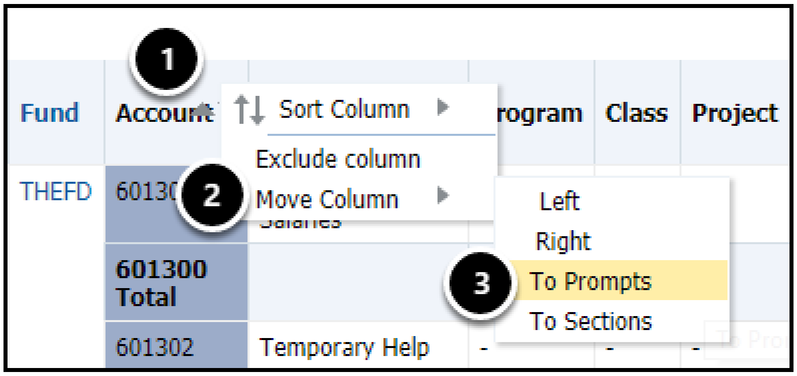
1. Right-click (or Command + click on a Mac) on the column you want to move.
2. Select **Move Column**.
3. Select either **Left** or **Right** to move the column.

Moving Columns to Prompts

Moving a column to Prompts turns the selected column into a drop-down menu. When you make a selection from the drop-down menu, the table displays the results associated with that selection.

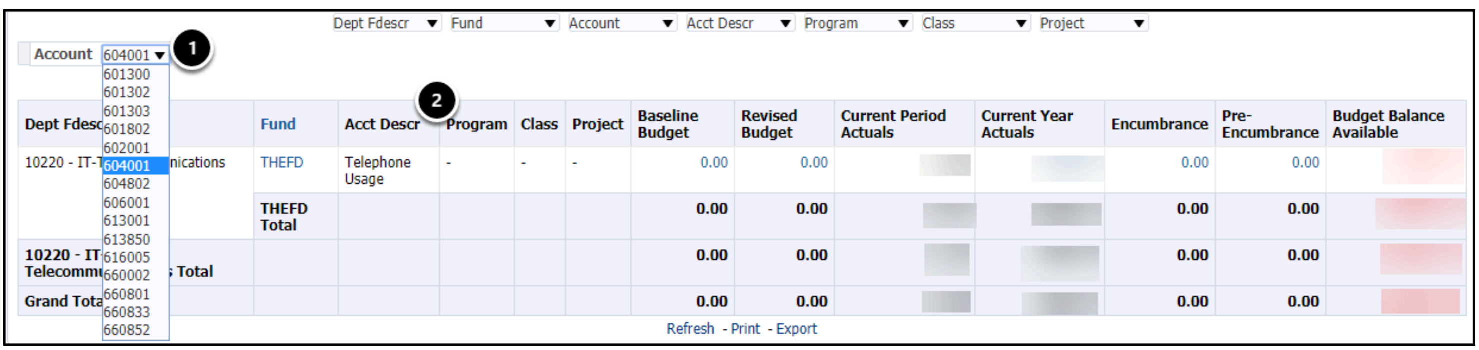
Not all columns will work well as prompts, so you may need to move columns or filter results to get the prompts to display properly.

1. Right-click (or Command + click) on a column. Select Move Column. Then select To Prompts.



1. Right-click (or Command + click on a Mac) on the column you want to move.
2. Select **Move Column**.
3. Select **To Prompts**.

2. Make a selection from the drop-down menu to change the results that appear in the table.



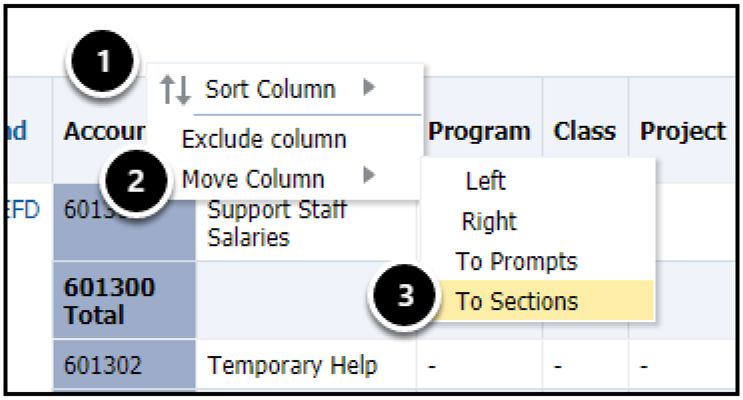
1. Select a value from the drop-down menu of prompts above the table.
2. The table results will update as you make different selections.

View the Moving Columns to Columns information below to remove the prompt drop-down menu.

Moving Columns to Sections

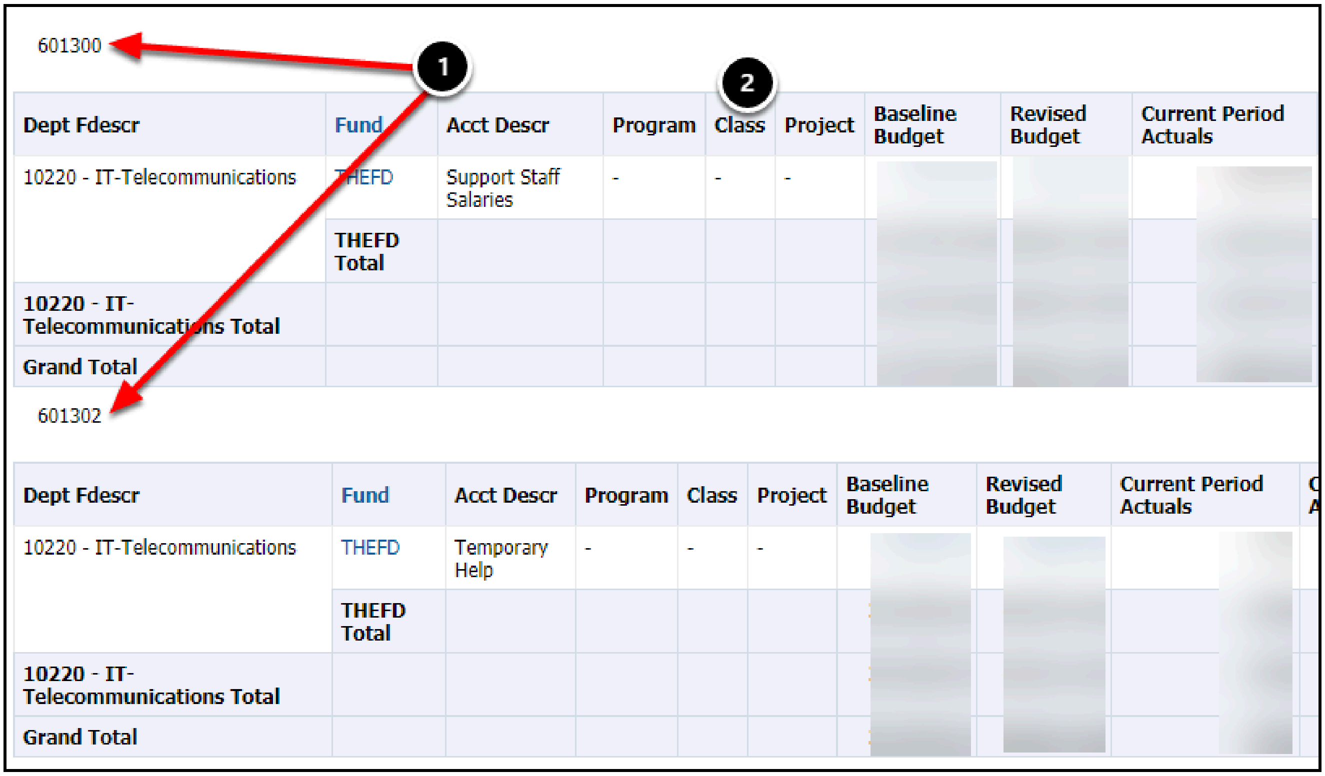
Moving a column to Sections creates separate sections for each value of the column that you have moved to sections.

1. Right-click (or Command + click) on a column. Select Move Column. Then select To Sections.



1. Right-click (or Command + click on a Mac) on the column you want to move.
2. Select **Move Column**.
3. Select **To Sections**.

2. You will see the selected column's values appear above a table displaying the associated information for that value. A gap will appear in between each results table.


601300

Dept Fdescr	Fund	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals
10220 - IT-Telecommunications	THEFD	Support Staff Salaries	-	-	-			
	THEFD Total							
10220 - IT-Telecommunications Total								
Grand Total								

601302

Dept Fdescr	Fund	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals
10220 - IT-Telecommunications	THEFD	Temporary Help	-	-	-			
	THEFD Total							
10220 - IT-Telecommunications Total								
Grand Total								

For example, the image above shows the Account code is the column moved to sections. Above each results table is each Account code; each results table shows budget information for each Account code.

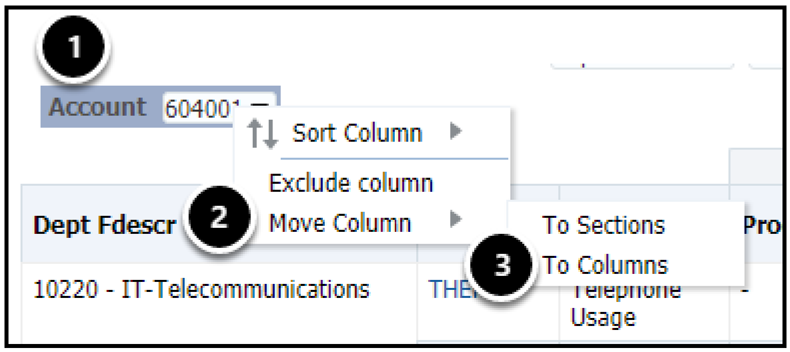
1. The values for the column you selected now appear above individual results tables.
2. The individual results tables include the associated information for the each value.

View the Moving Columns to Columns information below to remove the prompt drop-down menu.

Moving Columns to Columns

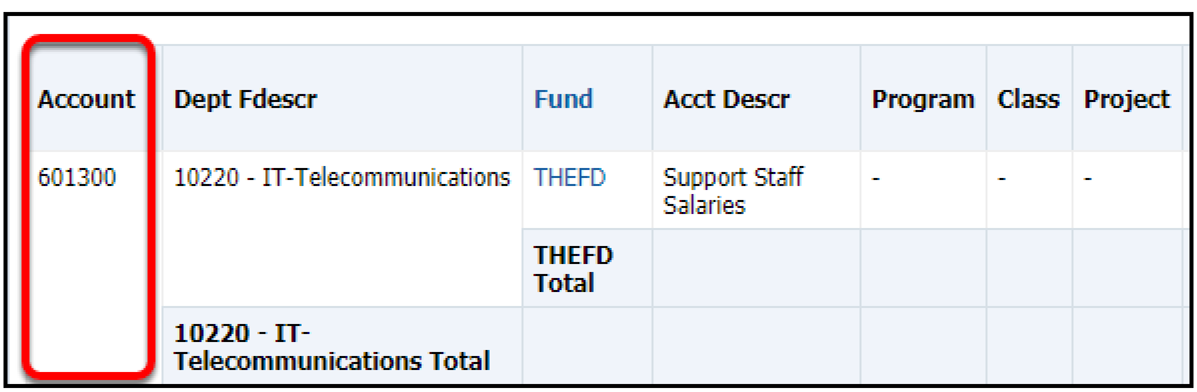
This option is only available if you move a column to Prompts or Sections. Use this option to return a column to the results table.

1. Right-click (or Command + click) on the Prompt or Section column. Select Move Column. Then select To Columns.



1. Right-click (or Command + click on a Mac) on the column that you moved to a Prompt or a Section.
2. Select **Move Column**.
3. Select **To Columns**.

2. The column will be moved to the far left of the results table; you can drag the column back to its original location if you wish.



Account	Dept Fdescr	Fund	Acct Descr	Program	Class	Project
601300	10220 - IT-Telecommunications	THEFD	Support Staff Salaries	-	-	-
		THEFD Total				
	10220 - IT-Telecommunications Total					

Saving Your Customizations

View the article on Saving Your Customizations & Filters to find out more about saving your customizations for future use.

Need More Help?

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Saving Your Customizations & Filters

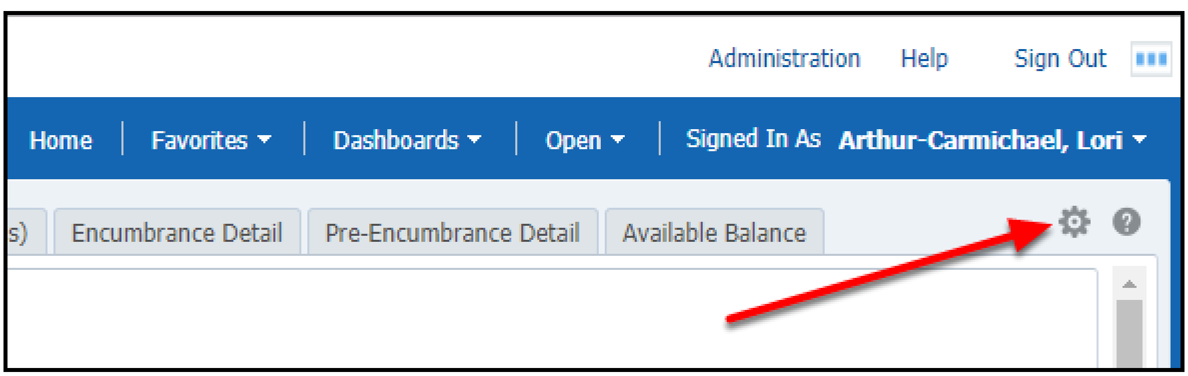
This article covers how users can save their customizations and filters in the Data Warehouse for future use. It also covers how to apply, edit, and clear your saved customizations.

Saving Your Customization/Filters

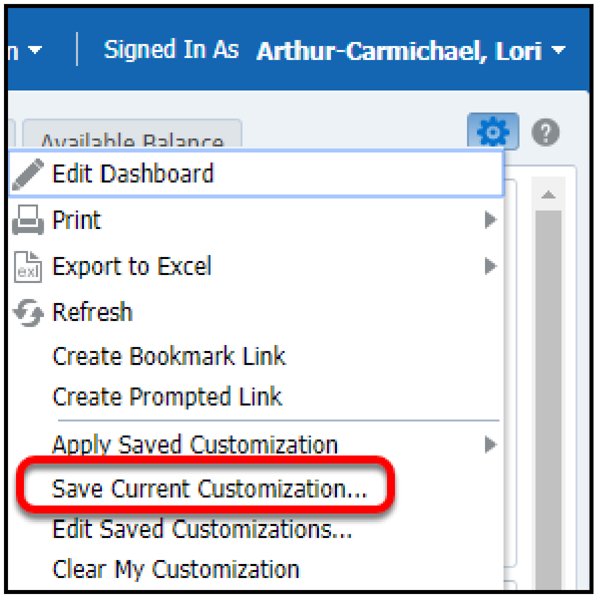
Saving your customizations will save all of your current filters and any customizations you have made to the results table such as changing the columns that appear in the table or moving the columns.

You can have up to 99 saved customizations per report/page in the CSUF Data Warehouse.

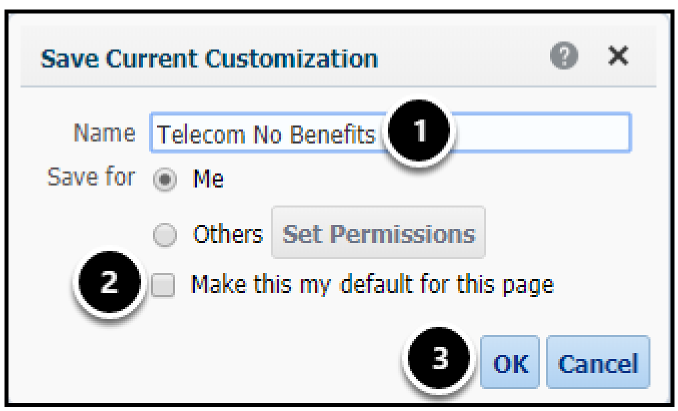
1. Click on the Page Options icon at the top right of the screen.



2. Choose Save Current Customization...



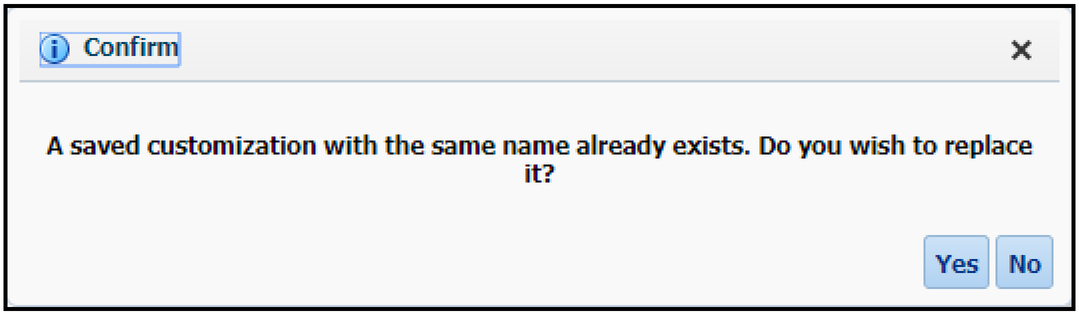
3. Give your customization a name. Then click OK.



1. Enter a name for your customization. You are the only one who will see this name, so it only needs to be meaningful to you.
2. Optional: check the **Make this my default for this page** checkbox if you want this customization to be applied each time you access this report. This saves you the time of applying a frequently used customization.
3. Click **OK**.

4. If you already have a customization with that name, the system

will ask you if you want to overwrite the existing customization. Choose Yes or No.

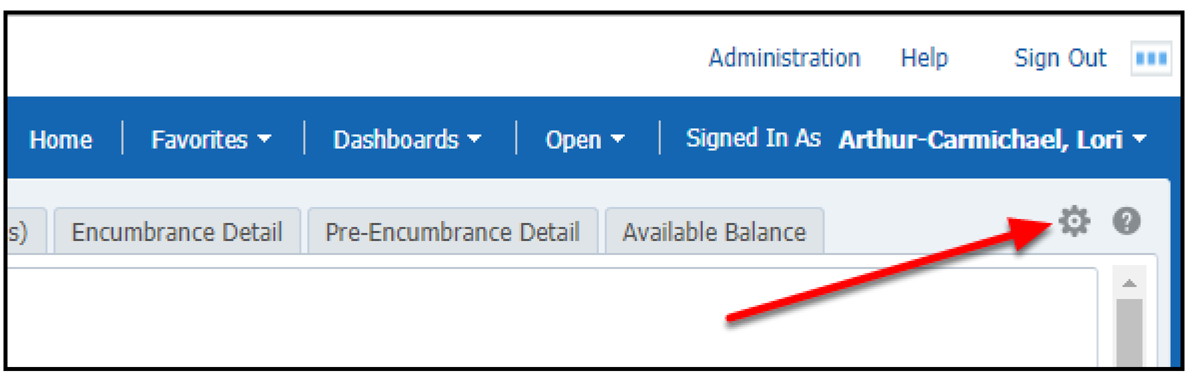


Choose **Yes** to replace the existing customization with your current settings. This is useful if you have updated the filters or table customizations and want to update the saved customization with your changes.

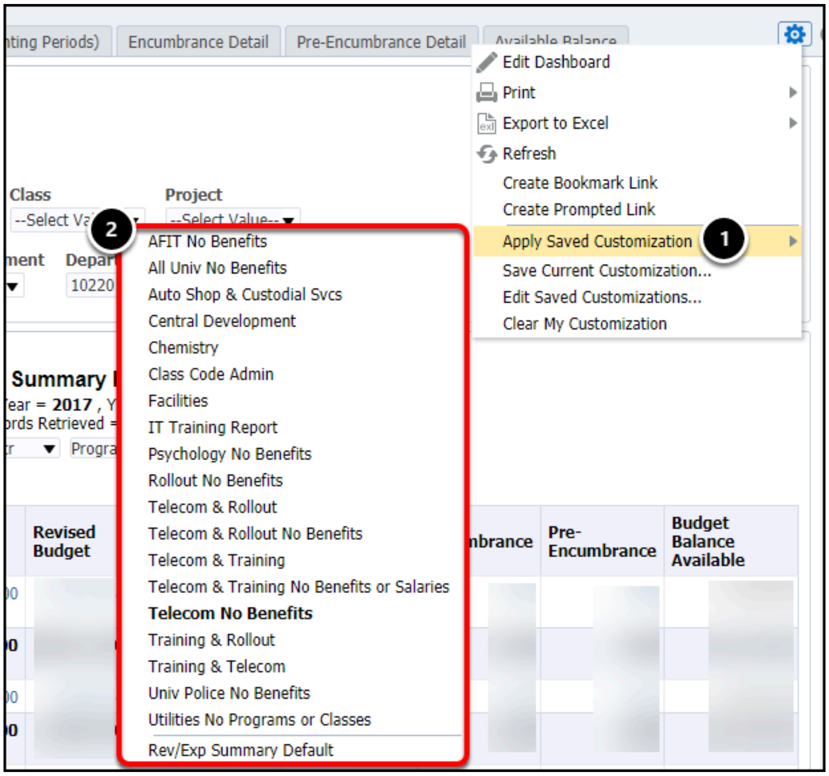
Choose **No** to go back to the previous screen and enter a different name for the customization you are saving.

Applying a Saved Customization

1. Click on the Page Options icon at the top right of the screen.



2. Choose Apply Saved Customization and then select the customization you want to apply.

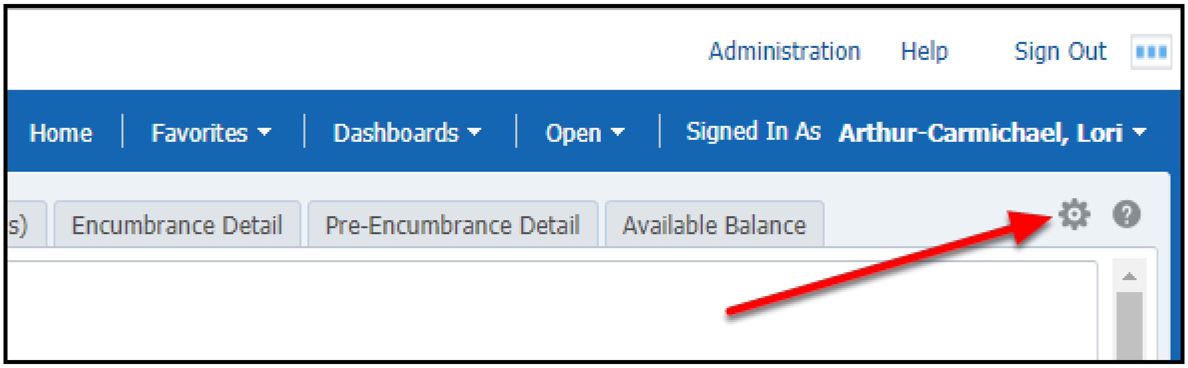


3. The report will update with the saved customizations and filters.

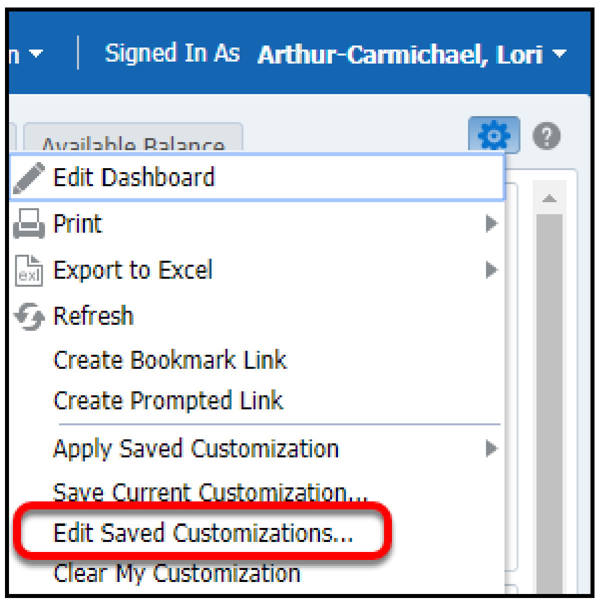
Editing Saved Customizations

You can edit your saved customizations to change the name of the customization, delete customizations, or change which customization is the default for the report/ page.

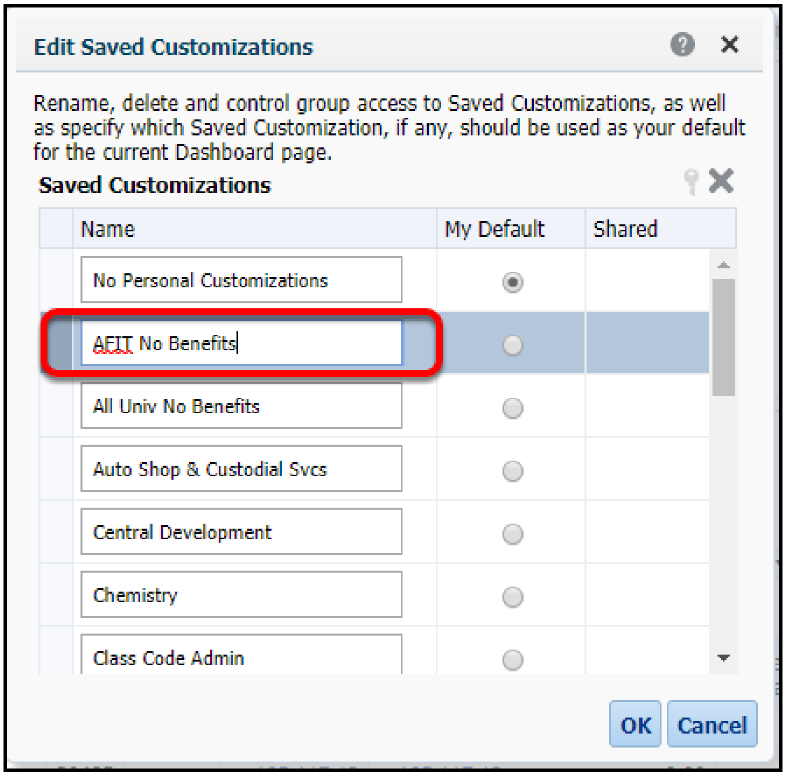
1. Click on the Page Options icon at the top right of the screen.



2. Choose Edit Saved Customizations...

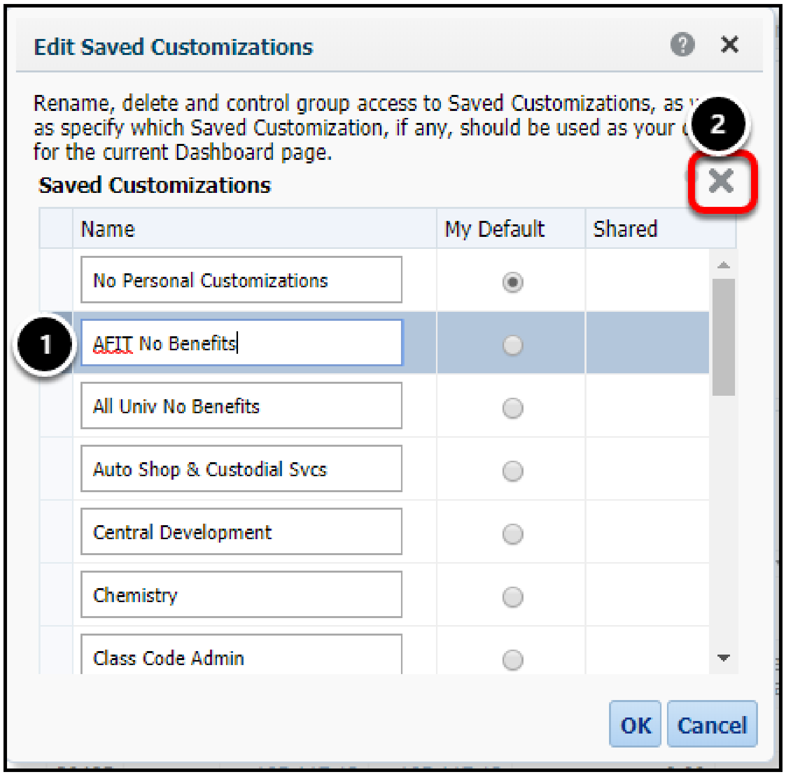


3. To change the name of a customization, click on it and then make the change to the name.



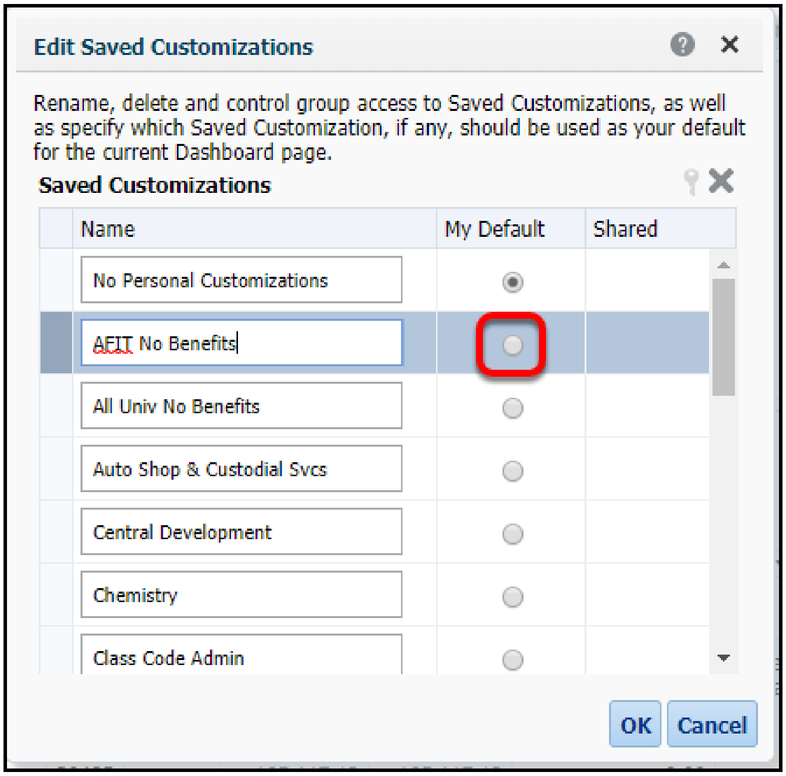
Click on the customization to select it. Then type the new name for the saved customization.

4. To delete a customization, click on the customization and then click on the X at the top right.



1. Click on the customization you want to delete.
2. Then click on the X icon at the top right.

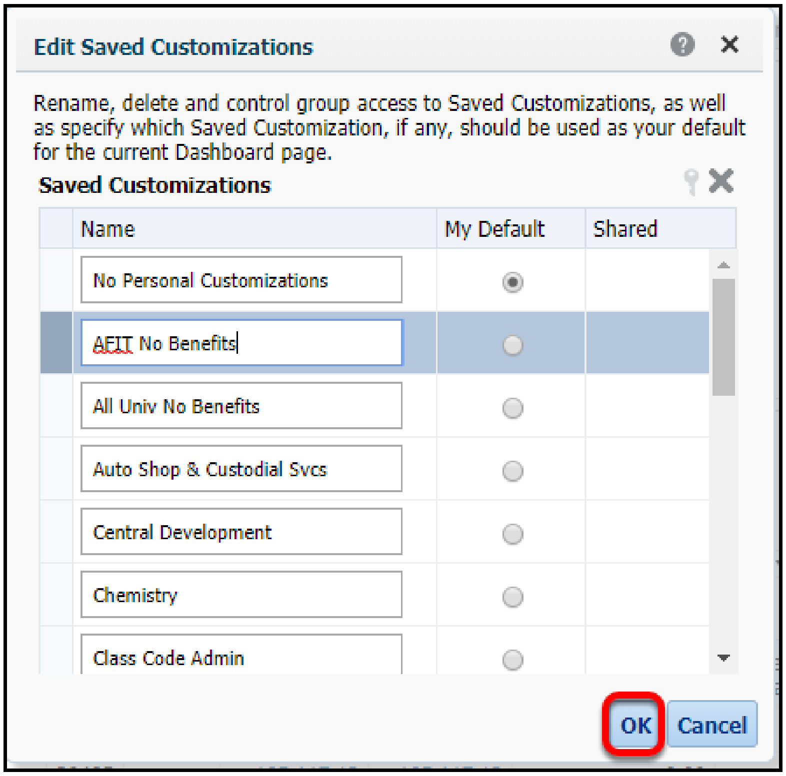
5. To change which customization is the default for this report/page, click on the radio button in the My Default column next to the customization you want as the default.



To return to using the system defaults for the report/page, select the radio button next to **No Personal Customizations**.

Click on the radio button in the My Default column next to the customization that you want as the default for this report/page. The next time you access this report/page, these filters/customizations will be applied automatically.

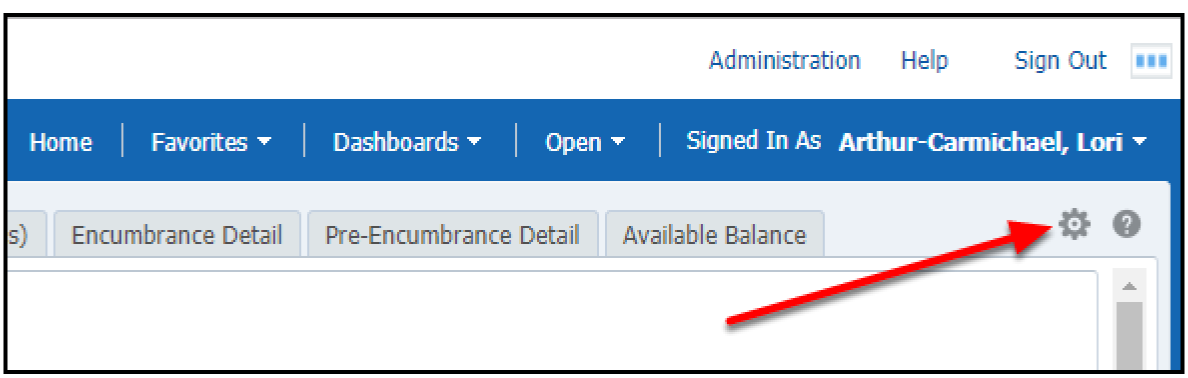
6. Click OK to save your changes.



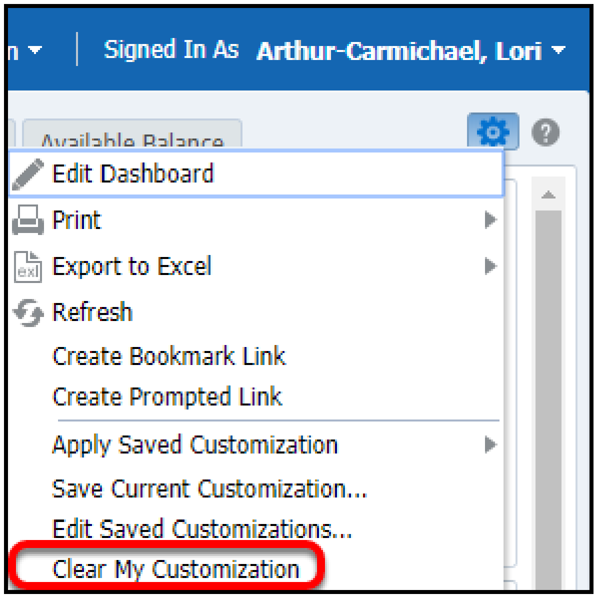
Clearing Your Customizations

To return to the system defaults for the report/page, you can clear your customizations. This can be useful if you are getting error messages with your personal customizations or if you simply want to

1. Click on the Page Options icon at the top right of the screen.



2. Choose Clear My Customization.



3. All of your personal filters and customizations will be removed and the report will run with the system defaults.

Need More Help?

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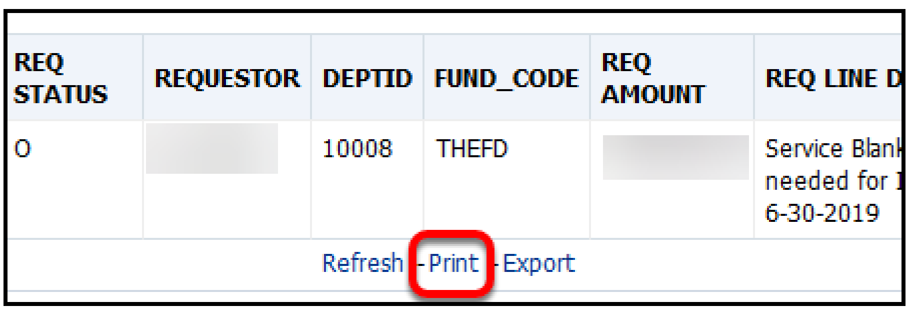
Using Print, Refresh, and Return Links in Data Warehouse

This article covers how users can print data, use the refresh link, and use the return link in Data Warehouse/OBIEE.

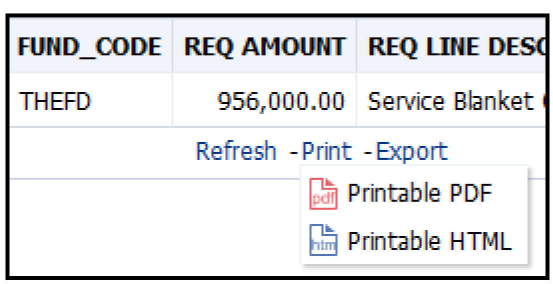
Print

The Print link allows you to print your current results by creating a PDF or Web document and it is typically found on summary or detail Pages.

1. Click on the Print link.



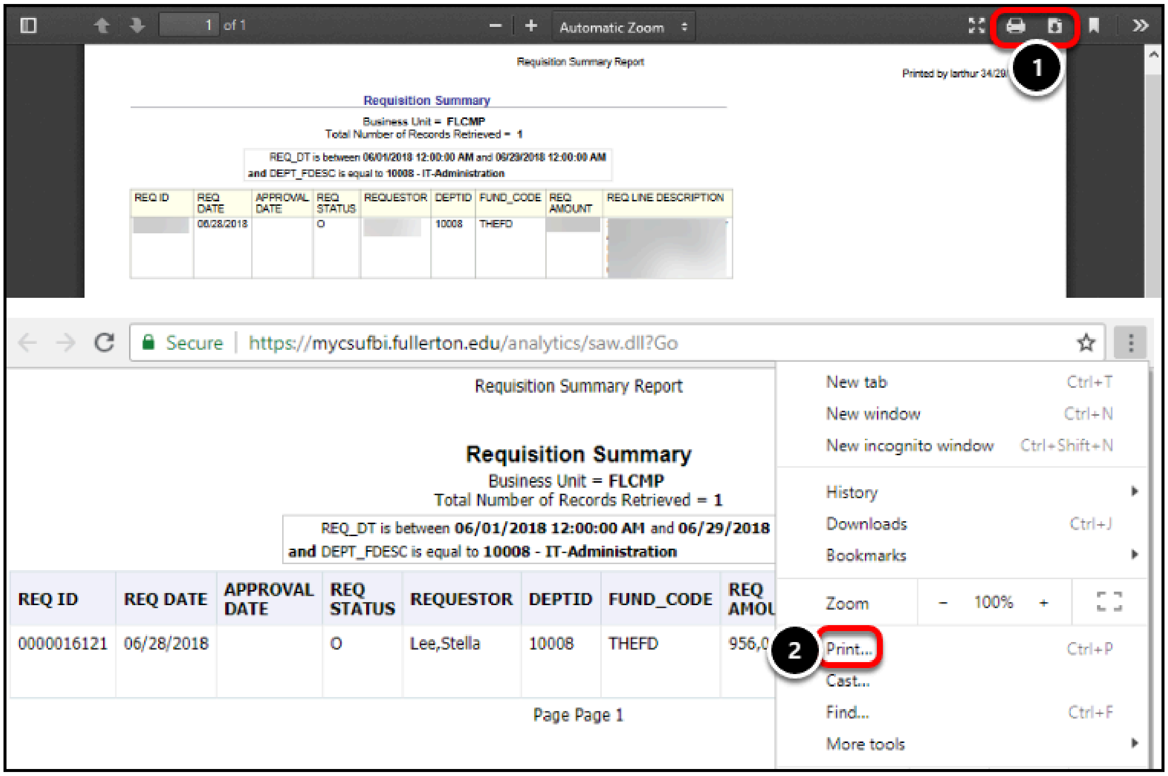
2. Choose the format you wish to use.



Available formats:

- PDF (Adobe Acrobat PDF file)
- HTML (opens in internet browser window)

3. The file opens in a new browser window.

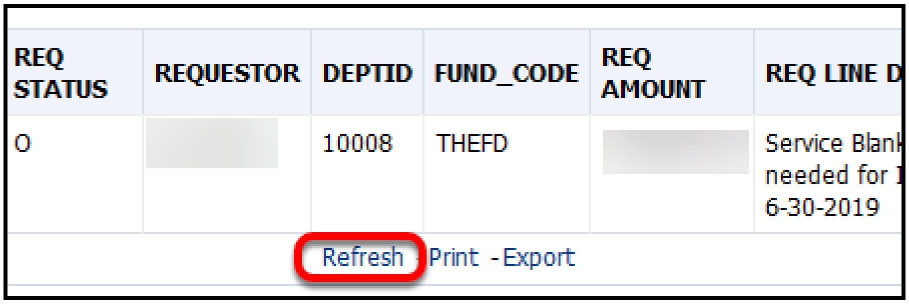


1. For PDF documents, use the Adobe toolbar to print or save the document.
2. For HTML, use your browser's print option to print the document.

Refresh

Data Warehouse is set to time out after about 25 minutes of inactivity. Use the Refresh option to update your status with the Data Warehouse server so you are not timed out. This link appears on most Pages.

1. Click on the Refresh link.



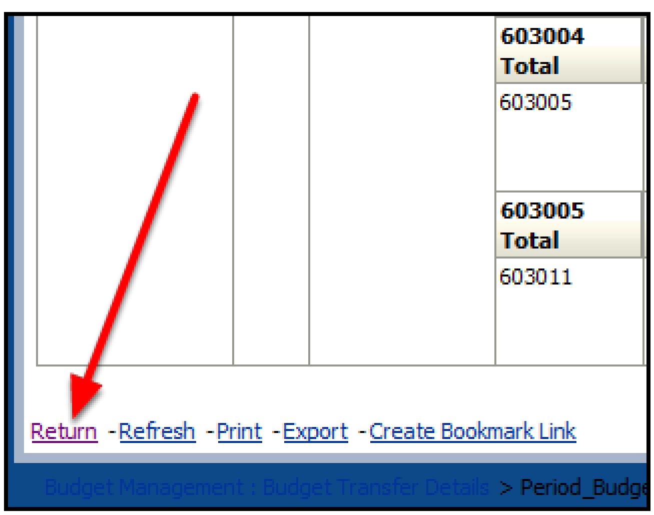
2. Your status with the server has now been updated.

For reports with live data, clicking Refresh will update your results as well as checking in with the server.

Return

The Return link takes you back to the previous screen. Use this link instead of your browser's Back button when navigating in Data Warehouse.

1. Click on the Return link.



The Return link often appears at the bottom left of a screen or centered below a table.

2. You are now on the previous screen.

Need More Help?

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Admissions

Admissions Dashboard Overview

This article contains an overview of the Admissions dashboard including: available reports and report defaults.

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

Important Information About These Reports

The Admissions reports allow users to obtain information on applicants to CSU Fullerton.

- At the bottom left of each report, the current admission term(s) in progress will be posted.
- The application totals for a term are finalized as of the census date for that term.
- If you select a term that includes no data, the term will be excluded from the report.
- Applicants who applied for a second baccalaureate are reported under the Post-Baccalaureate career.

Downloading Table Data to Excel

When you use the option to download the data in a table to Excel or as Data (see the article on downloading data), you will be downloading all of the available columns for the report and not just the ones showing on the report.

For example, if you download the Application Profile report sorted by Admit Type, you will also see the Academic Level and Applicant Gender columns in the downloaded file.

Available Reports

⚠ Note that select users may have access to additional reports that are not covered by these user guides.

- **Application Profile**: The Application Profile report shows charts and tables for all applicants for the term(s) selected. The charts provide a visual representation of the data. The table shows the number of applicants for each admit type and academic program. Users can click on an academic program to view applicant numbers for each major by academic level, admit type, or gender.

- **Applications by College/Major**: The Applications by College/Major report shows charts and tables for all applicants for the term(s) selected by College. The table shows the number of applicants in each College for each application status (total, admitted, waitlisted, department review, ineligible, admission offer accepted, NSO, and enrolled). Users can click on a College to view applicant numbers for each major in that College.

- **International Applicants**: The International Applicants report shows charts and tables for all foreign (F1 Visa) applicants for the term(s) selected. The charts provide a visual representation of the data. The table shows the number of international undergraduate and post-baccalaureate applicants for the term(s) selected.

Report Defaults

- **Application Profile**: The Application Profile report will default to show all of the current admit terms and all academic careers.
- **Applications by College/Major**: The Applications by College/Major report will default to show all of the current admission terms and all colleges.
- **International Applicants**: The International Applicants report will default to show all of the current admission terms.

Need More Help?

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Application Profile Report

This article covers how to run and interpret the Application Profile report on the Admissions dashboard.

What does this report show?

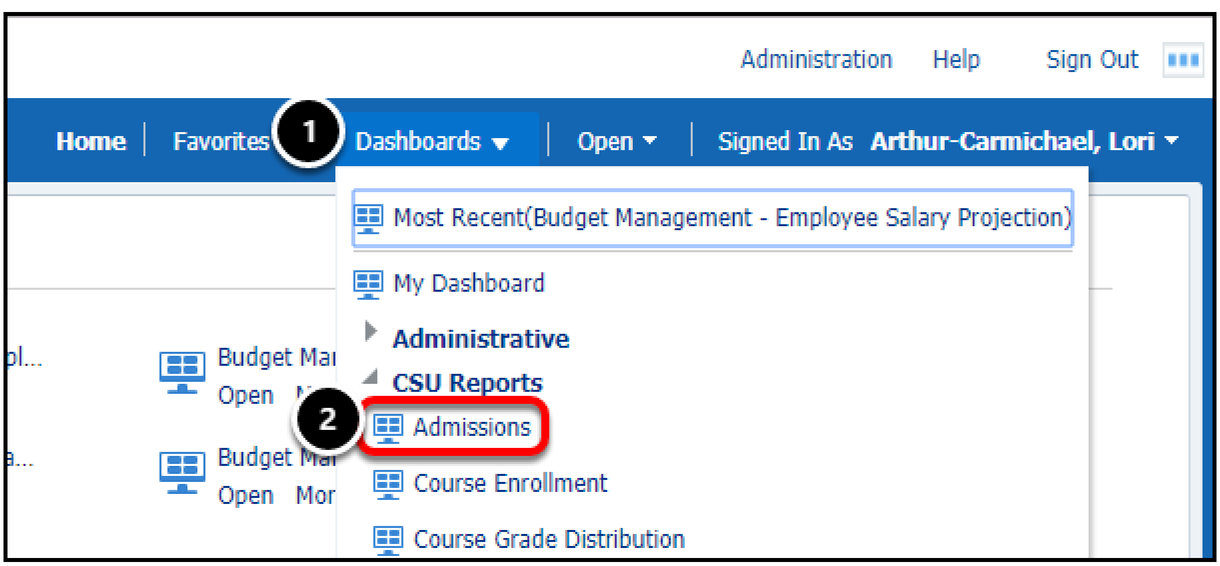
The Application Profile report shows charts and tables for all applicants for the term(s) selected. The charts provide a visual representation of the data. The table shows the number of applicants for each admit type and academic program. Users can click on an academic program to view applicant numbers for each major by academic level, admit type, or gender.

Accessing the Report

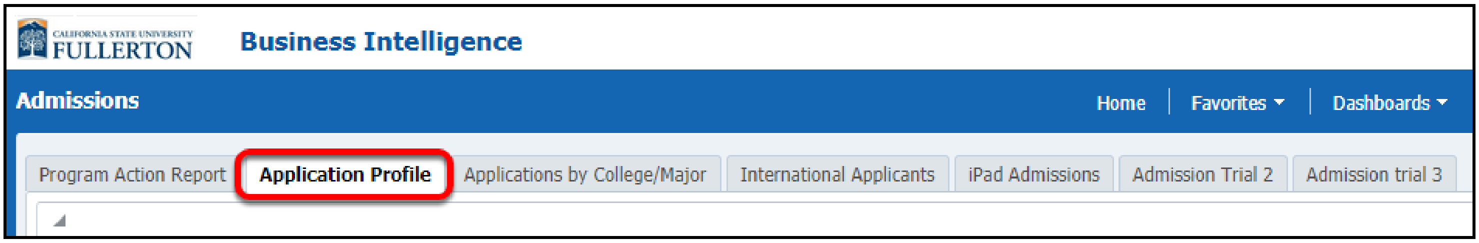
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Admissions.



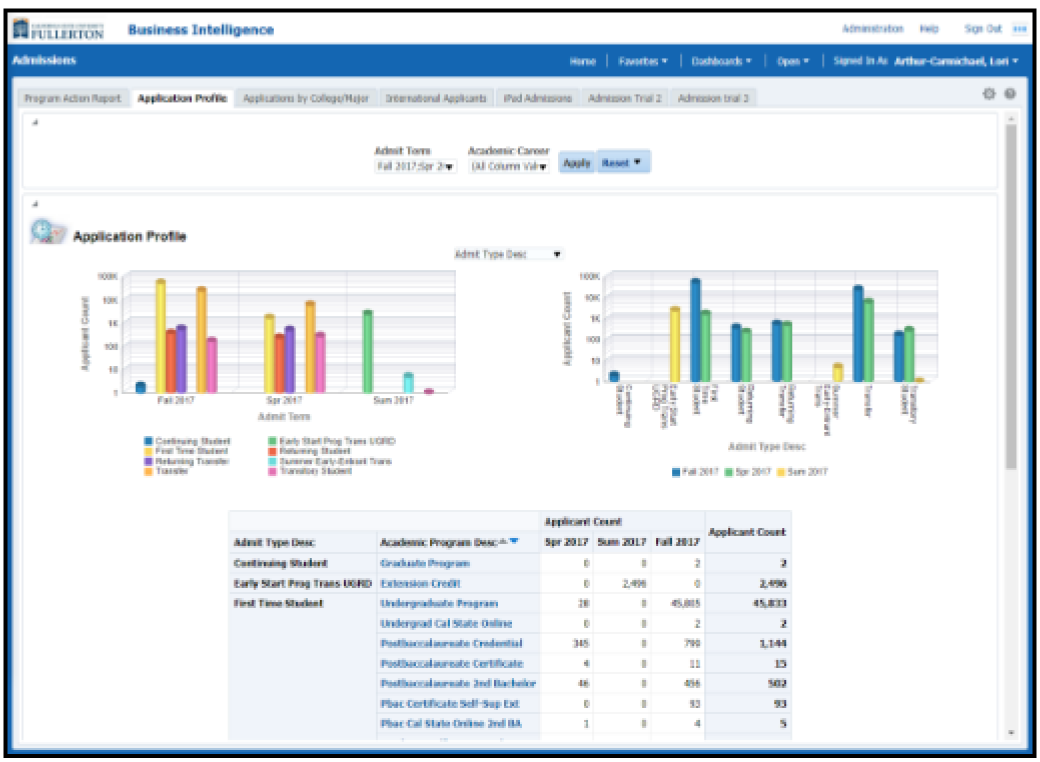
3. Click the Application Profile tab on the Admissions dashboard.



Report Overview

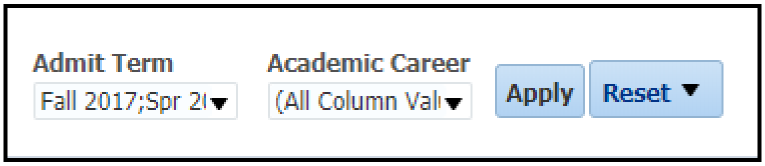
The Application Profile report will default to show all of the current admit terms and all academic careers.

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.

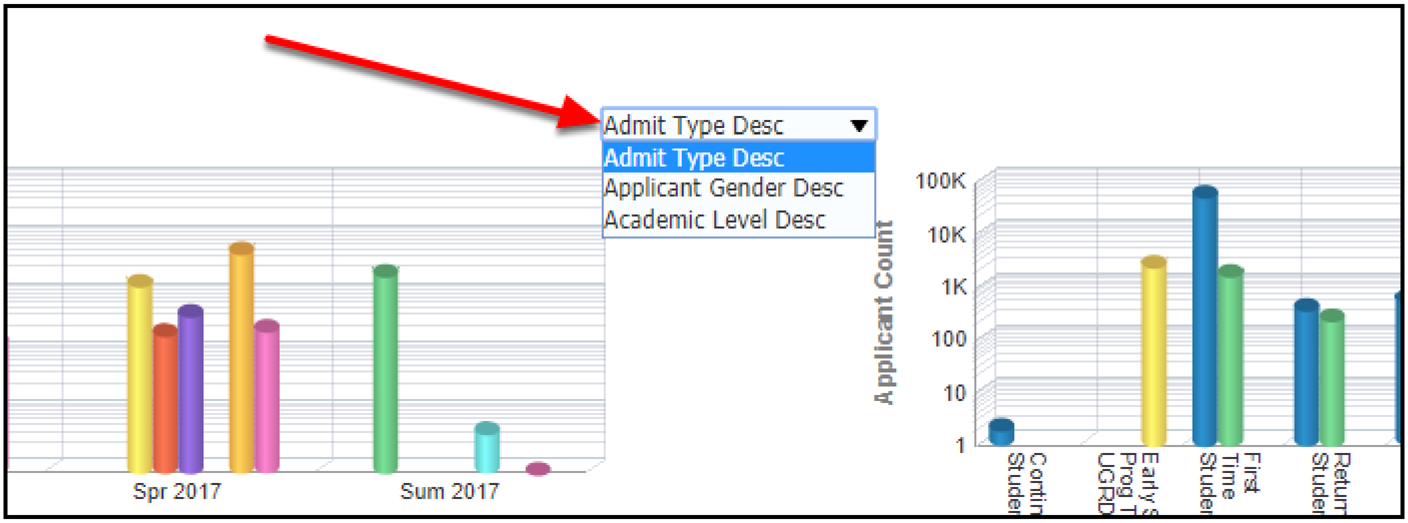


Filter Descriptions

Filter	Description
Admit Term	The academic term(s) for which you wish to see admission information.
Academic Career	The type of student data you wish to see. Values include: • PBAC (Post-Baccalaureates) • UGRD (Undergraduate)

Report Parameters

Use the drop-down menu in between the two charts in the middle of the report to change the data you see in the results charts and tables.



Available Parameters

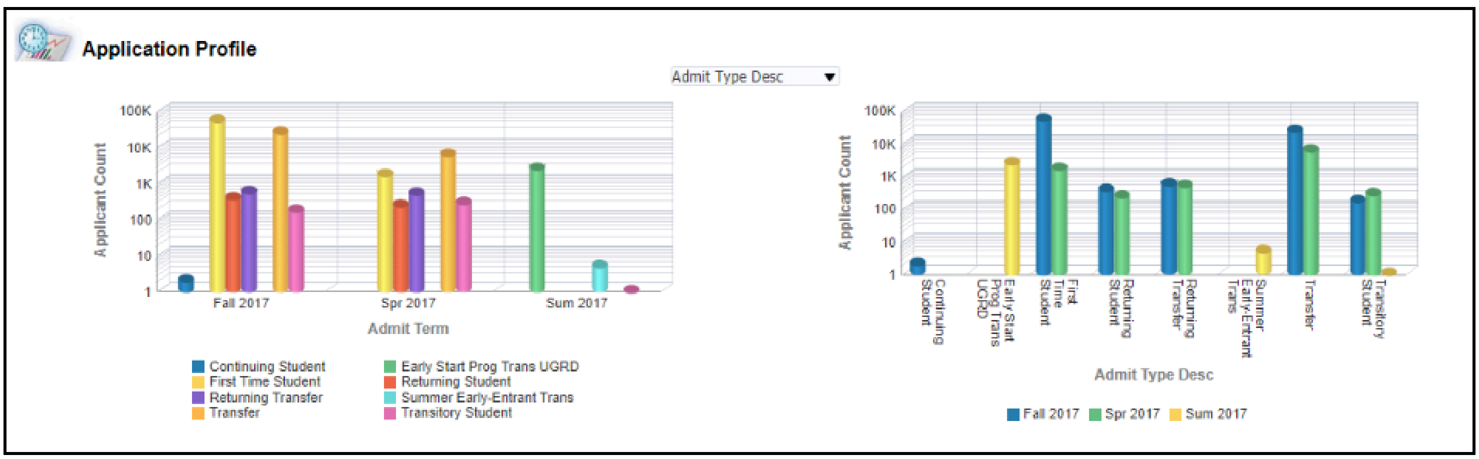
Name	Description
Admit Type Descr	Organizes the data by the admit type of the students. Values include: • Continuing Student • First Time Student • Returning Transfer • Transfer • Early Start Prog Trans UGRD • Returning Student • Summer Early-Entrant Trans • Transitory Student
Applicant Gender Descr	Organizes the data by the gender of the students. Values include: • Female • Male • Unknown
Academic Level Descr	Organizes the data by the academic level of the students. Values include: • Freshman • Sophomore • Graduate

Name	Description
	• Post-Bacc Undergraduate • Junior • Senior • Not Set

Reading the Charts

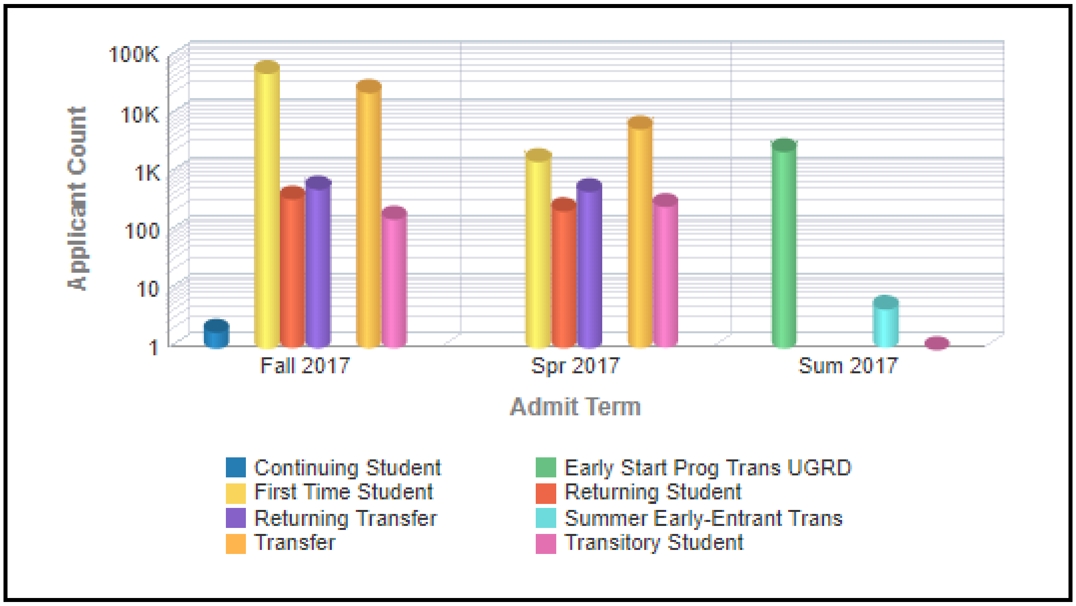
The middle portion of the report contains the filter results in two charts.

You can hover over the bars in charts to see the specific count associated with each bar.



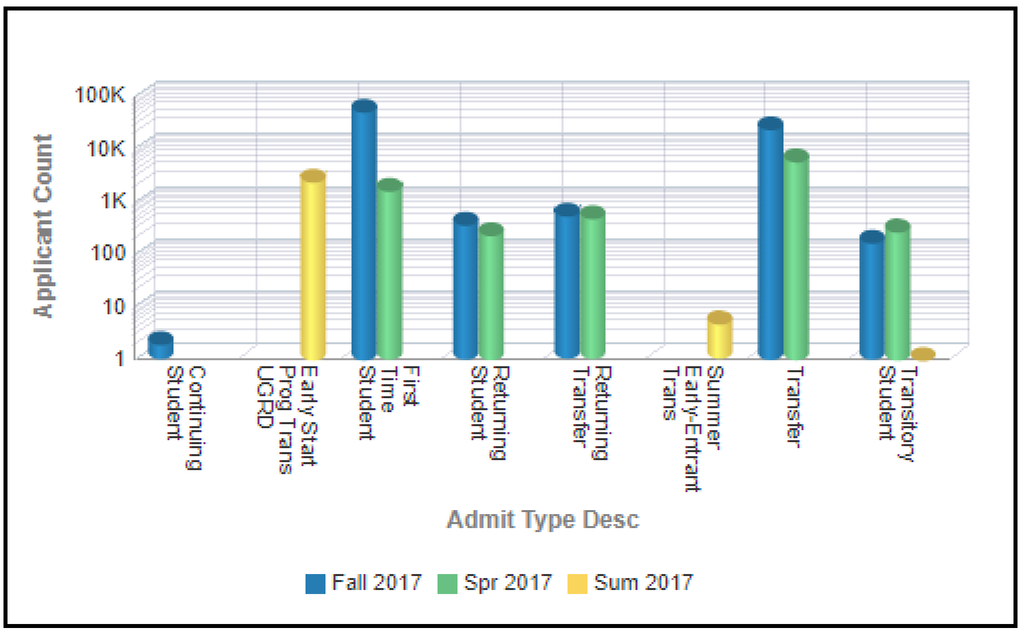
Admit Type Charts

Both Admit Type charts are showing you the same information, but the data is organized slightly differently.



The Admit Type chart on the left of the screen shows the number of applicants by admit term.

The legend at the bottom of the chart shows which admit types are represented by the colored bars.

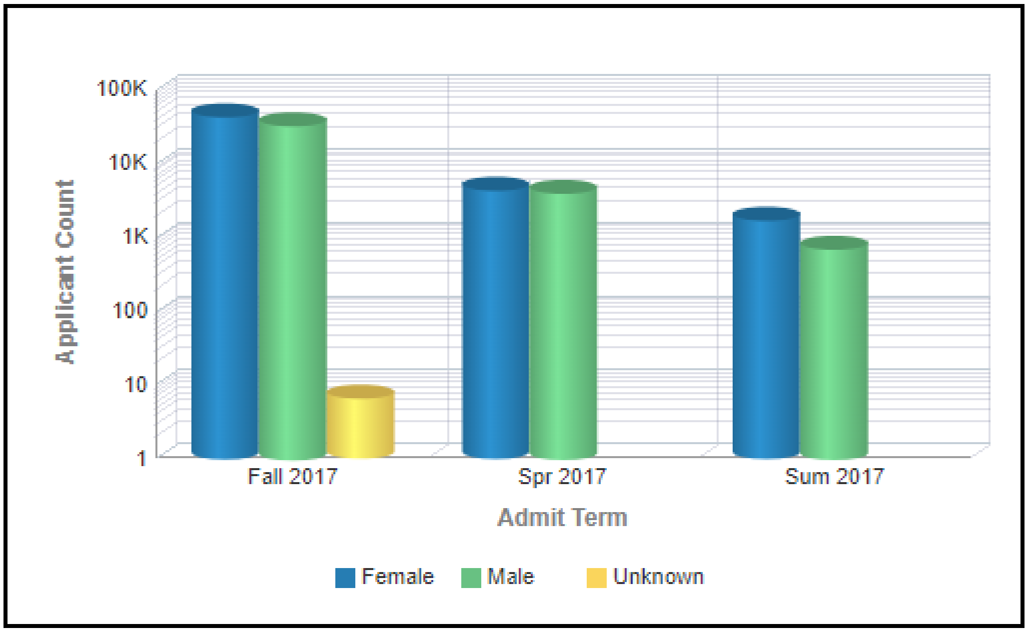


The Admit Type chart on the right of the screen shows the number of applicants by admit type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

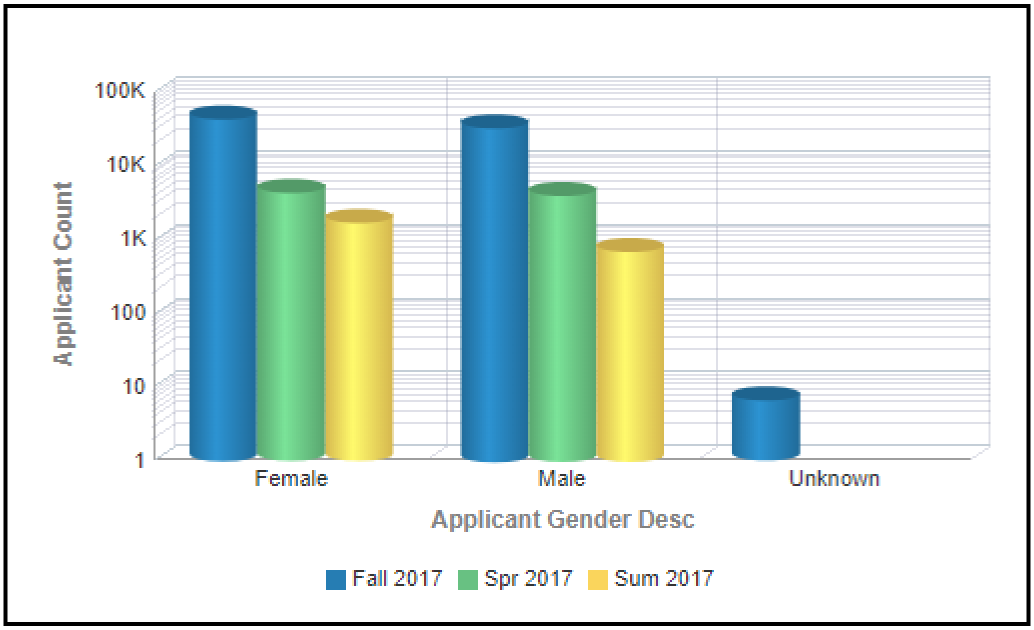
Applicant Gender Charts

Both Applicant Gender charts are showing you the same information, but the data is organized slightly differently.



The Applicant Gender chart on the left of the screen shows the number of applicants by admit term.

The legend at the bottom of the chart shows which applicant gender is represented by the colored bars.

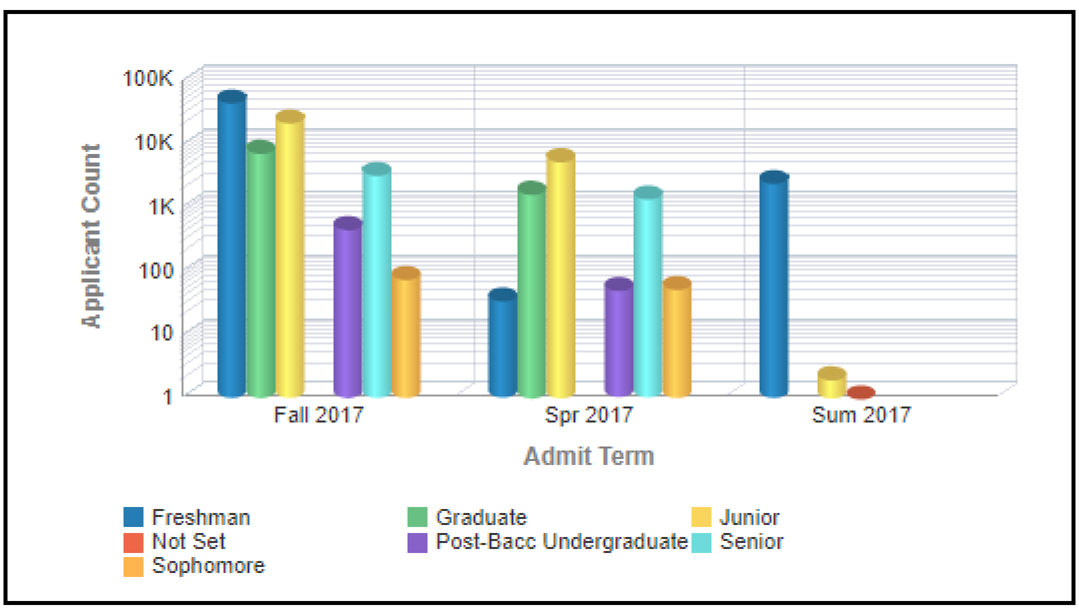


The Applicant Gender chart on the right of the screen shows the number of applicants by applicant gender.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

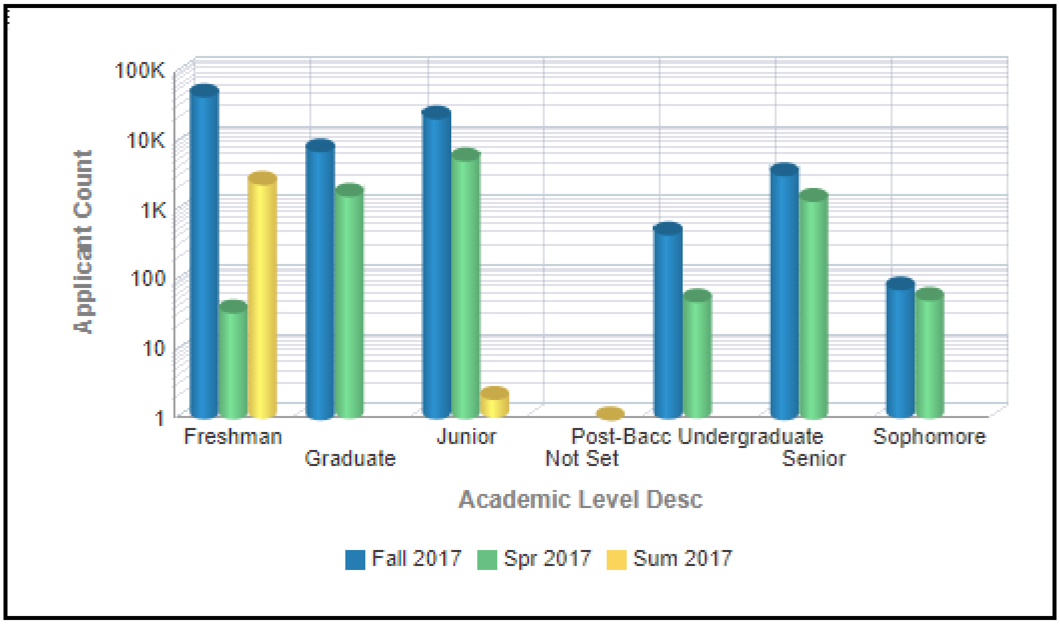
Academic Level Charts

Both Academic Level charts are showing you the same information, but the data is organized slightly differently.



The Academic Level chart on the left of the screen shows the number of applicants by admit term.

The legend at the bottom of the chart shows which academic level is represented by the colored bars.



The Academic Level chart on the right of the screen shows the number of applicants by academic level.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Reading the Tables

The tables present the same information; however, the numbers are broken down by different categories: admit type, applicant gender, or academic level.

Admit Type Table

		Applicant Count			Applicant Count
Admit Type Desc	Academic Program Desc	Spr 2017	Sum 2017	Fall 2017	
Continuing Student	Graduate Program	0	0	2	**2**
Early Start Prog Trans UGRD	Extension Credit	0	2,496	0	**2,496**
First Time Student	Undergraduate Program	28	0	45,805	**45,833**
	Undergrad Cal State Online	0	0	2	**2**

Available Columns

Column	Description
Admit Type Descr	Indicates the admit type of the applicants. Values include: • Continuing Student • First Time Student • Returning Transfer • Transfer • Early Start Prog Trans UGRD • Returning Student • Summer Early-Entrant Trans • Transitory Student
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA • Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program

Column	Description
	• Undergraduate Transitory
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

Applicant Gender Table

		Applicant Count			Applicant Count
Applicant Gender Desc	Academic Program Desc	Spr 2017	Sum 2017	Fall 2017	
Female	Undergraduate Transitory	185	5	96	**286**
	Undergraduate Program	3,435	0	40,180	**43,615**
	Undergrad Self-Supt Exted Prog	0	0	211	**211**
	Undergrad Cal State Online	45	0	130	**175**
	Postbaccalaureate Transitory	5	0	7	**12**
	Postbaccalaureate Credential	287	0	667	**954**

Available Columns

Column	Description
Applicant Gender Descr	Indicates the gender of the students. Values include: • Female • Male • Unknown
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA

Column	Description
	• Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program • Undergraduate Transitory
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

Academic Level Table

		Applicant Count			Applicant Count
Academic Level Desc	Academic Program Desc	Spr 2017	Sum 2017	Fall 2017	
Freshman	Undergraduate Transitory	6	3	5	**14**
	Undergraduate Program	29	0	45,809	**45,838**
	Undergrad Cal State Online	0	0	1	**1**
	Extension Credit	0	2,496	0	**2,496**

Available Columns

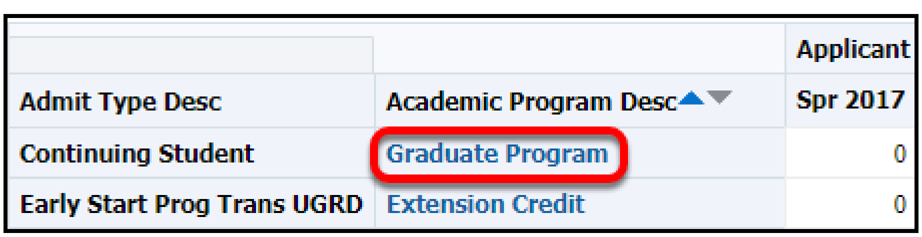
Column	Description
Academic Level Desc	Indicates the academic level of the students. Values include: • Freshman • Sophomore • Graduate • Post-Bacc Undergraduate • Junior

Column	Description
	• Senior • Not Set
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA • Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program • Undergraduate Transitory
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

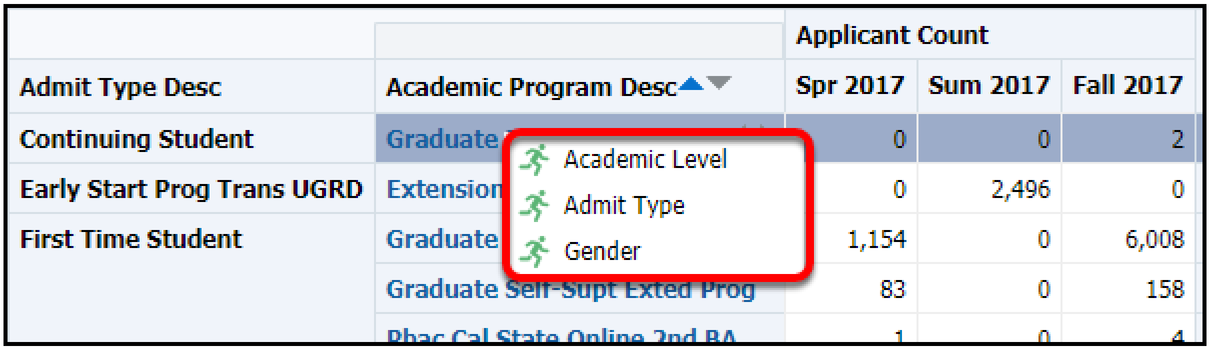
Additional Detail

You can click on the Academic Program Desc hyperlink to view more detailed information.

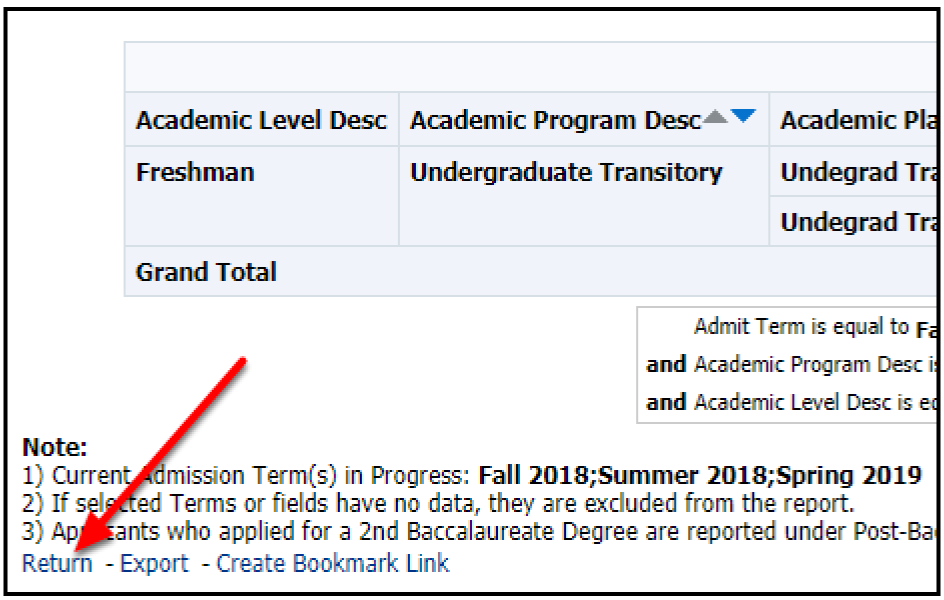
1. Click on an Academic Program Desc hyperlink to view additional details.



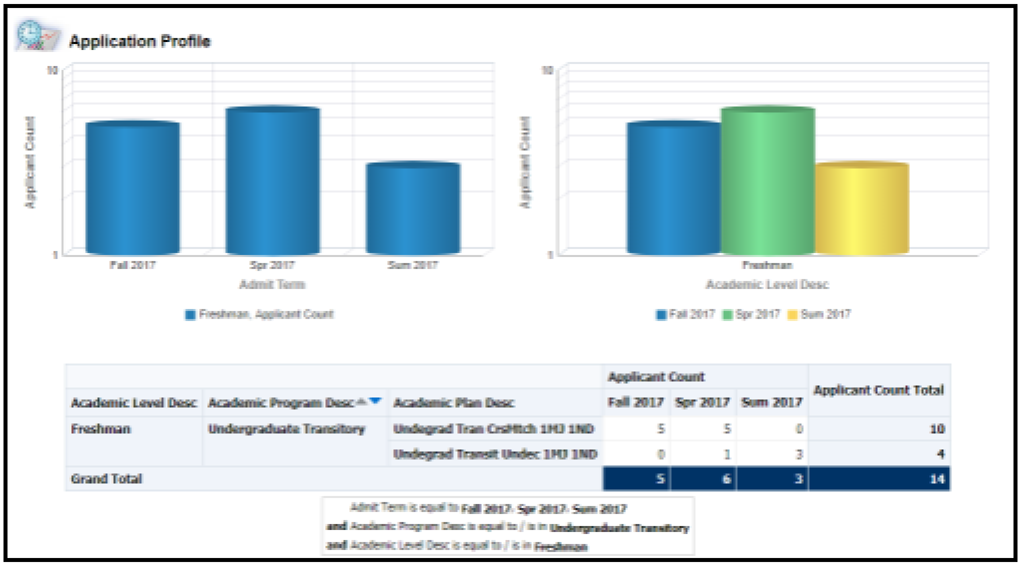
2. Choose a detail link from the pop-up that appears.



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

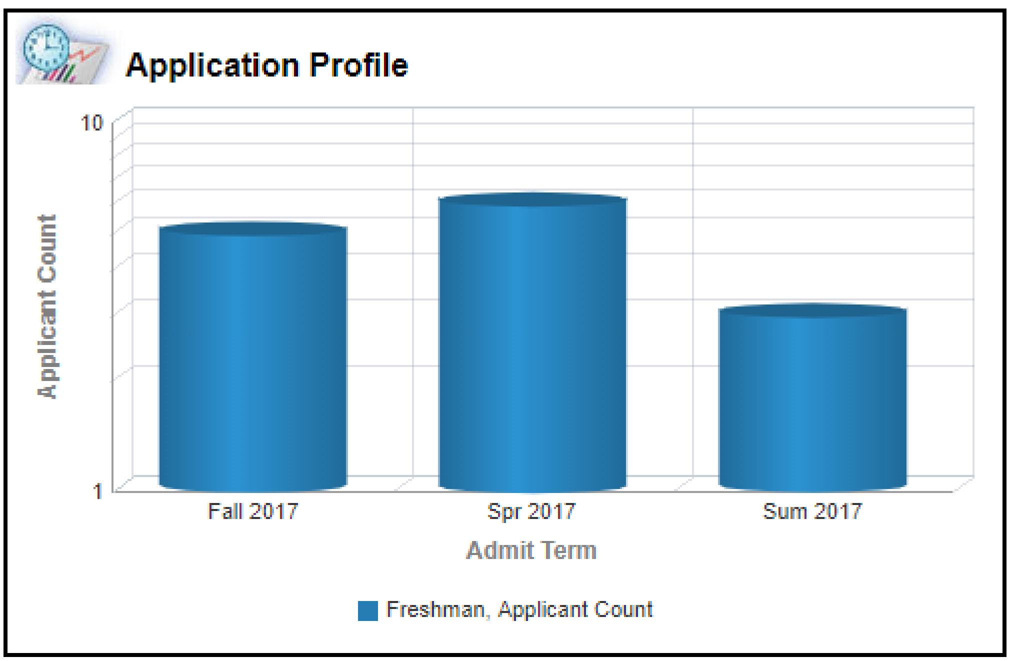


Academic Level Detail



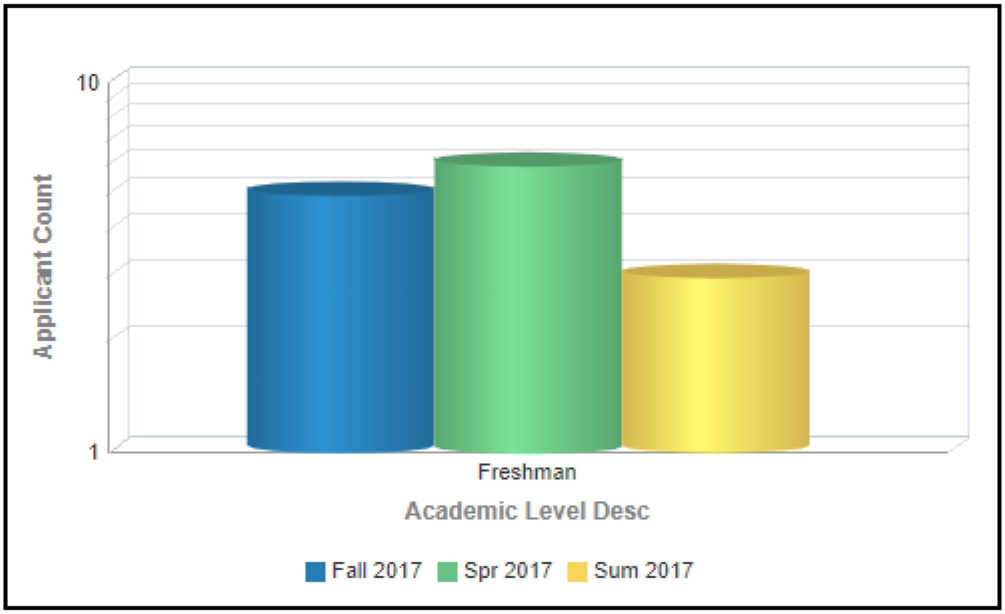
Academic Level Detail Charts

Both Academic Level detail charts are showing you the same information, but the data is organized slightly differently.



The Academic Level detail chart on the left of the screen shows the number of applicants for the specific academic program you selected by admit term.

The legend at the bottom of the chart shows which academic level is represented by the colored bars.



The Academic Level detail chart on the right of the screen shows the number of applicants for the specific academic program that you selected by academic level.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Academic Level Detail Table

			Applicant Count			Applicant Count Total
Academic Level Desc	Academic Program Desc	Academic Plan Desc	Fall 2017	Spr 2017	Sum 2017	
Freshman	Undergraduate Transitory	Undegrad Tran CrsMtch 1MJ 1ND	5	5	0	10
		Undegrad Transit Undec 1MJ 1ND	0	1	3	4
Grand Total			5	6	3	14

Available Columns

Column	Description
Academic Level Desc	Indicates the academic level of the students. Values include: • Freshman

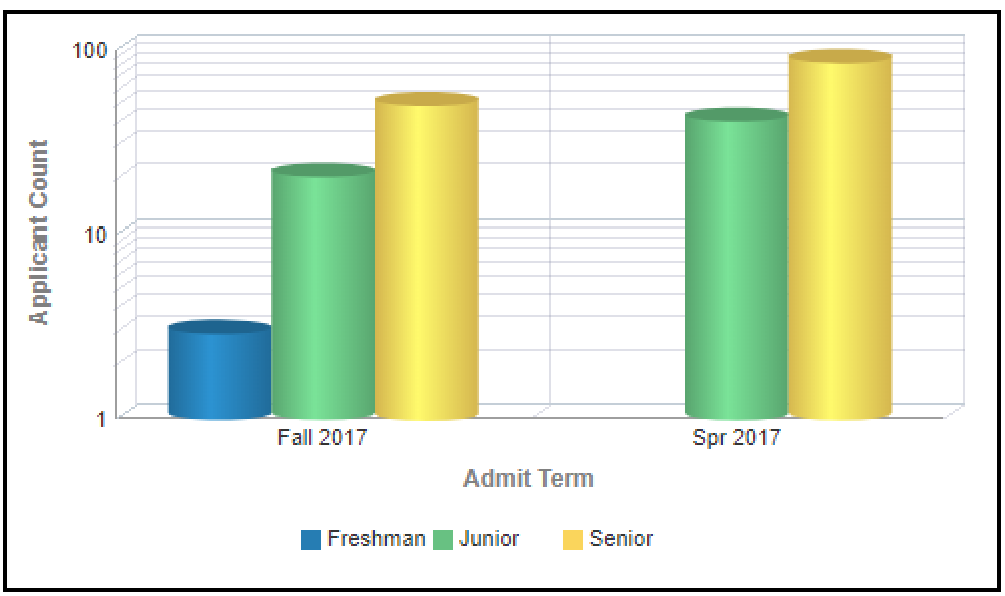
Column	Description
	• Sophomore • Graduate • Post-Bacc Undergraduate • Junior • Senior • Not Set
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA • Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program • Undergraduate Transitory
Academic Plan Desc	Indicates the academic plan (major).
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

Admit Type Detail

Academic Level Desc	Academic Program Desc	Academic Plan Desc	Applicant Count Fall 2017	Applicant Count Spr 2017	Applicant Count Total
Freshman	Undergraduate Program	Civil Engineering 1MJ 1BS	1	0	1
		Criminal Justice 1MJ 1BA	1	0	1
		Electrical Engineering 1MJ 1BS	1	0	1
Junior	Undergraduate Program	Biological Science 1MJ 1BS	1	0	1
		Child and Adoles Devel 1MJ 1BS	1	2	3
		Communications 1MJ 1BA	1	1	2
		Computer Engineering 1MJ 1BS	1	0	1
		Computer Science 1MJ 1BS	1	2	3
		Criminal Justice 1MJ 1BA	0	2	2

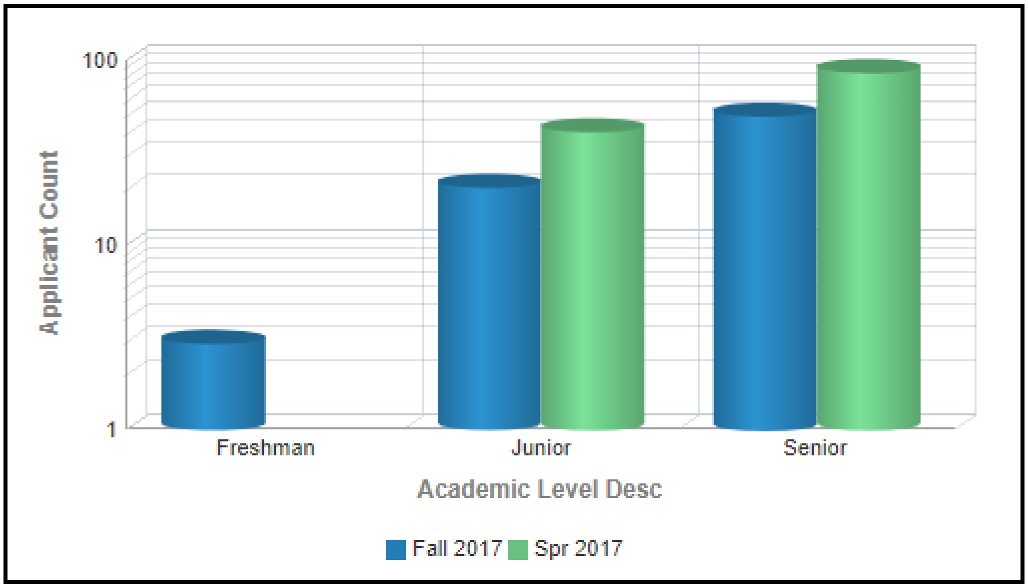
Admit Type Detail Charts

Both Admit Type detail charts are showing you the same information, but the data is organized slightly differently.



The Admit Type detail chart on the left of the screen shows the number of applicants for the specific admit type you selected by admit term.

The legend at the bottom of the chart shows which admit type is represented by the colored bars.



The Admit Type detail chart on the right of the screen shows the number of applicants for the specific admit type that you selected by term.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Admit Type Detail Table

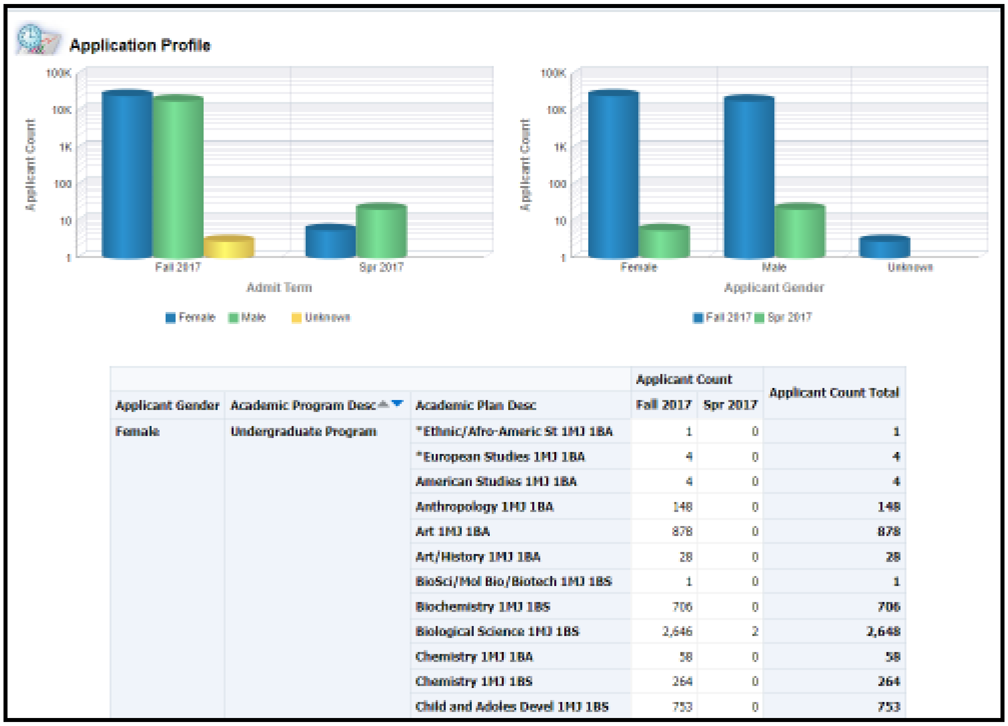
			Applicant Count		Applicant Count Total
Academic Level Desc	Academic Program Desc	Academic Plan Desc	Fall 2017	Spr 2017	
Freshman	Undergraduate Program	Civil Engineering 1MJ 1BS	1	0	1
		Criminal Justice 1MJ 1BA	1	0	1
		Electrical Engineering 1MJ 1BS	1	0	1

Available Columns

Column	Description
Admit Type Desc	Indicates the admit type of the students. Values include: • Continuing Student

Column	Description
	• First Time Student • Returning Transfer • Transfer • Early Start Prog Trans UGRD • Returning Student • Summer Early-Entrant Trans • Transitory Student
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA • Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program • Undergraduate Transitory
Academic Plan Desc	Indicates the academic plan (major).
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

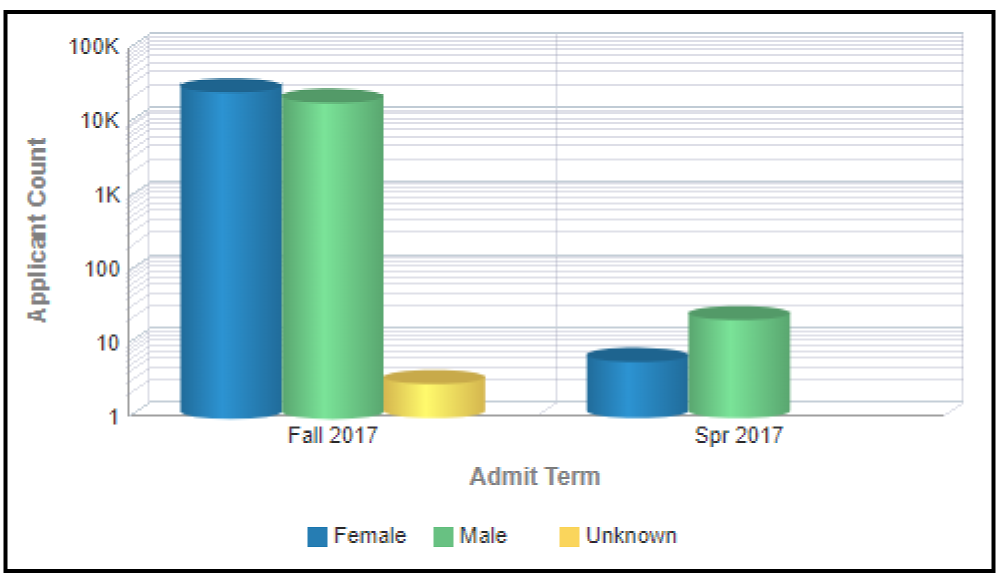
Gender Detail



Applicant Gender	Academic Program Desc	Academic Plan Desc	Applicant Count Fall 2017	Applicant Count Spr 2017	Applicant Count Total
Female	Undergraduate Program	*Ethnic/Afro-Americ St 1MJ 1BA	1	0	1
		*European Studies 1MJ 1BA	4	0	4
		American Studies 1MJ 1BA	4	0	4
		Anthropology 1MJ 1BA	148	0	148
		Art 1MJ 1BA	878	0	878
		Art/History 1MJ 1BA	28	0	28
		BioSci/Mol Bio/Biotech 1MJ 1BS	1	0	1
		Biochemistry 1MJ 1BS	706	0	706
		Biological Science 1MJ 1BS	2,646	2	2,648
		Chemistry 1MJ 1BA	58	0	58
		Chemistry 1MJ 1BS	264	0	264
		Child and Adoles Devel 1MJ 1BS	753	0	753

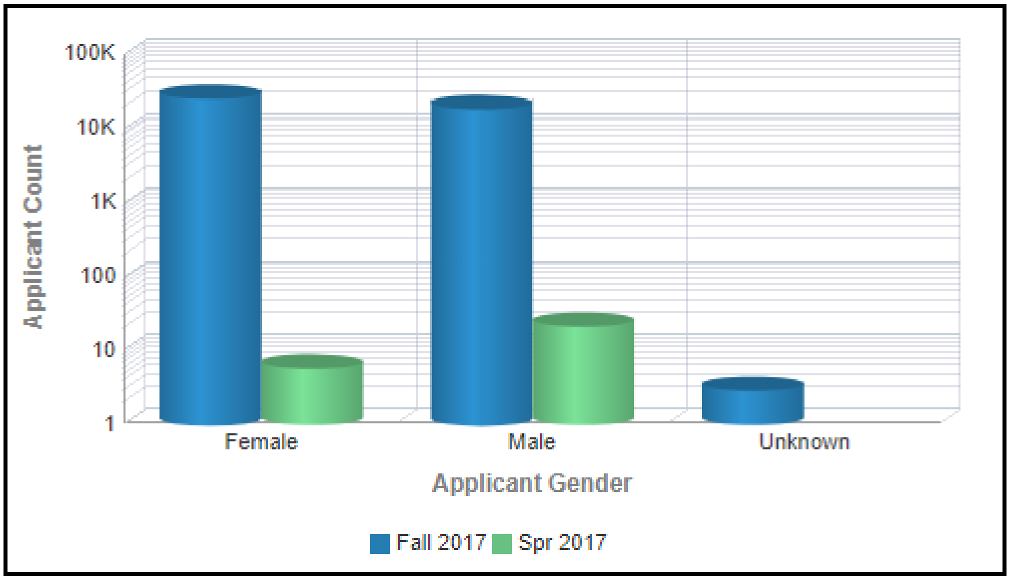
Gender Detail Charts

Both Gender detail charts are showing you the same information, but the data is organized slightly differently.



The Gender detail chart on the left of the screen shows the number of applicants for the specific term(s) you selected by admit term.

The legend at the bottom of the chart shows which gender is represented by the colored bars.



The Gender detail chart on the right of the screen shows the number of applicants for the specific admit type that you selected by term.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Gender Detail Table

			Applicant Count		Applicant Count Total
Applicant Gender	Academic Program Desc	Academic Plan Desc	Fall 2017	Spr 2017	
Female	Undergraduate Program	*Comm/Photocomm 1MJ 1BA	1	0	1
		*Ethnic/Afro-Americ St 1MJ 1BA	1	0	1
		*European Studies 1MJ 1BA	7	0	7
		American Studies 1MJ 1BA	12	1	13
		Anthropology 1MJ 1BA	278	31	309

Available Columns

Column	Description
Applicant Gender	Indicates the gender of the students. Values include: • Female • Male • Unknown
Academic Program Desc	Indicates the type of academic program. Values include: • Extension Credit • Graduate Program • Graduate Self-Supt Exted Prog • Pbac Cal State Online 2nd BA • Pbac Certificate Self-Sup Ext • Postbaccalaureate 2nd Bachelor • Postbaccalaureate Certificate • Postbaccalaureate Credential • Postbaccalaureate Transitory • Undergrad Cal State Online • Undergrad Self-Supt Exted Prog • Undergraduate Program • Undergraduate Transitory
Academic Plan Desc	Indicates the academic plan (major).
Applicant Count (By Term)	The total number of applicants broken down by the selected terms.
Applicant Count (Total)	The total number of applicants for all of the selected terms.

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.

Applications by College/Major Report

This article covers how to run and interpret the Applications by College/Major report on the Admissions dashboard.

What does this report show?

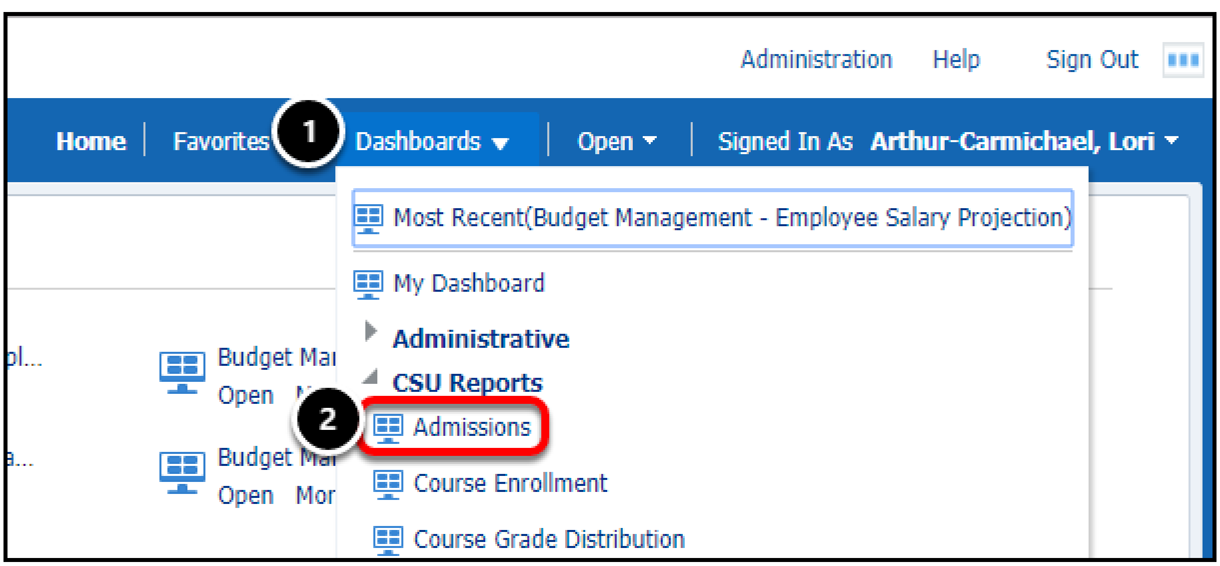
The Applications by College/Major report shows charts and tables for all applicants for the term(s) selected by College. The table shows the number of applicants in each College for each application status (total, admitted, waitlisted, department review, ineligible, admission offer accepted, NSO, and enrolled). Users can click on a College to view applicant numbers for each major in that College.

Accessing the Report

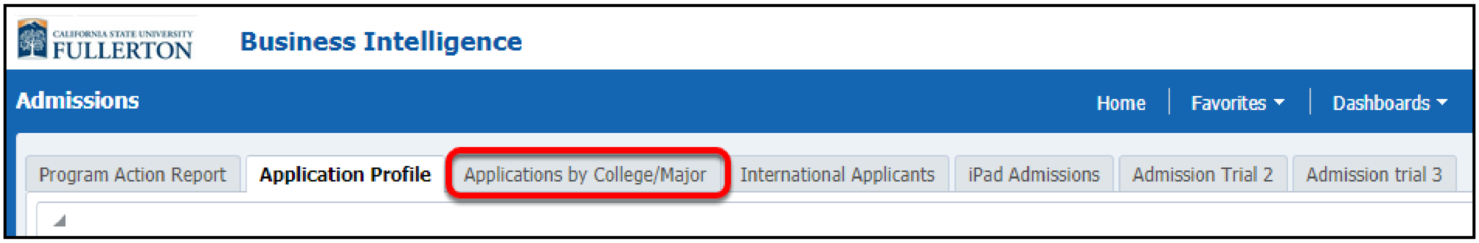
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Admissions.



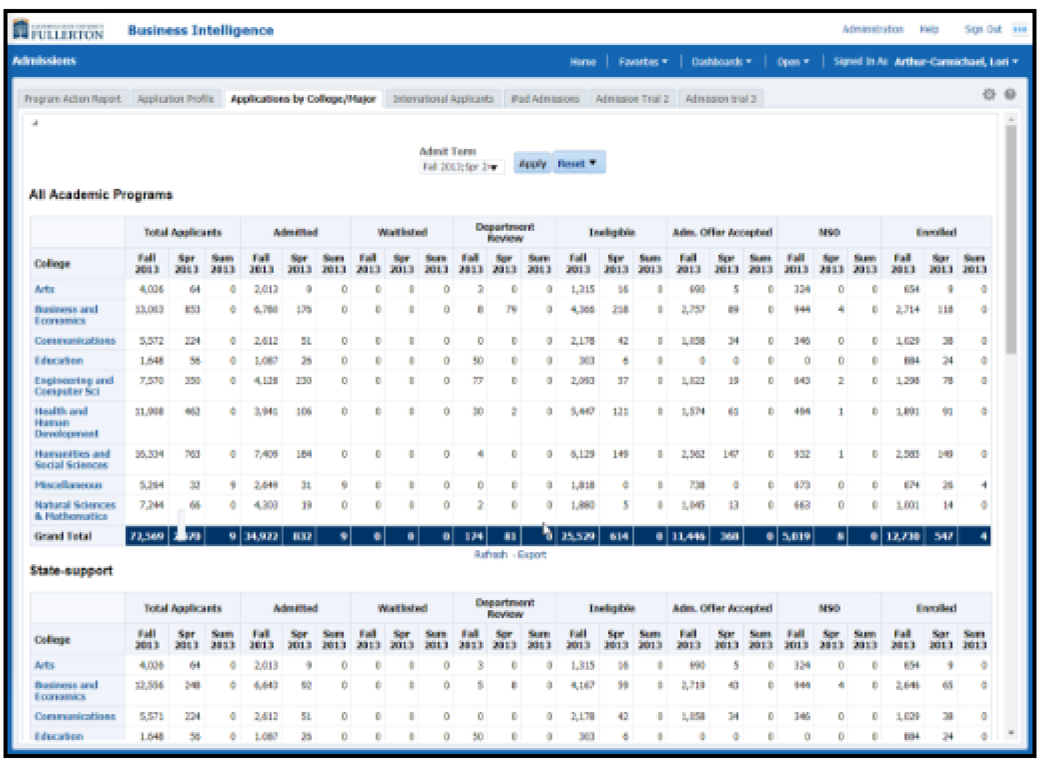
3. Click the Applications by College/Major tab on the Admissions dashboard.



Report Overview

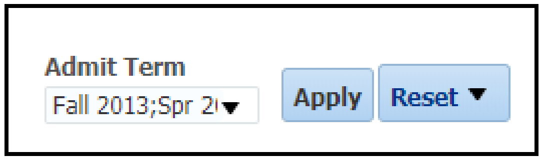
The Applications by College/Major report will default to show all of the current admission terms and all colleges.

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.



Filter Descriptions

Filter	Description
Admit Term	The academic term(s) for which you wish to see admission information.

Reading the Tables

For each section (i.e. All Academic Programs, State-Support, Self-Support (UEE), Cal State Online, International (State-Support)), the column information is the same; the data is just limited to that specific population of students.

All Academic Programs

	Total Applicants		Admitted		Waitlisted		Department Review		Ineligible		Adm. Offer Accepted		NSO		Enrolled	
College	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019
Arts	4,964	58	1,967	0	0	0	18	0	1,624	0	672	0	315	0	569	0
Business and Economics	14,424	179	6,028	0	0	0	91	0	4,815	0	2,202	0	713	0	1,875	0
Communications	5,445	91	1,996	1	0	0	16	0	2,170	0	756	0	223	0	703	0
Education	1,266	10	842	0	0	0	147	0	129	0	700	0	0	0	540	0
Engineering and Computer Sci	10,823	71	5,236	0	0	0	22	0	2,942	0	1,504	0	797	0	1,151	0
Health and Human Development	9,909	98	3,623	0	0	0	332	0	2,793	0	1,776	0	524	0	1,621	0
Humanities and Social Sciences	19,328	225	7,077	0	0	0	128	0	7,095	0	2,236	0	815	0	1,959	0
Miscellaneous	8,701	0	3,335	0	0	0	1	0	2,603	0	597	0	579	0	640	0
Natural Sciences & Mathematics	9,273	32	4,963	0	0	0	72	0	2,130	0	911	0	604	0	811	0
Grand Total	84,133	764	35,067	1	0	0	827	0	26,301	0	11,354	0	4,570	0	9,869	0

Available Columns

Column	Description
College	Indicates the college to which the student applied.
Total Applicants	Indicates the total number of applicants for the selected term(s).
Admitted	Indicates the total number of admitted students for the selected term(s).
Waitlisted	Indicates the total number of waitlisted students for the selected term(s).
Department Review	Indicates the total number of students whose applications are under department review for the selected term(s).
Ineligible	Indicates the total number of applicants who have been determined to be ineligible for admission for the selected term(s).
Adm. Offer Accepted	Indicates the total number of students who have accepted their offer of admission for the selected term(s).
NSO	Indicates the total number of students who signed up for New Student Orientation for the selected term(s).
Enrolled	Indicates the total number of students who are enrolled for the selected term(s).

Additional Detail

You can click on the College hyperlink to view a report showing application totals by major.

1. Click on a College hyperlink to view additional details.

College	Fall 2018	Spr 2019
Arts	4,964	58
Business and Economics	14,424	179
Communications	5,445	91
Education	1,266	10
Engineering and Computer Sci	10,823	71
Health and Human Development	9,909	98
Humanities and Social Sciences	19,328	225

2. Choose a detail link from the pop-up that appears.

Engineering and Computer Sci	10,823	
Health and Human Development	9,909	
Humanities and Social Sciences	19,328	2

All Academic Programs Details

Applications by College/Major Detail Table

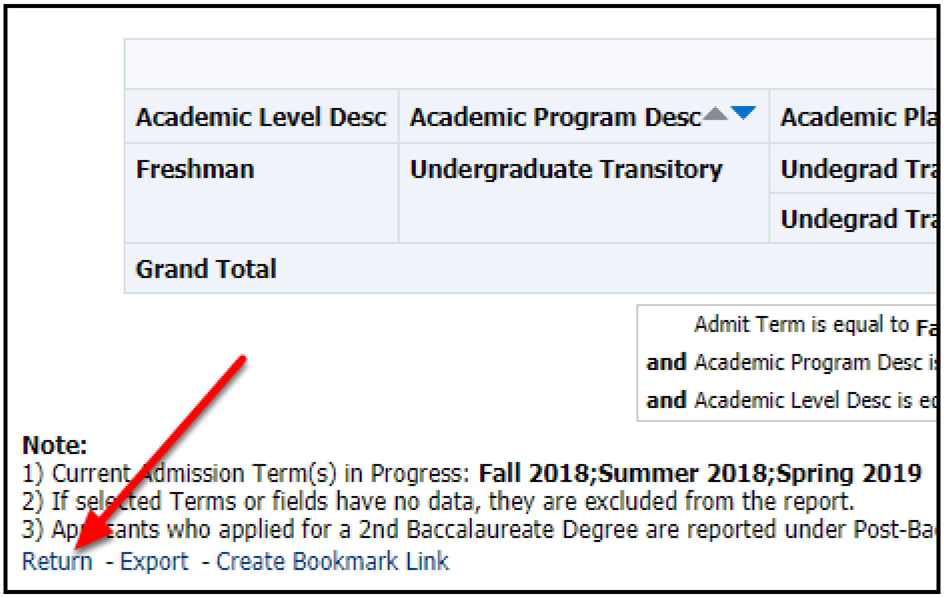
For each section (i.e. All Academic Programs, State-Support, Self-Support (UEE), Cal State Online, International (State-Support)), the column information is the same; the data is just limited to the college selected.

		Total Applicants		Admitted		Waitlisted		Department Review		Ineligible		Adm. Offer Accepted		NSO		Enrolled	
Academic Career	Academic Plan Desc	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019	Fall 2018	Spr 2019
Undergrad	Child and Adoles Devel 1MJ 1BS	1,726	31	611	0	0	0	0	0	678	0	294	0	91	0	271	0
	Health Science 1MJ 1BS	1,525	0	747	0	0	0	0	0	461	0	276	0	165	0	246	0
	Human Services 1MJ 1BS	532	6	251	0	0	0	0	0	189	0	169	0	23	0	149	0

Available Columns

Column	Description
Academic Career	Indicates the type of student. Values include: • Undergrad • Postbac
Academic Plan Desc	Indicates the academic plan (major).
Total Applicants	Indicates the total number of applicants for the selected term(s).
Admitted	Indicates the total number of admitted students for the selected term(s).
Waitlisted	Indicates the total number of waitlisted students for the selected term(s).
Department Review	Indicates the total number of students whose applications are under department review for the selected term(s).
Ineligible	Indicates the total number of applicants who have been determined to be ineligible for admission for the selected term(s).
Adm. Offer Accepted	Indicates the total number of students who have accepted their offer of admission for the selected term(s).
NSO	Indicates the total number of students who signed up for New Student Orientation for the selected term(s).
Enrolled	Indicates the total number of students who are enrolled for the selected term(s).

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



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International Applicants Report

This article covers how to run and interpret the International Applicants report on the Admissions dashboard.

What does this report show?

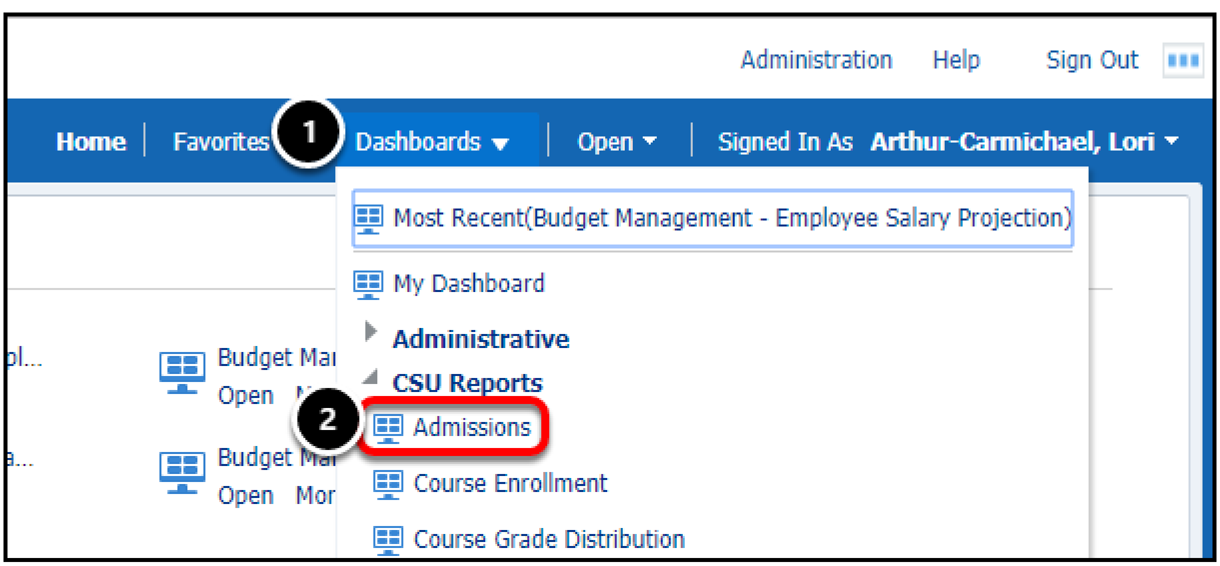
The International Applicants report shows charts and tables for all foreign (F1 Visa) applicants for the term(s) selected. The charts provide a visual representation of the data. The table shows the number of international undergraduate and post-baccalaureate applicants for the term(s) selected.

Accessing the Report

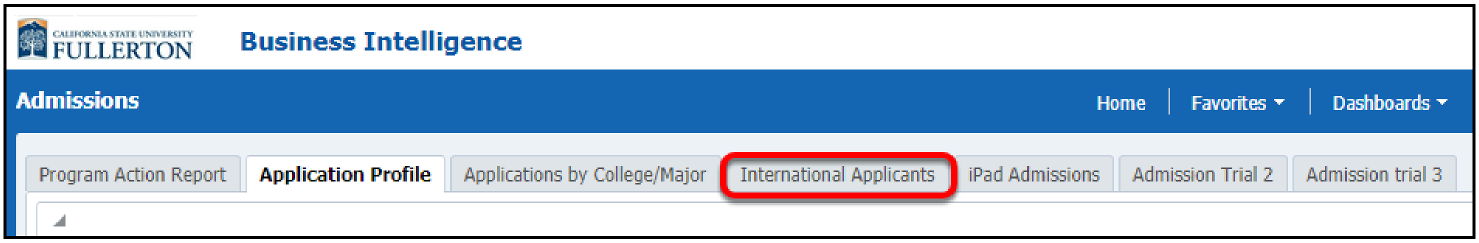
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Admissions.



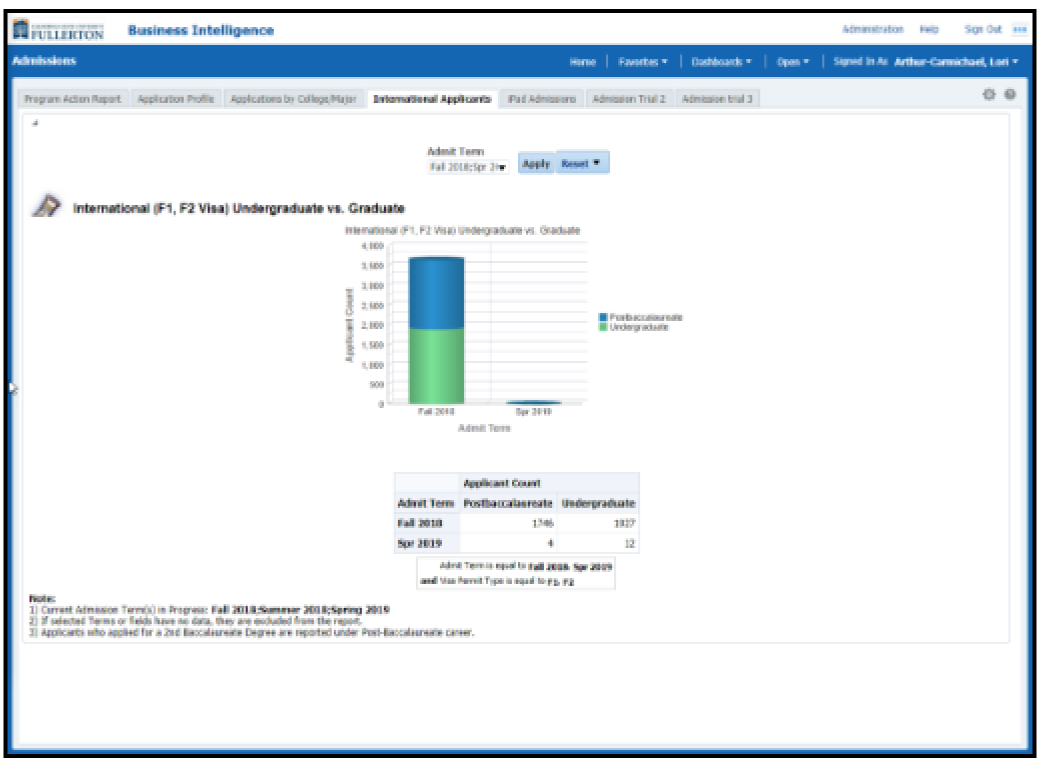
3. Click the International Applicants tab on the Admissions dashboard.



Report Overview

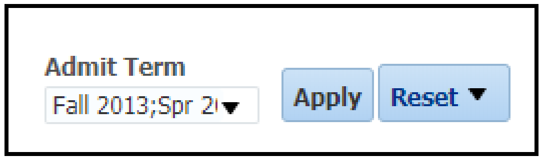
The International Applicants report will default to show all of the current admission terms.

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

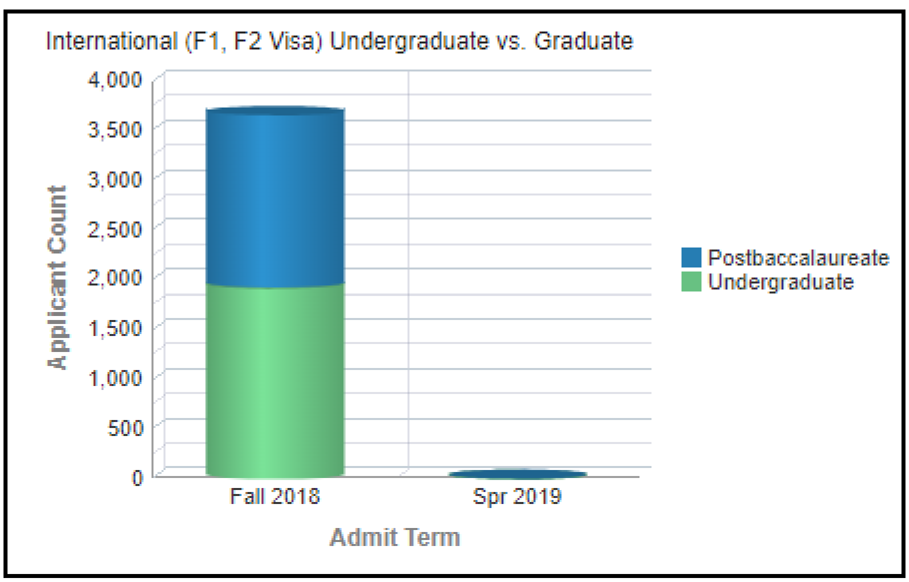
The first section of the report contains the available filters. Utilize the filters to narrow down your report results or find specific values.



Filter Descriptions

Filter	Description
Admit Term	The academic term(s) for which you wish to see admission information.

Reading the Chart



The Foreign (F1 Visa) Undergraduate vs. Graduate chart shows the total number of international/foreign students accepted by admit term.

The legend to the right of the chart shows which academic career is represented by the colored bars.

Reading the Table

	Applicant Count	
Admit Term	Postbaccalaureate	Undergraduate
Fall 2018	1746	1927
Spr 2019	4	12

Admit Term is equal to **Fall 2018, Spr 2019**
and Visa Permit Type is equal to **F1, F2**

Available Columns

Column	Description
Admit Term	Indicates the academic term for the admission.
Applicant Count	The total number of international applicants broken down into counts for postbaccalaureate and undergraduate applicants.

Need More Help?

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Budget Management

Budget Management Dashboard Overview

This article contains an overview of the Budget Management dashboard including: available reports and report defaults.

This user guide assumes basic knowledge of Data Warehouse. User guides and tutorials on the basic features of Data Warehouse are available at the IT Training website: http://www.fullerton.edu/ittraining/peoplesoft/dw.

Available Reports

The following reports are currently available for the Budget Management dashboard:

- **Baseline Position Budget**: Updated nightly, this report is the Baseline Salary Budget Roster which takes permanent budget by organization and identifies all permanent employees. It can be used to verify if there are enough funds to cover salaries of existing employees, replacements or new positions in an organization. It pulls baseline salary budget and compares with official employee compensation rate that translates to annual salaries and gives a budget plan. This report identifies budget need of an organization from a Multi-Year Planning perspective. It represents an approved annualized funding plan for salary of permanent employees and identifies permanent structural deficits, if any. This report can also be called Annual Permanent Positions Roster. It includes: Budgeted FTE, Baseline Budget, Annualized Salary, Annualized TBH (To Be Hired) Salary, and Base Available.

- **Baseline Budget All Employees:** Similar to the Baseline Position Budget report, the Baseline Budget All Employees report is a Position Roster for all employees, not just permanent ones funded from Baseline and One-Time funding. Although detailed position information is only available for salaried employees based on annual salary, you can see the allocated budget for temporary help (including fiscal year renewals), student assistants, and other non-permanent employees. It includes: Budgeted FTE, Baseline Budget, Annualized Salary, Annualized TBH (To Be Hired) Salary, and Budget Available. Departments can budget for non-salaried (hourly employees) using TBH Salary for planning purposes (optional).

- **FY Salary Budget**: This report identifies budget need from a Current Fiscal Year Planning Perspective (non permanent/annual budget to account for the impact of changes throughout the fiscal year) based onactual YTD payroll (such as stipends/lump sum payments and overtime). It includes: FY Budget, YTD Projected Pay, Department Position Budget, and Budget Available. Similar to the Baseline Position Budget Report, this report includes budget need for vacant/to be hired positions. Users can drill down in the report to see details of each position with regards to Department Position Budget.

- **FY Salary Detail:** This report supplements the FY Salary Budget report by providing drill down detail into the YTD Projected Pay. This detail shows each employee and their YTD pay for each month as well as projected pay for the remainder of the fiscal year and is similar to the Employee Salary Projection report.

- **FY Salary and OEE Budget**: This report shows your current balance for all of your transactions (both salary and non-salary transactions) and projections for payroll expenses. It includes: Baseline Budget, Revised Budget, Current Year Actuals, Encumbrance, Pre-Encumbrance, Budget Balance Available, Expenditure Forecast - Payroll Expense, and Projected BBA Including Payroll.

- **Financial Summary By Year:** This report groups together all revenue and expenditures by account type andcategory to give an overall summary for a single fiscal year or a range of fiscal years. It includes the Department, Fund, Account Category, and Actuals for each fiscal year included on the report.

- **Budget Projection by Source**: This report shows expenditure projections through the end of the fiscal year for salaries, benefits, OE&E, and revenue, from all funding source(s) that may be applied to those line items, and the net difference. It includes: Expenditure Category, Expenditure Projection, ASI, Capital, Continuing Education, Cost Recovery, Financial Aid, Graduation Initiative, Health Facilities, Housing, Lottery, Operating Fund, Parking, SW CO Grants, State GF, Student Health Center, Student Success Initiative, Trust, Total, and Surplus (Shortage).

- **Budget Projection by Category:** This report shows expenditure projections through the end of the fiscal year broken down by fund and program. It also breaks down the projections by expenditure category and shows the surplus/deficit. It includes: Expenditure Projection, OE&E, Revenue, Salaries, Benefits, Balance Sheet, and Surplus/Deficit.

- **Budget Transaction Detail**: This report is a detail report of all of your budget transactions (both salary and non-salary transactions) such as initial baseline budget, benefits, budget transfers, carry forward, etc. It includes: Scenario, Journal ID, Journal Line Description, Document Line Description, Journal Line Reference, Journal Date, Baseline Budget, and Revised Budget.

- **Employee Salary Projection**: This report shows salary projections for specific employees. It is similar to the Salary Expenditure (SEP) report. It includes: Jobcode, Position Number, Person Name, FTE, Person ID, Actual Pay (white) or Projected Pay (yellow) for each month of the fiscal year, and Total.

Report Defaults

Each report on the Budget Management dashboard has default settings that are applied if you do not set up your own personal preferences for the page using Page Options (see the user guide on Saving & Applying Filters in Data Warehouse for more on this).

- **Baseline Position Budget**: By default, the report will show the current fiscal year, THEFD, and accounts 601030, 601100, 601101, 601201, and 601300.
- **Baseline Budget All Employees**: By default, the report will show the current fiscal year, THEFD, and accounts 601030, 601100, 601101, 601102, 601103, 601201, 601300, 601301, 601302, 601303, 601304, 601800, 601802, 601803, 601804, 601805, 601807, 602001, 602002, and 602011.
- **FY Salary Budget**: By default, the report will show the current fiscal year, THEFD, and accounts 601030, 601100, 601101, 601201, and 601300.
- **FY Salary Detail**: By default, the report will show the current fiscal year, THEFD, and accounts 601030, 601100, 601101, 601201, and 601300.
- **FY Salary and OEE Budget**: By default, the report will show THEFD and both revenue and expenditure accounts (60; 50).
- **Financial Summary By Year:** By default, the report will show the current fiscal year, all accounting periods, both revenue and expenditure accounts (60; 50), and THEFD.
- **Budget Projection by Source**: By default, the report will show both revenue and expenditure accounts (60;50).
- **Budget Projection by Category:** By default, the report will show both revenue and expenditure accounts (60;50).
- **Budget Transaction Detail**: By default, the report will show the current fiscal year, the current accounting period (year to date), and THEFD.
- **Employee Salary Projection**: By default, the report will show you the current fiscal year, all accounting periods, THEFD, and accounts 601030, 601100, 601101, 601201, and 601300.

Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Baseline Position Budget Report

This article covers how to run and interpret the Baseline Position Budget report on the Budget Management dashboard.

What does this report show?

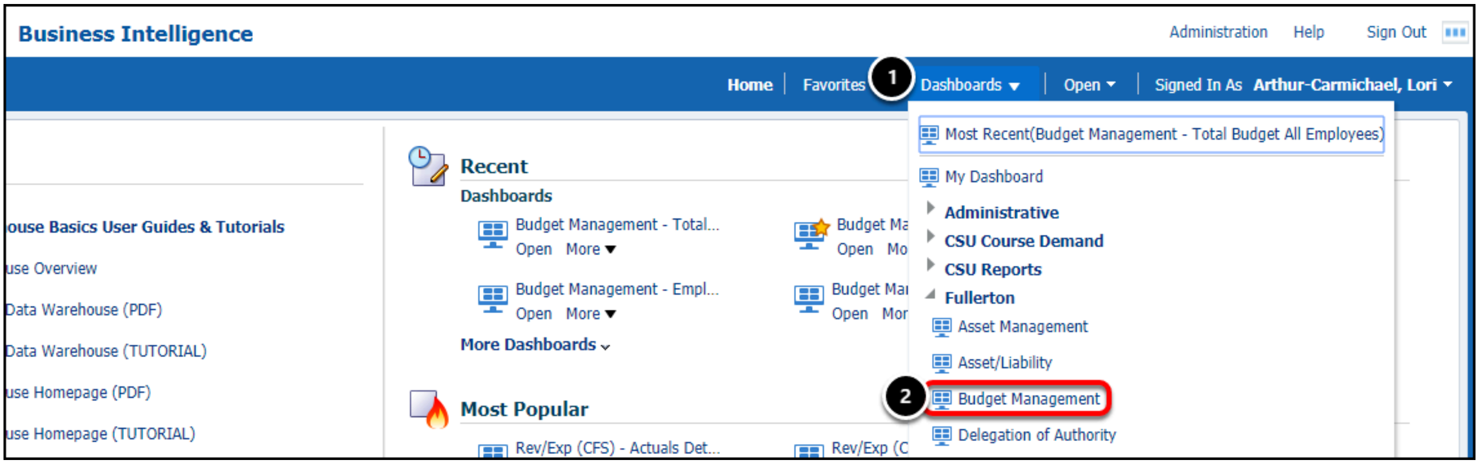
Updated nightly, this report is the Baseline Salary Budget Roster which takes permanent budget by organization and identifies all permanent employees. It can be used to verify if there are enough funds to cover salaries of existing employees, replacements or new positions in an organization. It pulls baseline salary budget and compares with official employee compensation rate that translates to annual salaries and gives a budget plan. This report identifies budget need of an organization from a Multi-Year Planning perspective. It represents an approved annualized funding plan for salary of permanent employees and identifies permanent structural deficits, if any. This report can also be called Annual Permanent Positions Roster. It includes: Budgeted FTE, Baseline Budget, Annualized Base Salary, Annualized TBH (To Be Hired) Salary, and Base Available.

Accessing the Report

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

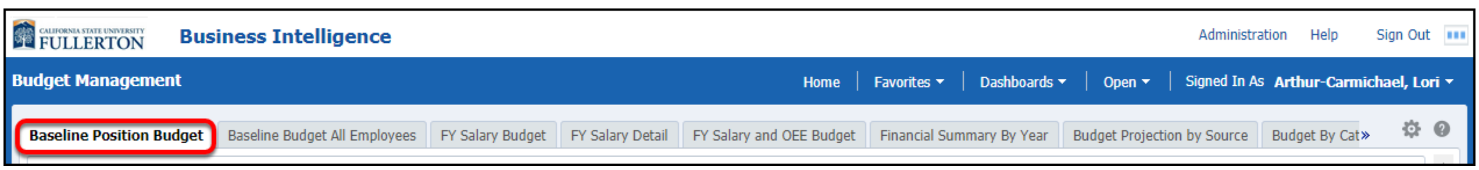
[View instructions on how to access the Data Warehouse (OBIEE).]

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

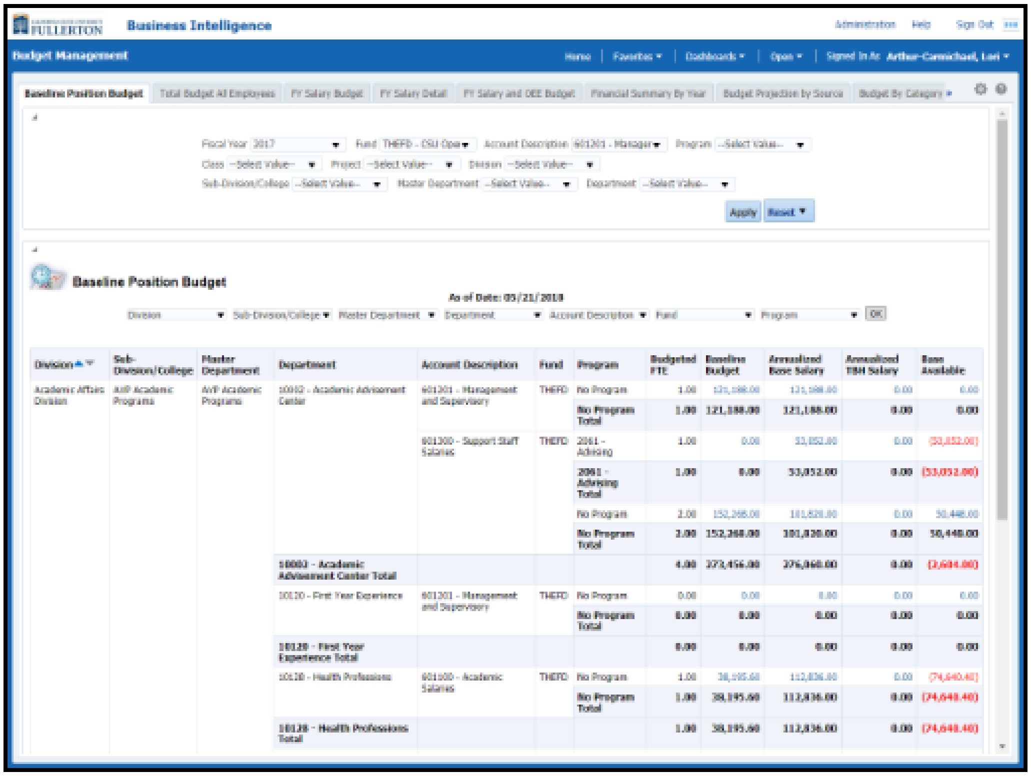
3. Click the Baseline Position Budget tab on the Budget Management dashboard.



Report Overview

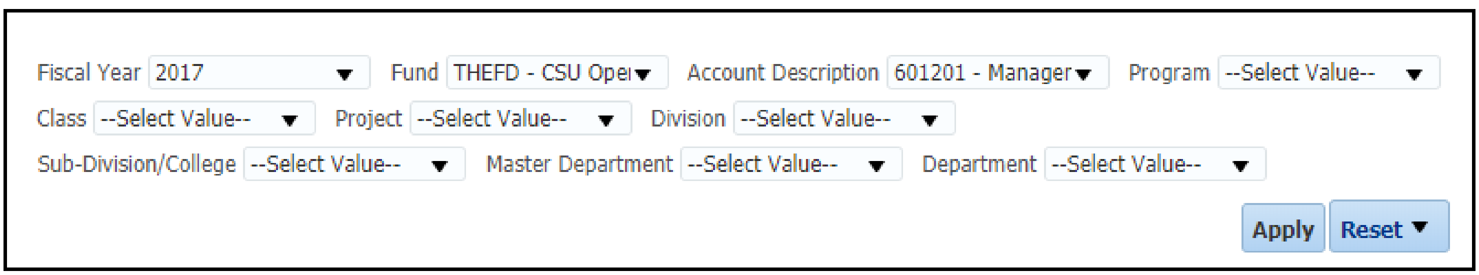
The Baseline Position Budget report is a year-to-date report by fiscal year.

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.



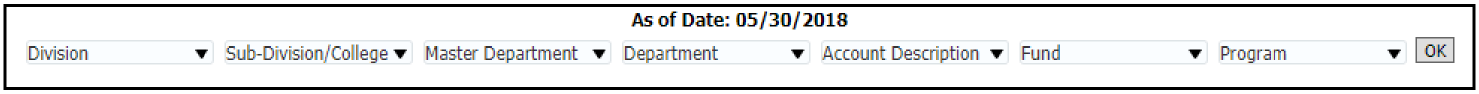
Filter Descriptions

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).

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
Account Description	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 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 one or more specific master departments 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

As of Date will show when the data was last updated with the budget data, HR data on number of FTEs and Annualized Base Salary, and PBPS data on Annualized TBH Salary.

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

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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	**Description**
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.

Column	Description
Department	The department ID and department name associated with the line item.
Account Description	The account code and name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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

Division	Sub-Division/College	Master Department	Department	Account Description	Fund	Program	Budgeted FTE	Baseline Budget	Annualized Base Salary	Annualized TBH Salary	Base Available
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	No Program	1.00	[illegible]	[illegible]	[illegible]	[illegible]
						No Program Total	**1.00**	[illegible]	[illegible]	[illegible]	[illegible]
				601300 - Support Staff Salaries	THEFD	No Program	7.00	[illegible]	[illegible]	[illegible]	[illegible]
						No Program Total	**7.00**	[illegible]	[illegible]	[illegible]	[illegible]
			10008 - IT-Administration Total				**8.00**	[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Column	Description
Budgeted FTE	This column indicates the total Full-Time Equivalency (FTE) of all of the positions in the line item. Note that when there are positions that have less than full-time equivalency (1.00), you may see partial FTE such as 2.75. It is also possible to see 1.00 in the FTE column when there are two part-time .50 FTE positions.

Column	Description
Baseline Budget	The total amount of the baseline budget allocated for the line item as of the fiscal year and closed period.
Annualized Base Salary	This total is calculated by multiplying the base salary of each position under this line item by twelve (12 months) and then adding them all together.
Annualized TBH Salary	This total is calculated by multiplying the base salary of each To Be Hired position that has been added to the PBPS system under this line item by twelve (12 months) and then adding them all together.
Base Available	This total is calculated based on your baseline budget minus your annualized base salary and annualized TBH salary.

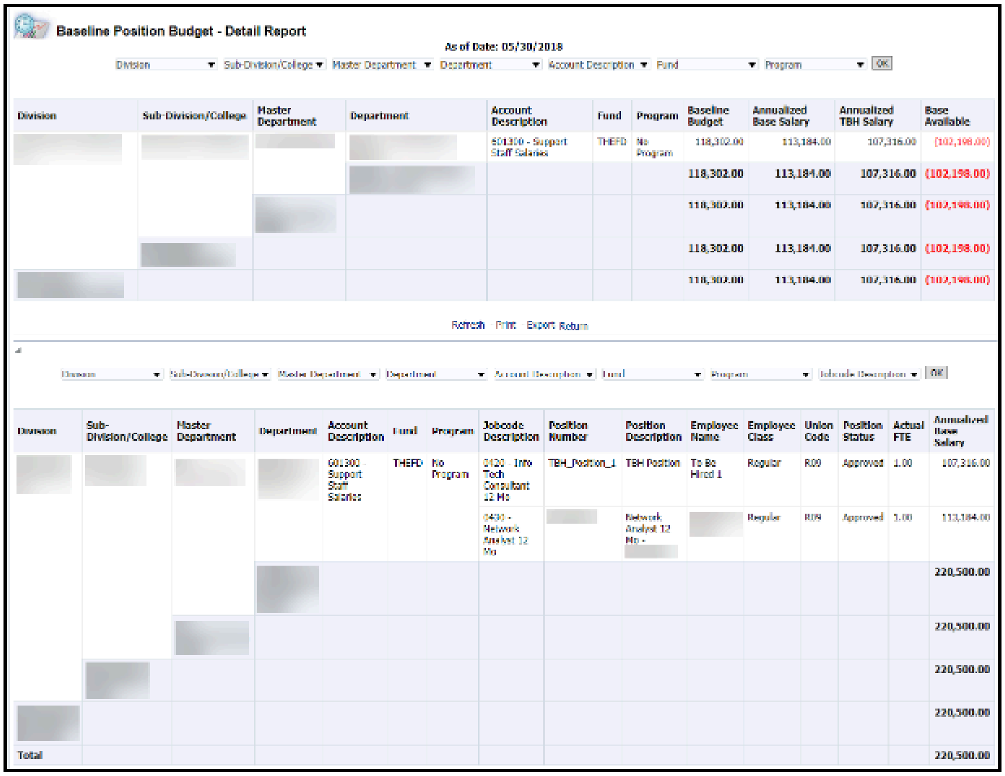
Additional Detail

You can click on hyperlinks in the Baseline Budget, Annualized Base Salary, Annualized TBH Salary, or Base Available totals to view the specific employees whose salaries are included in the total.

1. Click on a hyperlink to view additional details.

Account Description	Fund	Program	Budgeted FTE	Baseline Budget	Annualized Base Salary	Annualized TBH Salary	Base Available
601201 - Management and Supervisory	THEFD	No Program	1.00	219,560.00	126,072.00	0.00	93,488.00
		No Program Total	**1.00**	**219,560.00**	**126,072.00**	**0.00**	**93,488.00**
601300 - Support Staff Salaries	THEFD	No Program	1.00	118,302.00	113,184.00	107,316.00	(102,198.00)
		No Program Total	**1.00**	**118,302.00**	**113,184.00**	**107,316.00**	**(102,198.00)**

Baseline Position Budget Detail Report

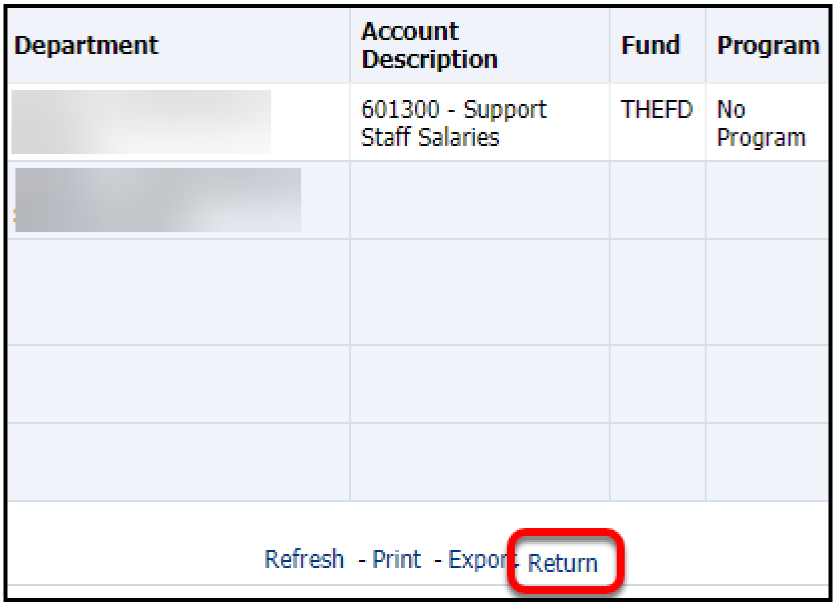


The table at the top shows the report result information from the previous screen.

The table on the bottom shows the same chartfield but with the Jobcode Description, Position Number, Position Description, and Employee Name for each of the positions associated with the chartfield. Depending on which hyperlink you selected on the previous screen, you may see all positions, only permanent positions, or only to be hired positions.

2. To return to the previous screen, click Return below either table.

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



Department	Account Description	Fund	Program
	601300 - Support Staff Salaries	THEFD	No Program

Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Baseline Budget All Employees Report

This article covers how to run and interpret the Baseline Budget All Employees report on the Budget Management dashboard.

What does this report show?

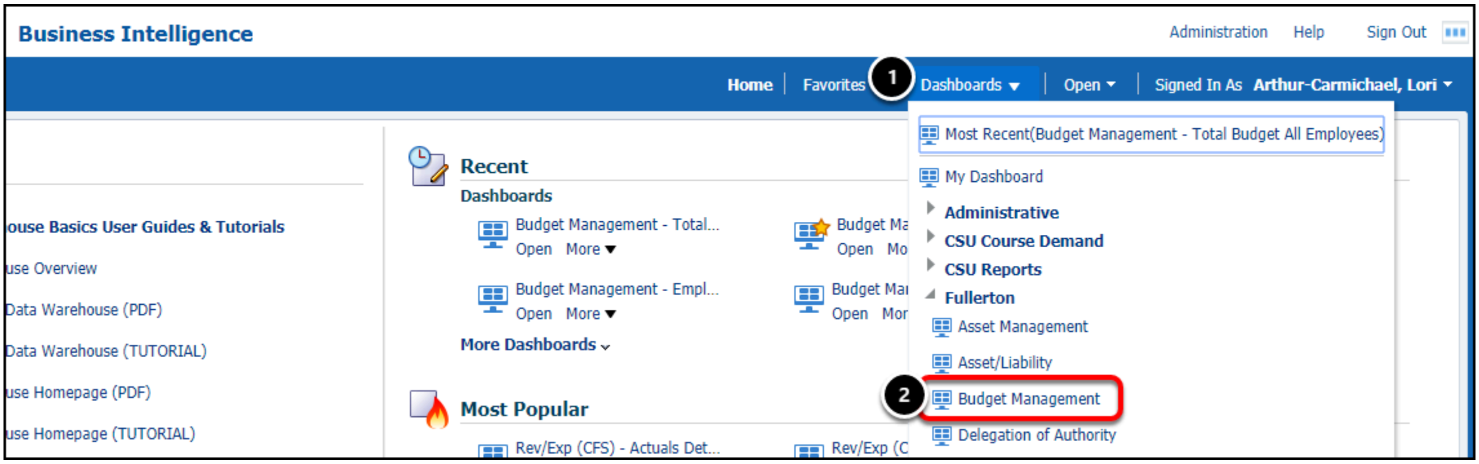
Similar to the Baseline Position Budget report, the Baseline Budget All Employees report is a Position Roster for all employees, not just permanent ones funded from Baseline and One-Time funding. Although detailed position information is only available for salaried employees based on annual salary, you can see the allocated budget for temporary help (including fiscal year renewals), student assistants, and other non-permanent employees. It includes: Budgeted FTE, Baseline Budget, Annualized Salary, Annualized TBH (To Be Hired) Salary, and Budget Available. Departments can budget for non-salaried (hourly employees) using TBH Salary for planning purposes (optional).

Accessing the Report

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

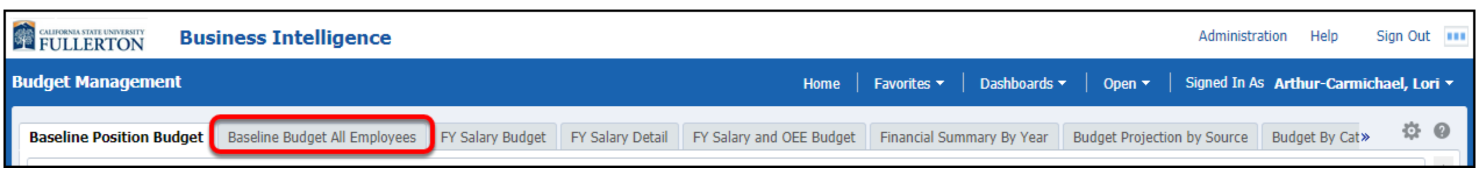
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

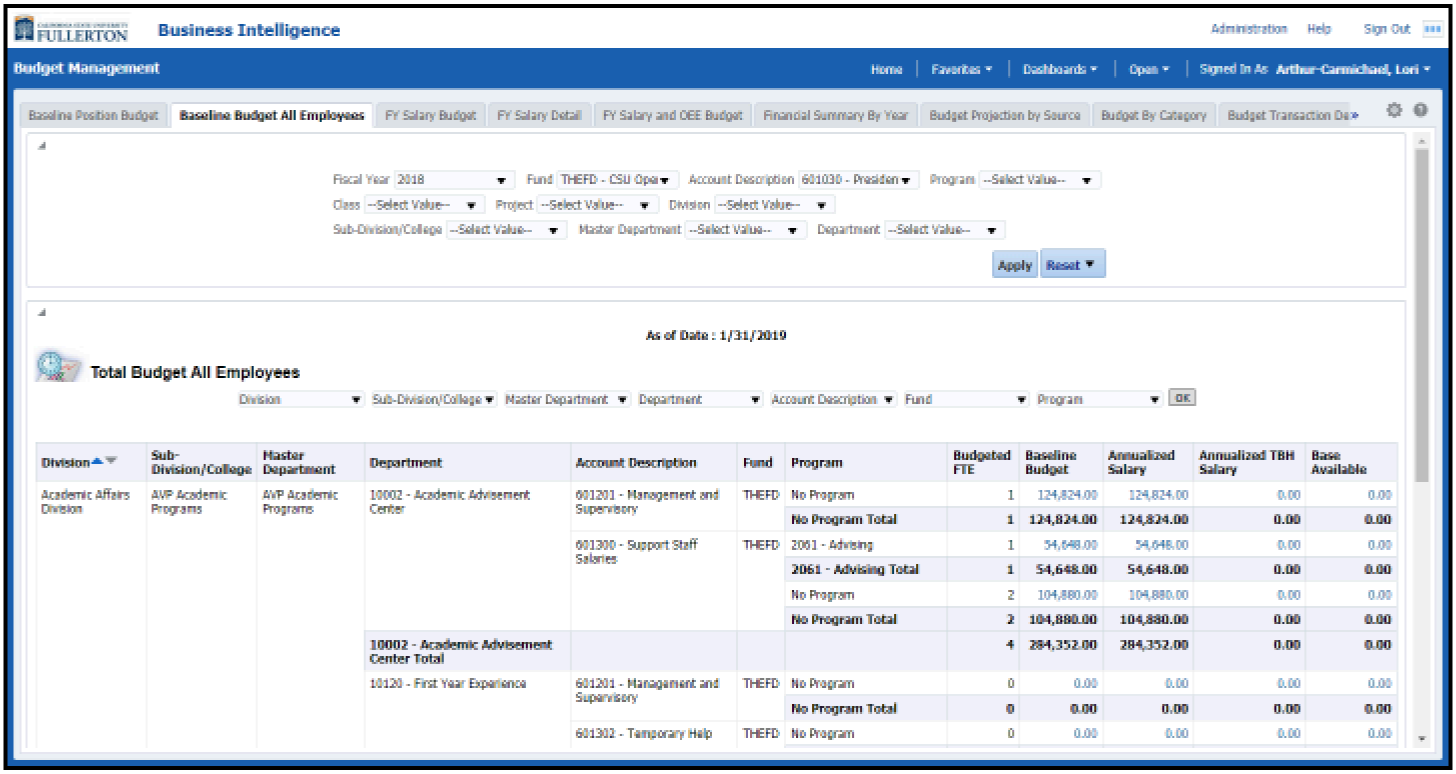
3. Click the Baseline Budget All Employees tab on the Budget Management dashboard.



Report Overview

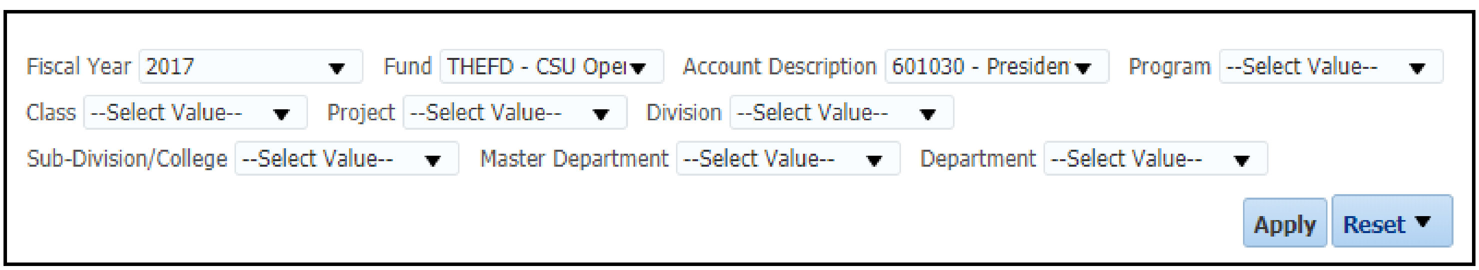
The Baseline Budget All Employees report is a year-to-date report by fiscal year.

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.



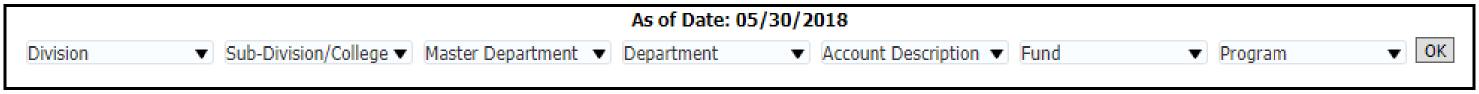
Filter Descriptions

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).

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
Account Description	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 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 one or more specific master departments 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

As of Date will show when the data was last updated with the budget data, HR data on number of FTEs and Annualized Salary, and PBPS data on Annualized TBH Salary.

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

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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.
Department	The department ID and department

Column	Description
	name associated with the line item.
Account Description	The account code and name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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

Division	Sub-Division/College	Master Department	Department	Account Description	Fund	Budgeted FTE	Baseline Budget	Annualized Salary	Annualized TBH Salary	Base Available
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	1	[illegible]	[illegible]	[illegible]	[illegible]
				601300 - Support Staff Salaries	THEFD	7	[illegible]	[illegible]	[illegible]	[illegible]
				601302 - Temporary Help	THEFD	2	[illegible]	[illegible]	[illegible]	[illegible]
				601303 - Student Assistant	THEFD	0	[illegible]	[illegible]	[illegible]	[illegible]
			10008 - IT-Administration Total			**10**	[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Column	Description
Budgeted FTE	This column indicates the total Full-Time Equivalency (FTE) of all of the positions in the line item. Note that when there are positions that have less than full-time equivalency (1.00), you may see partial FTE such as 2.75. It is also possible to see 1.00 in the FTE column when there are two part-time .50 FTE positions.

Column	Description
Baseline Budget	The total amount of the baseline budget allocated for the line item as of the fiscal year and As of Date.
Annualized Salary	This total is calculated by multiplying the base salary of each position under this line item by twelve (12 months) and then adding them all together.
Annualized TBH Salary	This total is calculated by multiplying the base salary of each To Be Hired position that has been added to the PBPS system under this line item by twelve (12 months) and then adding them all together.
Base Available	This total is calculated based on your revised budget minus your annualized base salary and annualized TBH salary.

Additional Detail

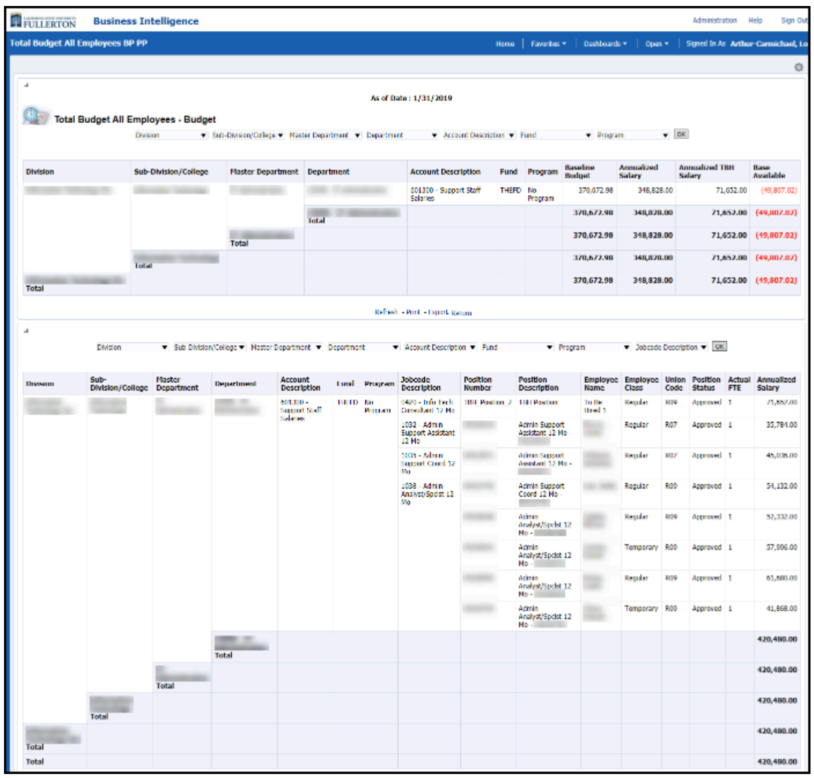
You can click on hyperlinks in the Baseline Budget, Annualized Salary, Annualized TBH Salary, or Base Available totals to view the specific employees whose salaries are included in the total.

⚠ Detail is unavailable for student assistant positions and other hourly, intermittent employees.

1. Click on a hyperlink to view additional details.

Account Description	Fund	Budgeted FTE	Baseline Budget	Annualized Salary	Annualized TBH Salary	Base Available
601201 - Management and Supervisory	THEFD	1	198,872.60	363,684.00	103,488.00	(268,299.40)
601300 - Support Staff Salaries	THEFD	7	370,672.98	348,828.00	71,652.00	(49,807.02)
601302 - Temporary Help	THEFD	2	81,866.24	210,804.00	0.00	(128,937.76)
601303 - Student Assistant	THEFD	0	13,240.00	0.00	0.00	13,240.00

Baseline Budget All Employees Detail

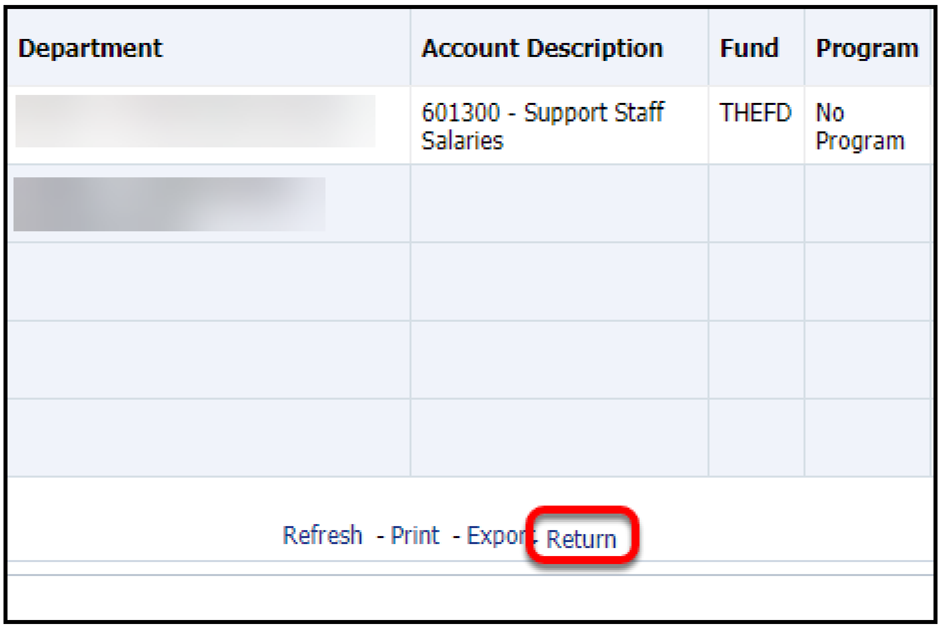


The table at the top shows the report result information from the previous screen.

The table on the bottom shows the same chartfield but with the Jobcode Description, Position Number, Position Description, Employee Name, Employee Classification, Union Code, Position Status, Actual FTE, and Annualized Salary for each of the positions associated with the chartfield. Depending on which hyperlink you selected on the previous screen, you may see all positions, only permanent positions, or only to be hired positions.

2. To return to the previous screen, click Return below either table.

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



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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

FY Salary Budget Report

This article covers how to run and interpret the FY Salary Budget report on the Budget Management dashboard.

What does this report show?

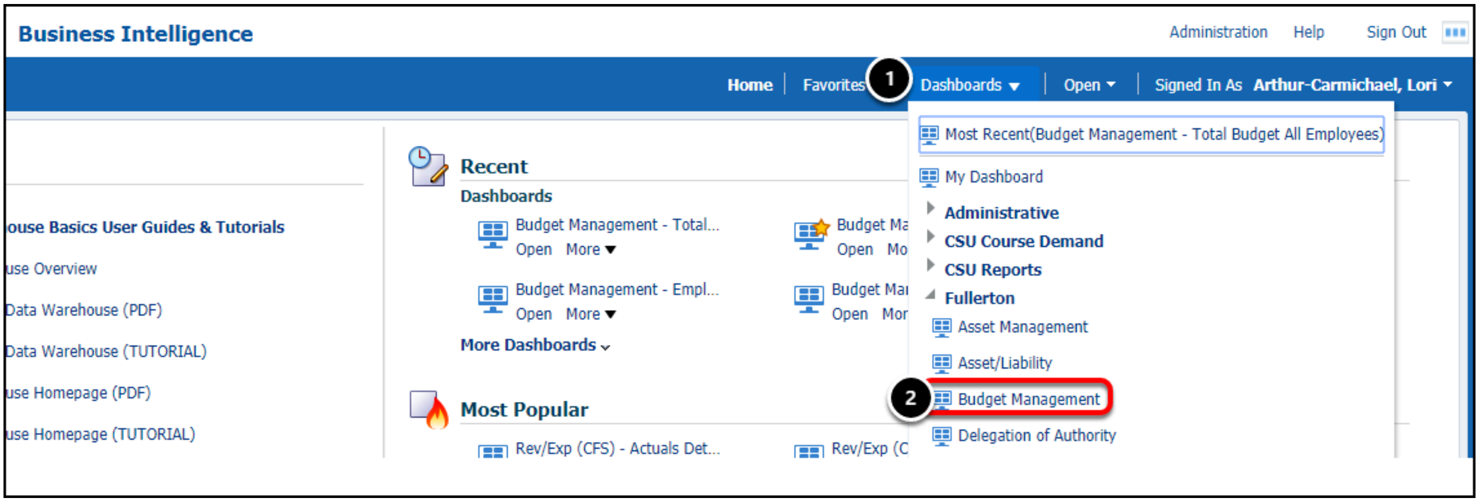
This report identifies budget need from a Current Fiscal Year Planning Perspective (non permanent/annual budget to account for the impact of changes throughout the fiscal year) based on actual YTD payroll (such as stipends/lump sum payments and overtime). It includes: FY Budget, YTD Projected Pay, Department Position Budget, and Budget Available. Similar to the Baseline Position Budget Report, this report includes budget need for vacant/to be hired positions. Users can drill down in the report to see details of each position with regards to Department Position Budget.

Accessing the Report

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

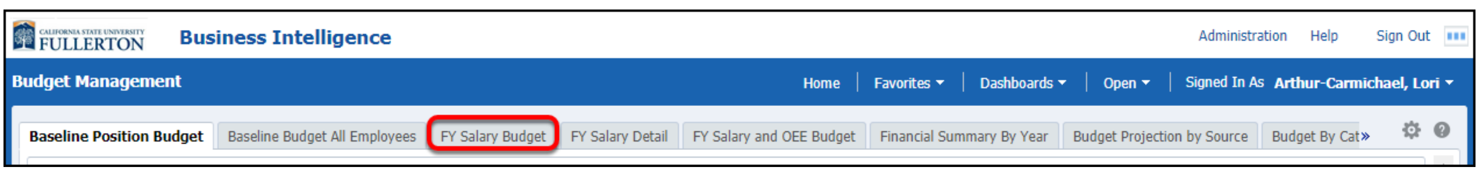
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

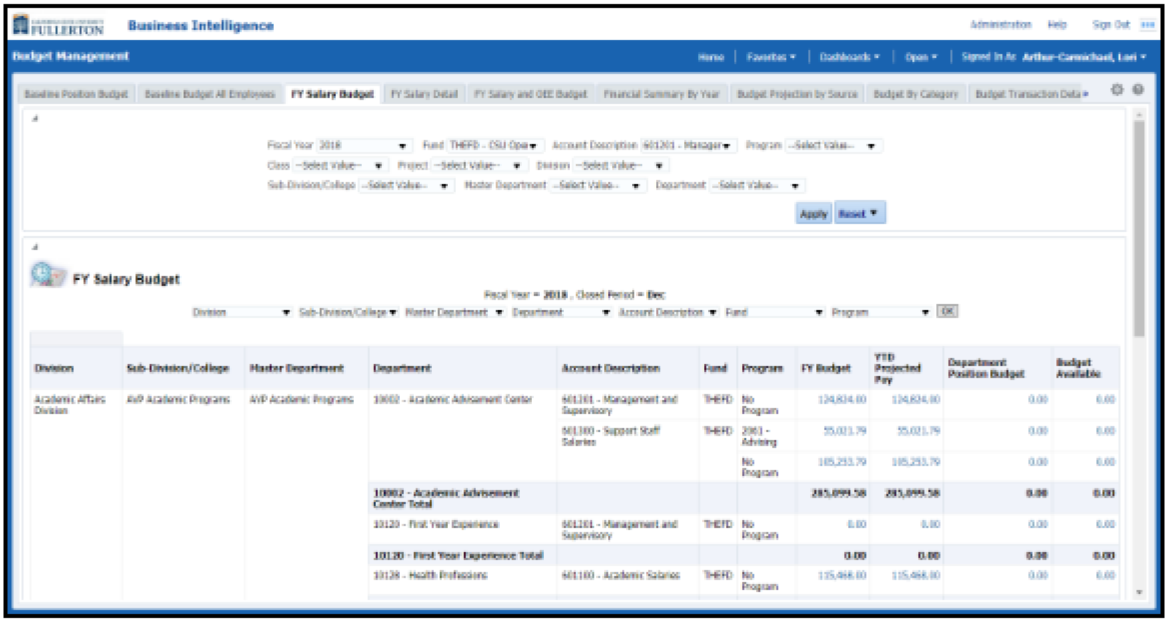
3. Click the FY Salary Budget tab on the Budget Management dashboard.



Report Overview

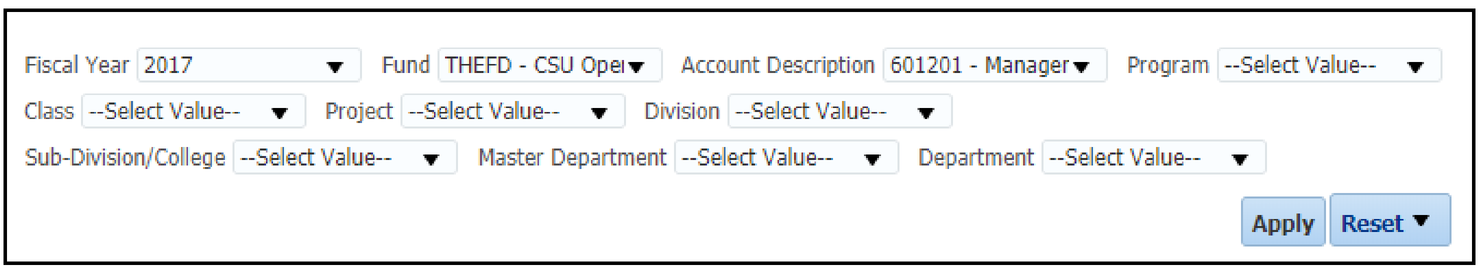
The FY Salary Budget report is a year-to-date report by fiscal year.

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.



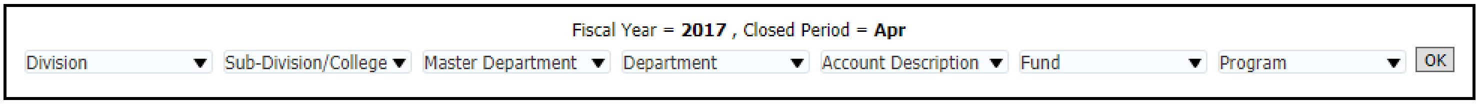
Filter Descriptions

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).
Fund	The specific fund code(s) for which you wish to view data.
Account Description	The specific account code(s) for which

Filter	Description
	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 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 one or more specific master departments 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

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

Closed Period will be the most recent accounting period/month that has closed.

Therefore, the report will be showing year-to-date information for the selected fiscal year from July 1st through the Closed 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 and then click OK.

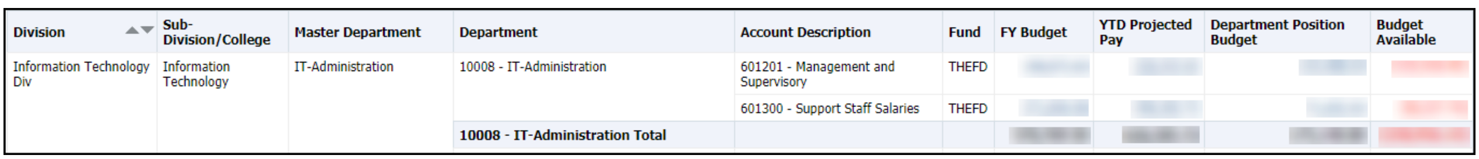
For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.
Department	The department ID and department name associated with the line item.
Account Description	The account code and name associated with the line item.

Column	Description
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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



Division	Sub-Division/College	Master Department	Department	Account Description	Fund	FY Budget	YTD Projected Pay	Department Position Budget	Budget Available
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	[illegible]	[illegible]	[illegible]	[illegible]
				601300 - Support Staff Salaries	THEFD	[illegible]	[illegible]	[illegible]	[illegible]
			10008 - IT-Administration Total			[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Column	Description
FY Budget	The total amount of the revised budget allocated for the line item as of the fiscal year and closed period.
YTD Projected Pay	The amount currently spent this fiscal year on salaries for the line item plus salary projections for the rest of the fiscal year.
Department Position Budget	The amount budgeted for the salaries of the position(s) in the line item.
Budget Available	This total is calculated based on the budget minus the YTD projected pay and the department position budget.

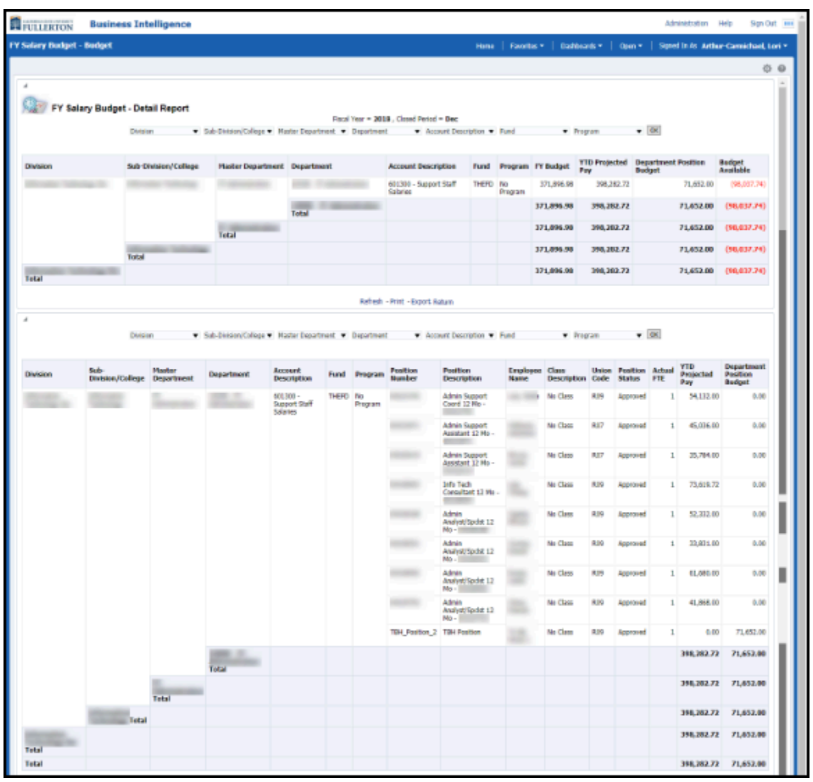
Additional Detail

You can click on hyperlinks in the FY Budget, YTD Projected Pay, Department Position Budget, or Budget Available totals to view additional Department Position Budget details.

1. Click on a hyperlink to view additional details.

Account Description	Fund	FY Budget	YTD Projected Pay	Department Position Budget	Budget Available
601201 - Management and Supervisory	THEFD	198,872.60	228,303.00	103,488.00	(132,918.40)
601300 - Support Staff Salaries	THEFD	371,896.98	398,282.72	71,652.00	(98,037.74)
		570,769.58	**626,585.72**	**175,140.00**	**(230,956.14)**

FY Salary Budget Detail

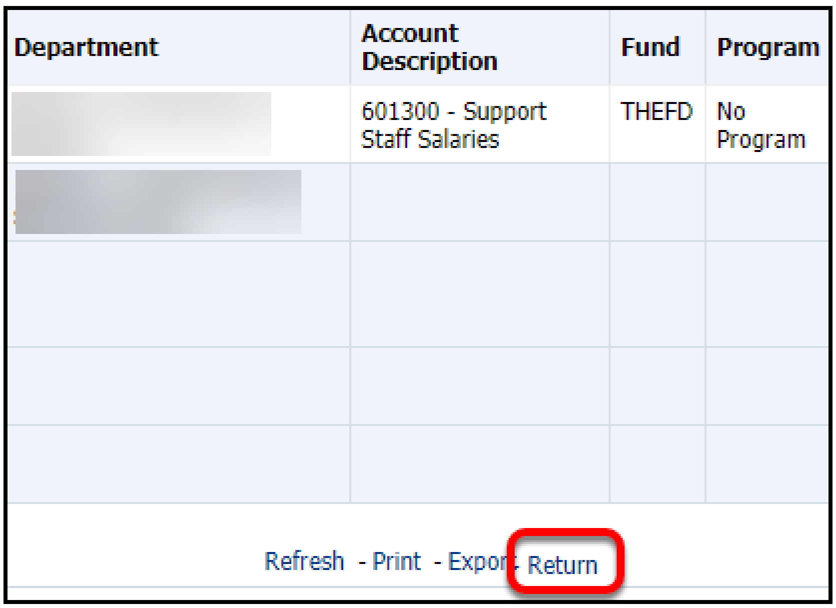


The table at the top shows the report result information from the previous screen.

The table on the bottom shows the same chartfield but with the Position Number, Position Description, Employee Name, Class Description, Union Code, Position Status, Actual FTE, YTD Projected Pay, and Department Position Budget for each of the positions.

2. To return to the previous screen, click Return below either table.

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



Department	Account Description	Fund	Program
	601300 - Support Staff Salaries	THEFD	No Program

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 assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

FY Salary Detail Report

This article covers how to run and interpret the FY Salary Detail report on the Budget Management dashboard.

What does this report show?

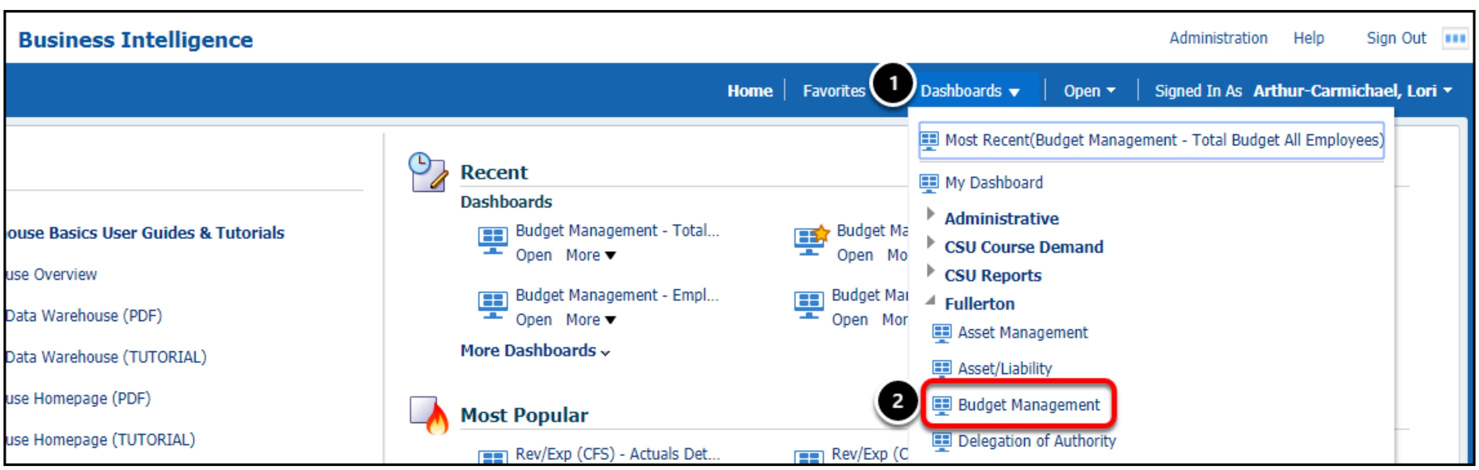
This report supplements the FY Salary Budget report by providing drill down detail into the YTD Projected Pay. This detail shows each employee and their YTD pay for each month as well as projected pay for the remainder of the fiscal year and is similar to the Employee Salary Projection report.

Accessing the Report

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

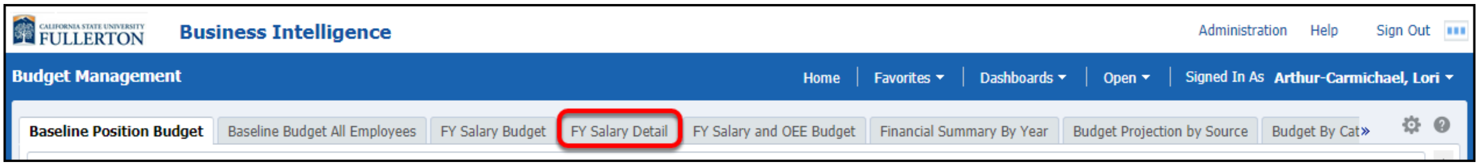
[View instructions on how to access the Data Warehouse (OBIEE).]

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

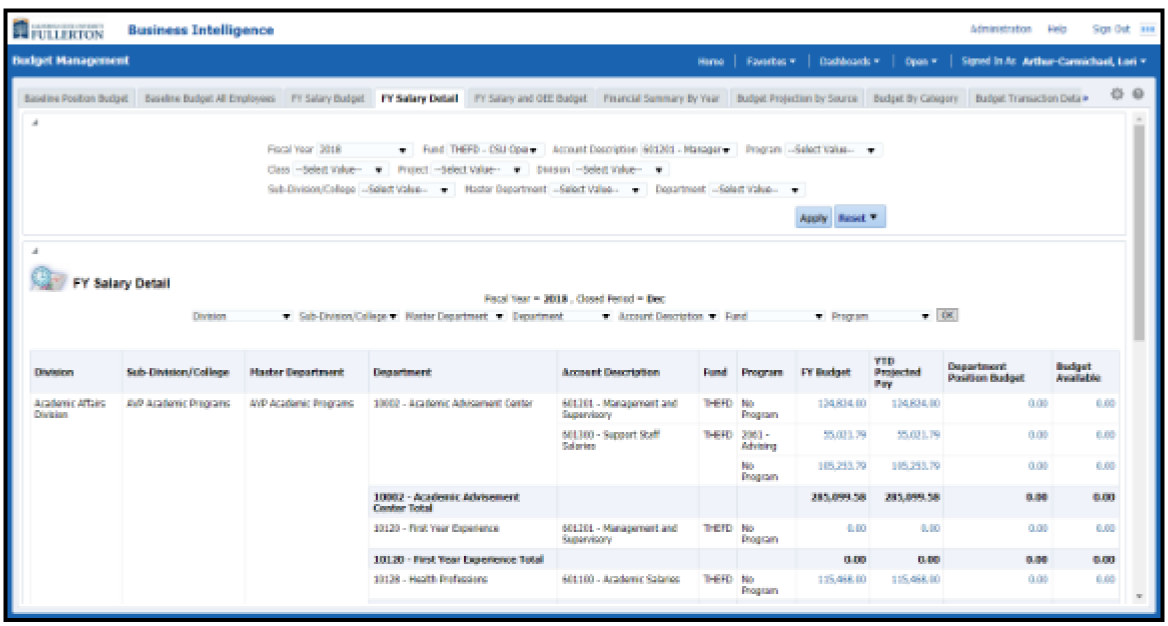
3. Click the FY Salary Detail tab on the Budget Management dashboard.



Report Overview

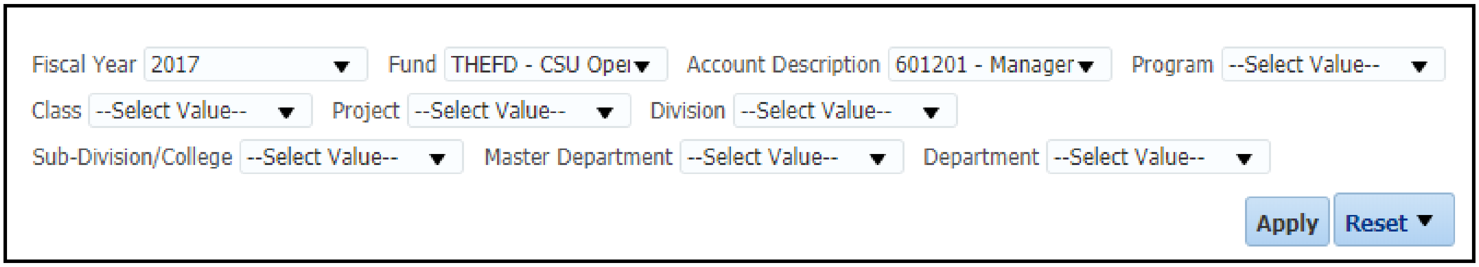
The FY Salary Detail report is a year-to-date report by fiscal year.

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.



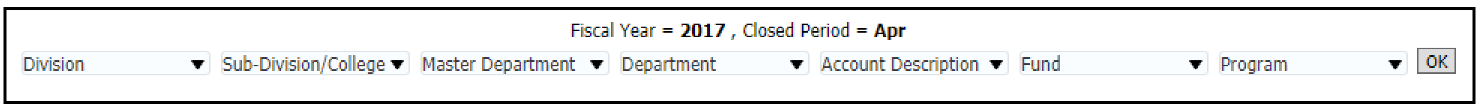
Filter Descriptions

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).
Fund	The specific fund code(s) for which you wish to view data.
Account Description	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 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.

Filter	Description
Master Department	A Master Department groups several departments together. Use this to select one or more specific master departments 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

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

Closed Period will be the most recent accounting period/month that has closed.

Therefore, the report will be showing year-to-date information for the selected fiscal year from July 1st through the Closed 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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.
Department	The department ID and department name associated with the line item.
Account Description	The account code and name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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

Division	Sub-Division/College	Master Department	Department	Account Description	Fund	Program	FY Budget	YTD Projected Pay	Department Position Budget	Budget Available
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	No Program	[illegible]	[illegible]	[illegible]	[illegible]
				601300 - Support Staff Salaries	THEFD	No Program	[illegible]	[illegible]	[illegible]	[illegible]
			10008 - IT-Administration Total				[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Column	Description
FY Budget	The total amount of the revised budget allocated for the line item as of the fiscal year and closed period.
YTD Projected Pay	The amount currently spent this fiscal year on salaries for the line item plus salary projections for the rest of the fiscal year.
Department Position Budget	The amount budgeted for the salaries of the position(s) in the line item.
Budget Available	This total is calculated based on the revised budget minus the YTD projected pay and the department position budget.

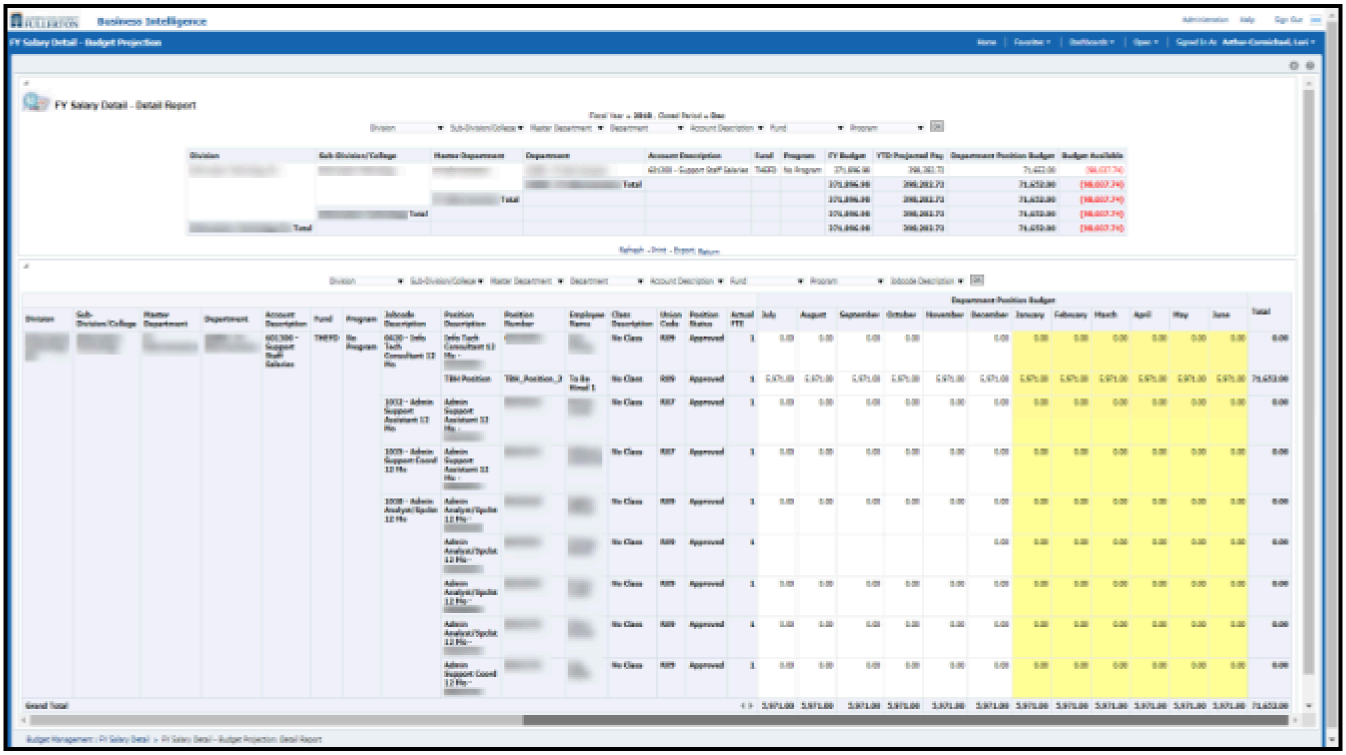
Additional Detail

You can click on hyperlinks in the FY Budget, YTD Projected Pay, Department Position Budget, or Budget Available totals to view additional YTD Projected Pay details.

1. Click on a hyperlink to view additional details.

Account Description	Fund	FY Budget	YTD Projected Pay	Department Position Budget	Budget Available
601201 - Management and Supervisory	THEFD	198,872.60	228,303.00	103,488.00	(132,918.40)
601300 - Support Staff Salaries	THEFD	371,896.98	398,282.72	71,652.00	(98,037.74)
		570,769.58	**626,585.72**	**175,140.00**	**(230,956.14)**

FY Salary Detail - YTD Projection Detail

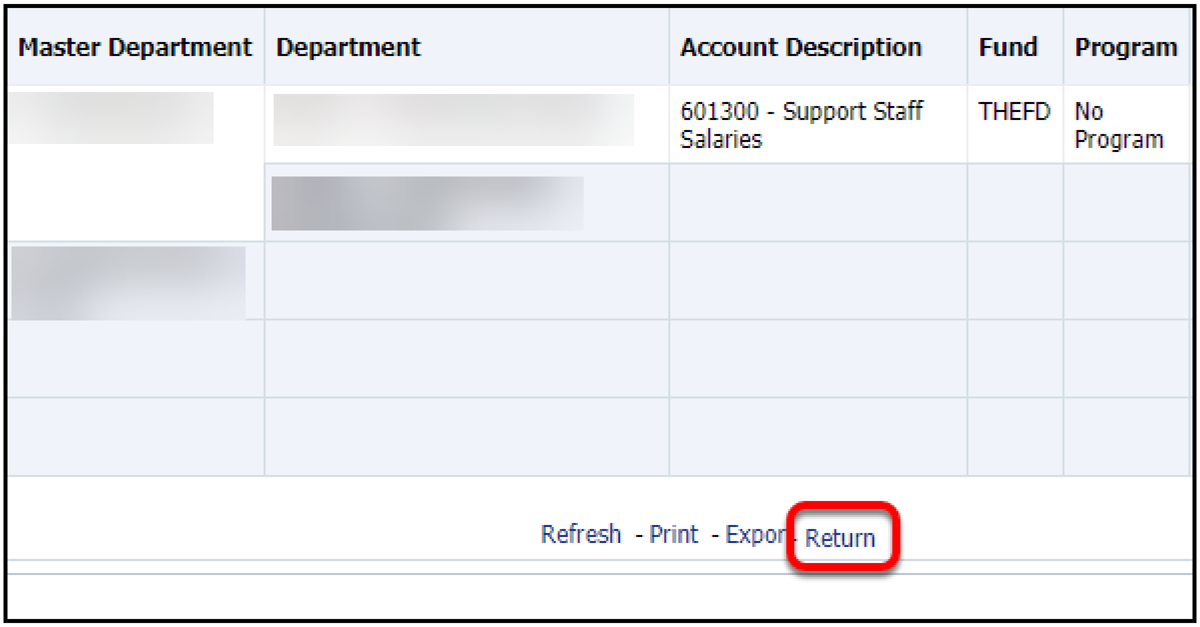


The table at the top shows the report result information from the previous screen.

The table on the bottom shows the same chartfield but with the Jobcode Description, Position Description, Position Number, Employee Name, Class Description, Union Code, Position Status, Actual FTE, Actual Pay, Projected Pay (in yellow), and Total for each of the positions.

2. To return to the previous screen, click Return below either table.

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



Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

FY Salary and OEE Budget Report

This article covers how to run and interpret the FY Salary and OEE Budget report on the Budget Management dashboard.

What does this report show?

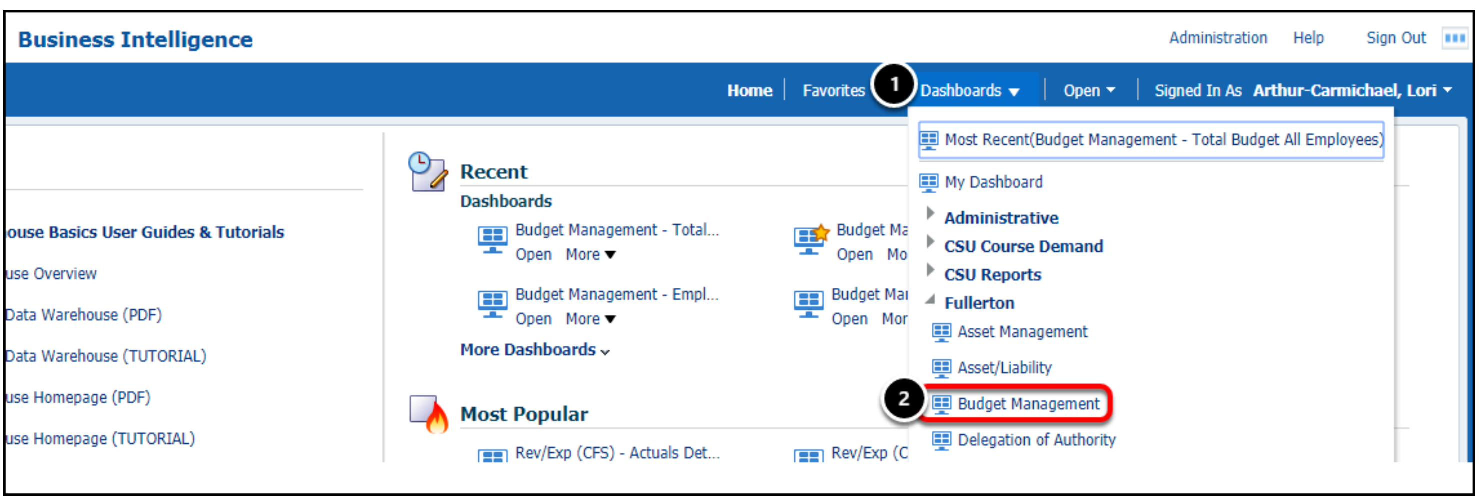
This report shows your current balance for all of your transactions (both salary and non-salary transactions) and projections for payroll expenses. It includes: Baseline Budget, Revised Budget, Current Year Actuals, Encumbrance, Pre-Encumbrance, Budget Balance Available, Expenditure Forecast - Payroll Expense, and Projected BBA Including Payroll.

Accessing the Report

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

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

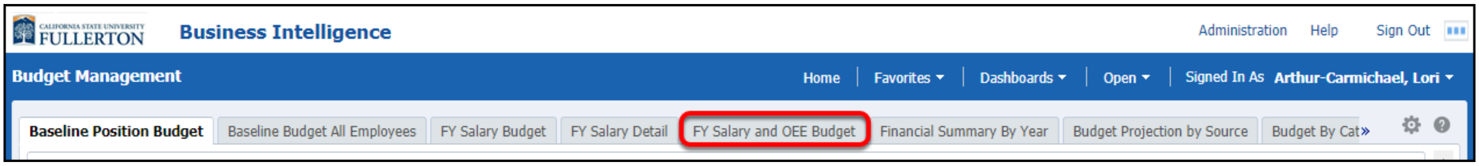
2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.

2. Select **Budget Management**.

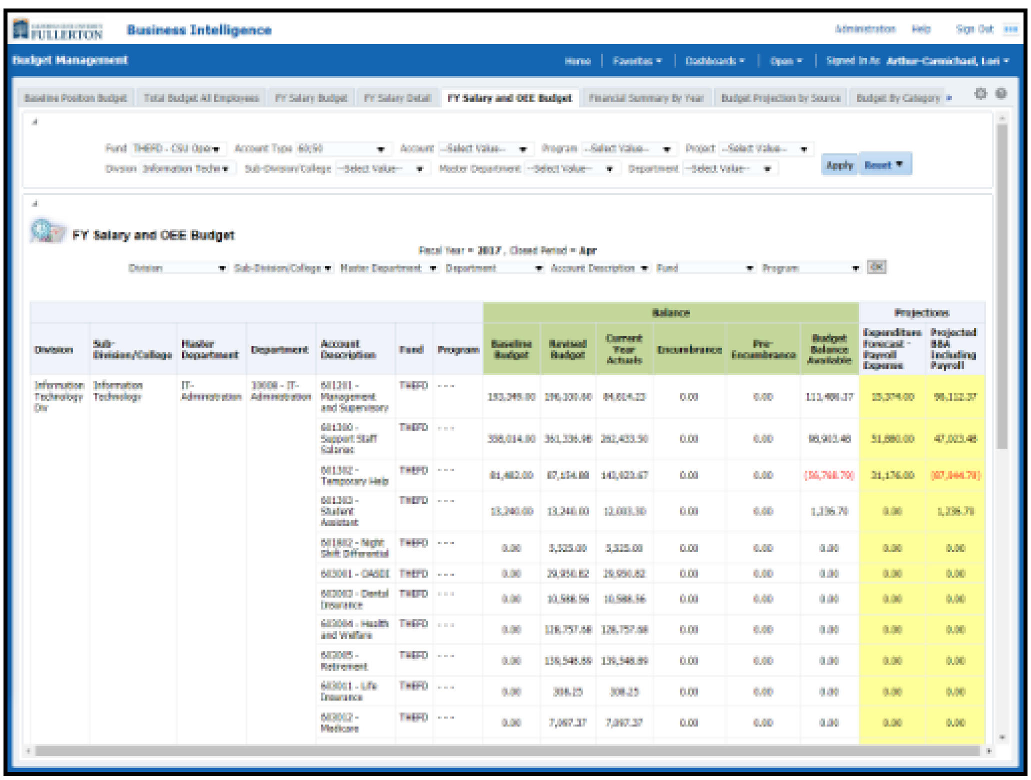
3. Click the FY Salary and OEE Budget tab on the Budget Management dashboard.



Report Overview

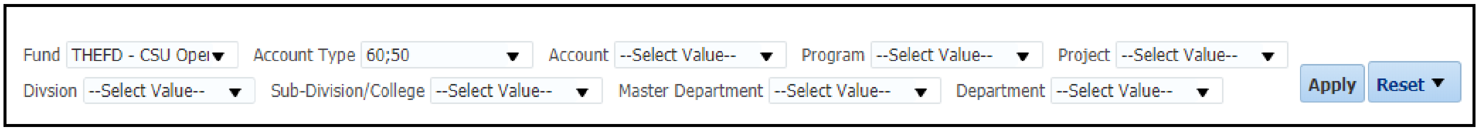
The FY Salary and OEE Budget report is a year-to-date report for the current fiscal year.

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.



Filter Descriptions

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
Account Type	The specific account code types for which you wish to view data. Available account types include 50 (revenue) and 60 (expense).
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 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.

Filter	Description
Master Department	A Master Department groups several departments together. Use this to select one or more specific master departments 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

Fiscal Year is the current fiscal year (e.g., 2017 = FY 2017-2018).

Closed Period will be the most recent accounting period/month that has closed.

Therefore, the report will be showing year-to-date information for the current fiscal year from July 1st through the Closed 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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.
Department	The department ID and department name associated with the line item.
Account Description	The account code and name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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

							Balance						Projections	
Division	Sub-Division/College	Master Department	Department	Account Description	Fund	Program	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available	Expenditure Forecast - Payroll Expense	Projected BBA Including Payroll
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				601300 - Support Staff Salaries	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				601302 - Temporary Help	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				601303 - Student Assistant	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				601802 - Night Shift Differential	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				603001 - OASDI	THEFD	- - -	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Column	Description
Baseline Budget	The total amount of the baseline budget allocated for the line item for the fiscal year as of the closed period.
Revised Budget	The total amount of the revised budget for the fiscal year as of the closed period which includes the baseline budget plus or minus any adjustments to that budget, including one-time budget transfers.
Current Year Actuals	The total amount of all year-to-date revenue and expenditures as of the closed period.
Encumbrance	The total amount of encumbrances (purchase orders) still active as of the closed period.
Pre-Encumbrance	The total amount of pre-encumbrances (approved purchase requisitions) still active as of the closed period.
Budget Balance Available	This total is calculated based on your revised budget minus your current year actuals, encumbrances, and pre-encumbrances.
Expenditure Forecast - Payroll Expense	The total amount of projected salary expenses for the fiscal year for the line item.
Projected BBA Including Payroll	This total is calculated based on the Budget Balance Available minus the Expenditure Forecast-Payroll Expense.

Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Financial Summary by Year Report

This article covers how to run and interpret the Financial Summary by Year report on the Budget Management dashboard.

What does this report show?

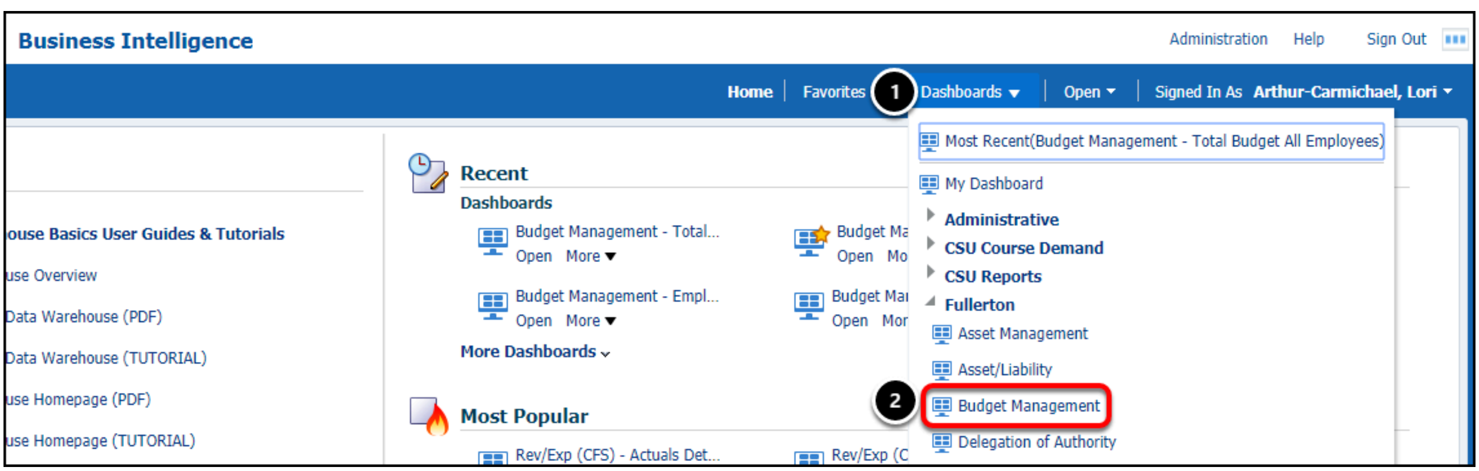
This report groups together all revenue and expenditures by account type and category to give an overall summary for a single fiscal year or a range of fiscal years. It includes the Department, Fund, Account Category, and Actuals for each fiscal year included on the report.

Accessing the Report

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

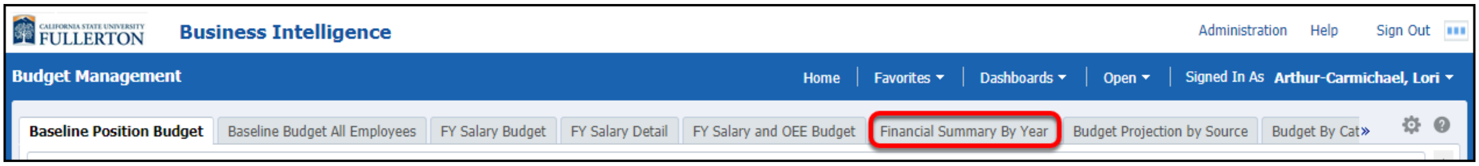
[View instructions on how to access the Data Warehouse (OBIEE).]()

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

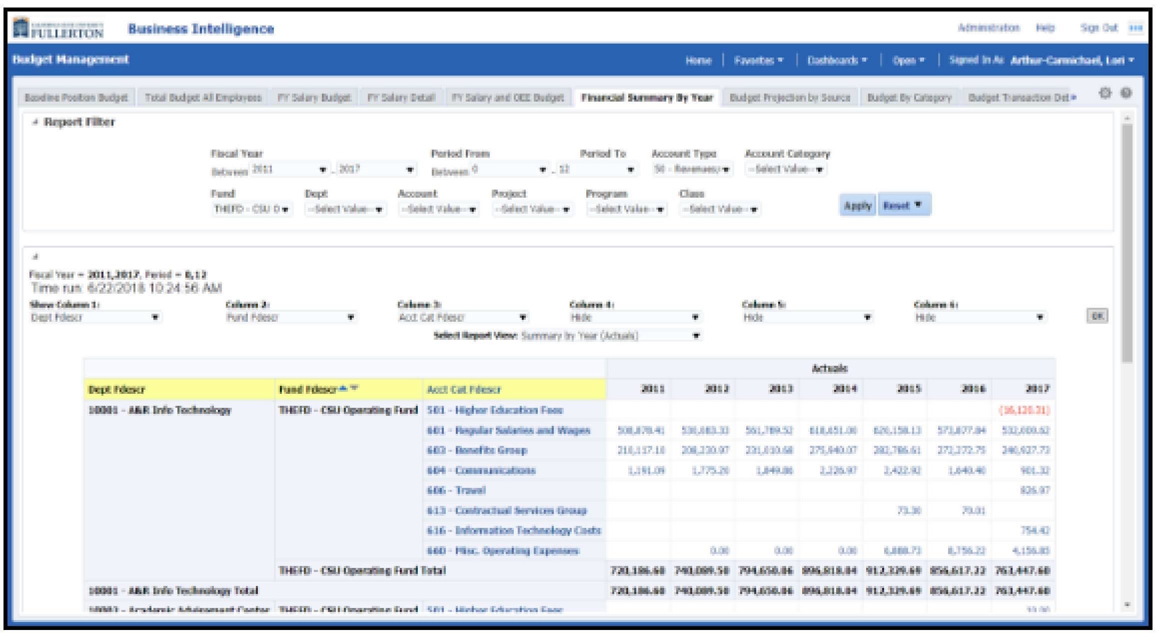
3. Click the Financial Summary By Year tab on the Budget Management dashboard.



Report Overview

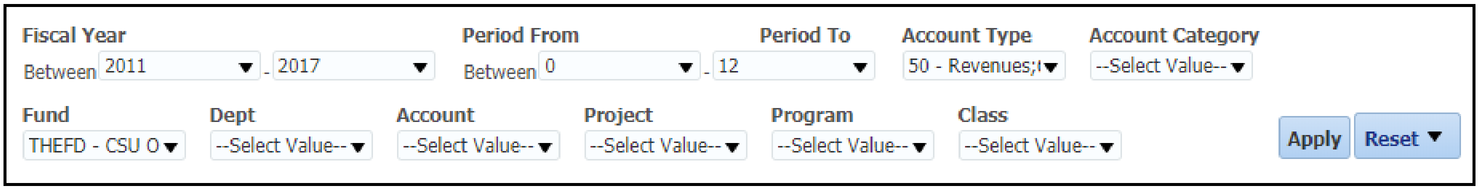
The Financial Summary By Year report is a multi-year report by fiscal year.

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.



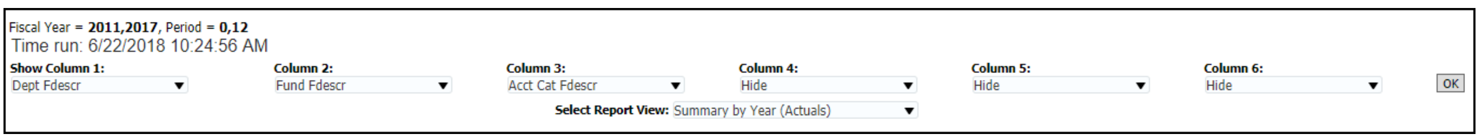
Filter Descriptions

Filter	Description
Fiscal Year (Between)	The range of fiscal years for which you wish to view data. Recall that each calendar year represents a fiscal year (e.g. 2017 = FY 2017-2018).
Period From/Period To	The range of accounting periods (months) for which you wish to view data. It is recommended that you use the defaults of 0 and 12 for these fields in order to view all of the data for each fiscal year.
Account Type	The specific account code types for which you wish to view data. Available account types include 50 (revenue) and 60 (expense).
Account Category	The specific types of account codes for which you wish to view data along with the name of each category.
Fund	The specific fund code(s) for which you wish to view data.
Dept	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).
Account	The specific account code(s) for which you wish to view data along with the name associated with the account code(s).

Filter	Description
Project	The specific project code(s) for which you wish to view data along with the name associated with the project code(s).
Program	The specific program code(s) for which you wish to view data along with the name associated with the program 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).

Report Parameters, Available Column Headers, and Report Views

Just under the report filters are the report parameters, the available column headers, and the report views for the report results table.



Fiscal Year and Period will show the filters you selected at the top of the report. The Time Run will show when you last ran the report with these filters.

The data used in this report is updated nightly for budget, revenue, and expenditures; it is updated monthly with salary and benefit information when the Labor Cost Distribution (LCD) process is run.

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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Dept Fdescr	Both the Department ID and the name associated with the Department ID appear.
Bus Unit	Legal entity of the financial group
Fund	The Fund code associated with the line item.
Fund Fdescr	Both the Fund code and the name associated with the Fund code appear.
Fund CF Status	This notes if the Chartfield is currently active or inactive. This is needed for reports run for multiple years with history.
Dept ID	The Department ID associated with the line item.
Account	The Account code associated with the line item.
Acct Fdescr	Both the Account code and the name associated with the Account code appear.
Acct Cat	The Account Category code associated with the line item.
Acct Cat Fdescr	Both the Account Category code and the name associated with the Account Category code appear.
Acct Type	The Account Type code associated with the line item.

Column	Description
Acct Type Fdescr	Both the Account Type code and the name associated with the Account Type code appear.
Project	The Project code associated with the line item.
Project Fdescr	Both the Project code and the name associated with the Project code appear.
Program	The Program code associated with the line item.
Prog Fdescr	Both the Program code and the name associated with the Program code appear.
Class	The Class code associated with the line item.
Class Fdescr	Both the Class code and the name associated with the Class code appear.
Scenario	The code associated with the type of budget transaction for the line item.
Scenario Fdescr	Both the code associated with the type of budget transaction and the name associated with the code appear.
Dept Tree Name	The campus creates groupings of chart fields called trees. These are used to give subtotals of more than one chart field.
Dept Level 1 Fdescr	On a chart field tree there are several levels of groupings.
Dept Level 2 Fdescr	On a chart field tree there are several levels of groupings.
Dept Level 3 Fdescr	On a chart field tree there are several levels of groupings.

Column	Description
Dept Level 4 Fdescr	On a chart field tree there are several levels of groupings.
Dept Level 5 Fdescr	On a chart field tree there are several levels of groupings.
Fund Tree Name	The campus creates groupings of chart fields called trees. These are used to give subtotals of more than one chart field.
Fund Level 1 Fdescr	On a chart field tree there are several levels of groupings.
Fund Level 2 Fdescr	On a chart field tree there are several levels of groupings.
Fund Level 3 Fdescr	On a chart field tree there are several levels of groupings.
Fund Level 4 Fdescr	On a chart field tree there are several levels of groupings.
Fund Level 5 Fdescr	On a chart field tree there are several levels of groupings.
Acct Tree Name	The campus creates groupings of chart fields called trees. These are used to give subtotals of more than one chart field.
Acct Level 1 Fdescr	On a chart field tree there are several levels of groupings.
Acct Level 2 Fdescr	On a chart field tree there are several levels of groupings.
Acct Level 3 Fdescr	On a chart field tree there are several levels of groupings.
Acct Level 4 Fdescr	On a chart field tree there are several levels of groupings.
Acct Level 5 Fdescr	On a chart field tree there are several

Column	Description
	levels of groupings.
Project Tree Name	The campus creates groupings of chart fields called trees. These are used to give subtotals of more than one chart field.
Project Level 1 Fdescr	On a chart field tree there are several levels of groupings.
Project Level 2 Fdescr	On a chart field tree there are several levels of groupings.
Project Level 3 Fdescr	On a chart field tree there are several levels of groupings.
Project Level 4 Fdescr	On a chart field tree there are several levels of groupings.
Project Level 5 Fdescr	On a chart field tree there are several levels of groupings.
Fund CF Att Type	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Fund CF Att Val	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Fund CF Att Val Descr	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Fund CF Att Val Fdescr	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Fund CF Att Val Fld Name	Attributes are values that are associated with a chart field and can be used to

Column	Description
	group values together for summary style reports.
Acct CF Att Type	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Acct CF Att Val	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Acct CF Att Val Descr	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Acct CF Att Val Fdescr	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Acct CF Att Val Fld Name	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Project CF Att Type	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Project CF Att Val	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Project CF Att Val Descr	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
Project CF Att Val Fdescr	Attributes are values that are associated

Column	Description
	with a chart field and can be used to group values together for summary style reports.
Project CF Att Val Fld Name	Attributes are values that are associated with a chart field and can be used to group values together for summary style reports.
CSU Fund	The Fund number given to the campus from the CO. This fund can have several Campus funds that make it up.
CSU Fund Fdescr	The Fund number given to the campus from the CO. This fund can have several Campus funds that make it up.
FIRMS Proj Cd Fdescr	Activities on the campus are grouped by Project codes from the CO these can be entire funds or grouping of accounts/ Object codes.
FIRMS Obj Cd Fdescr	This the nature of the expense or the campus the account. The CO uses standard Objects/Accounts to group expenses. The campus can have several accounts making up one Object code.
SCO Fund	This the breakdown of Campus funds into the State Controllers Funds (SCO), the campus can have more then one fund to each SCO fund.
SCO Fund Fdescr	This the breakdown of Campus funds into the State Controllers Funds (SCO), the campus can have more then one fund to each SCO fund.
SCO Subfund	This the breakdown of Campus funds into the State Controllers Funds (SCO), the campus can have more then one fund to each SCO fund.
SCO Subfund Fdescr	This the breakdown of Campus funds

Column	Description
	into the State Controllers Funds (SCO), the campus can have more then one fund to each SCO fund.
Fund Proc Type Fdescr	SCO funds are grouped into Types. Example could be revenue, expense or capital.
CSU Fund Type	SCO funds are grouped into Types. Example could be revenue, expense or capital.
Approp Rev Dt	Date of state fund
Approp Avl To	Date of state fund
State GL Acct Fdescr	State object codes descriptions
Net Asset Cat	Grouping of state Object codes
Nat Class Fdescr	Grouping of state Object codes

Report Views

You can use the Report Views to change the type of data you see in the results table.

Report View	Description
Summary By Year (Actuals)	Results will show only actuals data (revenue and expenditures)
Summary By Year (Budget Bal)	Results will show only budget data
Summary By Year (Budget and Actuals)	Results will show both budget and actuals data
Filters	Shows the selected filters for the report

Report Results Table

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

			Actuals						
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	2011	2012	2013	2014	2015	2016	2017
10008 - IT-Administration	THEFD - CSU Operating Fund	580 - Other Financial Sources	[illegible]						
		601 - Regular Salaries and Wages	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		602 - Work Study					[illegible]		
		603 - Benefits Group	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		604 - Communications	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		606 - Travel	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		613 - Contractual Services Group	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		616 - Information Technology Costs	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		619 - Equipment Group	[illegible]						
		660 - Misc. Operating Expenses	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
		690 - Expenditure Adjustments				[illegible]	[illegible]	[illegible]	
	THEFD - CSU Operating Fund Total		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
10008 - IT-Administration Total			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Grand Total			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Column Descriptions

Each column in this report will be one of the fiscal years that you selected in the report filters. Depending on which Report View you are using, you will see Actuals data, Budget data, or both.

Column	Description
Fiscal Year Value (e.g., 2017)	For Actuals, this will be the total of all of the revenue and expenditure transactions for that fiscal year. For Current Budget, this will be the total of all of the budget transactions for that fiscal year.

Additional Detail

You can click on hyperlinks in the fiscal year totals to view the specific transactions included in the total.

1. Click on a hyperlink to view additional details.

	Actuals			
Acct Cat Fdescr	2011	2012	2013	2014
580 - Other Financial Sources	0.00			
601 - Regular Salaries and Wages	349,504.83	338,968.55	488,633.56	588,618.13
602 - Work Study				
603 - Benefits Group	187,468.25	194,426.00	264,270.03	338,929.64
604 - Communications	11,821.78	18,953.57	23,476.57	22,440.64
606 - Travel	12,097.60	19,405.77	16,963.05	38,806.12
613 - Contractual Services Group	19,337.01	51,998.49	94,052.05	74,534.00
616 - Information Technology Costs	67,834.44	386,172.90	62,332.98	175,212.51
619 - Equipment Group	13,699.50			
660 - Misc. Operating Expenses	230,706.19	130,697.89	161,288.10	183,169.36
690 - Expenditure Adjustments				(21.65)

Financial Summary By Year Detail

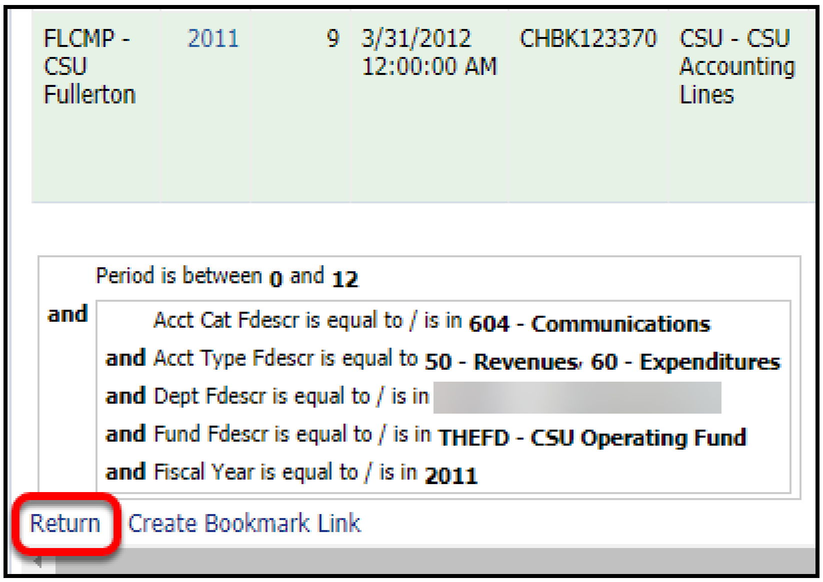
Actuals Drill Down Between Per
Time run: 6/22/2018 11:10:20 AM
Approximate Row Count: 315

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl Desc
FLCMP - CSU Fullerton	2011	1	7/31/2011 12:00:00 AM	CHBK000504	CSU - CSU Accounting Lines	-	63.25	604001 - Telephone Usage	THEFD - CSU Operating Fund		- - -	- - -	- - -	-	0.00	-	-	-	-	TEL0058083	-

For Actuals, you will see a detail of all of the revenue and expenditure transactions. For Current Budget, you will see a detail of all of the budget transactions.

2. 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.



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 assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Budget by Category Report

This article covers how to run and interpret the Budget by Category report on the Budget Management dashboard.

What does this report show?

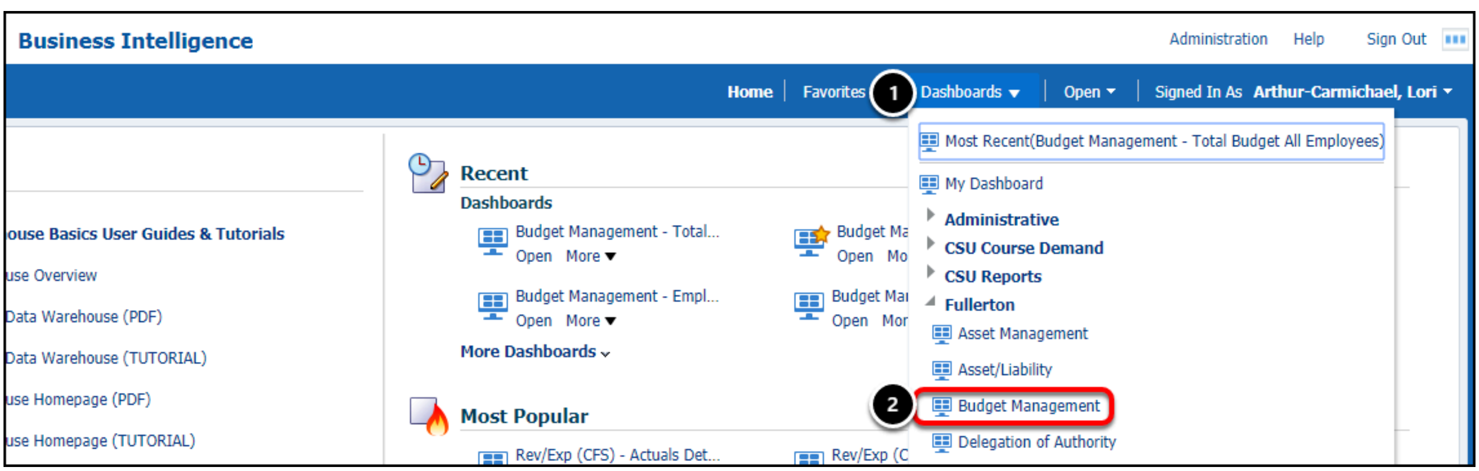
This report shows expenditure projections through the end of the fiscal year broken down by fund and program. It also breaks down the projections by expenditure category and shows the surplus/deficit. It includes: Expenditure Projection, OE&E, Revenue, Salaries, Benefits, Balance Sheet, and Surplus/Deficit.

Accessing the Report

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

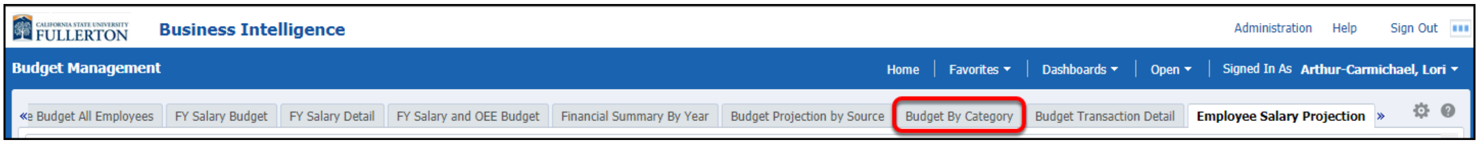
[View instructions on how to access the Data Warehouse (OBIEE).]

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

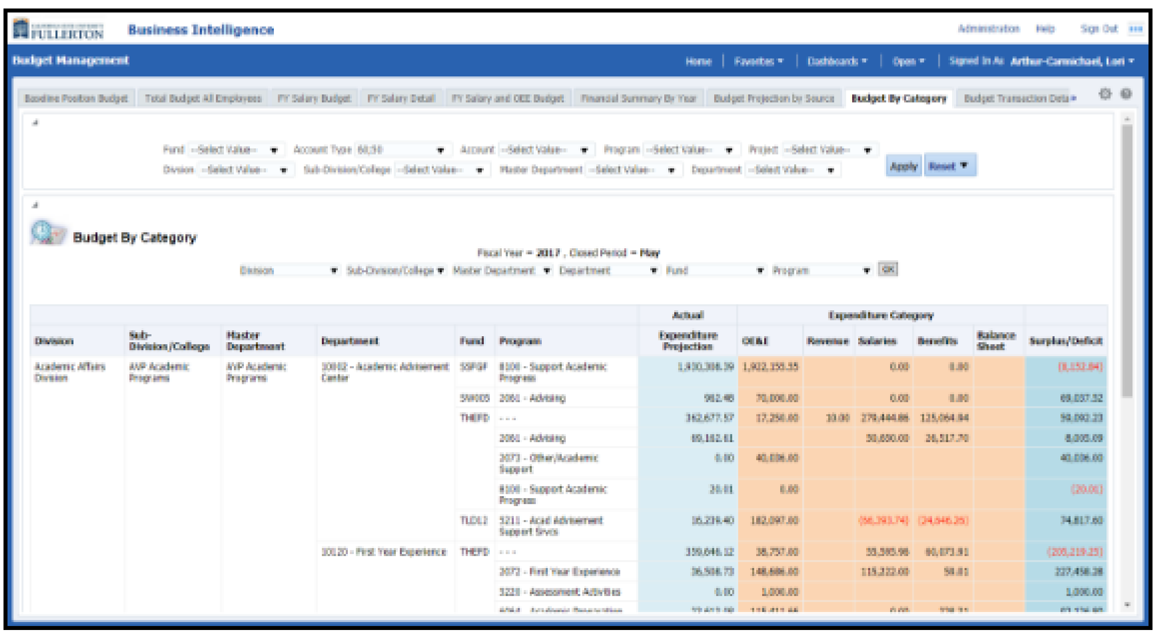
3. Click the Budget by Category tab on the Budget Management dashboard.



Report Overview

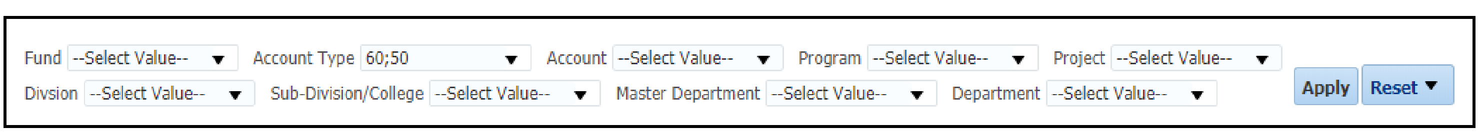
The Budget by Category report is a year-to-date report by fiscal year.

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.

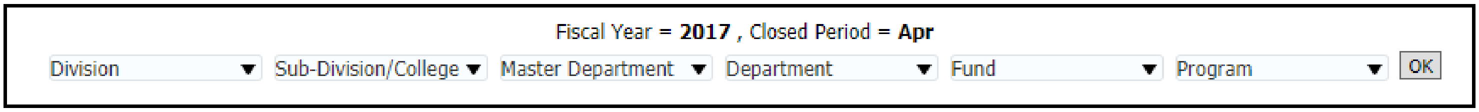


Filter Descriptions

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
Account Type	The specific account code types for which you wish to view data. Available account types include 50 (revenue) and 60 (expense).
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 code(s).
Project	The specific class code(s) for which you wish to view data along with the name associated with the class 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 one or more specific master departments 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

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

Closed Period will be the most recent accounting period/month that has closed.

Therefore, the report will be showing year-to-date information for the selected fiscal year from July 1st through the Closed 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 and then click OK.

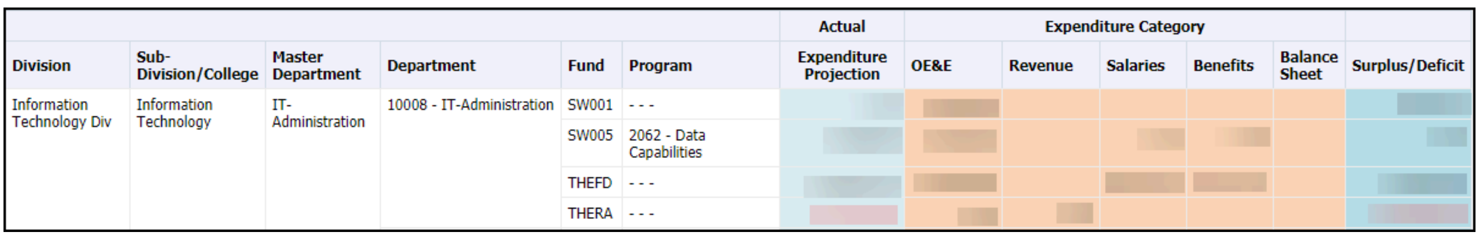
For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.

Column	Description
Department	The department ID and department name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

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



						Actual	Expenditure Category					
Division	Sub-Division/College	Master Department	Department	Fund	Program	Expenditure Projection	OE&E	Revenue	Salaries	Benefits	Balance Sheet	Surplus/Deficit
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	SW001	- - -							
				SW005	2062 - Data Capabilities							
				THEFD	- - -							
				THERA	- - -							

Column Descriptions

Column Category	Column	Description
Actual	Expenditure Projection	The total amount of actual expenditures and, for salaries and benefits, projected expenses for the remainder of the fiscal year.
Expenditure Category	OE&E	The total actual expenditures in OE&E accounts.

Column Category	Column	Description
	Revenue	The total actual amount from revenue accounts.
	Salaries	The total actual expenditures from salary accounts.
	Benefits	The total actual expenditures from benefit accounts.
	Surplus/Deficit	This is calculated by subtracting the total of actual expenses in the Expenditure Category columns from the projected expenses in the Expenditure Projection column.

Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Budget Transaction Detail Report

This article covers how to run and interpret the Budget Transaction Detail report on the Budget Management dashboard.

This report is similar to the Budget Detail Report on the Revenue/Expense Report dashboard.

What does this report show?

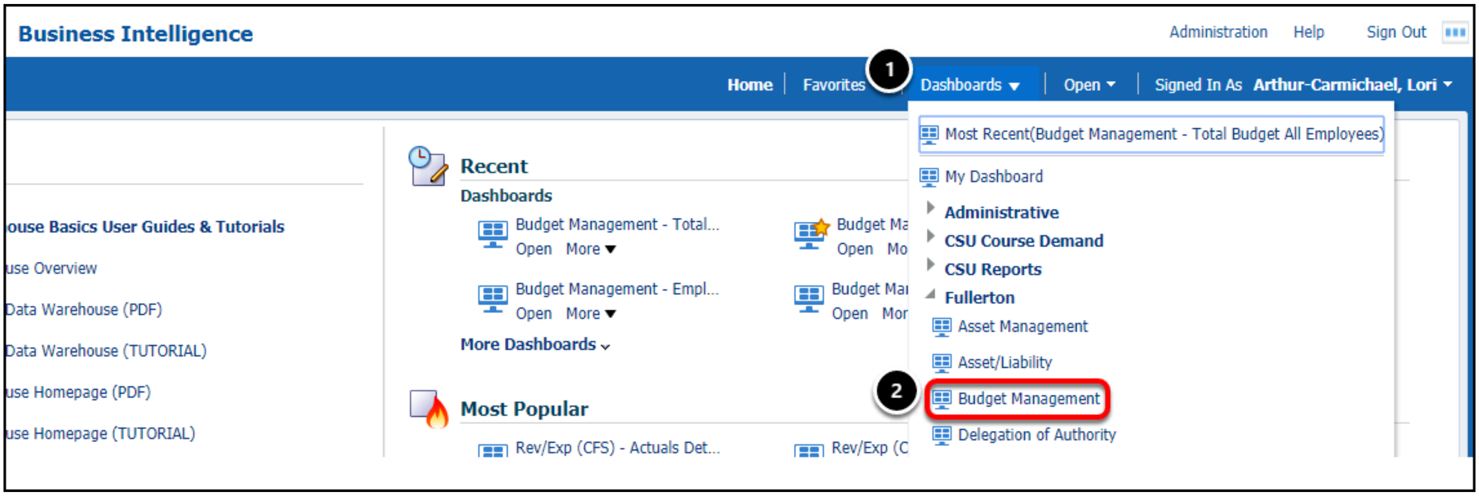
This report is a detail report of all of your budget transactions (both salary and non-salary transactions) such as initial baseline budget load, benefits load, budget transfers, carry forward, etc. It includes: Scenario, Journal ID, Journal Line Description, Document Line Description, Journal Line Reference, Journal Date, Baseline Budget, and Revised Budget.

Accessing the Report

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

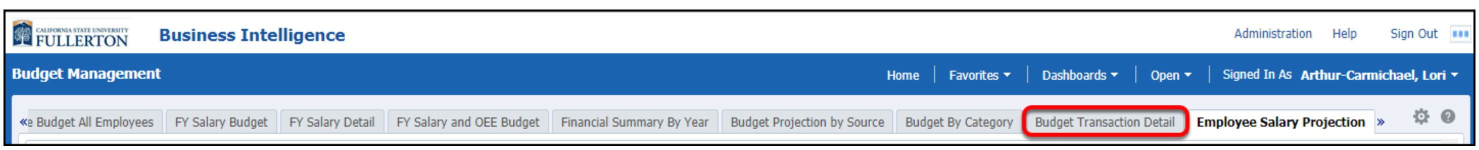
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

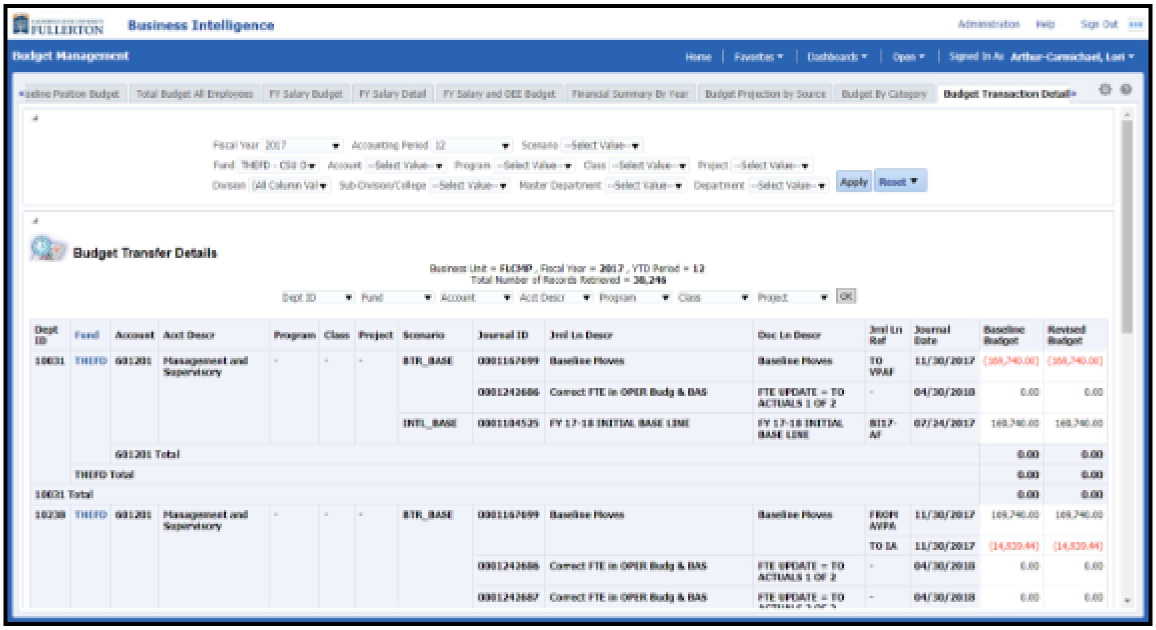
3. Click the Budget Transaction Detail tab on the Budget Management dashboard.



Report Overview

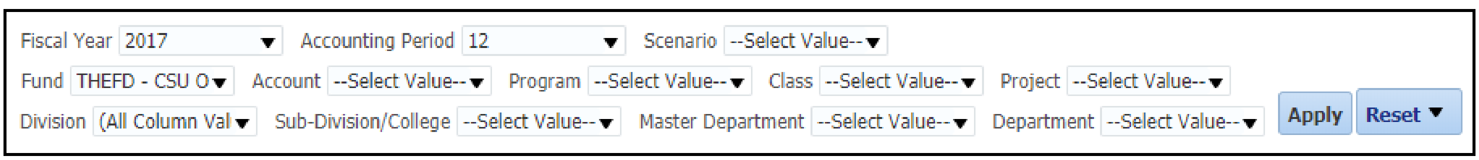
The Budget Transaction Detail report is a year-to-date report by fiscal year and accounting period/month.

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.



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).
Scenario	The specific types of budget transactions for which yo wish to view

Filter	Description
	data.
Fund	The specific fund code(s) for which you wish to view data.
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 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 one or more specific master departments 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 and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	**Description**
Dept ID	The Department ID associated with the transaction.

Column	Description
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 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.
Account Descr	The name associated with the Account code for the transaction.
Account Fdescr	Both the Account code and the name associated with the Account code appear.
Program	The Program code associated with the transaction.
Program Descr	The name associated with the Program code for the transaction.
Program Fdescr	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.

Column	Description
Project	The Project code associated with the transaction.
Proj Descr	The name associated with the Project code for the transaction.
Proj Fdescr	Both the Project code and the name associated with the Project code appear.
Lvl 2 Fdescr	This is equivalent to the Division designation.
Lvl 3 Fdescr	This is equivalent to the Sub-Division/ College designation.
Lvl 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	Scenario	Journal ID	Jrnl Ln Descr	Doc Ln Descr	Jrnl Ln Ref	Journal Date	Baseline Budget	Revised Budget
10008	THEFD	601201	Management and Supervisory	-	-	-	BTR_BASE	0001117411	FY 2017-18 Initial Budget Allocation as per 17-18 Working Bu	2017-18 Working Budget Alloc	-	08/18/2017		
								0001242686	Correct FTE in OPER Budg & BAS	FTE UPDATE = TO ACTUALS 1 OF 2	-	04/30/2018		
								0001242687	Correct FTE in OPER Budg & BAS	FTE UPDATE = TO ACTUALS 2 OF 2	-	04/30/2018		
							COMP_1TIME	0001242816	15-16 SALARY PROGRAM - GSI PAY 15-16 Baseline - One Time Cen	15-16 MER (M80) (IT)	OC15-M80	04/30/2018		
							COMP_BASE	0001154700	17-18 MER M80	17-18 MER (M80) (IT)	BC17-M80	10/31/2017		
							INTL_BASE	0001104525	FY 17-18 INITIAL BASE LINE	FY 17-18 INITIAL BASE LINE	BI17-IT	07/24/2017		
		601201 Total												

Column Descriptions

Column	Description
Journal ID	The identification number assigned to the budget transaction.
Jrnl Ln Descr	The description associated with the budget transaction.

Column	Description
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.
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.

Need More Help?

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For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Employee Salary Projection Report

This article covers how to run and interpret the Employee Salary Projection report on the Budget Management dashboard.

What does this report show?

This report shows salary projections for specific employees. It is similar to the Salary Expenditure (SEP) report. It includes: Jobcode ID, Position Number, Person Name, FTE, Person ID, each month of the fiscal year, and Total.

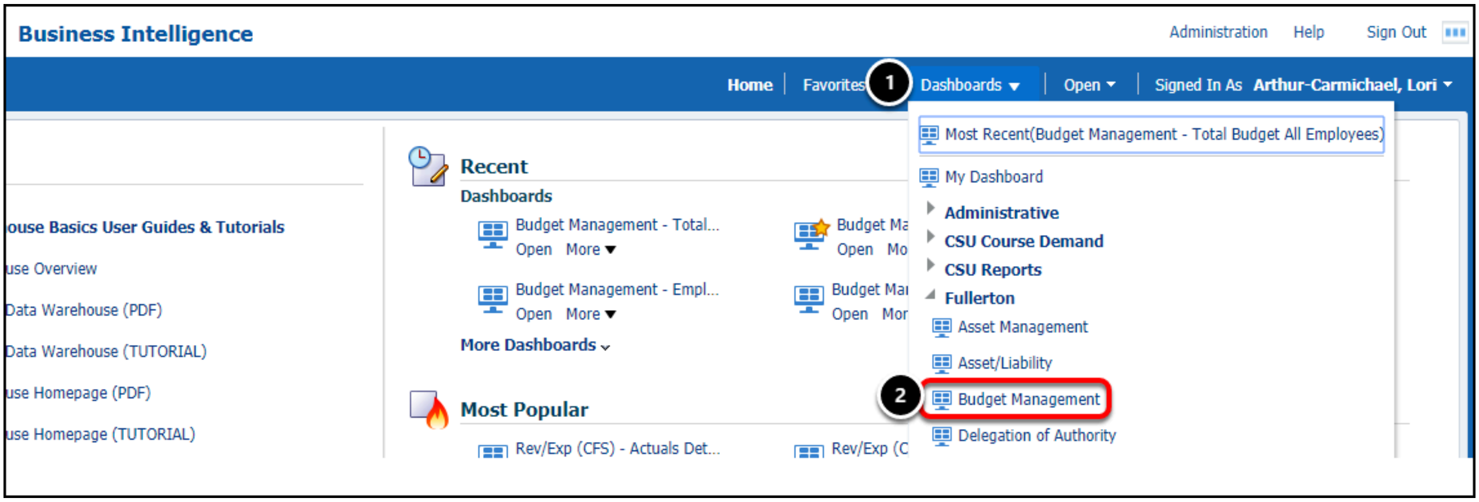
As of July 2018, this report replaces the Salary Expenditure Projection (SEP) report.

Accessing the Report

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

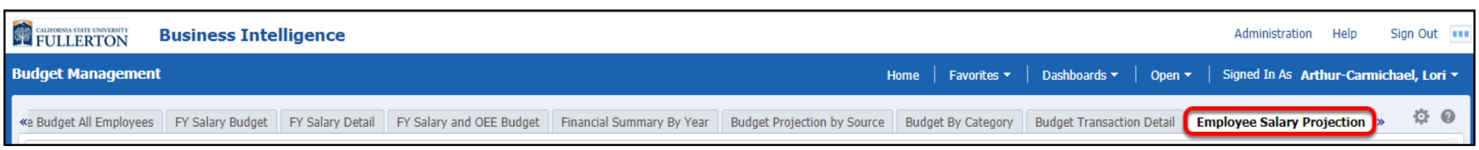
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

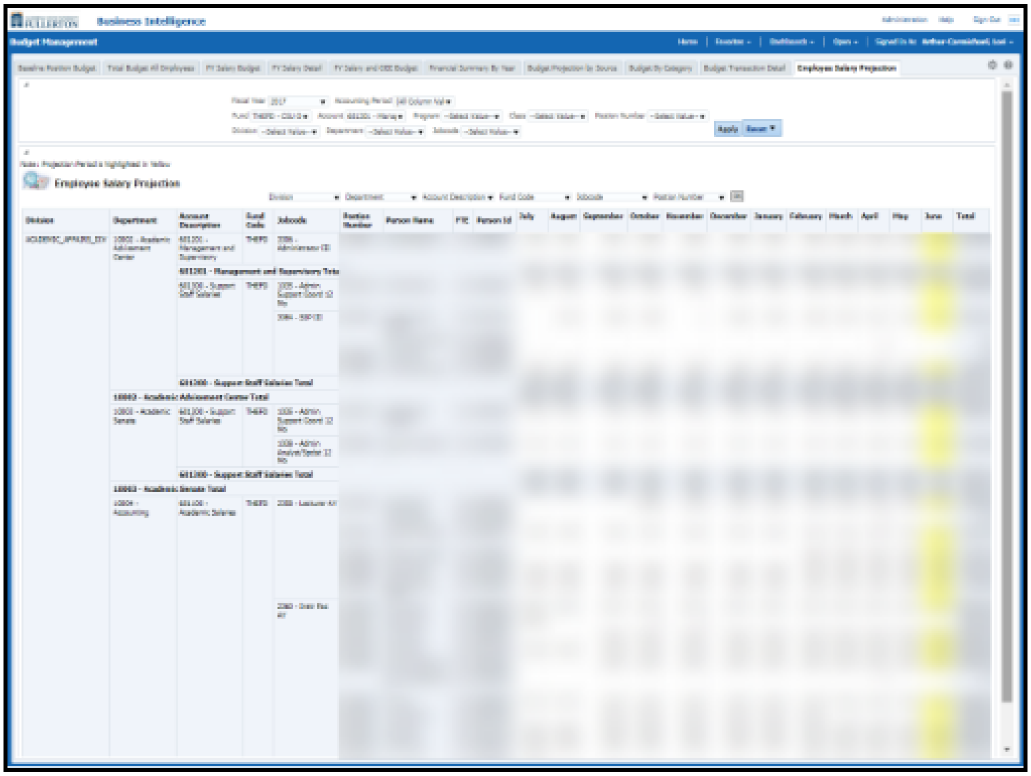
3. Click the Employee Salary Projection tab on the Budget Management dashboard.



Report Overview

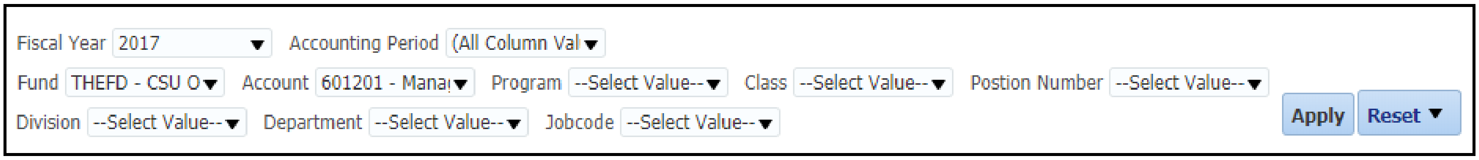
The Employee Salary Projection report is a fiscal year overview showing actual salary expenditures for past months and salary projections for future months.

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.



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	The month(s) for which you wish to view data.

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
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 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).
Position Number	The specific position number(s) for which you wish to view data.
Division	The specific campus division(s) 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).
Jobcode	The specific jobcode(s) for which you wish to view data long with the name associated with the jobcode(s).

Available Column Headers

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

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 and then click OK.

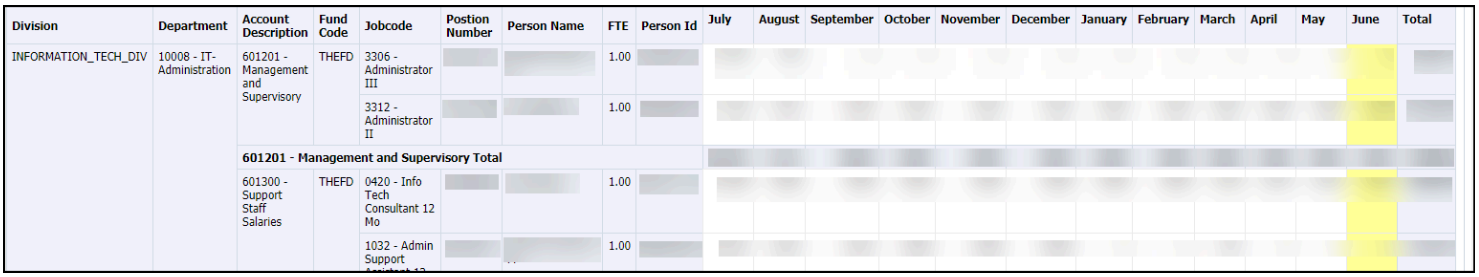
For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Department	The department ID and department name associated with the line item.
Account Description	The account code and name associated with the line item.
Fund Code	The fund code associated with the line item.
Program Code	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Jobcode	The jobcode and name associated with the line item.
Position Number	The position number associated with the line item.
Person ID	The Campus-Wide ID (CWID) associated with the person in the position.

Report Results Table

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

> The columns in yellow contain projection data.



Division	Department	Account Description	Fund Code	Jobcode	Postion Number	Person Name	FTE	Person Id	July	August	September	October	November	December	January	February	March	April	May	June	Total
INFORMATION_TECH_DIV	10008 - IT-Administration	601201 - Management and Supervisory	THEFD	3306 - Administrator III			1.00														
				3312 - Administrator II			1.00														
		601201 - Management and Supervisory Total																			
		601300 - Support Staff Salaries	THEFD	0420 - Info Tech Consultant 12 Mo			1.00														
				1032 - Admin Support			1.00														

Column Descriptions

Column	Description
Person Name	The name of the employee currently occupying the position.
FTE	This column indicates the total Full-Time Equivalency (FTE) of the person in the position in the line item. Note that a position may have an FTE of 1.00 with two people occupying that position at .50 FTE each.
Person ID	The Campus-Wide ID (CWID) associated with the person.
Monthly Totals	For each month in the fiscal year, the actual salary amount paid for the position OR projected salary amount (if column is in yellow).
Total	This total is calculated by adding up the actual salary amounts and the projected salary amounts for the fiscal year for the position.

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 assistance with the Budget Management reports and data, please email Budget@fullerton.edu.

Course Grade Distribution

Course Grade Distribution Dashboard Overview

This article contains an overview of the Course Grade Distribution dashboard including: available reports and report defaults.

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

Important Information About These Reports

The Course Grade Distribution reports allow users to view the grade distribution and Student Opinion Questionnaire (SOQ) data for all courses that the user has permission to view. This may include only courses taught by the user, all courses in a department, all courses in a college, or all courses on campus.

These reports exclude Open University courses and self-support (e.g. UEE) courses.

Available Reports

The following reports are currently available for the Course Grade Distribution dashboard:

- **Course Grade Distribution**: The Course Grade Distribution report shows a summary of the course grade distribution for the college and then a breakdown of the course grade distribution and SOQ data by course and section. Users can view data for a single term.

- **Faculty Grade Distribution**: The Faculty Grade Distribution report shows a breakdown of the course grade distribution and SOQ data by instructor and then course/section for a single term.

- **Faculty Grade Distribution Multi Term**: The Faculty Grade Distribution Multi Term report shows a breakdown of the course grade distribution and SOQ data by instructor and then course/section for multiple terms.

- **Sections with GPA < = 2.0**: The Sections with GPA < = 2.0 report is similar to the Course Grade Distribution report but only includes sections where the average GPA for the section was less than or equal to 2.0.

> Faculty can access course grade distribution information for their classes using the Graded Class List.

Report Defaults

- **Course Grade Distribution**: By default, the Course Grade Distribution report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.
- **Faculty Grade Distribution**: By default, the Faculty Grade Distribution report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.
- **Faculty Grade Distribution Multi Term**: By default, the Faculty Grade Distribution Multi Term report will show the previous two similar terms (e.g. Fall 2015 and Fall 2014 or Spring 2015 and Spring 2014) and all of the college(s), department(s) and/or courses you have permission to view.
- **Sections with GPA < = 2.0**: By default, the Sections with GPA <= 2.0 report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.

Grading Symbols

View the Grading Symbols Chart for more detail about all of the grading symbols used on the Course Grade Distribution dashboard reports.

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.

Accessing the Graded Class List

This article covers how faculty can access their graded class list from the Faculty Center.

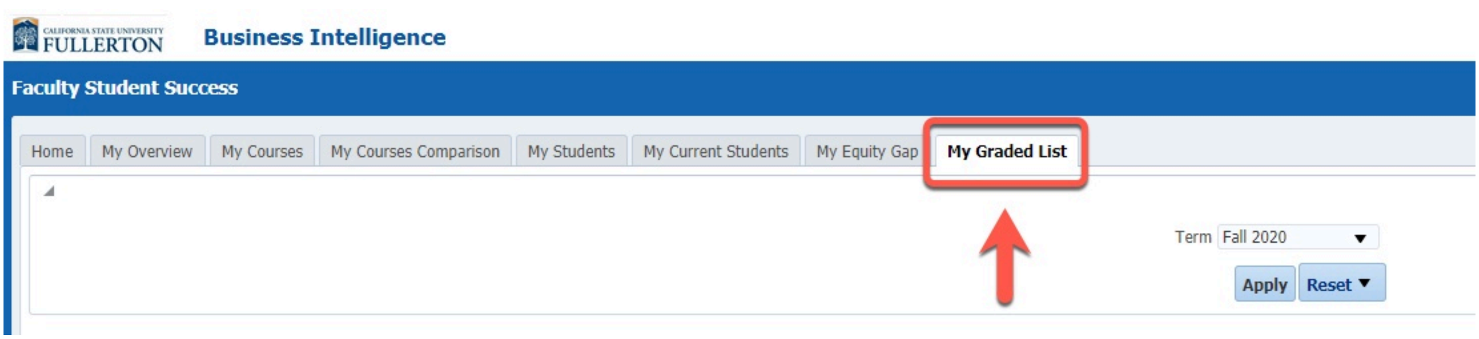
1. Log in to Titan Online.

View instructions on accessing Titan Online.

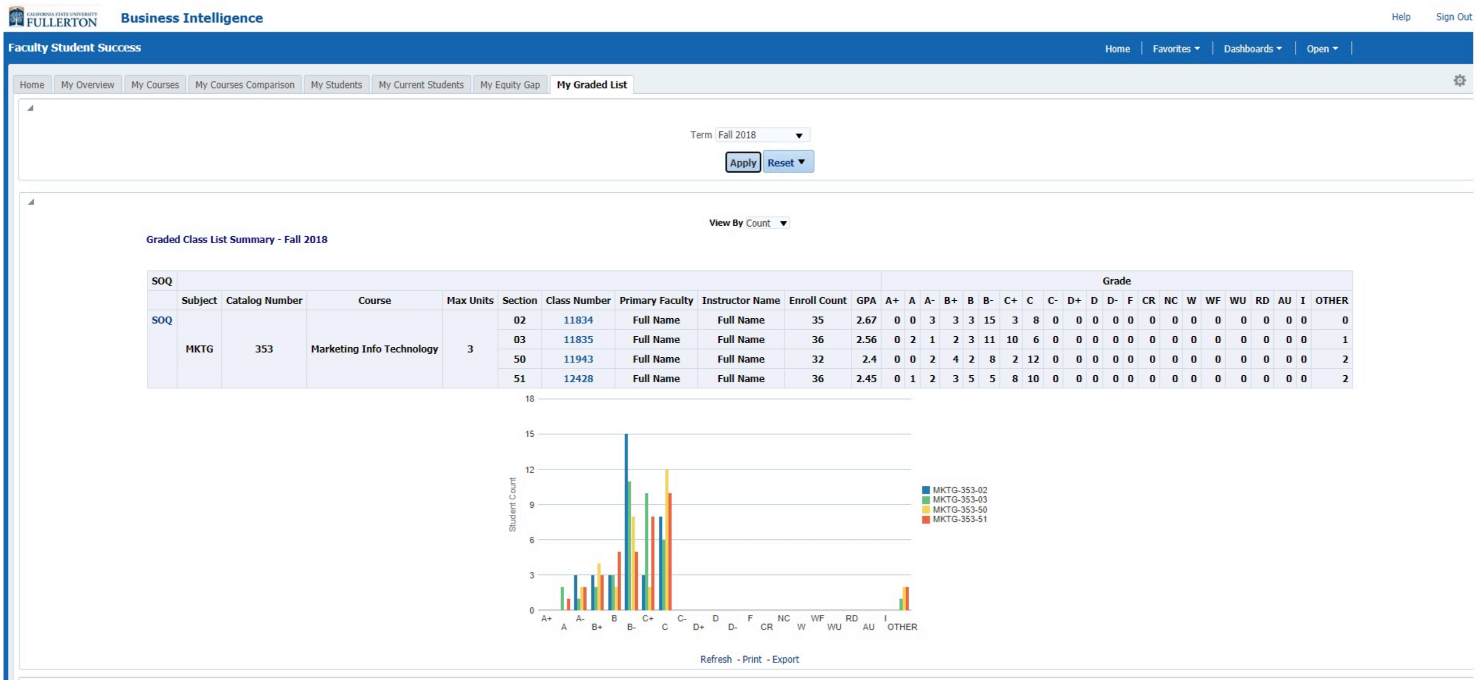
2. Click on Graded Class List link or the Faculty Dashboard (FSSD) link under the Faculty Self Service section of Titan Online.

Both the Graded Class List and the Faculty Dashboard (FSSD) link will take you to the Faculty Student Success Dashboard page.

3. From the Faculty Student Success Dashboard, click on the My Graded List tab

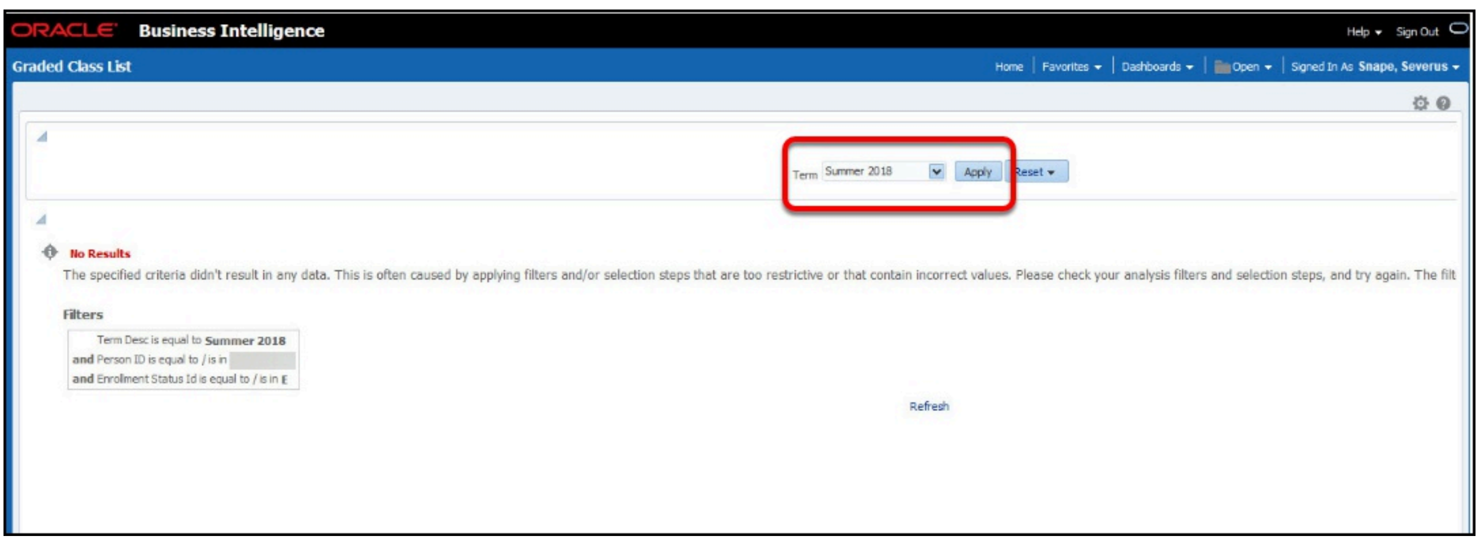


4. Your Graded List Summary appears.



SOQ											Grade																					
	Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	Instructor Name	Enroll Count	GPA	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	RD	AU	I	OTHER
SOQ	MKTG	353	Marketing Info Technology	3	02	11834	Full Name	Full Name	35	2.67	0	0	3	3	3	15	3	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					03	11835	Full Name	Full Name	36	2.56	0	2	1	2	3	11	10	6	0	0	0	0	0	0	0	0	0	0	0	0	0	1
					50	11943	Full Name	Full Name	32	2.4	0	0	2	4	2	8	2	12	0	0	0	0	0	0	0	0	0	0	0	0	0	2
					51	12428	Full Name	Full Name	36	2.45	0	1	2	3	5	5	8	10	0	0	0	0	0	0	0	0	0	0	0	0	0	2

4.1. If you get no results, it could be because the current term (semester) does not have any grade information. Change the term to a previous one and then click Apply.



Filter

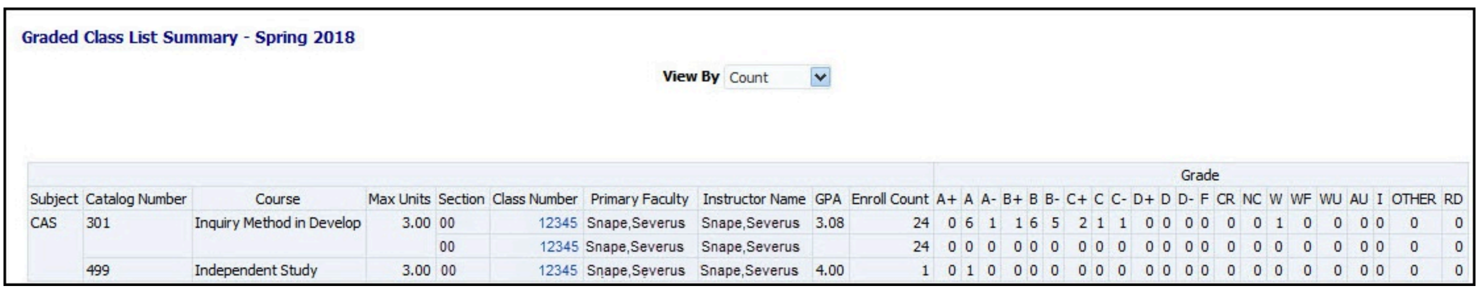
Select a filter and then click **Apply** to update the report.

Filter	Description
Term	The semester (e.g., Fall 2018).

Reading the Table

The Graded Class List Summary table shows each class that the faculty taught for the selected semester along with the grade distribution by count or percentage of enrolled students who earned each grade.

To switch between the Count and Percentage view options, use the View By drop-down menu just above the table.


Graded Class List Summary - Spring 2018

View By Count

										Grade																					
Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	Instructor Name	GPA	Enroll Count	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
CAS	301	Inquiry Method in Develop	3.00	00	12345	Snape,Severus	Snape,Severus	3.08	24	0	6	1	1	6	5	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
				00	12345	Snape,Severus	Snape,Severus		24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	499	Independent Study	3.00	00	12345	Snape,Severus	Snape,Severus	4.00	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

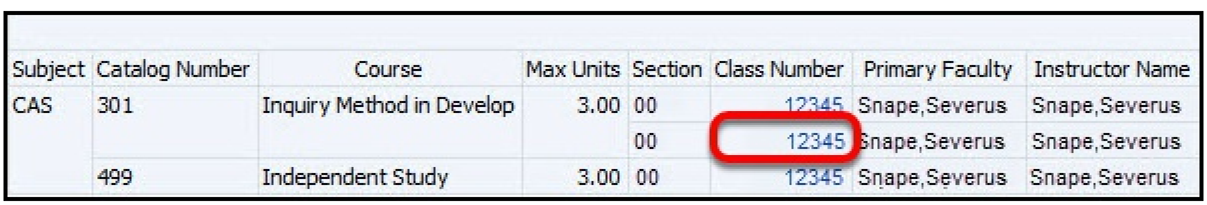
Column Descriptions

Field	Description
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).
Course	The title of the course (e.g., Introduction to Art).
Max Units	The maximum number of units a student can earn for the course.
Section	The course section number (e.g., 01).

Field	Description
Class Number	The ID number assigned to the specific section of the course (e.g., 12345).
Primary Faculty	The primary instructor granted the ability to assign and approve grades for the course.
Instructor Name	The instructor of record for the course.
GPA	The average GPA for all students enrolled in the course.
Enroll Count	The total number of students enrolled in the course.
Grade	The count or percentage of students enrolled in the course who received the grade listed in the column header (e.g., the percentage of enrolled students who received an A+ in the course).

Accessing the Graded Class List Detail

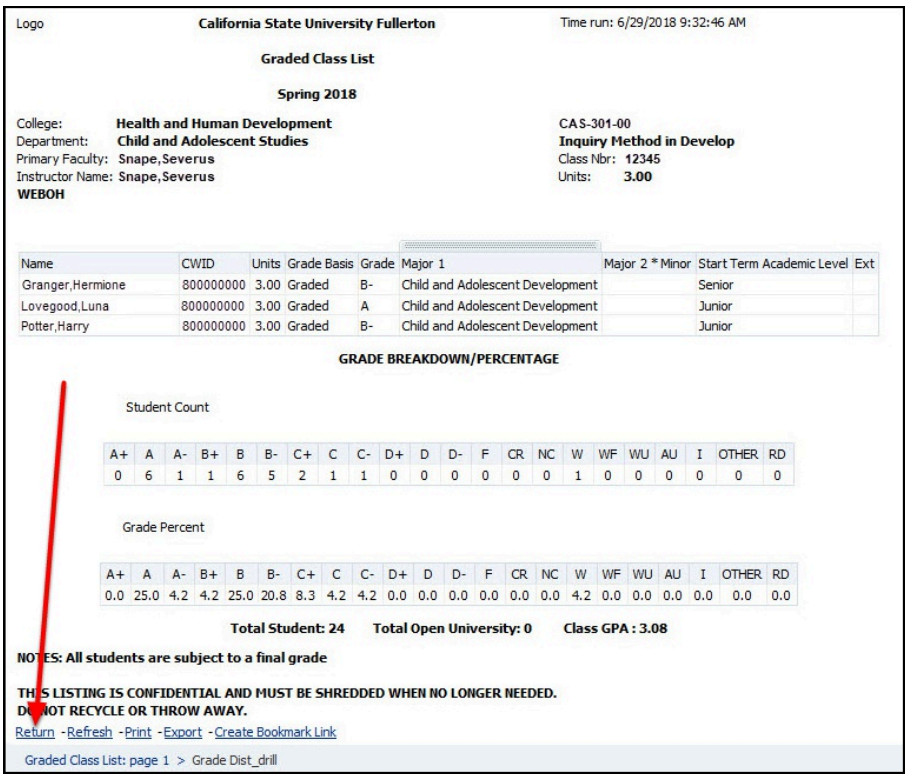
1. Click on a class number to view the Graded Class List detail.



Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	Instructor Name
CAS	301	Inquiry Method in Develop	3.00	00	12345	Snape,Severus	Snape,Severus
				00	12345	Snape,Severus	Snape,Severus
	499	Independent Study	3.00	00	12345	Snape,Severus	Snape,Severus

2. Review the detail information. Click Return at the bottom of the screen to return to the previous screen.

> Before downloading or printing the Graded Class List detail, be sure to hide the CWID and name of the student to protect student privacy. See below for instructions on hiding this information.



Logo | California State University Fullerton | Time run: 6/29/2018 9:32:46 AM

Graded Class List

Spring 2018

College: Health and Human Development
Department: Child and Adolescent Studies
Primary Faculty: Snape,Severus
Instructor Name: Snape,Severus
WEBOH

CAS-301-00
Inquiry Method in Develop
Class Nbr: 12345
Units: 3.00

Name	CWID	Units	Grade Basis	Grade	Major 1	Major 2 * Minor	Start Term Academic Level	Ext
Granger,Hermione	800000000	3.00	Graded	B-	Child and Adolescent Development		Senior	
Lovegood,Luna	800000000	3.00	Graded	A	Child and Adolescent Development		Junior	
Potter,Harry	800000000	3.00	Graded	B-	Child and Adolescent Development		Junior	

GRADE BREAKDOWN/PERCENTAGE

Student Count

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0	6	1	1	6	5	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0

Grade Percent

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0.0	25.0	4.2	4.2	25.0	20.8	8.3	4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	4.2	0.0	0.0	0.0	0.0	0.0	0.0

Total Student: 24 Total Open University: 0 Class GPA : 3.08

NOTES: All students are subject to a final grade

THIS LISTING IS CONFIDENTIAL AND MUST BE SHREDDED WHEN NO LONGER NEEDED.
DO NOT RECYCLE OR THROW AWAY.

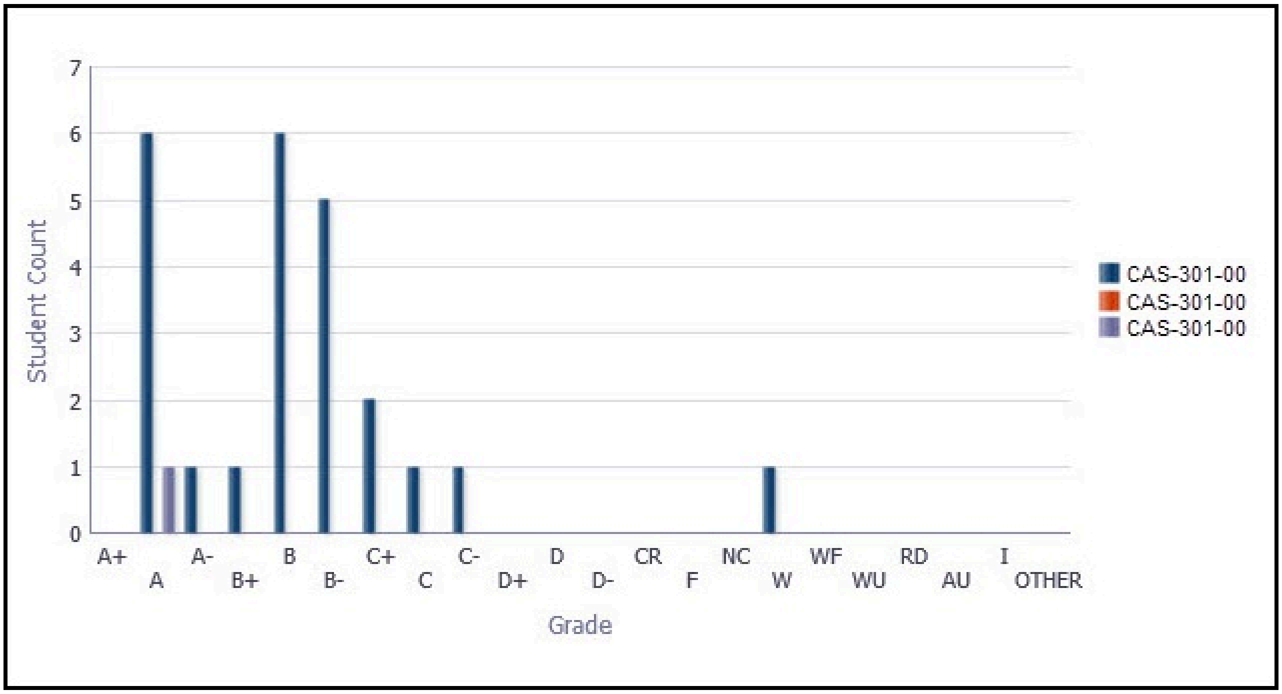
Return - Refresh - Print - Export - Create Bookmark Link

Graded Class List: page 1 > Grade Dist_drill

Reading the Chart

The Graded Class List Summary chart shows each class that the faculty taught for the selected semester along with the grade distribution by count or percentage of enrolled students who earned each grade.

To switch between the Count and Percentage view options, use the View By drop-down menu just above the table.

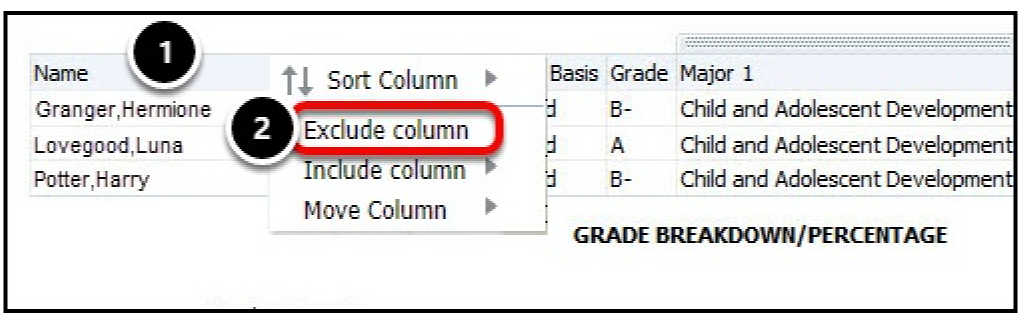


Downloading and Printing the Graded Class List

[View instructions on downloading data from the data warehouse.](#)

[View instructions on printing reports from the data warehouse.](#)

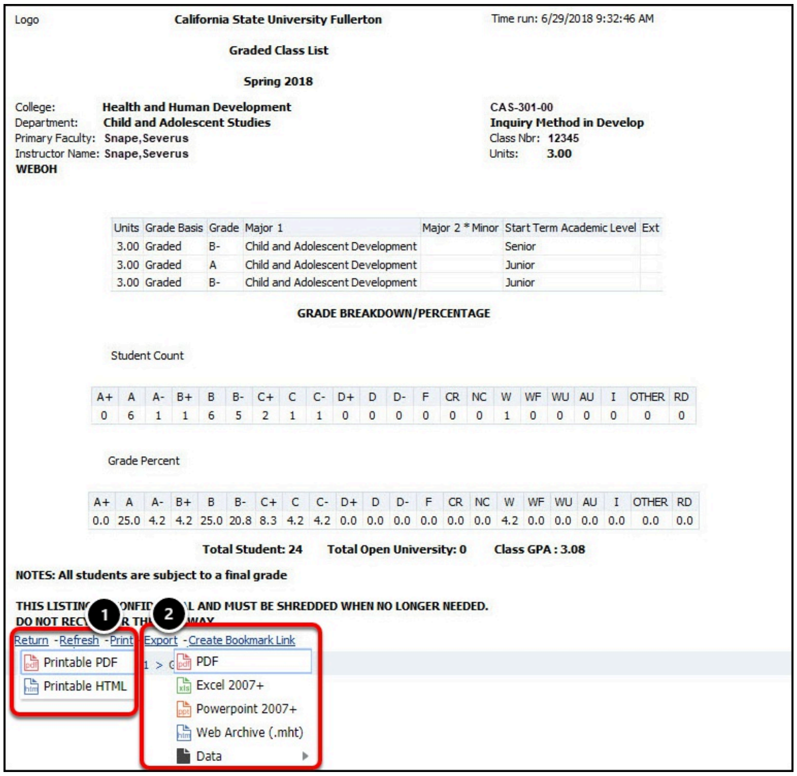
1. When printing or downloading the detail report, hide columns by right-clicking (or Command + click on a Mac) on the column and selecting Exclude Column.



1. Right-click (or Command + click on a Mac) on the **Name** field.
2. Select **Exclude column**.

Repeat this with the CWID column to hide the student's Name and CWID.

2. Now you can click on the Print link at the bottom of the screen to create a printable PDF or click on Export > Excel 2007+ to export the results to Excel.



Logo California State University Fullerton Time run: 6/29/2018 9:32:46 AM

Graded Class List

Spring 2018

College: **Health and Human Development**
Department: **Child and Adolescent Studies**
Primary Faculty: **Snape,Severus**
Instructor Name: **Snape,Severus**
WEBOH

CAS-301-00
Inquiry Method in Develop
Class Nbr: **12345**
Units: **3.00**

Units	Grade Basis	Grade	Major 1	Major 2 * Minor	Start Term Academic Level	Ext
3.00	Graded	B-	Child and Adolescent Development		Senior	
3.00	Graded	A	Child and Adolescent Development		Junior	
3.00	Graded	B-	Child and Adolescent Development		Junior	

GRADE BREAKDOWN/PERCENTAGE

Student Count

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0	6	1	1	6	5	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0

Grade Percent

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0.0	25.0	4.2	4.2	25.0	20.8	8.3	4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	4.2	0.0	0.0	0.0	0.0	0.0	0.0

Total Student: 24 **Total Open University: 0** **Class GPA : 3.08**

NOTES: All students are subject to a final grade

THIS LISTING ... L AND MUST BE SHREDDED WHEN NO LONGER NEEDED.
DO NOT REC... R TH... WAY

⚠ If you choose to export your results as Data, please note that you may have to manually remove the students' names and CWIDs from the Excel spreadsheet.

1. Click Print > Printable PDF to create a printable PDF version of these results.
2. Click Export > Excel 2007+ to export the results to Microsoft Excel.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

Course Grade Distribution Report

This article covers how to run and interpret the Course Grade Distribution report on the Course Grade Distribution dashboard.

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

What does this report show?

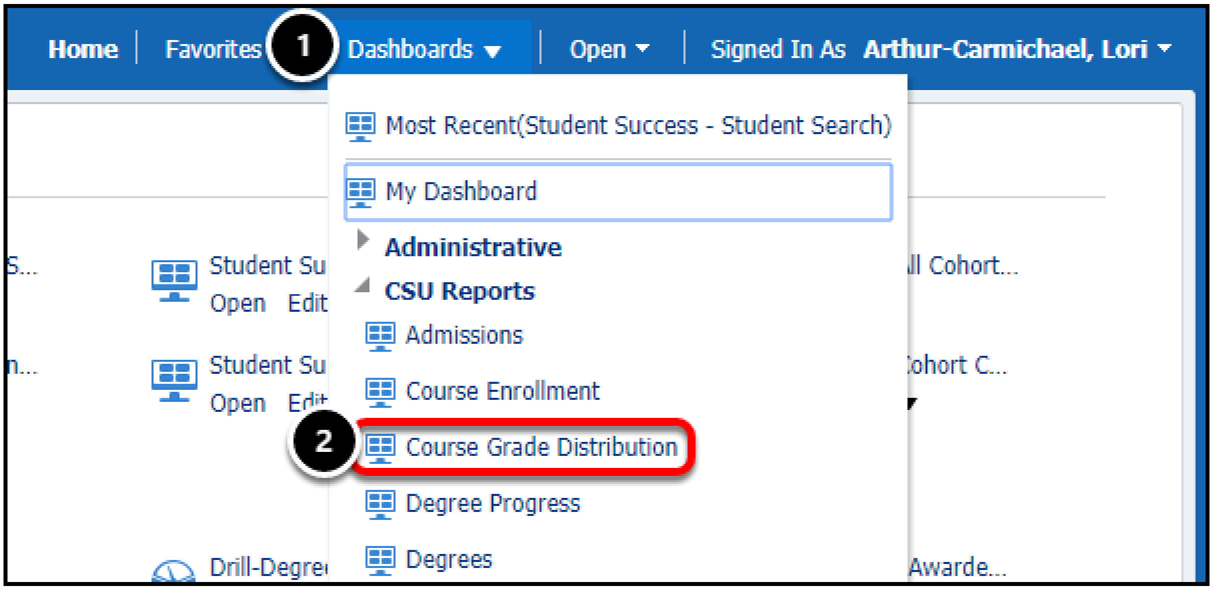
The Course Grade Distribution report shows a summary of the course grade distribution for the college and then a breakdown of the course grade distribution and SOQ data by course and section. Users can view data for a single term.

Accessing the Report

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

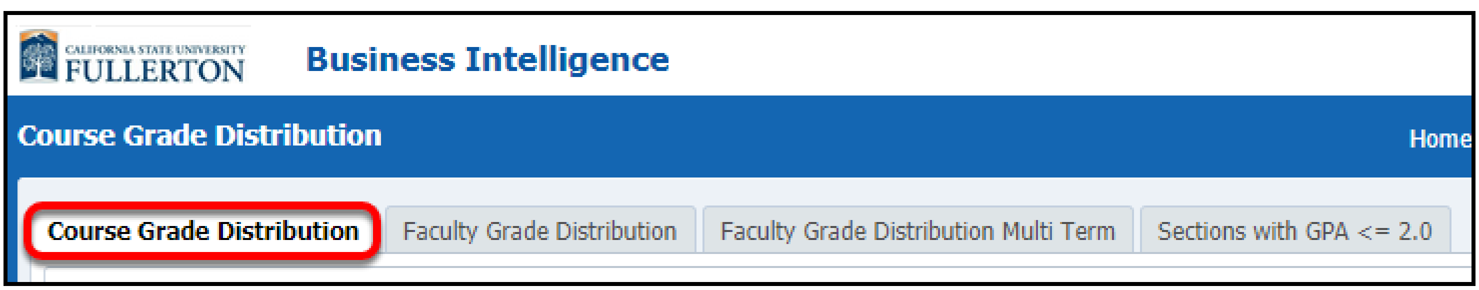
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Course Grade Distribution.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Course Grade Distribution**.

3. Click the Course Grade Distribution tab on the Course Grade Distribution dashboard.

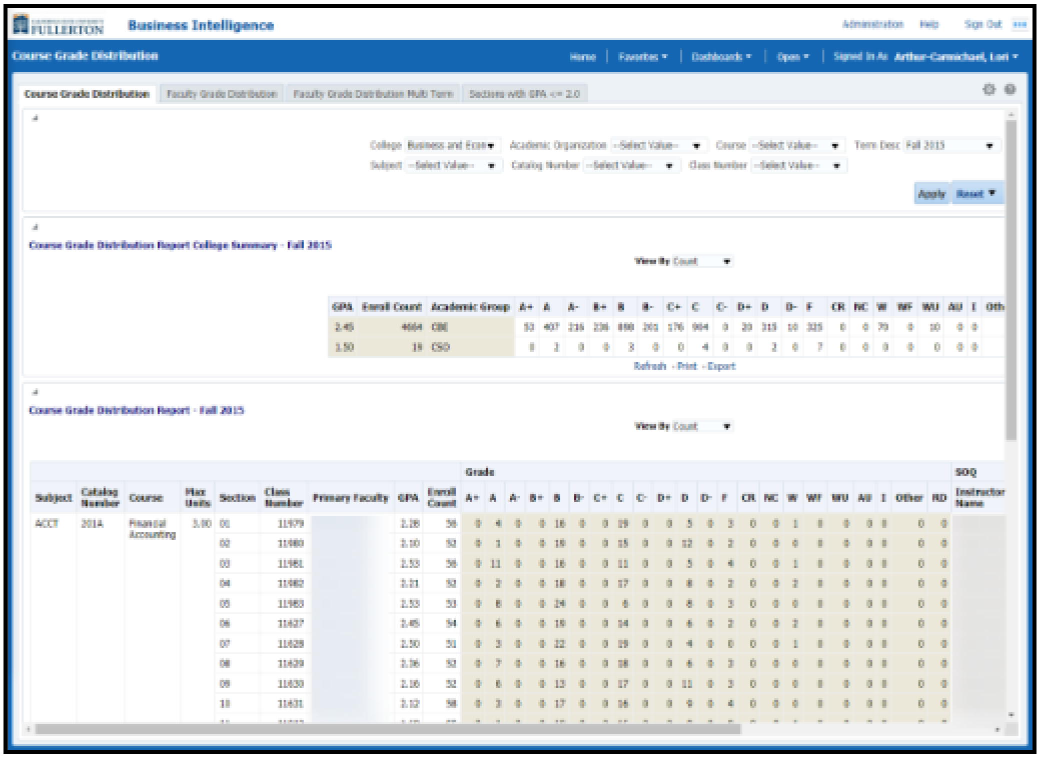


Report Overview

By default, the Course Grade Distribution report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.

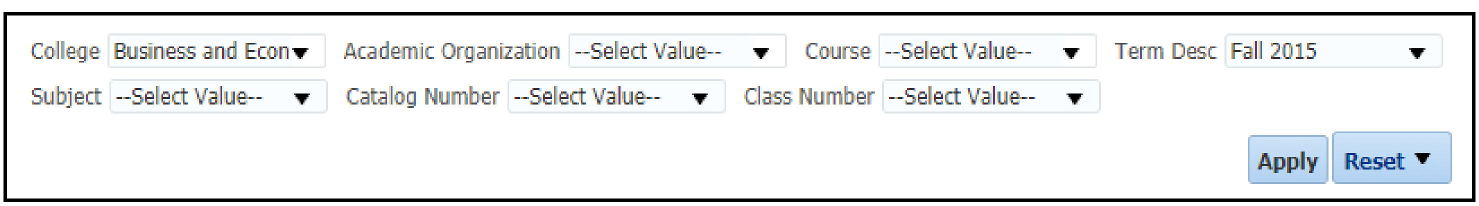
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

[View the Grading Symbols Chart]() for more detail about all of the grading symbols used on the Course Grade Distribution dashboard reports.



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.

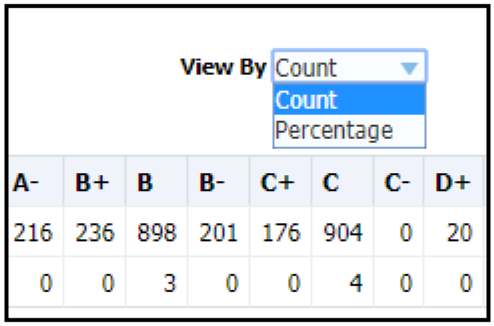


Filter Descriptions

Filter	Description
College	The academic college(s) for which you wish to view data; users will only see colleges that they have permission to view.
Academic Organization	The CSUF academic organization for which you wish to view data; users will only see academic organizations that they have permission to view.
Course	The title of the course (e.g., Child Development) for which you wish to view data.
Term Descr	The academic term (e.g., Fall 2018) for which you wish to view data.
Subject	The course subject (e.g., HUSR) for which you wish to view data.
Catalog Number	The course catalog number (e.g., 101A) for which you wish to view data.
Class Number	The ID number assigned to a specific section of a course (i.e. 13741) for which you wish to view data.

Report Parameters

Use the drop-down menu above each table to change the data you see in the results charts and tables.



A-	B+	B	B-	C+	C	C-	D+
216	236	898	201	176	904	0	20
0	0	3	0	0	4	0	0

Available Parameters

Name	Description
Count	Shows the count of enrolled students who earned each grade.
Percentage	Shows the percentage of the enrolled students who earned each grade.

Reading the Tables

Course Grade Distribution Summary Table

The Course Grade Distribution Report College Summary table shows the overall grade distribution for the college(s) selected by the percentage or count of enrolled students who earned each grade.

GPA	Enroll Count	Academic Group	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	Other	RD
2.45	4664		53	407	216	236	898	201	176	904	0	20	315	10	325	0	0	70	0	10	0	0	2	0
1.50	19		0	2	0	0	3	0	0	4	0	0	2	0	7	0	0	0	0	0	0	0	0	0

Available Columns

Column	Description
GPA	The average GPA for all students enrolled in courses in the specified college for the term selected.

Column	Description
Enroll Count	The total number of students enrolled in courses in the specified college for the term selected.
Academic Group	The academic college or course grouping.
Grading Symbol Columns (e.g. A+ through RD)	The percentage or count of students enrolled in the selected college who received the grade listed in the column header for the term selected (e.g., the percentage of enrolled students who received an A+ in an ARTS course in Fall 2015 or the number of enrolled students who received a C+ in an HHD course in Fall 2015).

Course Grade Distribution Report Table

The Course Grade Distribution Report table shows the grade distribution for each section of each course and the Student Opinion Questionnaire (SOQ) results for each section of each course.

You can click on the Primary Faculty name to view the course grade distribution information for all sections of all courses that faculty member taught for the selected term.

									Grade																					
Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	GPA	Enroll Count	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	Other	RD
ACCT	201A	Financial Accounting	3.00	01			2.28	56	0	4	0	0	16	0	0	19	0	0	5	0	3	0	0	1	0	0	0	0	0	0
				02			2.10	52	0	1	0	0	19	0	0	15	0	0	12	0	2	0	0	0	0	0	0	0	0	0
				03			2.53	56	0	11	0	0	16	0	0	11	0	0	5	0	4	0	0	1	0	0	0	0	0	0
				04			2.21	52	0	2	0	0	18	0	0	17	0	0	8	0	2	0	0	2	0	0	0	0	0	0

	SOQ									
Section	Instructor Name	Mean	Type	Deviation	Total Reps	A	B	C	D	E
01		2.33	Paper	1.35	359	25%	26%	21%	15%	14%
02		2.41	Paper	1.07	352	14%	37%	29%	14%	6%
03		2.62	Paper	1.07	304	23%	35%	28%	11%	4%
04		2.2	Paper	1.33	359	20%	24%	27%	14%	15%

Available Columns

Column	Description
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).
Course	The title of the course (e.g. Child Development).
Max Units	The maximum number of units a student can earn for the course.
Section	The course section number (e.g. 01).
Class Number	The ID number assigned to a specific section of a course (e.g. 13741).
Primary Faculty	The primary instructor granted the ability to assign and approve grades for the course.
GPA	The average GPA for all students enrolled in the course section for the term selected.
Enroll Count	The total number of students enrolled in the course section for the term selected.
Grading Symbol Columns (e.g. A+ through RD)	The percentage or count of students enrolled in the selected course section who received the grade listed in the column header for the term selected (e.g., the percentage or number of enrolled students who received an A+ in CAS 101 in Fall 2015).
SOQ: Instructor Name	The name of the instructor listed on the Student Opinion Questionnaire (SOQ) that students completed for the course.
SOQ: Mean	The mean of the responses on the SOQ.

Column	Description
SOQ: Type	The type of SOQ that the students completed: paper or online.
SOQ: Deviation	The standard deviation of the responses on the SOQ.
SOQ: Total Reps	The total number of responses received for all questions from all students who completed an SOQ for this course.
SOQ: A through E	The percentage of students who rated the instructor at each data point on the Likert scale on the SOQ. Typically A reflects a higher/positive rating and E is a low/negative rating.

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.

Faculty Grade Distribution Report

This article covers how to run and interpret the Faculty Grade Distribution report on the Course Grade Distribution dashboard.

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

What does this report show?

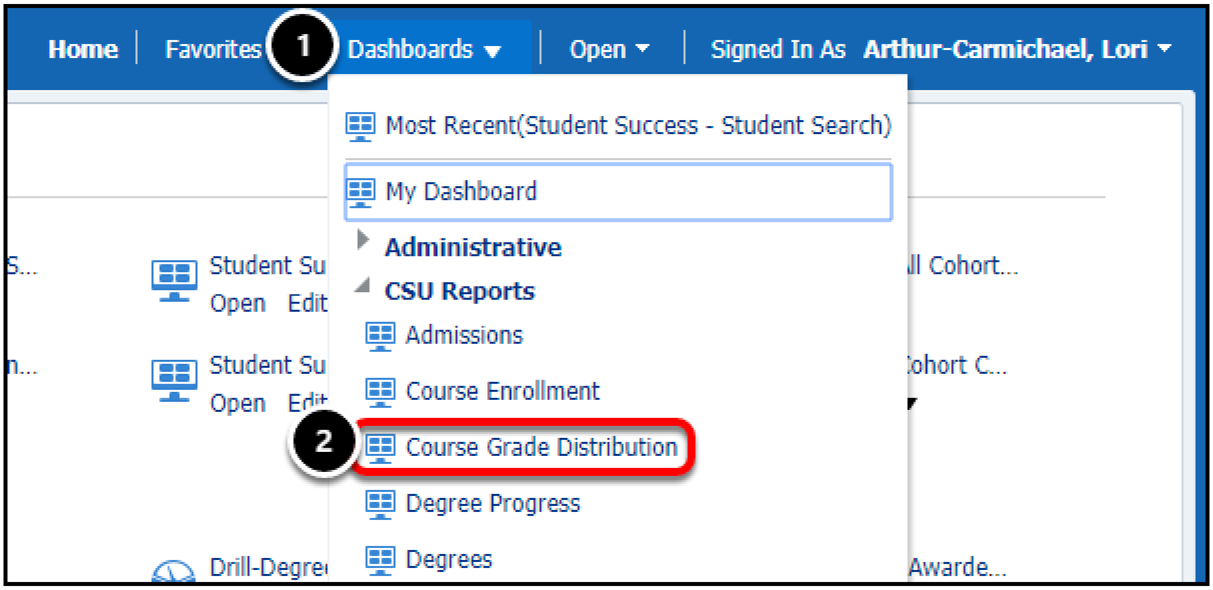
The Faculty Grade Distribution report shows a breakdown of the course grade distribution and SOQ data by instructor and then course/section for a single term.

Accessing the Report

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

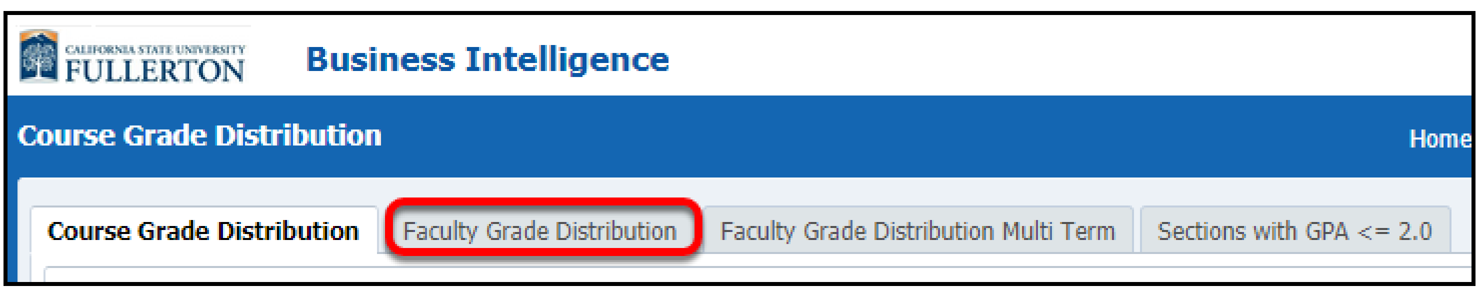
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Course Grade Distribution.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Course Grade Distribution**.

3. Click the Faculty Grade Distribution tab on the Course Grade Distribution dashboard.

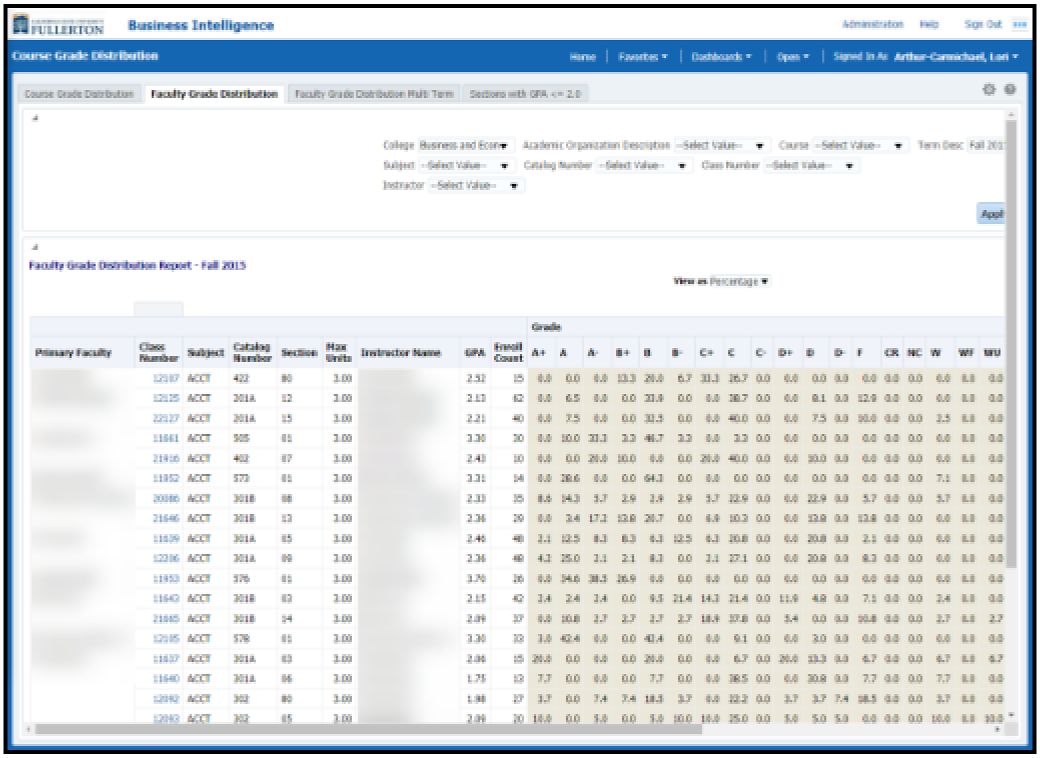


Report Overview

By default, the Faculty Grade Distribution report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.

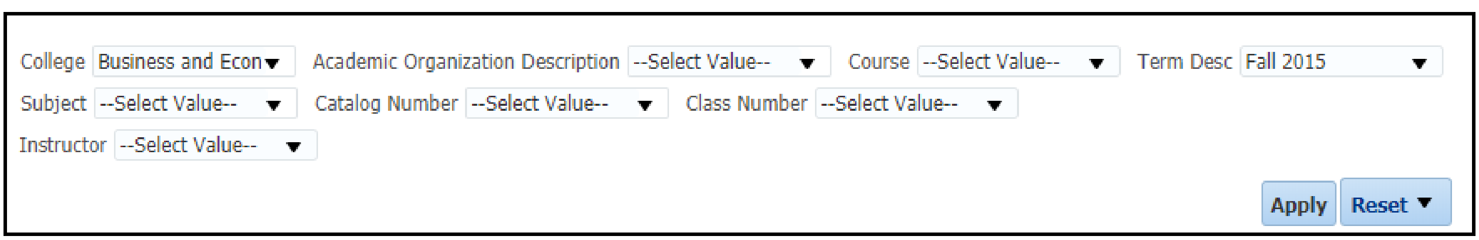
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

[View the Grading Symbols Chart](#) for more detail about all of the grading symbols used on the Course Grade Distribution dashboard reports.



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.

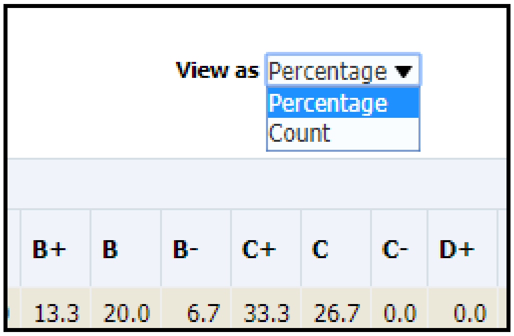


Filter Descriptions

Filter	Description
College	The academic college(s) for which you wish to view data; users will only see colleges that they have permission to view.
Academic Organization	The CSUF academic organization for which you wish to view data; users will only see academic organizations that they have permission to view.
Course	The title of the course (e.g., Child Development) for which you wish to view data.
Term Descr	The academic term (e.g., Fall 2018) for which you wish to view data.
Subject	The course subject (e.g., HUSR) for which you wish to view data.
Catalog Number	The course catalog number (e.g., 101A) for which you wish to view data.
Class Number	The ID number assigned to a specific section of a course (i.e. 13741) for which you wish to view data.
Instructor	The primary instructor granted the ability to assign and approve grades for the course for which you wish to view data.

Report Parameters

Use the drop-down menu above the table to change the data you see in the results charts and tables.



Available Parameters

Name	Description
Count	Shows the count of enrolled students who earned each grade.
Percentage	Shows the percentage of the enrolled students who earned each grade.

Reading the Table

The Faculty Grade Distribution Report table shows each faculty member and the grade distribution and the Student Opinion Questionnaire (SOQ) results for each course section that they taught during the term selected.

> You can click on a Class Number to view the detail for that specific class number along with a chart of the grades.

									Grade																						SOQ								
Primary Faculty	Class Number	Subject	Catalog Number	Section	Max Units	Instructor Name	GPA	Enroll Count	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	Other	RD	Mean	Type	Deviation	Total Reps	A	B	C	D	E
	12107	ACCT	422	80	3.00		2.52	15	0.0	0.0	0.0	13.3	20.0	6.7	33.3	26.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.8	Paper	0.86	88	20%	45%	28%	5%	1%
	12125	ACCT	201A	12	3.00		2.13	62	0.0	6.5	0.0	0.0	33.9	0.0	0.0	38.7	0.0	0.0	8.1	0.0	12.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.47	Paper	0.67	288	55%	38%	6%	1%	0%
	22127	ACCT	201A	15	3.00		2.21	40	0.0	7.5	0.0	0.0	32.5	0.0	0.0	40.0	0.0	0.0	7.5	0.0	10.0	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	3.3	Paper	0.76	256	44%	45%	7%	3%	0%
	11661	ACCT	505	01	3.00		3.30	30	0.0	10.0	33.3	3.3	46.7	3.3	0.0	3.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.25	Paper	0.72	199	39%	48%	12%	1%	1%
	21916	ACCT	402	07	3.00		2.43	10	0.0	0.0	20.0	10.0	0.0	0.0	20.0	40.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.44	Paper	0.67	80	53%	40%	6%	1%	0%

Available Columns

Column	Description
Primary Faculty	The primary instructor granted the ability to assign and approve grades for the course.
Class Number	The ID number assigned to a specific section of a course (e.g. 13741).
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).
Section	The course section number (e.g. 01).
Max Units	The maximum number of units a student can earn for the course.
Instructor Name	The name of the instructor listed on the Student Opinion Questionnaire (SOQ) that students completed for the course.
GPA	The average GPA for all students enrolled in the course section for the term selected.
Enroll Count	The total number of students enrolled in the course section for the term selected.
Grading Symbol Columns (e.g. A+ through RD)	The percentage or count of students enrolled in the selected course section who received the grade listed in the column header for the term selected (e.g., the percentage or number of enrolled students who received an A+ in CAS 101 in Fall 2015).
SOQ: Mean	The mean of the responses on the SOQ.
SOQ: Type	The type of SOQ that the students completed: paper or online.

Column	Description
SOQ: Deviation	The standard deviation of the responses on the SOQ.
SOQ: Total Reps	The total number of responses received for all questions from all students who completed an SOQ for this course.
SOQ: A through E	The percentage of students who rated the instructor at each data point on the Likert scale on the SOQ. Typically A reflects a higher/positive rating and E is a low/negative rating.

Need More Help?

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Faculty Grade Distribution Multi Term Report

This article covers how to run and interpret the Faculty Grade Distribution Multi Term report on the Course Grade Distribution dashboard.

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

What does this report show?

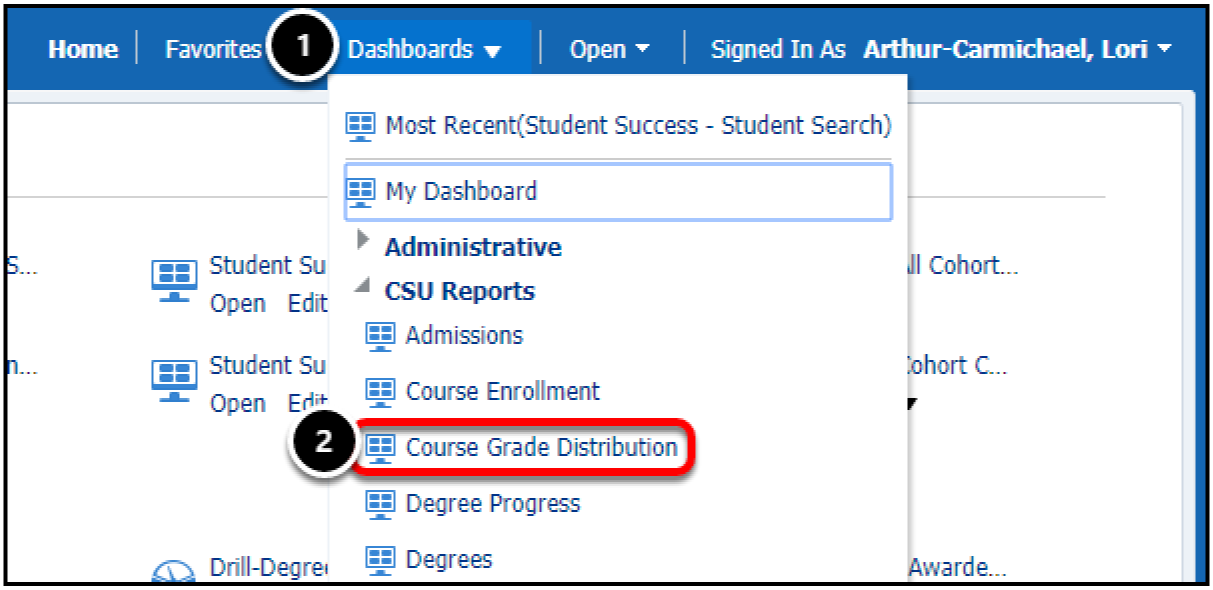
The Faculty Grade Distribution Multi Term report shows a breakdown of the course grade distribution and SOQ data by instructor and then course/section for multiple terms.

Accessing the Report

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

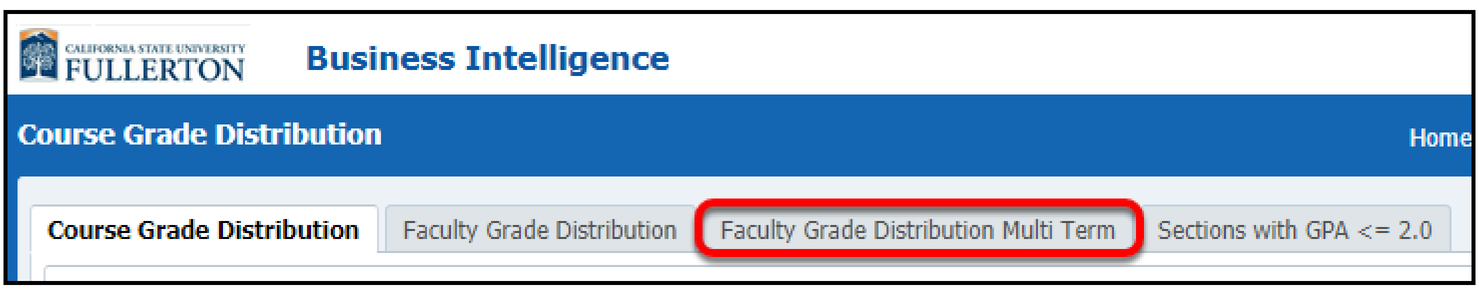
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Course Grade Distribution.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Course Grade Distribution**.

3. Click the Faculty Grade Distribution Multi Term tab on the Course Grade Distribution dashboard.

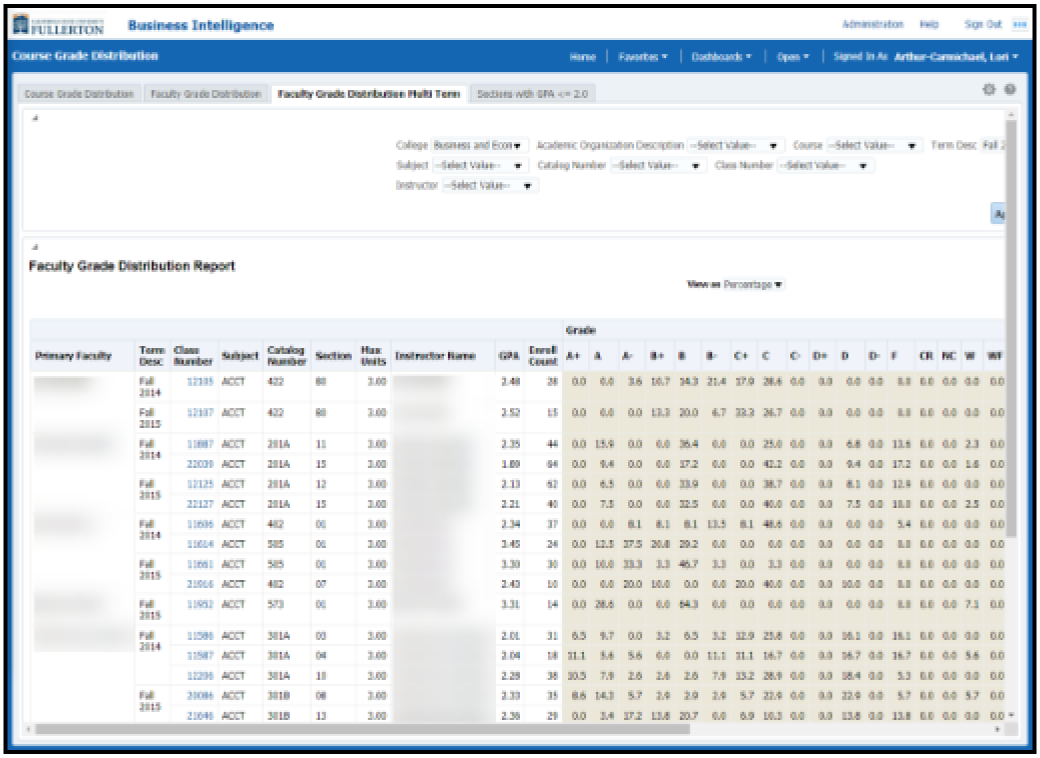


Report Overview

By default, the Faculty Grade Distribution Multi Term report will show the previous two similar terms (e.g. Fall 2015 and Fall 2014 or Spring 2015 and Spring 2014) and all of the college(s), department(s) and/or courses you have permission to view.

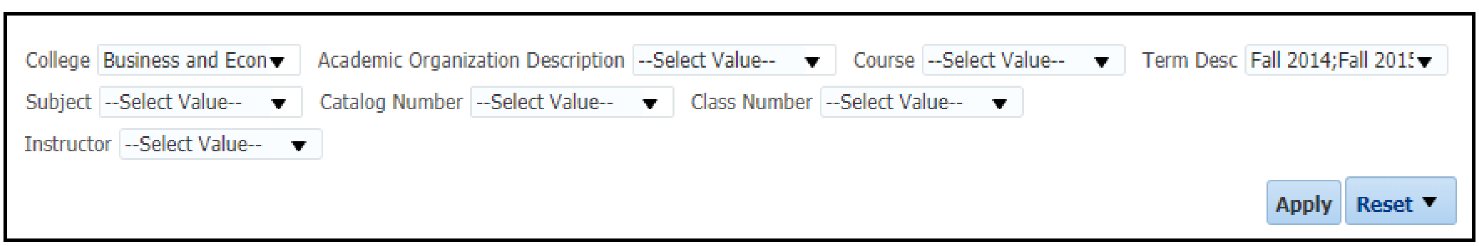
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

[View the Grading Symbols Chart](#) for more detail about all of the grading symbols used on the Course Grade Distribution dashboard reports.



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.

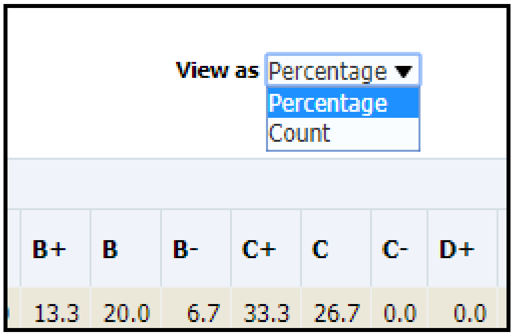


Filter Descriptions

Filter	Description
College	The academic college(s) for which you wish to view data; users will only see colleges that they have permission to view.
Academic Organization	The CSUF academic organization for which you wish to view data; users will only see academic organizations that they have permission to view.
Course	The title of the course (e.g., Child Development) for which you wish to view data.
Term Descr	The academic term(s) (e.g., Fall 2018) for which you wish to view data.
Subject	The course subject (e.g., HUSR) for which you wish to view data.
Catalog Number	The course catalog number (e.g., 101A) for which you wish to view data.
Class Number	The ID number assigned to a specific section of a course (i.e. 13741) for which you wish to view data.
Instructor	The primary instructor granted the ability to assign and approve grades for the course for which you wish to view data.

Report Parameters

Use the drop-down menu above the table to change the data you see in the results charts and tables.



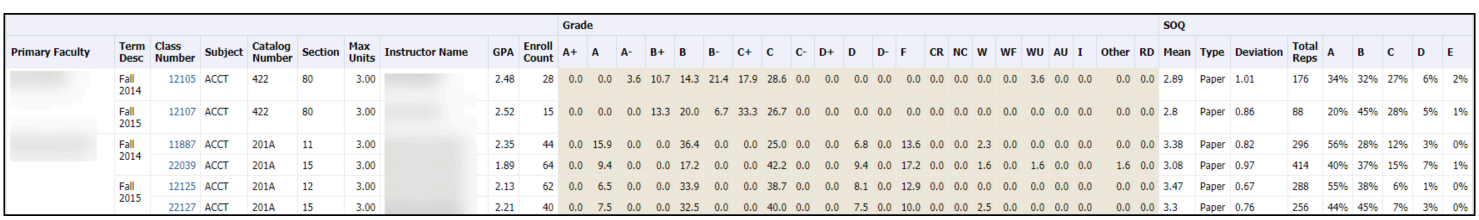
Available Parameters

Name	Description
Count	Shows the count of enrolled students who earned each grade.
Percentage	Shows the percentage of the enrolled students who earned each grade.

Reading the Table

The Faculty Grade Distribution Report Multi Term table shows each faculty member and the grade distribution and the Student Opinion Questionnaire (SOQ) results for each course section that they taught during the terms selected.

You can click on a Class Number to view the detail for that specific class number along with a chart of the grade distribution.



Primary Faculty	Term Desc	Class Number	Subject	Catalog Number	Section	Max Units	Instructor Name	GPA	Enroll Count
	Fall 2014	12105	ACCT	422	80	3.00		2.48	28
	Fall 2015	12107	ACCT	422	80	3.00		2.52	15
	Fall 2014	11887	ACCT	201A	11	3.00		2.35	44
		22039	ACCT	201A	15	3.00		1.89	64
	Fall 2015	12125	ACCT	201A	12	3.00		2.13	62
		22127	ACCT	201A	15	3.00		2.21	40

Class Number	Grade																				
	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	Other	RD
12105	0.0	0.0	3.6	10.7	14.3	21.4	17.9	28.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.6	0.0	0.0	0.0	0.0
12107	0.0	0.0	0.0	13.3	20.0	6.7	33.3	26.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11887	0.0	15.9	0.0	0.0	36.4	0.0	0.0	25.0	0.0	0.0	6.8	0.0	13.6	0.0	0.0	2.3	0.0	0.0	0.0	0.0	0.0	0.0
22039	0.0	9.4	0.0	0.0	17.2	0.0	0.0	42.2	0.0	0.0	9.4	0.0	17.2	0.0	0.0	1.6	0.0	1.6	0.0	0.0	1.6	0.0
12125	0.0	6.5	0.0	0.0	33.9	0.0	0.0	38.7	0.0	0.0	8.1	0.0	12.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22127	0.0	7.5	0.0	0.0	32.5	0.0	0.0	40.0	0.0	0.0	7.5	0.0	10.0	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0

Class Number	SOQ								
	Mean	Type	Deviation	Total Reps	A	B	C	D	E
12105	2.89	Paper	1.01	176	34%	32%	27%	6%	2%
12107	2.8	Paper	0.86	88	20%	45%	28%	5%	1%
11887	3.38	Paper	0.82	296	56%	28%	12%	3%	0%
22039	3.08	Paper	0.97	414	40%	37%	15%	7%	1%
12125	3.47	Paper	0.67	288	55%	38%	6%	1%	0%
22127	3.3	Paper	0.76	256	44%	45%	7%	3%	0%

Available Columns

Column	Description
Primary Faculty	The primary instructor granted the ability to assign and approve grades for the course.
Term Desc	The academic terms selected for the report.
Class Number	The ID number assigned to a specific section of a course (e.g. 13741).
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).
Section	The course section number (e.g. 01).
Max Units	The maximum number of units a student can earn for the course.
Instructor Name	The name of the instructor listed on the Student Opinion Questionnaire (SOQ) that students completed for the course.
GPA	The average GPA for all students enrolled in the course section for the term selected.
Enroll Count	The total number of students enrolled in the course section for the term selected.
Grading Symbol Columns (e.g. A+ through RD)	The percentage or count of students enrolled in the selected course section who received the grade listed in the column header for the term selected (e.g., the percentage or number of enrolled students who received an A+ in CAS 101 in Fall 2015).
SOQ: Mean	The mean of the responses on the SOQ.

Column	Description
SOQ: Type	The type of SOQ that the students completed: paper or online.
SOQ: Deviation	The standard deviation of the responses on the SOQ.
SOQ: Total Reps	The total number of responses received for all questions from all students who completed an SOQ for this course.
SOQ: A through E	The percentage of students who rated the instructor at each data point on the Likert scale on the SOQ. Typically A reflects a higher/positive rating and E is a low/negative rating.

Need More Help?

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Sections with GPA <= 2.0 Report

This article covers how to run and interpret the Sections with GPA <= 2.0 report on the Course Grade Distribution dashboard.

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

What does this report show?

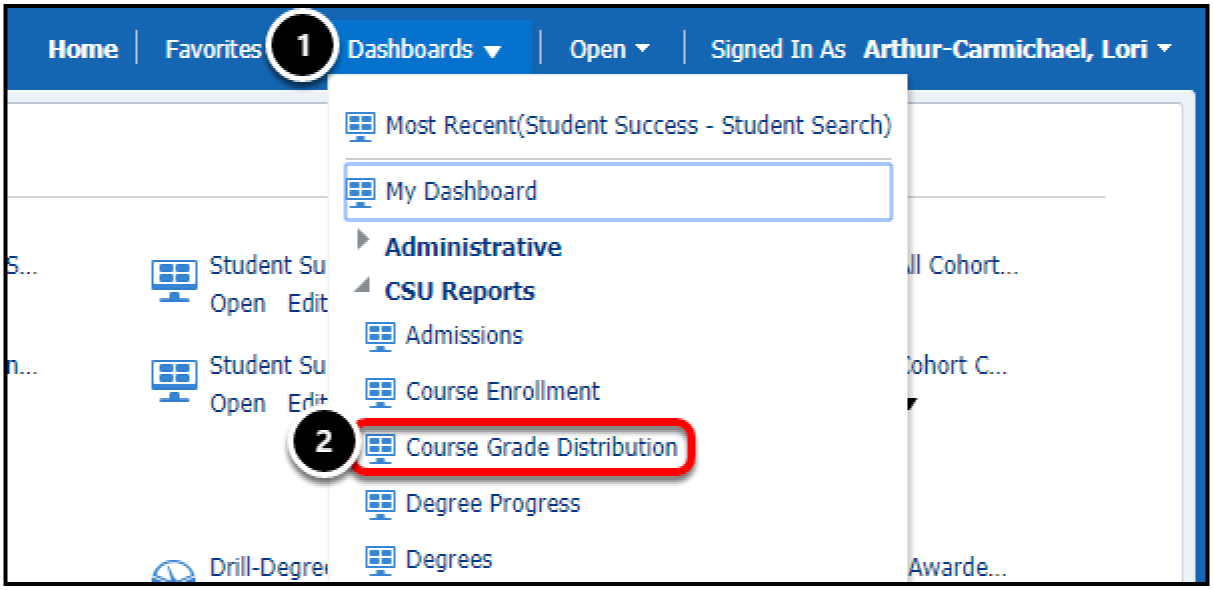
The Sections with GPA < = 2.0 report is similar to the Course Grade Distribution report but only includes sections where the average GPA for the section was less than 2.0.

Accessing the Report

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

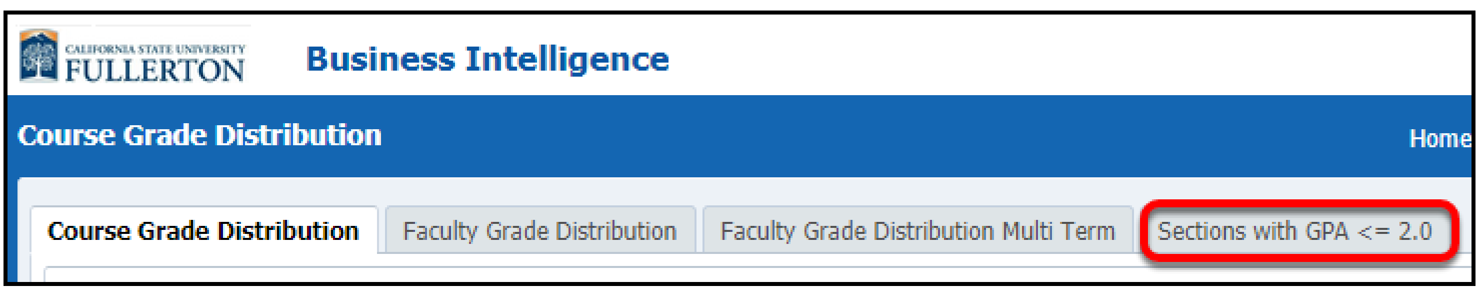
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Course Grade Distribution.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Course Grade Distribution**.

3. Click the Sections with GPA

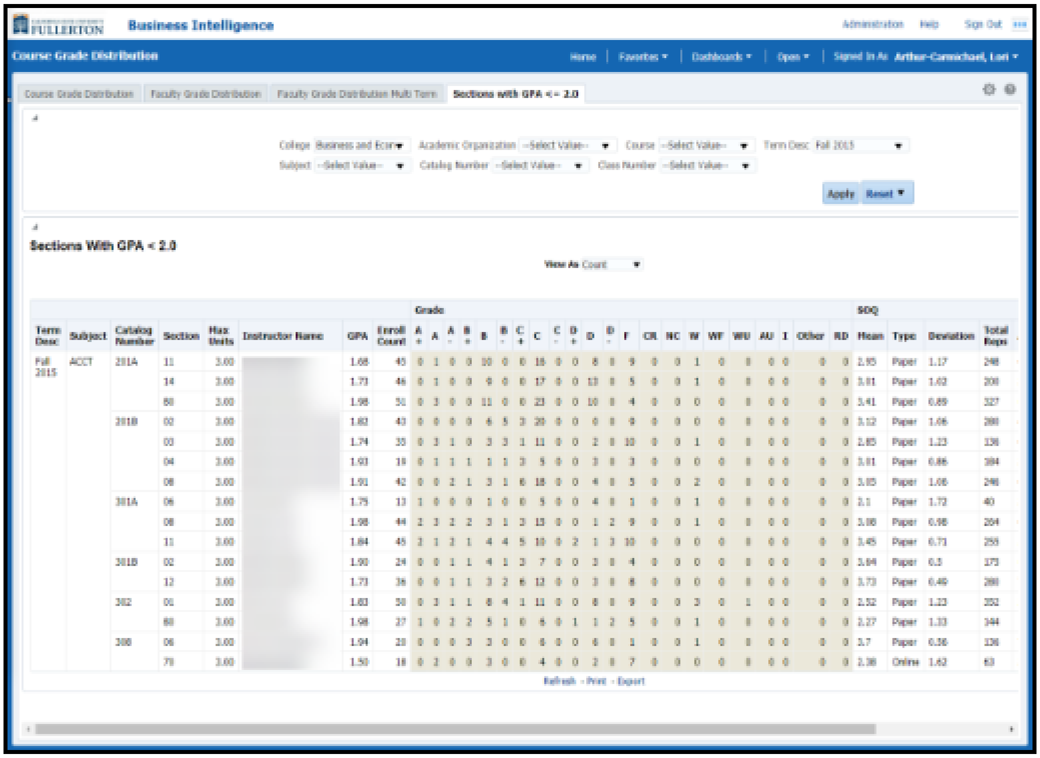


Report Overview

By default, the report will show the previous term and all of the college(s), department(s) and/or courses you have permission to view.

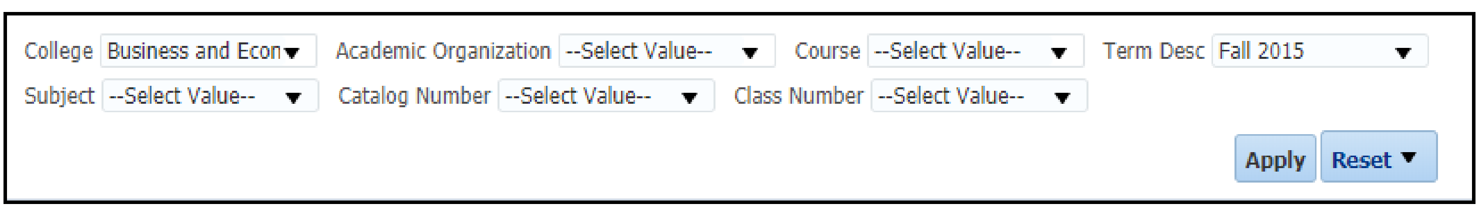
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

[View the Grading Symbols Chart](#) for more detail about all of the grading symbols used on the Course Grade Distribution dashboard reports.



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.

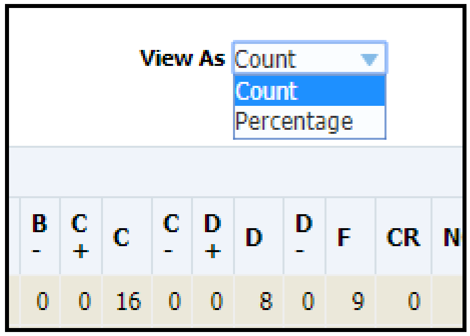


Filter Descriptions

Filter	Description
College	The academic college(s) for which you wish to view data; users will only see colleges that they have permission to view.
Academic Organization	The CSUF academic organization for which you wish to view data; users will only see academic organizations that they have permission to view.
Course	The title of the course (e.g., Child Development) for which you wish to view data.
Term Descr	The academic term (e.g., Fall 2018) for which you wish to view data.
Subject	The course subject (e.g., HUSR) for which you wish to view data.
Catalog Number	The course catalog number (e.g., 101A) for which you wish to view data.
Class Number	The ID number assigned to a specific section of a course (i.e. 13741) for which you wish to view data.

Report Parameters

Use the drop-down menu above each table to change the data you see in the results charts and tables.



Available Parameters

Name	Description
Count	Shows the count of enrolled students who earned each grade.
Percentage	Shows the percentage of the enrolled students who earned each grade.

Reading the Table

The Sections with GPA < = 2.0 table shows the course grade distribution and the Student Opinion Questionnaire (SOQ) results for each course section with an average GPA of less than or equal to 2.0 for the term selected.

								Grade																						SOQ								
Term Desc	Subject	Catalog Number	Section	Max Units	Instructor Name	GPA	Enroll Count	A +	A	A -	B +	B	B -	C +	C	C -	D +	D	D -	F	CR	NC	W	WF	WU	AU	I	Other	RD	Mean	Type	Deviation	Total Reps	A	B	C	D	E
Fall 2015	ACCT	201A	11	3.00	[illegible]	1.68	45	0	1	0	0	10	0	0	16	0	0	8	0	9	0	0	1	0	0	0	0	0	0	2.95	Paper	1.17	248	42%	29%	15%	9%	5%
			14	3.00	[illegible]	1.73	46	0	1	0	0	9	0	0	17	0	0	13	0	5	0	0	1	0	0	0	0	0	0	3.01	Paper	1.02	200	39%	34%	21%	3%	4%
			80	3.00	[illegible]	1.98	51	0	3	0	0	11	0	0	23	0	0	10	0	4	0	0	0	0	0	0	0	0	0	3.41	Paper	0.89	327	61%	26%	8%	4%	1%

Available Columns

Column	Description
Term Desc	The academic term (e.g., Fall 2018).
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).

Column	Description
Section	The course section number (e.g. 01).
Max Units	The maximum number of units a student can earn for the course.
Instructor Name	The primary instructor granted the ability to assign and approve grades for the course.
GPA	The average GPA for all students enrolled in the course section for the term selected.
Enroll Count	The total number of students enrolled in the course section for the term selected.
Grading Symbol Columns (e.g. A+ through RD)	The percentage or count of students enrolled in the selected course section who received the grade listed in the column header for the term selected (e.g., the percentage or number of enrolled students who received an A+ in CAS 101 in Fall 2015).
SOQ: Mean	The mean of the responses on the SOQ.
SOQ: Type	The type of SOQ that the students completed: paper or online.
SOQ: Deviation	The standard deviation of the responses on the SOQ.
SOQ: Total Reps	The total number of responses received for all questions from all students who completed an SOQ for this course.
SOQ: A through E	The percentage of students who rated the instructor at each data point on the Likert scale on the SOQ. Typically A reflects a higher/positive rating and E is a low/negative rating.

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Grading Symbol Chart

This article contains the grading symbol chart. This grading symbol chart details all of the grading symbols that may appear on various reports, including historical grading symbols that are now obsolete and when particular grading symbols (such as plus/minus grades) began to appear.

Grade	Obsolete?	Description (if other than A-F)
A+	No	Plus/minus grading began Spring 2005
A	No	
A-	No	Plus/minus grading began Spring 2005
AU	No	Audit
B+	No	Plus/minus grading began Spring 2005
B	No	
B-	No	Plus/minus grading began Spring 2005
C+	No	Plus/minus grading began Spring 2005
C	No	
C-	No	Plus/minus grading began Spring 2005
CR	No	Credit (includes credit-by-exam; need to also look at student's grading basis of CBE to know it is credit-by-exam)
D+	No	Plus/minus grading began Spring 2005
D	No	
D-	No	Plus/minus grading began Spring 2005
E	Yes, as of Fall 1973	Incomplete (we now use I)

Grade	**Obsolete?**	**Description (if other than A-F)**
F	No	
F*	Yes, as of Fall 1977	Unofficial Withdrawal (we now use WU)
I	No	Incomplete
IC	No	Incomplete Charged (used when an incomplete grade expires and becomes the equivalent of an F)
IP	No	In Progress
NC	No	No Credit
NC*	No	No Credit – Unofficial Withdrawal (like WU but used for credit/no credit classes)
NG	No	No Grade
NP	Yes, as of Fall 1973	No Pass (we now use NC)
NR	Yes, as of Spring 1974	No Report (we now use WU)
P	Yes, as of Fall 1973	Pass (we now use CR)
RD	No	Report Delayed (enrollment is still considered in progress)
RP	No	For all classes other than Early Start: Report in Progress; For Early Start Classes: work satisfactory to date.
SP	Yes, as of Fall 2002	Satisfactory Progress (we now use RP)
U	Yes, as of Summer 2003	Unauthorized Incomplete (we now use WU)
W	No	Withdrawn
WF	Yes, as of Fall 1991	Withdraw Failing (we now use W)

Grade	Obsolete?	Description (if other than A-F)
WU	No	Withdrawn Unauthorized (student did not withdraw from the course and failed to complete the course)

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Degrees

Degrees Dashboard Overview

This article contains an overview of the Degrees dashboard including: important information about the reports and available reports.

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

Important Information About These Reports

The Degree reports allow users to obtain information on the various degrees awarded by the university each term and the majors and minors associated with each degree.

- Information for all degrees awarded since Fall 1990 are available; information for degrees awarded before Fall 1990 may not be available.
- The degree types included in these reports include bachelor's, master's, and doctoral degrees; certificates awarded by the university are not included.
- When an individual student was awarded both a Bachelor's of Science (B.S.) and a Bachelor's of Arts (B.A.) degree, each degree is counted separately in the degrees awarded total.
- To obtain a listing of all Commencement-eligible students, include the fall, spring, and summer semesters in the search criteria. For example, to obtain a list of all students who were eligible to attend Commencement 2012 held on May 19-20, 2012, include degrees awarded for fall 2011, spring 2012, and summer 2012 in the search criteria.
- The default terms for each report are the last three (3) completed terms.

Available Reports

The following reports are currently available for the Degrees dashboard:

- **Degrees Awarded By Major**: The Degrees Awarded By Major report shows charts and tables for all degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. ***Note***: when an individual student had a double major, only their first major will show in this report; information on their second major will appear on the Second Major Associated with Degrees Awarded report.

- **Second Major Associated with Degrees Awarded**: The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. ***Note***: when an individual student had a double major, only their second major will show in this report; information on their first major will appear on the Degrees Awarded By Major report.

- **Minor Associated with Degrees Awarded**: The Minor Associated with Degrees Awarded report shows charts and tables of all minors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of minors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by minor.

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.

Degrees Awarded by Major Report

This article covers how to run and interpret the Degrees Awarded by Major report on the Degrees dashboard.

What does this report show?

The Degrees Awarded By Major report shows charts and tables for all degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major.

Note: when an individual student had a double major, only their first major will show in this report; information on their second major will appear on the Second Major Associated with Degrees Awarded report.

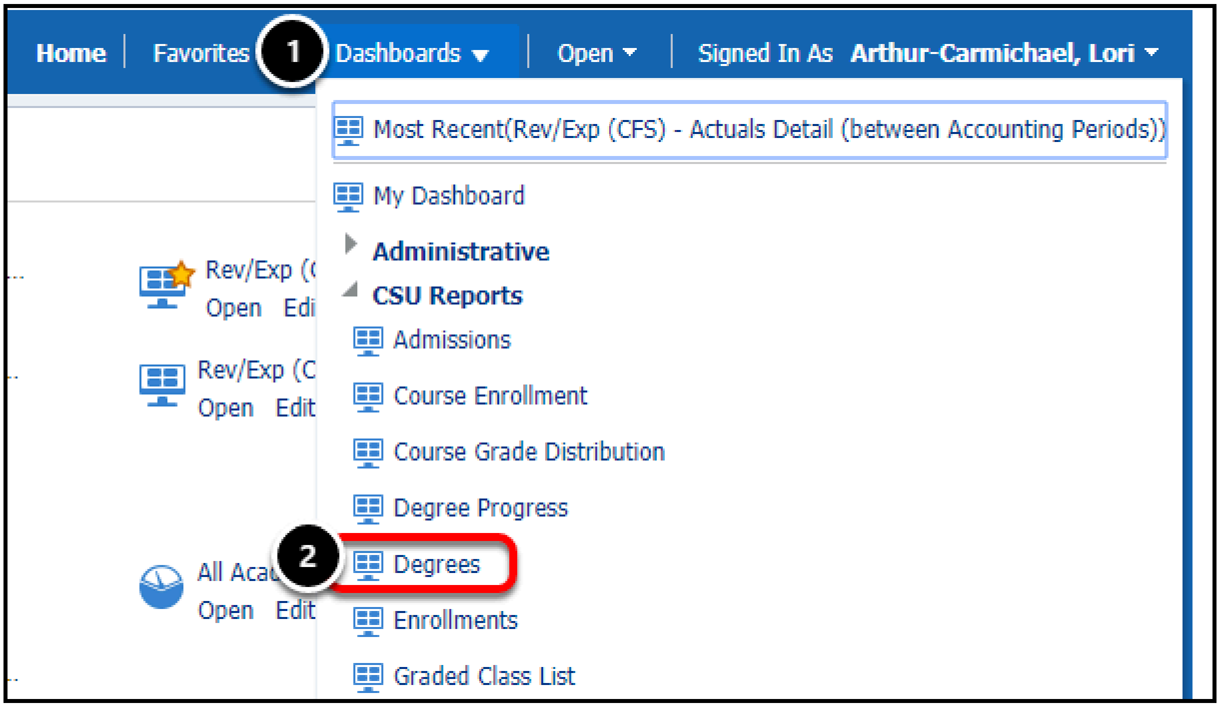
Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

Accessing the Report

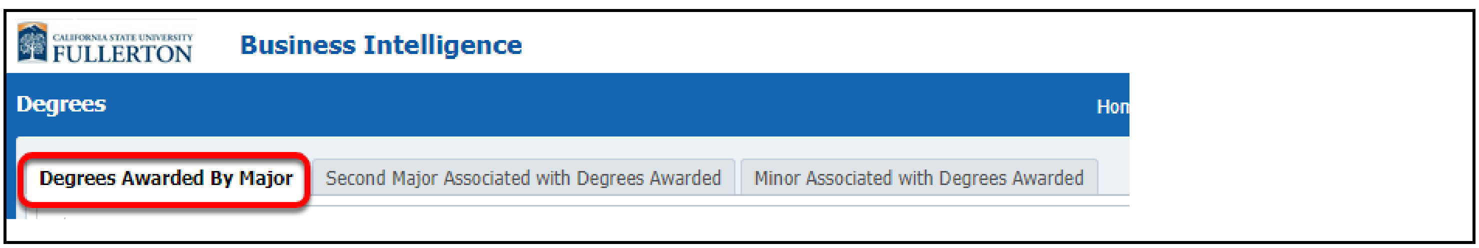
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Degrees.

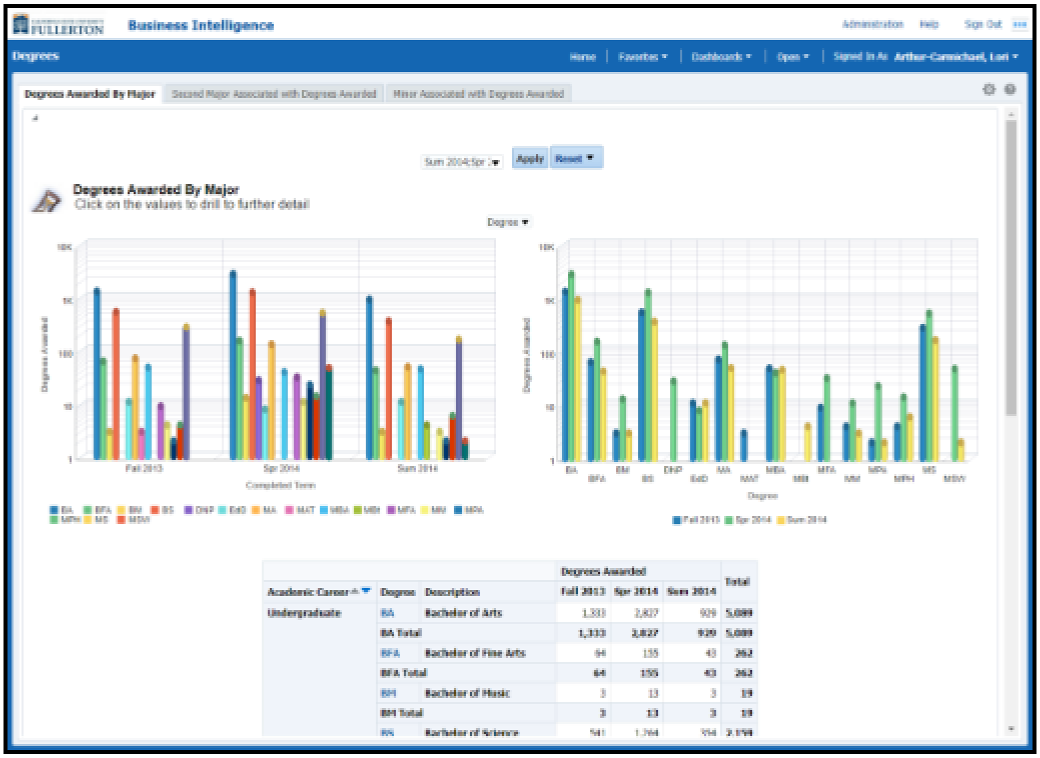


3. Click the Degrees Awarded by Major tab on the Degrees dashboard.



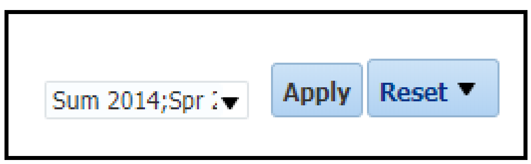
Report Overview

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.

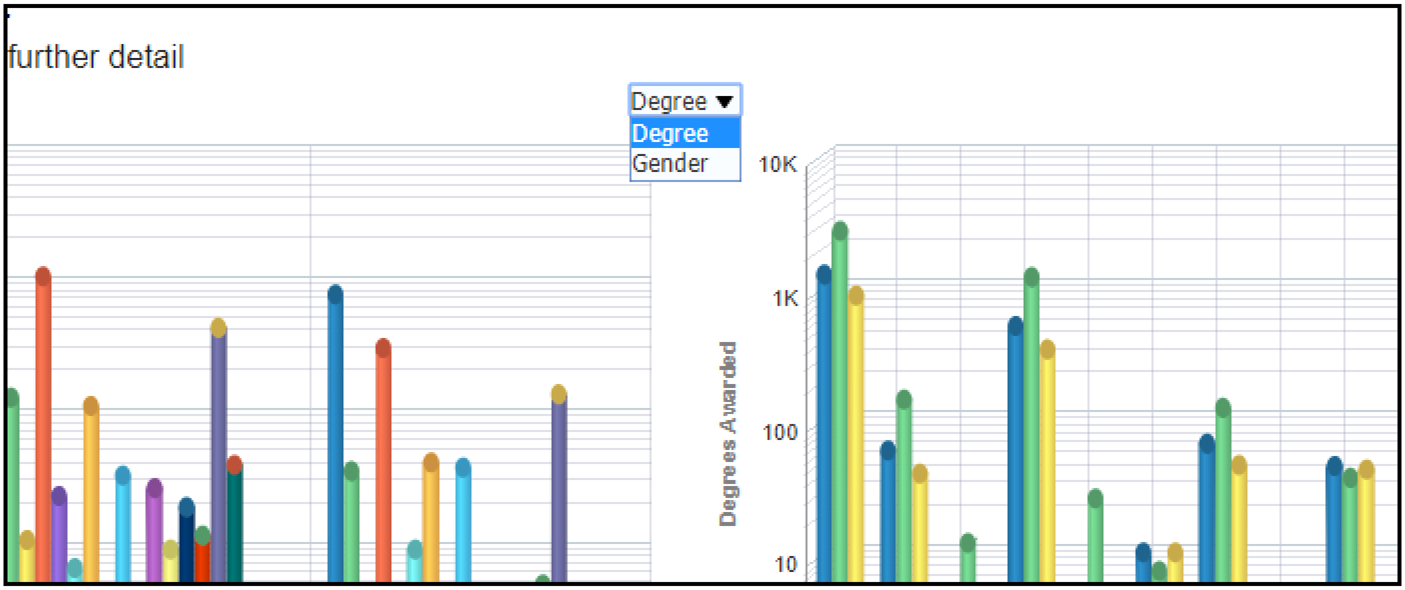


Filter Descriptions

Filter	Description
Term	The academic term(s) for which you wish to view data on the degrees awarded for the term.

Report Parameters

Use the drop-down menu in between the two charts in the middle of the report to change the data you see in the results charts and tables.



Available Parameters

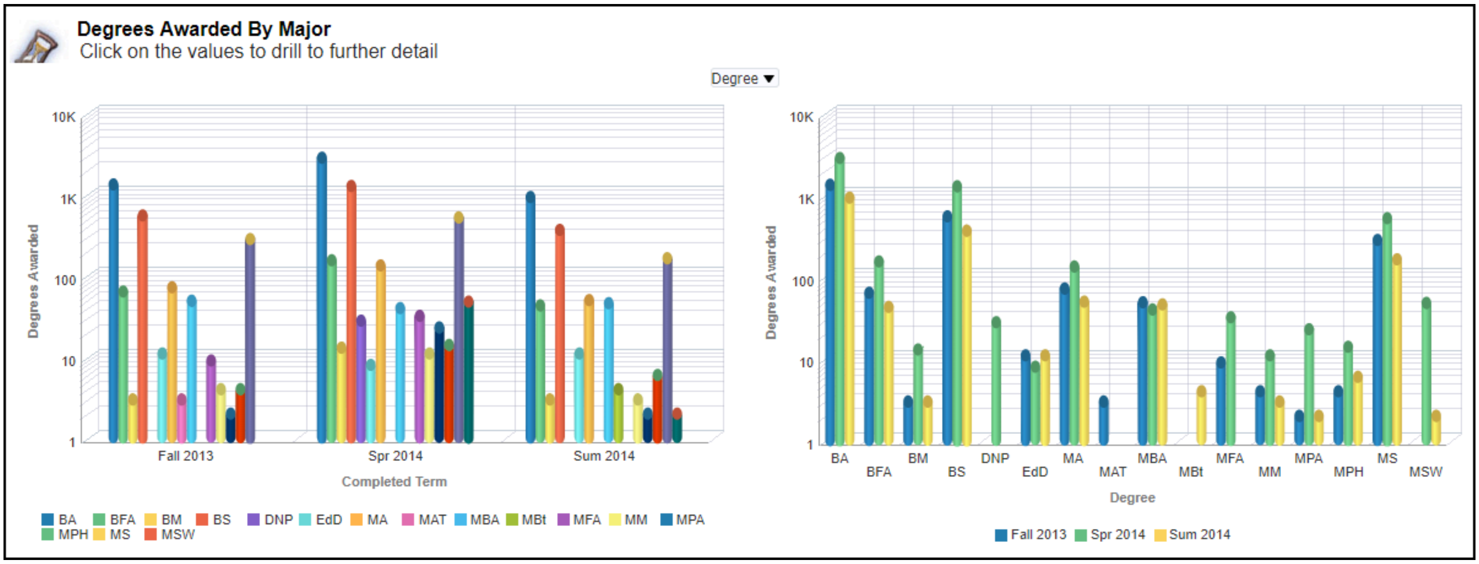
Name	Description
Degree	Organizes the data by the degree type. Values include: • BA • BFA • BM • BS • DNP • EdD • MA • MAT • MBA • MBt • MFA • MM • MPA • MPH

Name	Description
	• MS • MSW
Gender	Organizes the data by the gender and degree type of the students. Values include: • Female, BA • Female, BFA • Female, BM • Female, BS • Female, DNP • Female, EdD • Female, MA • Female, MAT • Female, MBA • Female, MBt • Female, MFA • Female, MM • Female, MPA • Female, MPH • Female, MS • Female, MSW • Male, BA • Male, BFA • Male, BM • Male, BS • Male, DNP • Male, EdD • Male, MA • Male, MAT • Male, MBA • Male, MBt • Male, MFA • Male, MM • Male, MPA • Male, MPH • Male, MS • Male, MSW

Reading the Charts

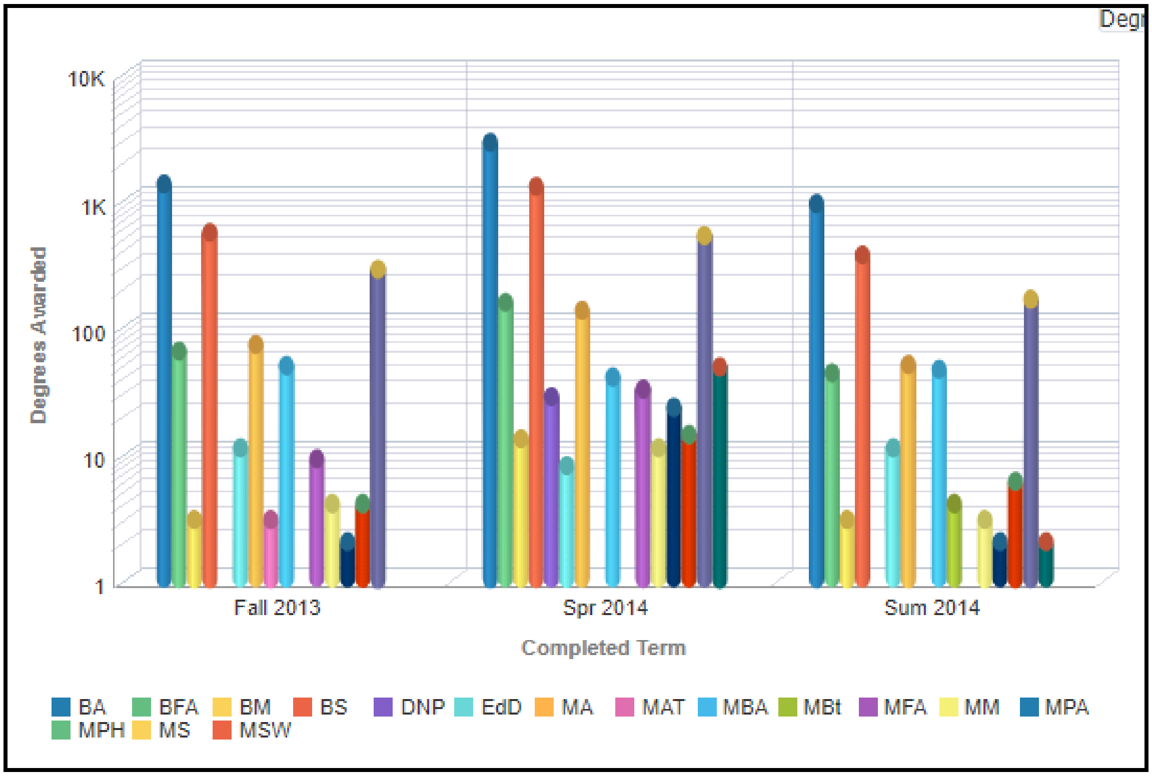
The middle portion of the report contains the filter results in two charts.

You can hover over the bars in charts to see the specific count associated with each bar.



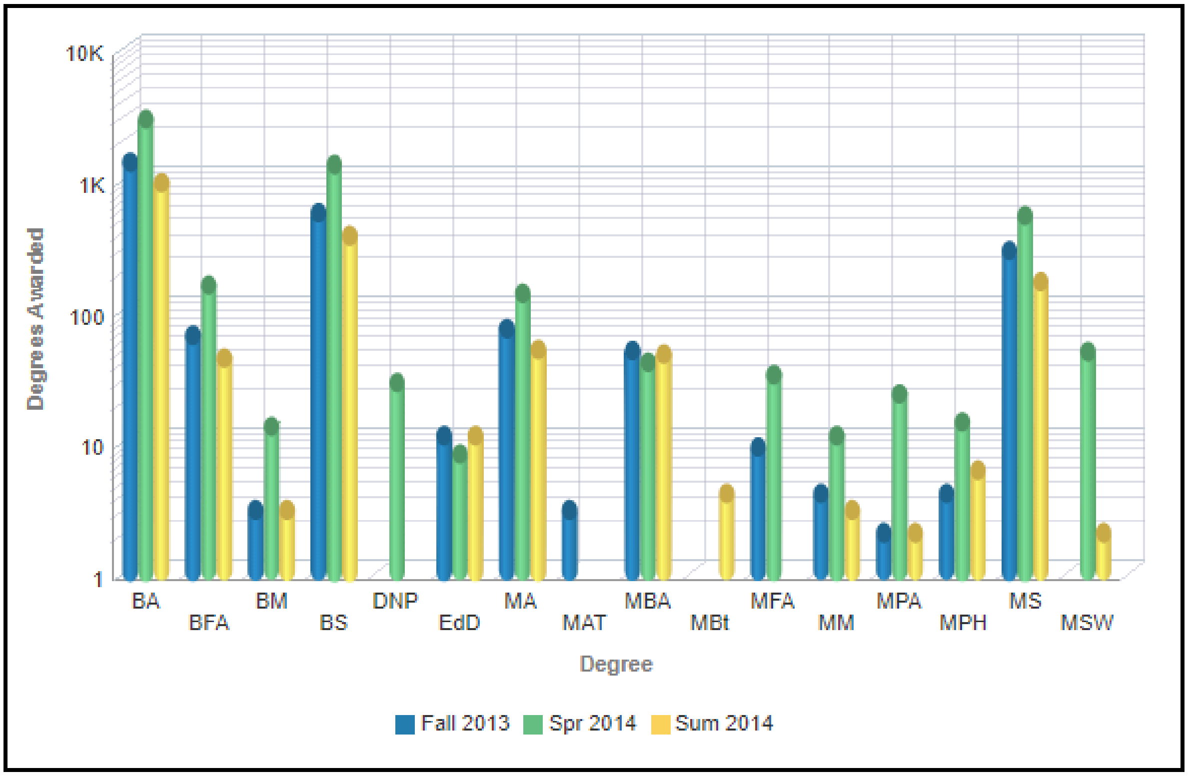
Degree Charts

Both Degree charts are showing you the same information, but the data is organized slightly differently.



The degree chart on the left of the screen shows the number of degrees awarded by completed term.

The legend at the bottom of the chart shows which degrees are represented by the colored bars.

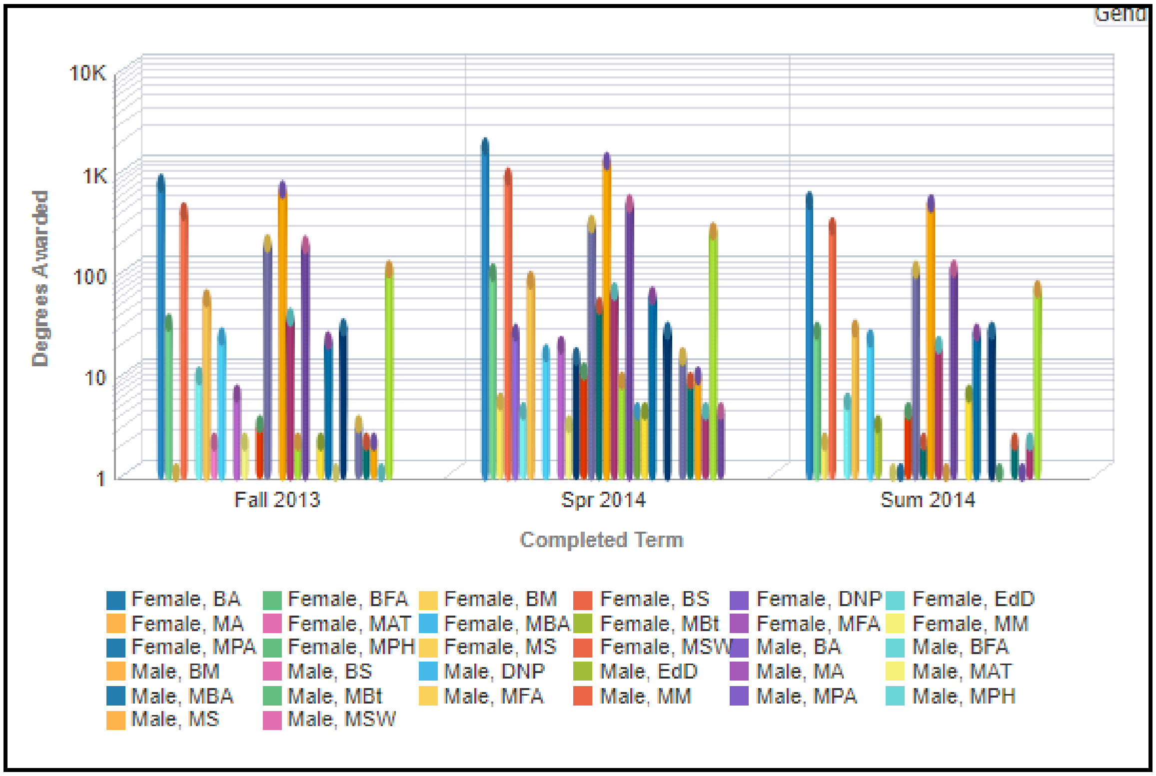


The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

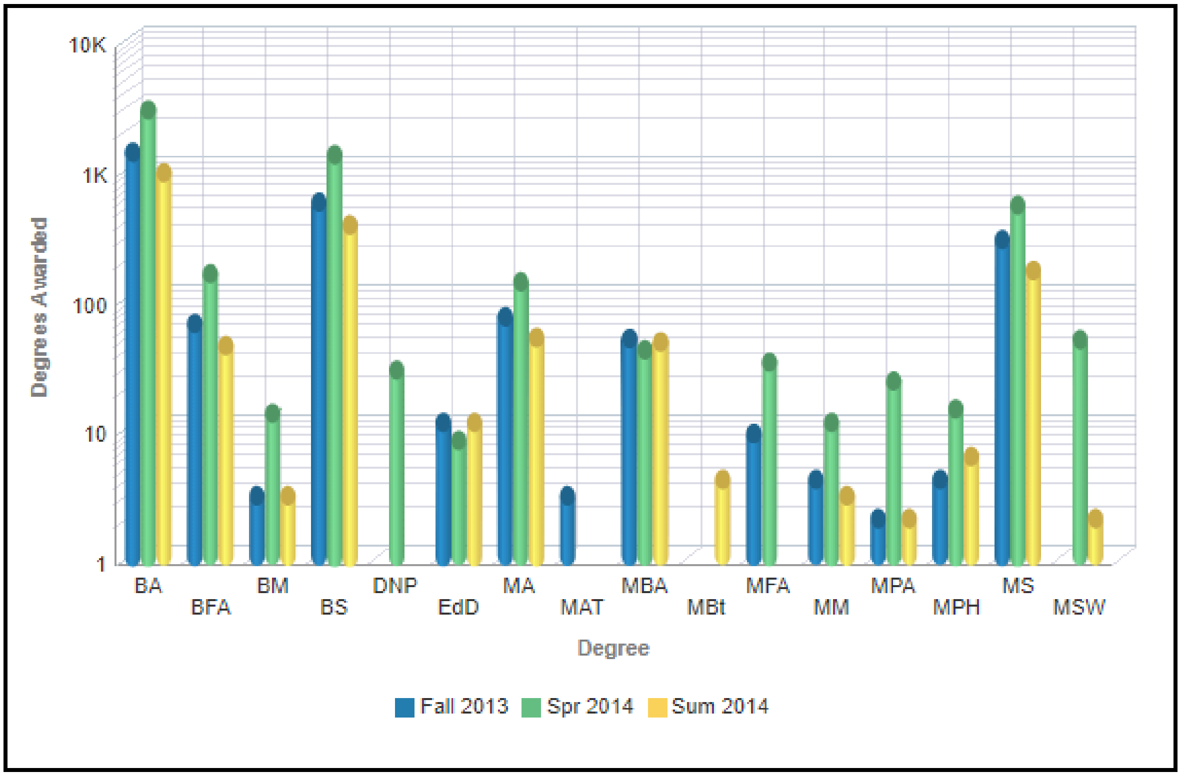
Gender Charts

Both Gender charts are showing you the same information, but the data is organized slightly differently.



The gender chart on the left of the screen shows the number of degrees awarded by completed term.

The legend at the bottom of the chart shows which gender population and degree type is represented by the colored bars.



The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Reading the Tables

The tables present the same information; however, the numbers are broken down by either degree or gender and degree.

Degree Table

			Degrees Awarded			Total
Academic Career	Degree	Description	Fall 2013	Spr 2014	Sum 2014	
Undergraduate	BA	Bachelor of Arts	1,333	2,827	929	5,089
	BA Total		1,333	2,827	929	5,089
	BFA	Bachelor of Fine Arts	64	155	43	262
	BFA Total		64	155	43	262
	BM	Bachelor of Music	3	13	3	19
	BM Total		3	13	3	19
	BS	Bachelor of Science	541	1,264	354	2,159
	BS Total		541	1,264	354	2,159
Undergraduate Total			1,941	4,259	1,329	7,529

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate • Postbaccalaureate
Degree	Indicates the degree type. Values include: • BA • BFA • BM • BS • DNP • EdD • MA • MAT • MBA • MBt • MFA

Column	Description
	• MM • MPA • MPH • MS • MSW
Description	The full name of the degree.
Degrees Awarded	The total number of degrees awarded broken down by term.
Total	The total number of degrees for all terms selected.

Gender Table

				Degrees Awarded			Total
Academic Career	**Degree**	**Description**	**Gender**	**Fall 2013**	**Spr 2014**	**Sum 2014**	
Undergraduate	**BA**	**Bachelor of Arts**	**Female**	716	1,650	481	**2,847**
			Male	617	1,177	448	**2,242**
	BA Total			**1,333**	**2,827**	**929**	**5,089**
	BFA	**Bachelor of Fine Arts**	**Female**	30	94	25	**149**
			Male	34	61	18	**113**
	BFA Total			**64**	**155**	**43**	**262**
	BM	**Bachelor of Music**	**Female**	1	5	2	**8**
			Male	2	8	1	**11**
	BM Total			**3**	**13**	**3**	**19**
	BS	**Bachelor of Science**	**Female**	369	814	252	**1,435**
			Male	172	450	102	**724**
	BS Total			**541**	**1,264**	**354**	**2,159**
Undergraduate Total				**1,941**	**4,259**	**1,329**	**7,529**

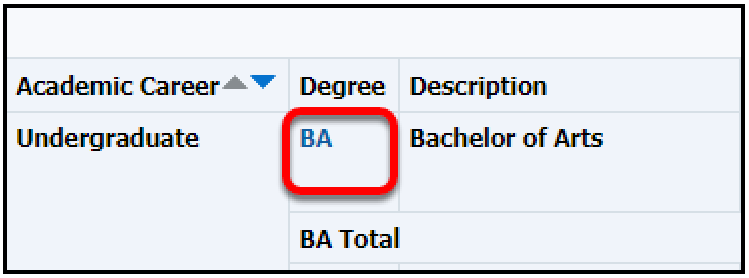
Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate • Postbaccalaureate
Degree	Indicates the degree type. Values include: • BA • BFA • BM • BS • DNP • EdD • MA • MAT • MBA • MBt • MFA • MM • MPA • MPH • MS • MSW
Description	The full name of the degree.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded broken down by term.
Total	The total number of degrees for all terms selected.

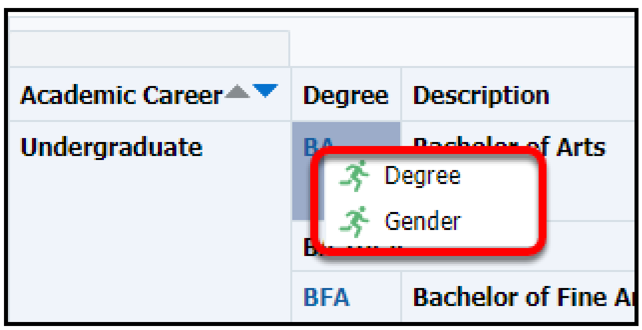
Additional Detail

You can click on the Degree hyperlink to view a report showing degree totals by major.

1. Click on a Degree hyperlink to view additional details.

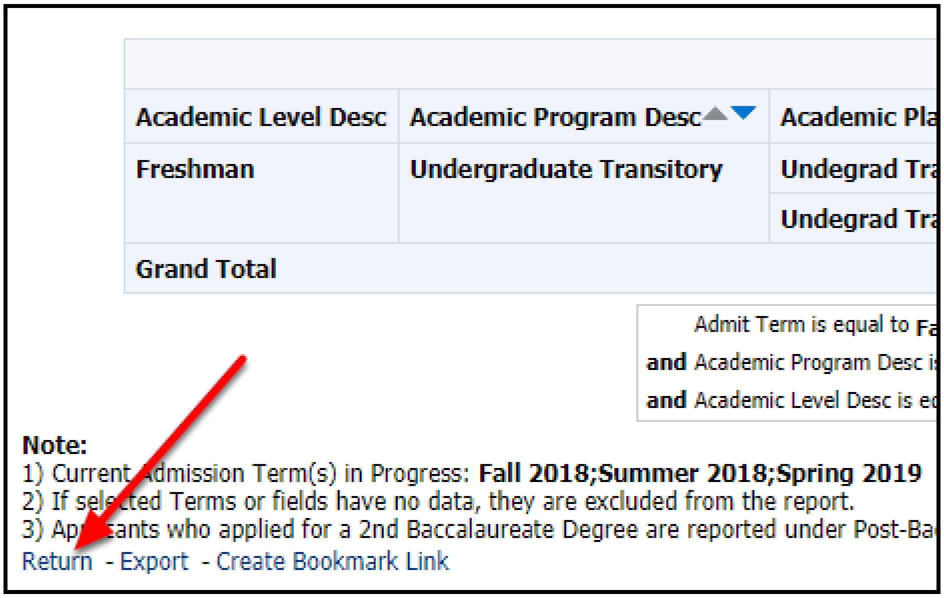


2. Choose a detail link from the pop-up that appears.



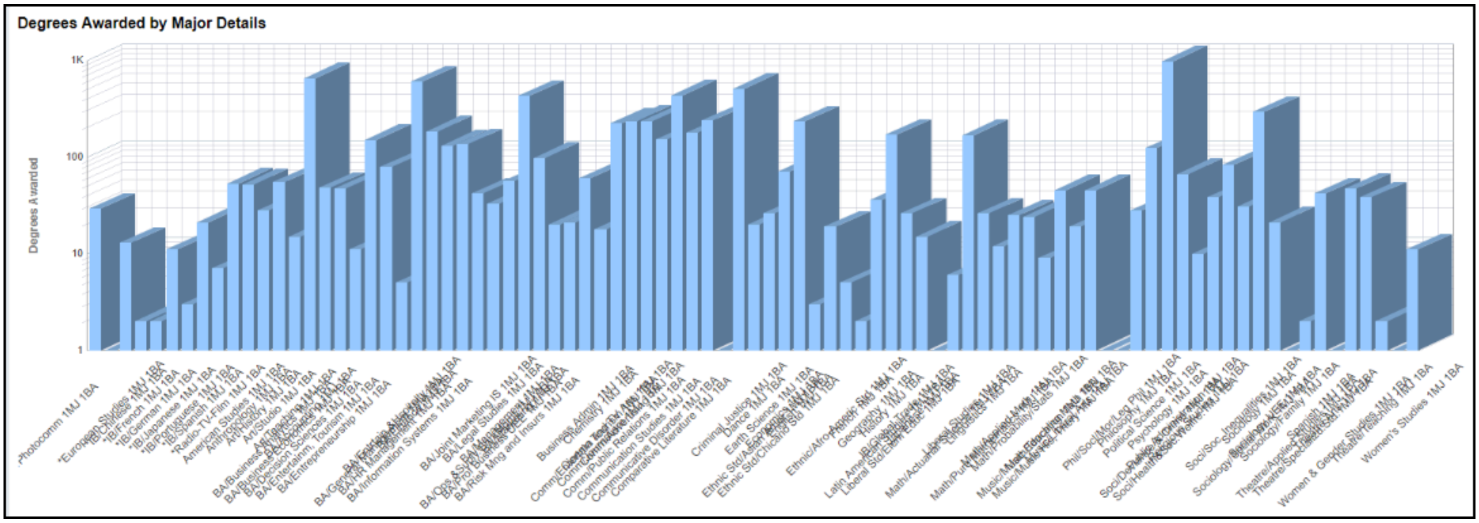
Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.

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



Degree Detail

Degree Detail Chart



The Degrees Awarded by Major Details Chart sorted by degree shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

Degree Detail Table

			Degrees Awarded			Total
Academic Career	**Degree**	**Academic Plan**	**Spr 2017**	**Fall 2017**	**Spr 2018**	
Undergraduate	**BA**	***Comm/Photocomm 1MJ 1BA**	15	4	10	**29**
		***European Studies 1MJ 1BA**	0	0	1	**1**
		***IB/Chinese 1MJ 1BA**	6	3	4	**13**
		***IB/French 1MJ 1BA**	0	1	1	**2**

Available Columns

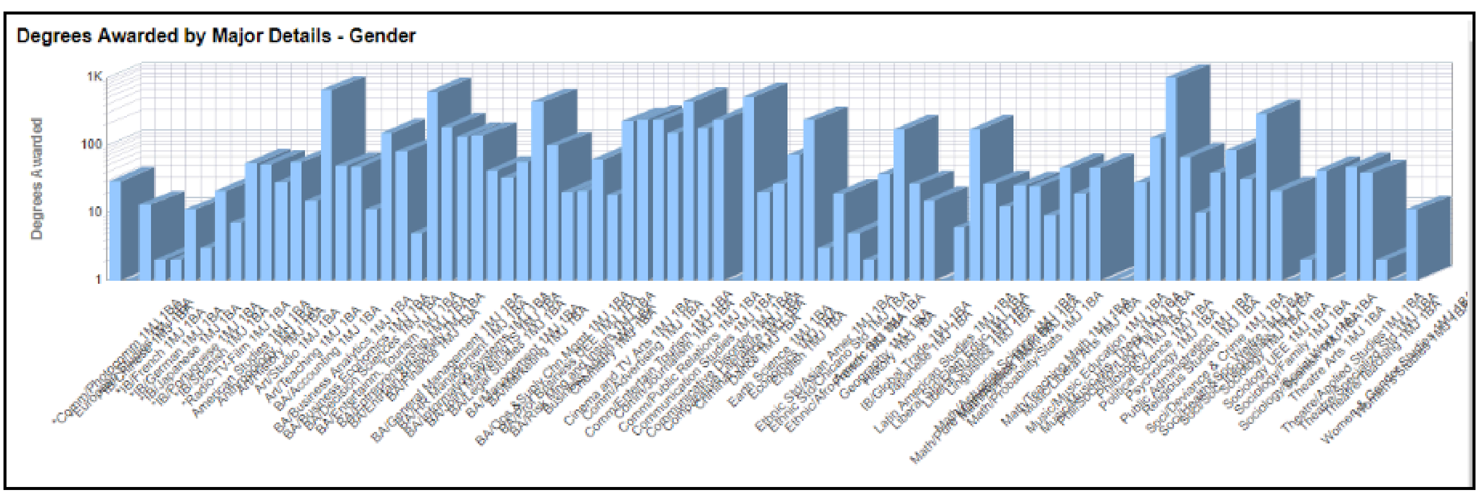
Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate

Column	Description
	• Postbaccalaureate
Degree	Indicates the degree type. Values include: • BA • BFA • BM • BS • DNP • EdD • MA • MAT • MBA • MBt • MFA • MM • MPA • MPH • MS • MSW
Academic Plan	Indicates the name of the major.
Degrees Awarded	The total number of degrees awarded broken down by term.
Total	The total number of degrees for all terms selected.

Gender Detail

Academic Career	Degree	Academic Plan	Gender	Degrees Awarded Fall 2017	Spr 2017	Spr 2018	Total
Undergraduate	BA	*Comm/Photocomm 1MJ 1BA	Female	2	9	5	16
			Male	2	6	5	13
		*Comm/Photocomm 1MJ 1BA Total		4	15	10	29
		*European Studies 1MJ 1BA	Female	0	0	1	1
		*European Studies 1MJ 1BA Total		0	0	1	1
		*IB/Chinese 1MJ 1BA	Female	2	3	1	6
			Male	1	3	3	7
		*IB/Chinese 1MJ 1BA Total		3	6	4	13
		*IB/French 1MJ 1BA	Female	1	0	1	2
		*IB/French 1MJ 1BA Total		1	0	1	2

Gender Detail Chart



The Degrees Awarded by Major Details Chart sorted by gender shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

Gender Detail Table

				Degrees Awarded			Total
Academic Career	Degree	Academic Plan	Gender	Fall 2017	Spr 2017	Spr 2018	
Undergraduate	BA	*Comm/Photocomm 1MJ 1BA	Female	2	9	5	16
			Male	2	6	5	13
		*Comm/Photocomm 1MJ 1BA Total		4	15	10	29
		*European Studies 1MJ 1BA	Female	0	0	1	1
		*European Studies 1MJ 1BA Total		0	0	1	1
		*IB/Chinese 1MJ 1BA	Female	2	3	1	6
			Male	1	3	3	7
		*IB/Chinese 1MJ 1BA Total		3	6	4	13
		*IB/French 1MJ 1BA	Female	1	0	1	2

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate • Postbaccalaureate
Degree	Indicates the degree type. Values include: • BA • BFA • BM • BS • DNP • EdD • MA • MAT • MBA • MBt • MFA • MM

Column	Description
	• MPA • MPH • MS • MSW
Academic Plan	Indicates the name of the major.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded broken down by term.
Total	The total number of degrees for all terms selected.

Need More Help?

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Second Major Associated with Degrees Awarded Report

This article covers how to run and interpret the Second Major Associated with Degrees Awarded report on the Degrees dashboard.

What does this report show?

The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major.

Note: *when an individual student had a double major, only their second major will show in this report; information on their first major will appear on the Degrees Awarded By Major report.*

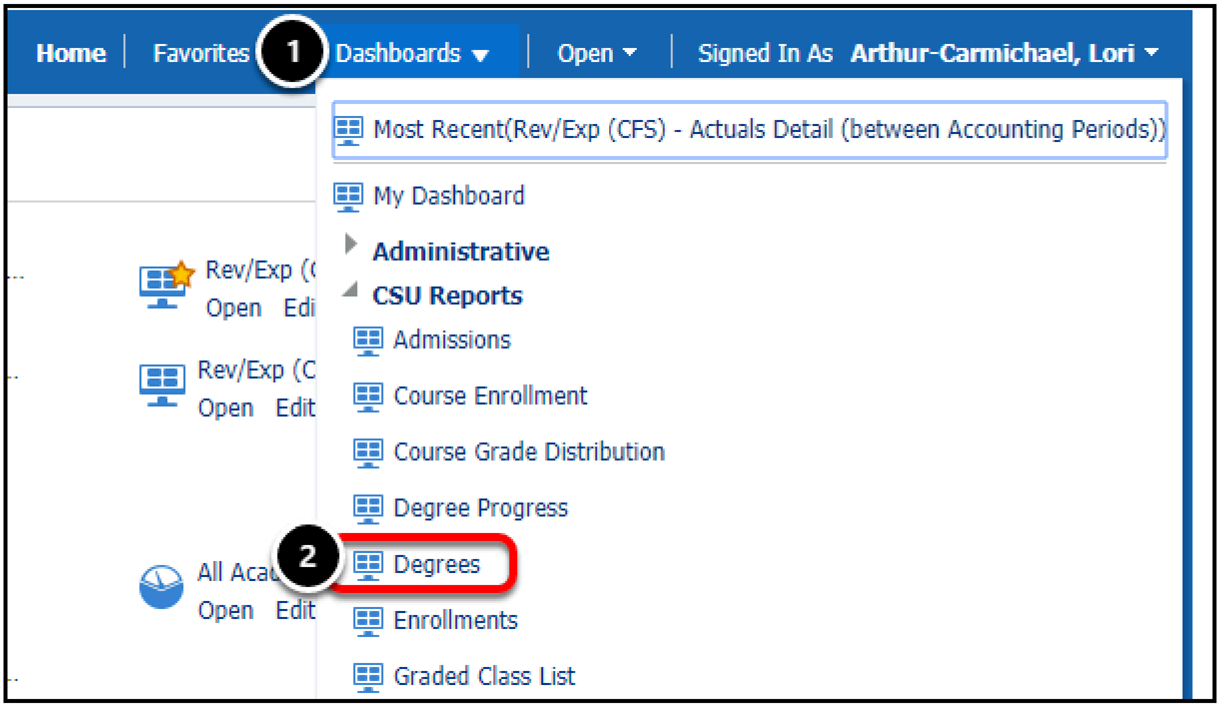
Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

Accessing the Report

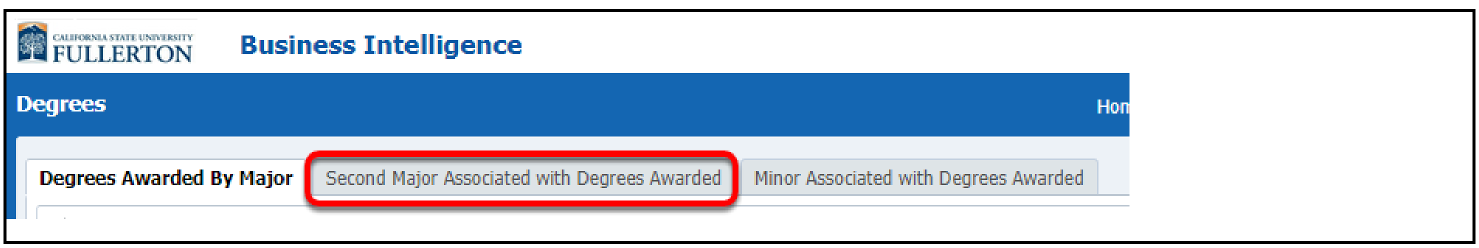
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Degrees.

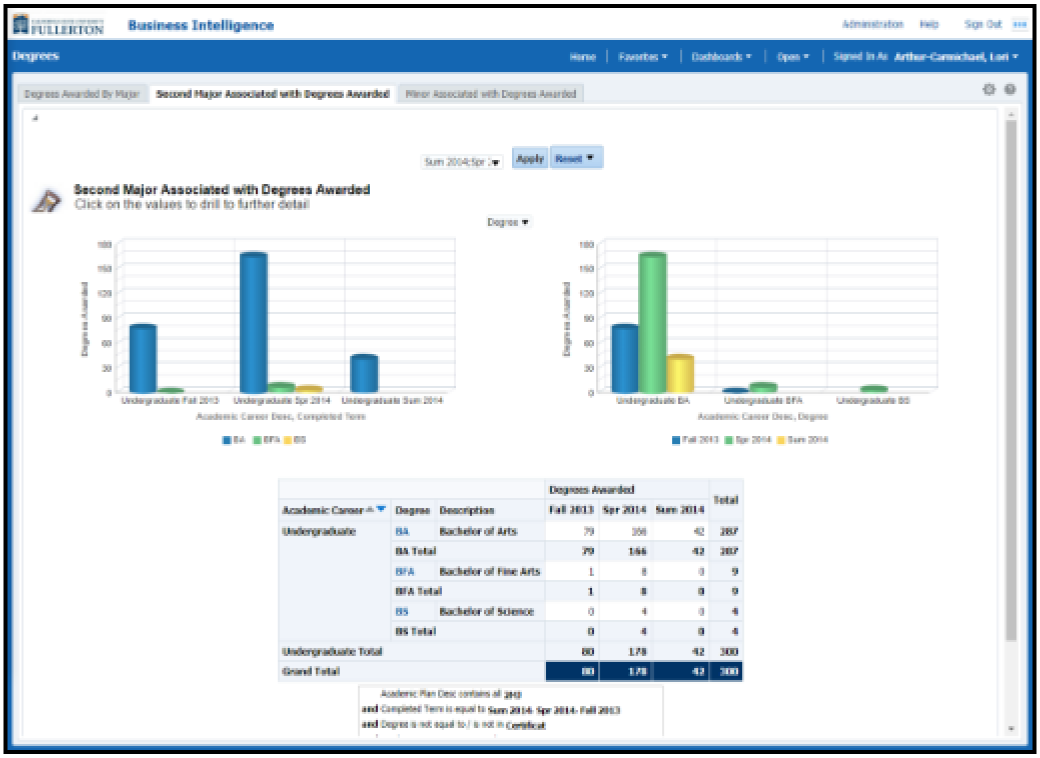


3. Click the Second Major Associated with Degrees Awarded tab on the Degrees dashboard.



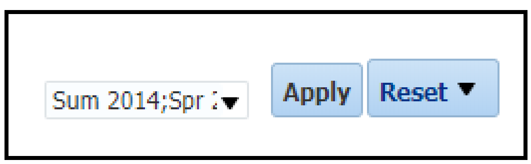
Report Overview

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.

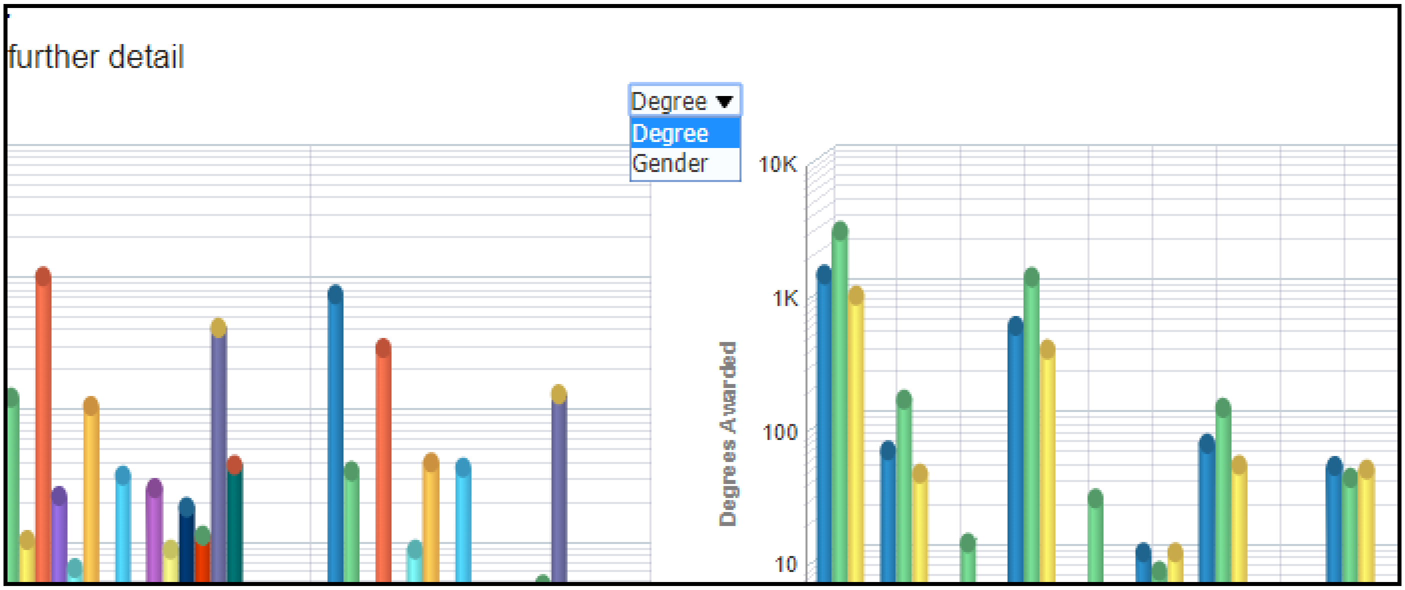


Filter Descriptions

Filter	Description
Term	The academic term(s) for which you wish to view data on the second major associated with degrees awarded for the term.

Report Parameters

Use the drop-down menu in between the two charts in the middle of the report to change the data you see in the results charts and tables.



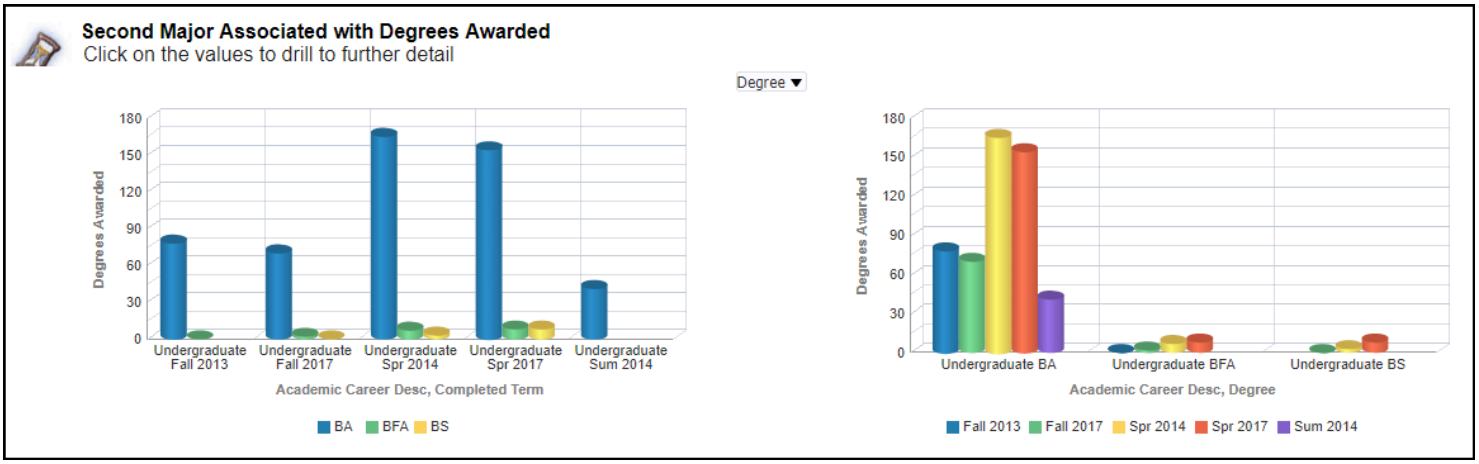
Available Parameters

Name	Description
Degree	Organizes the data by the degree type. Values include: • BA • BFA • BS
Gender	Organizes the data by the gender and degree type of the students. Values include: • Female, BA • Female, BFA • Female, BS • Male, BA • Male, BFA • Male, BS

Reading the Charts

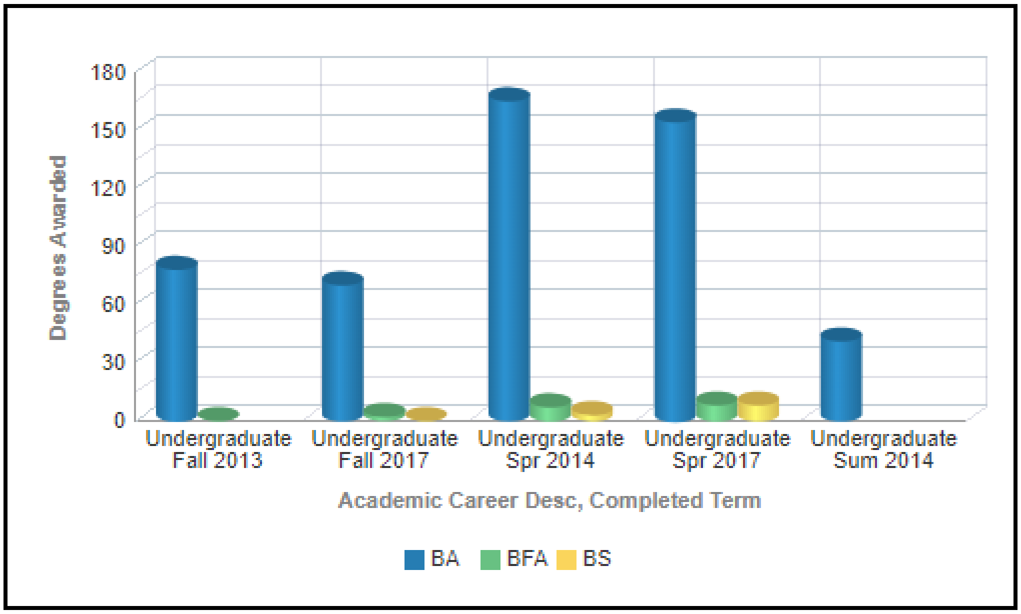
The middle portion of the report contains the filter results in two charts.

You can hover over the bars in charts to see the specific count associated with each bar.



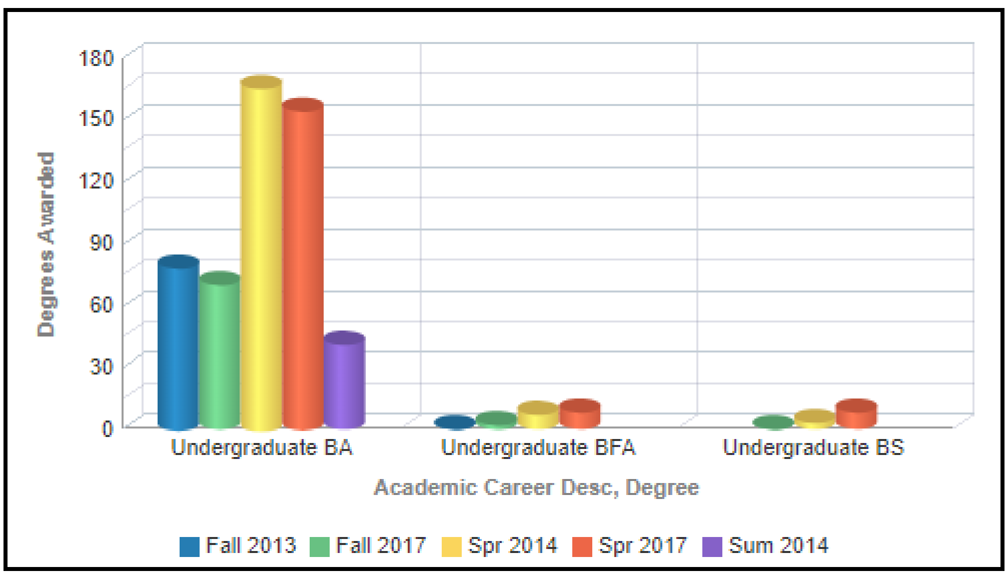
Degree Charts

Both Degree charts are showing you the same information, but the data is organized slightly differently.



The degree chart on the left of the screen shows the number of degrees awarded that included a second major by completed term.

The legend at the bottom of the chart shows which degrees are represented by the colored bars.

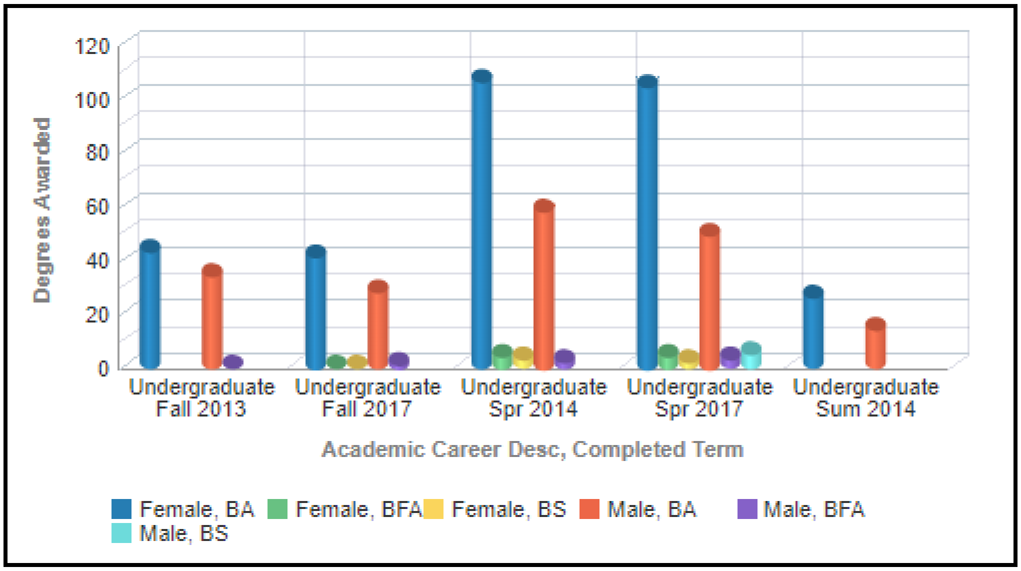


The degree chart on the right of the screen shows the number of degrees awarded that included a second major by degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

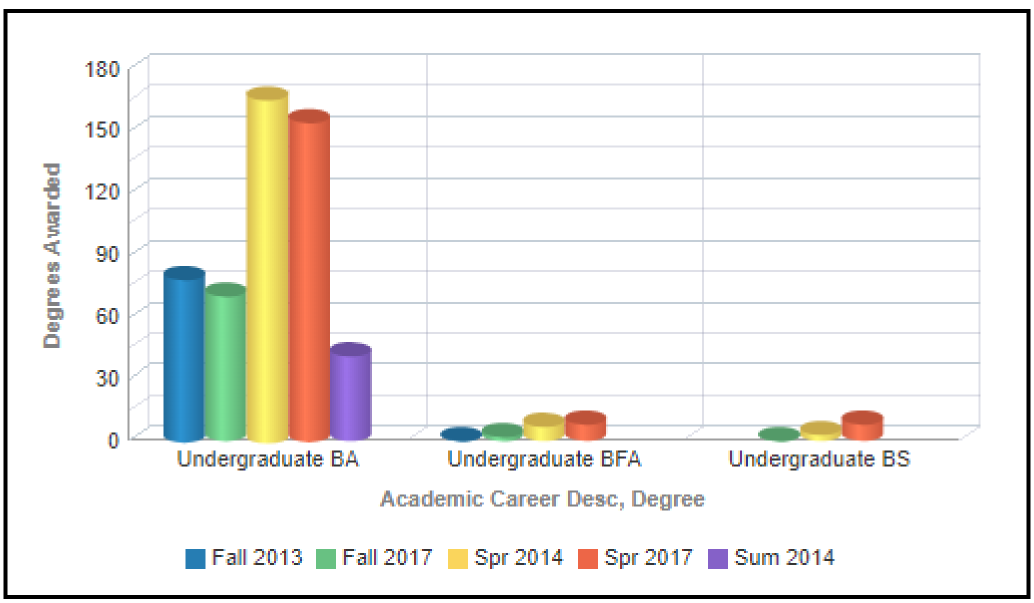
Gender Charts

Both Gender charts are showing you the same information, but the data is organized slightly differently.



The gender chart on the left of the screen shows the number of degrees awarded that included a second major by completed term.

The legend at the bottom of the chart shows which gender population is represented by the colored bars.



The degree chart on the right of the screen shows the number of degrees awarded that included a second major by degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Reading the Tables

The tables present the same information; however, the numbers are broken down by either degree or gender and degree.

Degree Table

			Degrees Awarded		Total
Academic Career	Degree	Description	Fall 2017	Spr 2017	
Undergraduate	BA	Bachelor of Arts	71	155	226
	BA Total		71	155	226
	BFA	Bachelor of Fine Arts	3	9	12
	BFA Total		3	9	12
	BS	Bachelor of Science	1	9	10
	BS Total		1	9	10
Undergraduate Total			75	173	248

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS

Column	Description
Description	The full name of the degree.
Degrees Awarded	The total number of degrees awarded that included a second major broken down by term.
Total	The total number of degrees awarded that included a second major for all terms selected.

Gender Table

				Degrees Awarded		Total
Academic Career	Degree	Description	Gender	Fall 2017	Spr 2017	
Undergraduate	BA	Bachelor of Arts	Female	42	105	147
			Male	29	50	79
	BA Total			71	155	226
	BFA	Bachelor of Fine Arts	Female	1	5	6
			Male	2	4	6
	BFA Total			3	9	12
	BS	Bachelor of Science	Female	1	3	4
			Male	0	6	6
	BS Total			1	9	10
Undergraduate Total				75	173	248

Available Columns

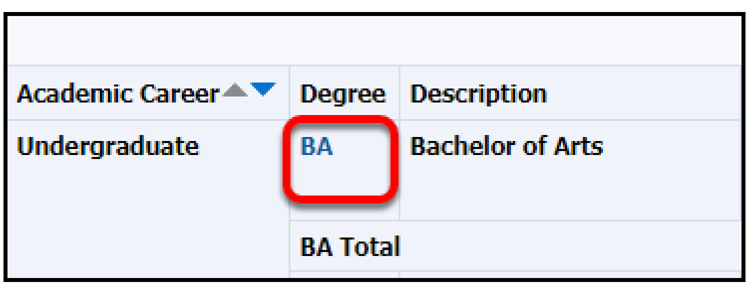
Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include:

Column	Description
	• BA • BFA • BS
Description	The full name of the degree.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded that included a second major broken down by term.
Total	The total number of degrees awarded that included a second major for all terms selected.

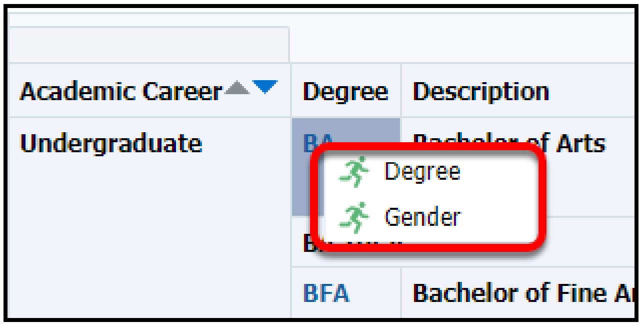
Additional Detail

You can click on the Degree hyperlink to view a report showing second degree totals by major.

1. Click on a Degree hyperlink to view additional details.

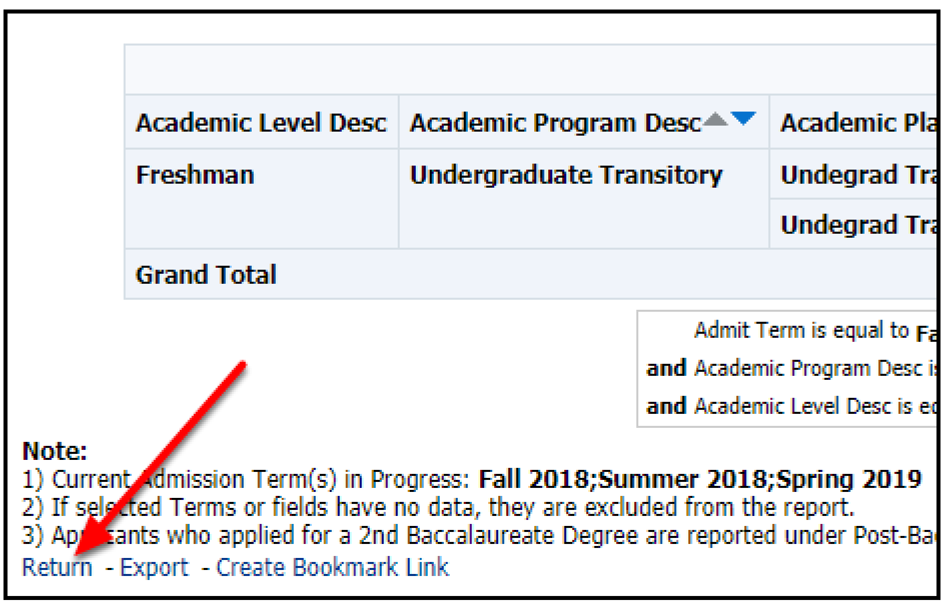


2. Choose a detail link from the pop-up that appears.



Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.

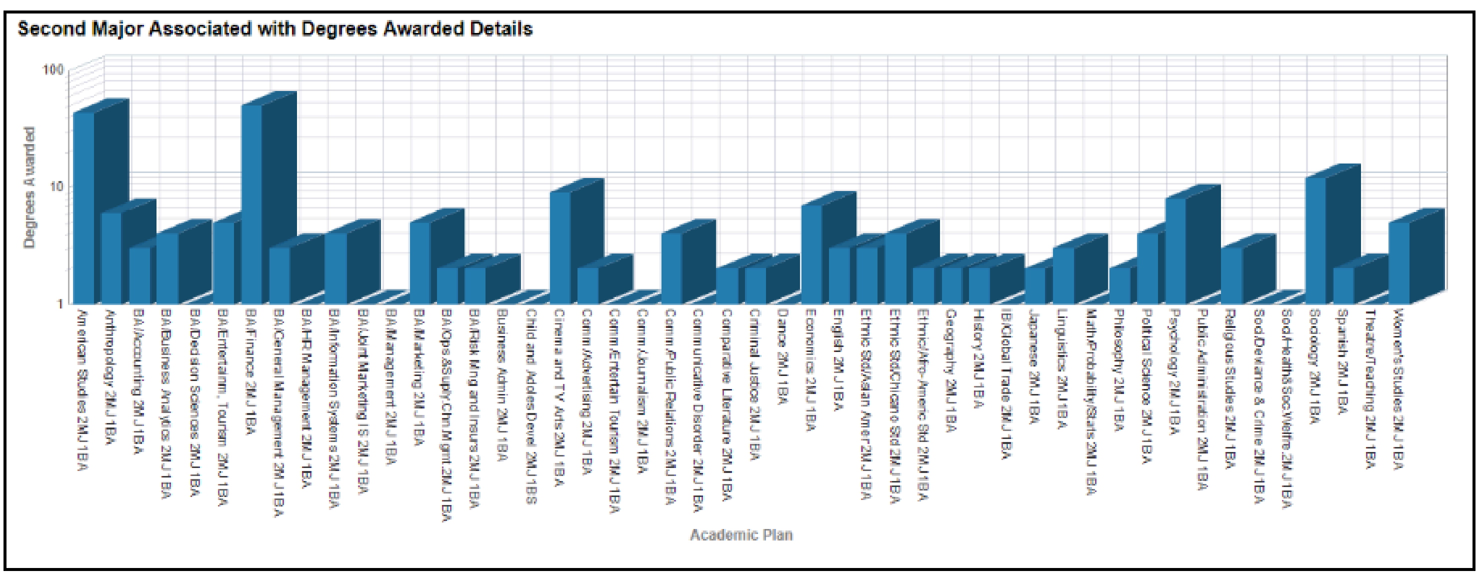
3. To return to the previous screen, click Return at the bottom left of the screen.



Degree Detail

Academic Career	Degree	Academic Plan	Degrees Awarded Spr 2017	Degrees Awarded Fall 2017	Total
Undergraduate	BA	American Studies 2MJ 1BA	31	12	43
		Anthropology 2MJ 1BA	5	1	6
		BA/Accounting 2MJ 1BA	2	1	3
		BA/Business Analytics 2MJ 1BA	2	2	4
		BA/Decision Sciences 2MJ 1BA	1	0	1
		BA/Entertainm, Tourism 2MJ 1BA	3	2	5
		BA/Finance 2MJ 1BA	28	22	50
		BA/General Management 2MJ 1BA	3	0	3
		BA/HR Management 2MJ 1BA	1	0	1
		BA/Information Systems 2MJ 1BA	3	1	4
		BA/Joint Marketing IS 2MJ 1BA	0	1	1

Degree Detail Chart



The Second Major Associated With Degrees Awarded Details Chart sorted by degree shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

Degree Detail Table

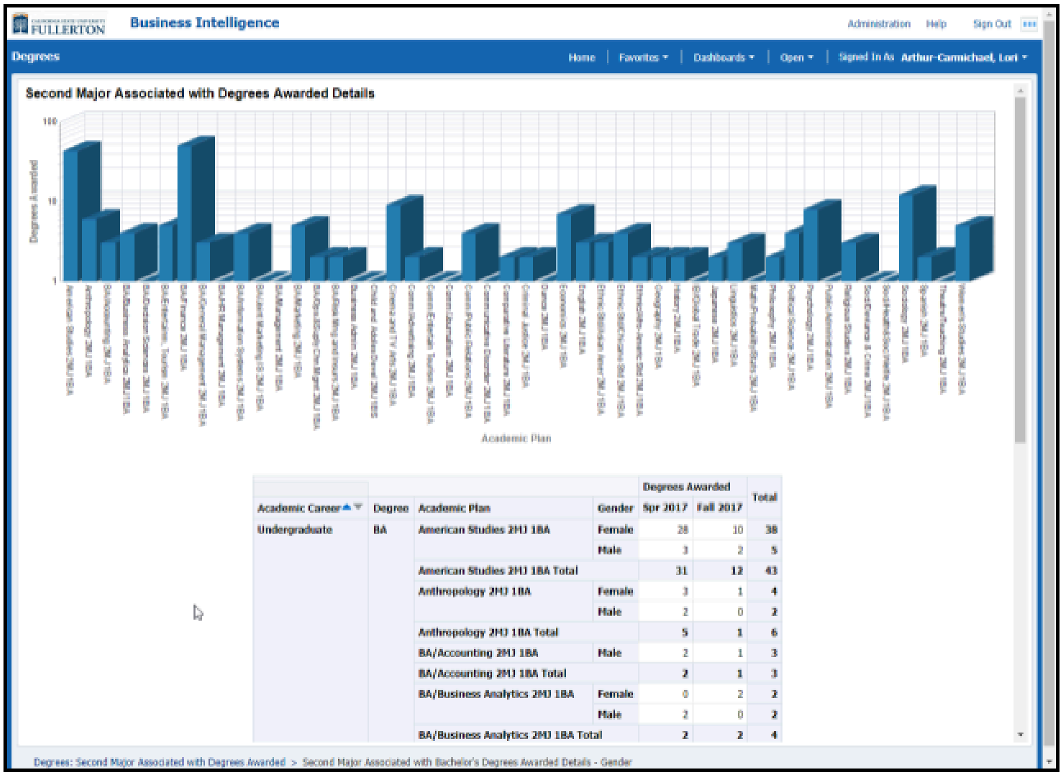
			Degrees Awarded		Total
Academic Career	Degree	Academic Plan	Spr 2017	Fall 2017	
Undergraduate	BA	American Studies 2MJ 1BA	31	12	43
		Anthropology 2MJ 1BA	5	1	6
		BA/Accounting 2MJ 1BA	2	1	3
		BA/Business Analytics 2MJ 1BA	2	2	4
		BA/Decision Sciences 2MJ 1BA	1	0	1
		BA/Entertainm, Tourism 2MJ 1BA	3	2	5

Available Columns

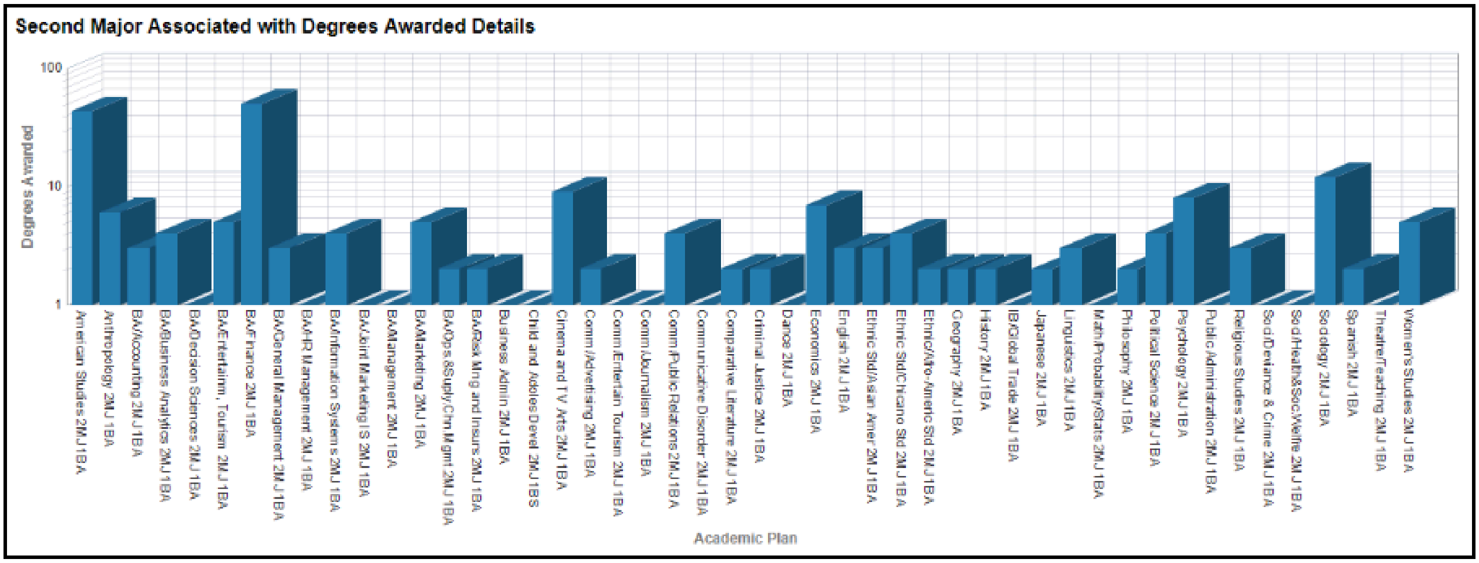
Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Academic Plan	Indicates the name of the major.
Degrees Awarded	The total number of degrees awarded that included a second major broken down by term.
Total	The total number of degrees awarded that included a second major for all

Column	Description
	terms selected.

Gender Detail



Gender Detail Chart



The Second Major Associated With Degrees Awarded Details Chart sorted by gender shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

Gender Detail Table

				Degrees Awarded		Total
Academic Career	**Degree**	**Academic Plan**	**Gender**	**Spr 2017**	**Fall 2017**	
Undergraduate	**BA**	**American Studies 2MJ 1BA**	**Female**	28	10	**38**
			Male	3	2	**5**
		American Studies 2MJ 1BA Total		**31**	**12**	**43**
		Anthropology 2MJ 1BA	**Female**	3	1	**4**
			Male	2	0	**2**
		Anthropology 2MJ 1BA Total		**5**	**1**	**6**
		BA/Accounting 2MJ 1BA	**Male**	2	1	**3**
		BA/Accounting 2MJ 1BA Total		**2**	**1**	**3**

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Academic Plan	Indicates the name of the major.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded that included a second major broken down by term.
Total	The total number of degrees awarded that included a second major for all terms selected.

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.

Minor Associated with Degrees Awarded Report

This article covers how to run and interpret the Minor Associated with Degrees Awarded report on the Degrees dashboard.

What does this report show?

The Minor Associated with Degrees Awarded report shows charts and tables of all minors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of minors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by minor.

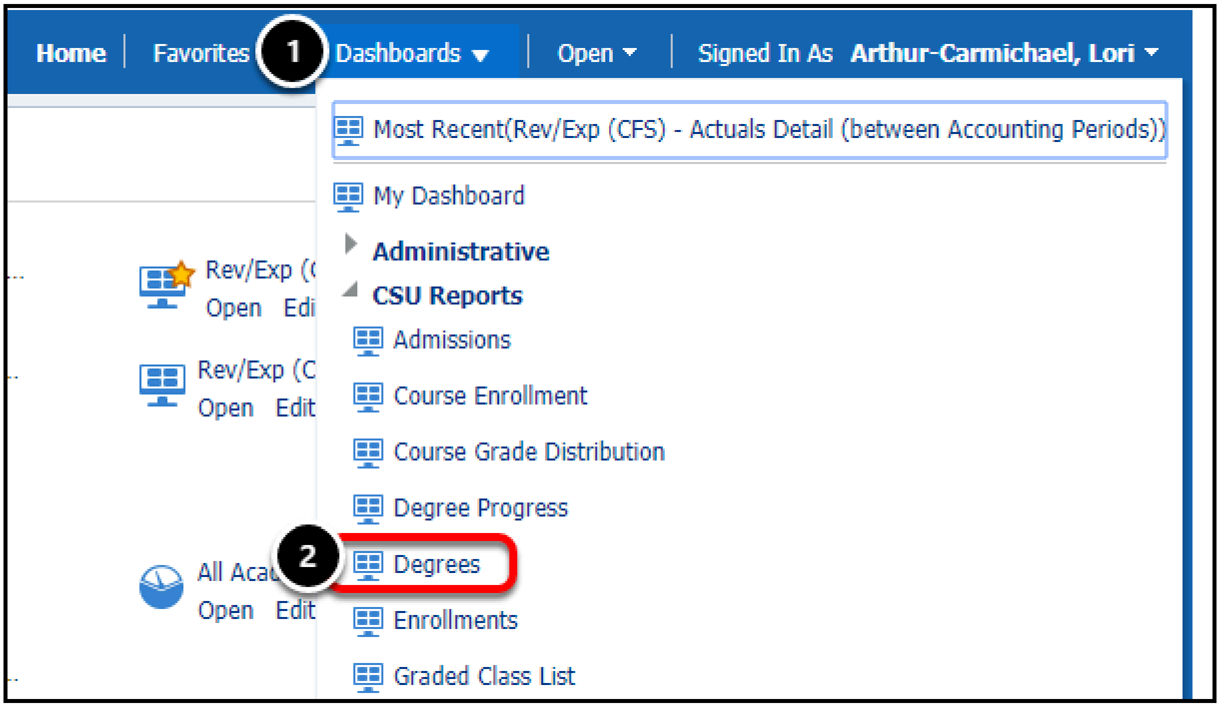
Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

Accessing the Report

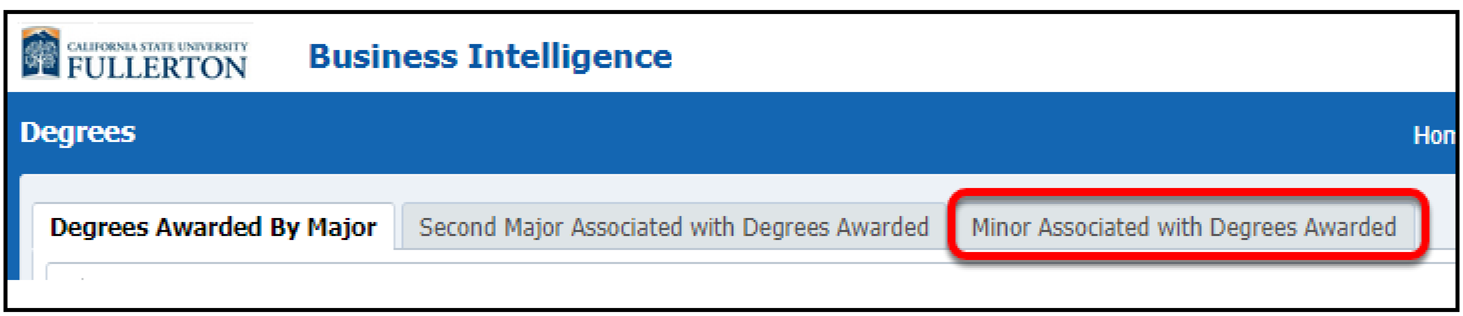
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Degrees.

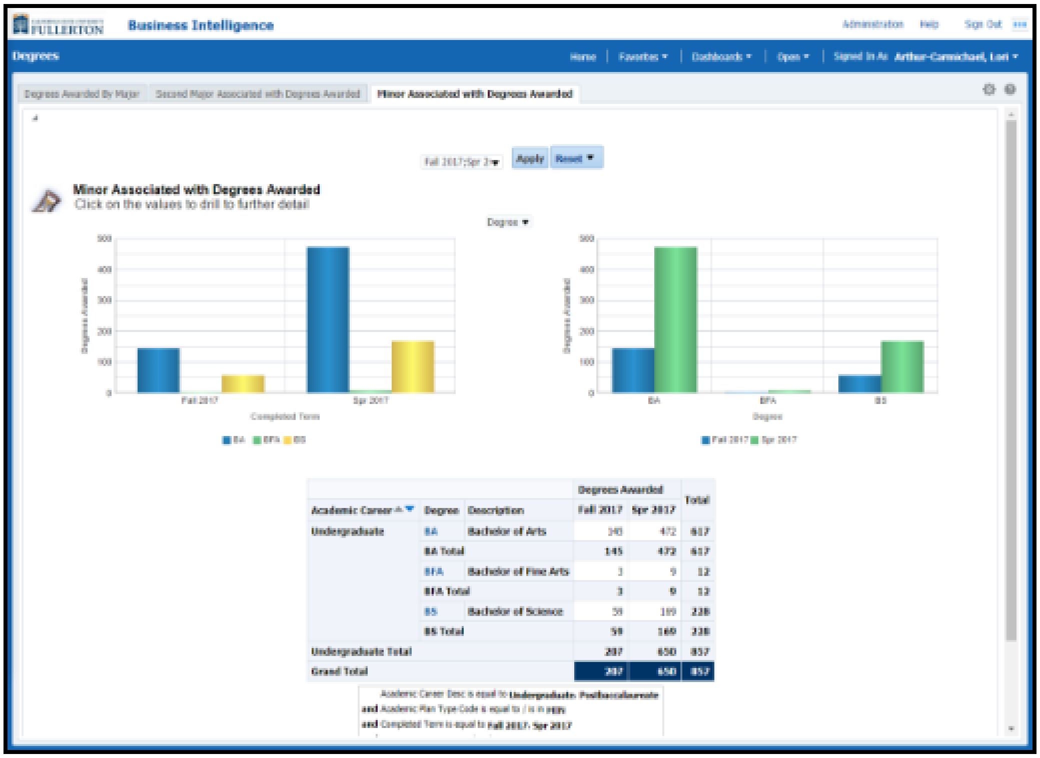


3. Click the Minor Associated with Degrees Awarded tab on the Degrees dashboard.



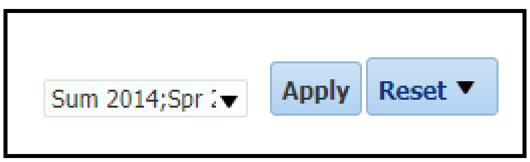
Report Overview

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.

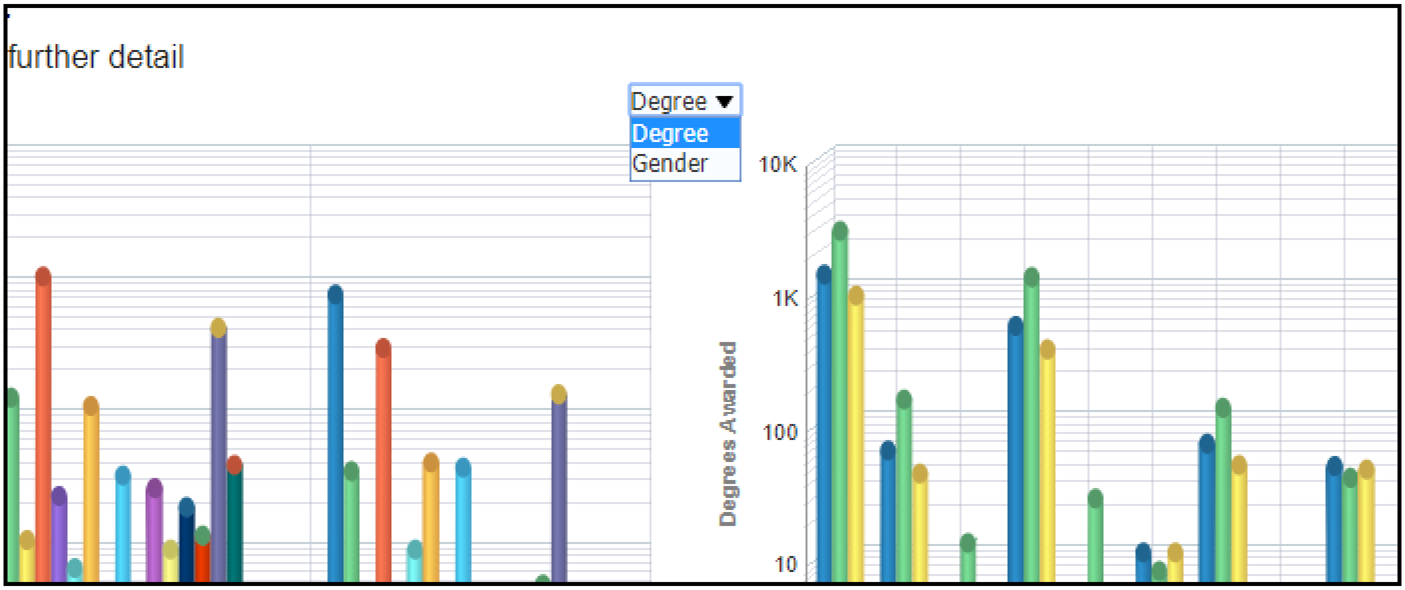


Filter Descriptions

Filter	Description
Term	The academic term(s) for which you wish to view data on the minor associated with degrees awarded for the term.

Report Parameters

Use the drop-down menu in between the two charts in the middle of the report to change the data you see in the results charts and tables.



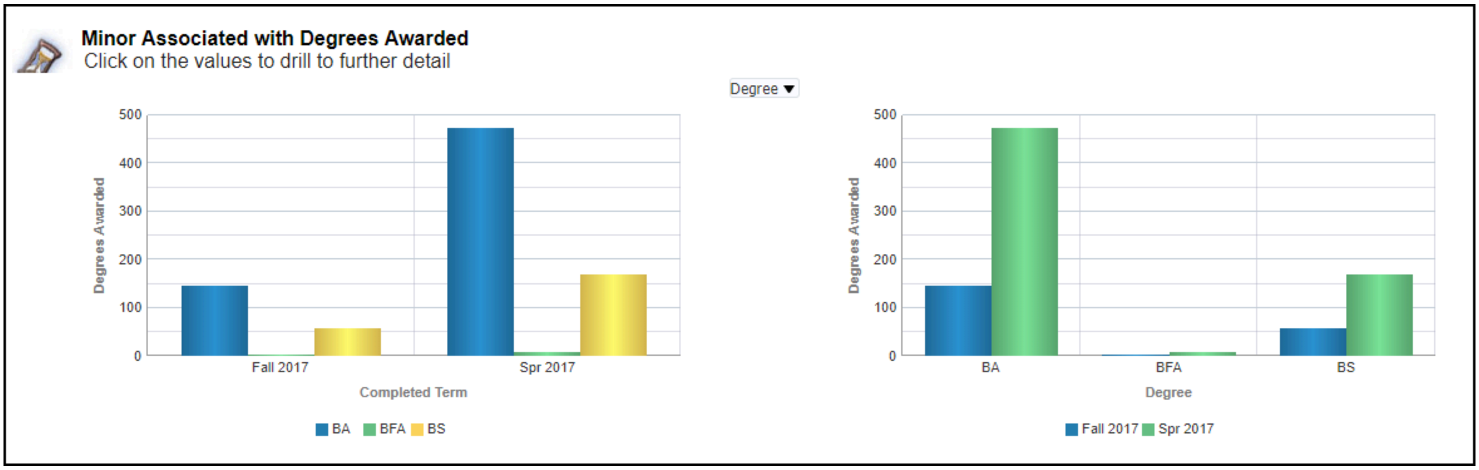
Available Parameters

Name	Description
Degree	Organizes the data by the degree type. Values include: • BA • BFA • BS
Gender	Organizes the data by the gender and degree type of the students. Values include: • Female, BA • Female, BFA • Female, BS • Male, BA • Male, BFA • Male, BS

Reading the Charts

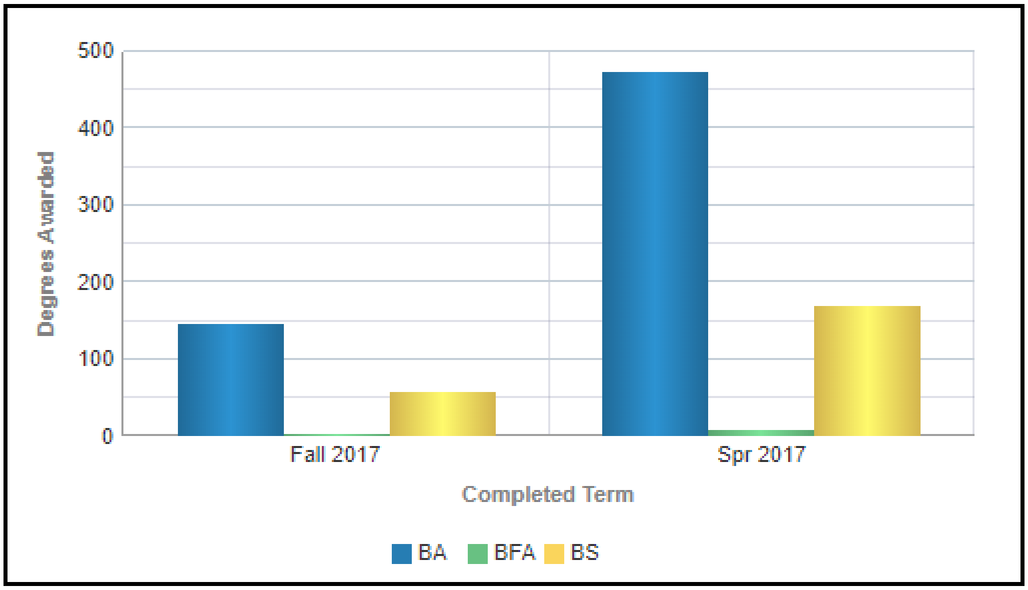
The middle portion of the report contains the filter results in two charts.

You can hover over the bars in charts to see the specific count associated with each bar.



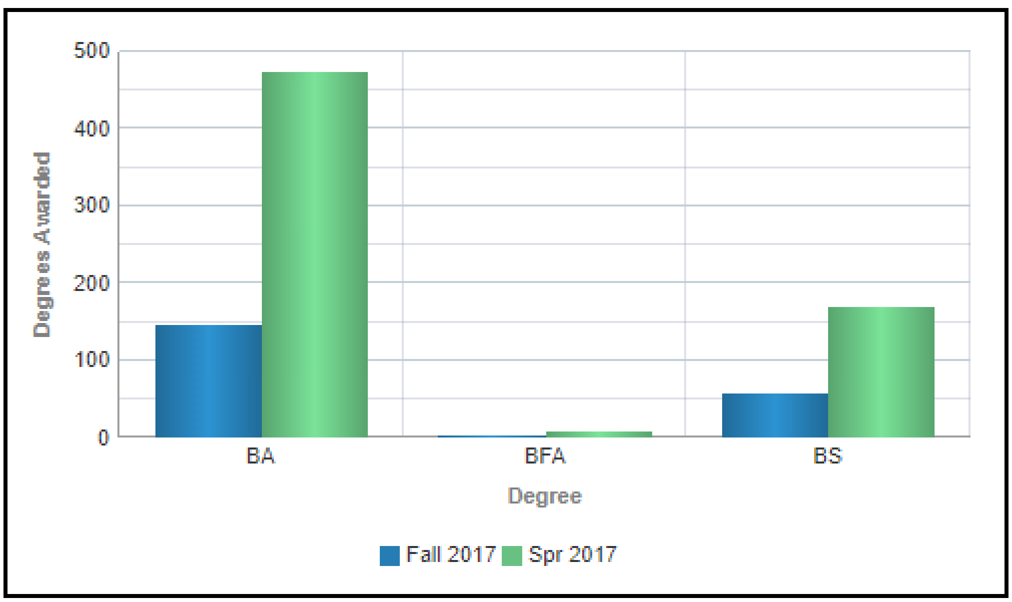
Degree Charts

Both Degree charts are showing you the same information, but the data is organized slightly differently.



The degree chart on the left of the screen shows the number of degrees awarded that included a minor by completed term.

The legend at the bottom of the chart shows which degrees are represented by the colored bars.

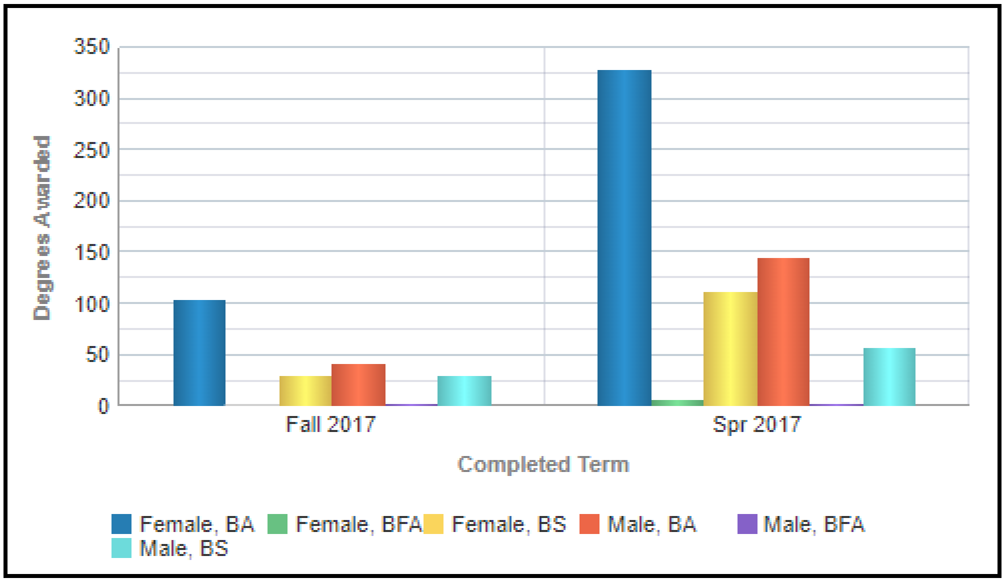


The degree chart on the right of the screen shows the number of degrees awarded that included a minor by degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

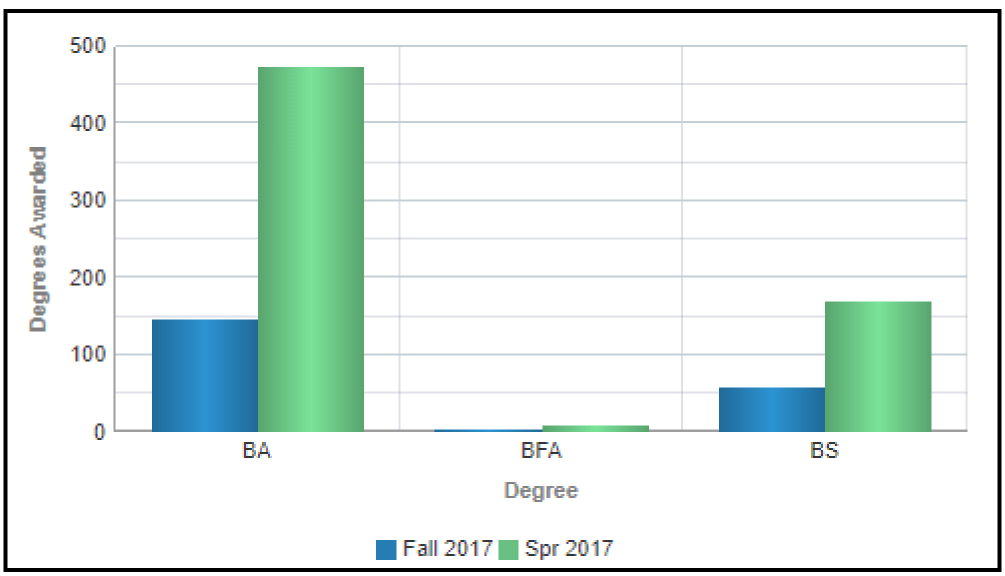
Gender Charts

Both Gender charts are showing you the same information, but the data is organized slightly differently.



The gender chart on the left of the screen shows the number of degrees awarded that included a minor by completed term.

The legend at the bottom of the chart shows which gender population is represented by the colored bars.



The degree chart on the right of the screen shows the number of degrees awarded that included a minor by degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

Reading the Tables

The tables present the same information; however, the numbers are broken down by either degree or gender and degree.

Degree Table

			Degrees Awarded		Total
Academic Career	Degree	Description	Fall 2017	Spr 2017	
Undergraduate	BA	Bachelor of Arts	145	472	617
	BA Total		145	472	617
	BFA	Bachelor of Fine Arts	3	9	12
	BFA Total		3	9	12

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Description	The full name of the degree.
Degrees Awarded	The total number of degrees awarded that included a minor broken down by

Column	Description
	term.
Total	The total number of degrees awarded that included a minor for all terms selected.

Gender Table

				Degrees Awarded		Total
Academic Career	Degree	Description	Gender	Fall 2017	Spr 2017	
Undergraduate	BA	Bachelor of Arts	Female	104	328	432
			Male	41	144	185
	BA Total			145	472	617

Available Columns

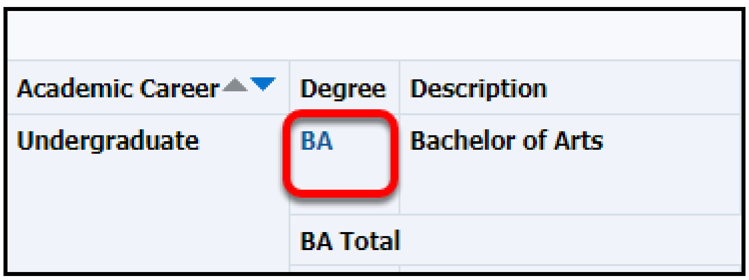
Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Description	The full name of the degree.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded

Column	Description
	that included a minor broken down by term.
Total	The total number of degrees awarded that included a minor for all terms selected.

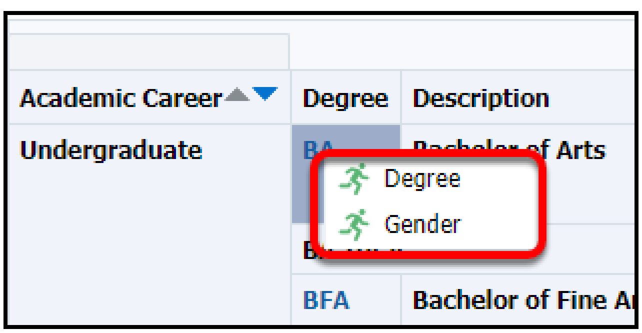
Additional Detail

You can click on the Degree hyperlink to view a report showing the minor details by name.

1. Click on a Degree hyperlink to view additional details.

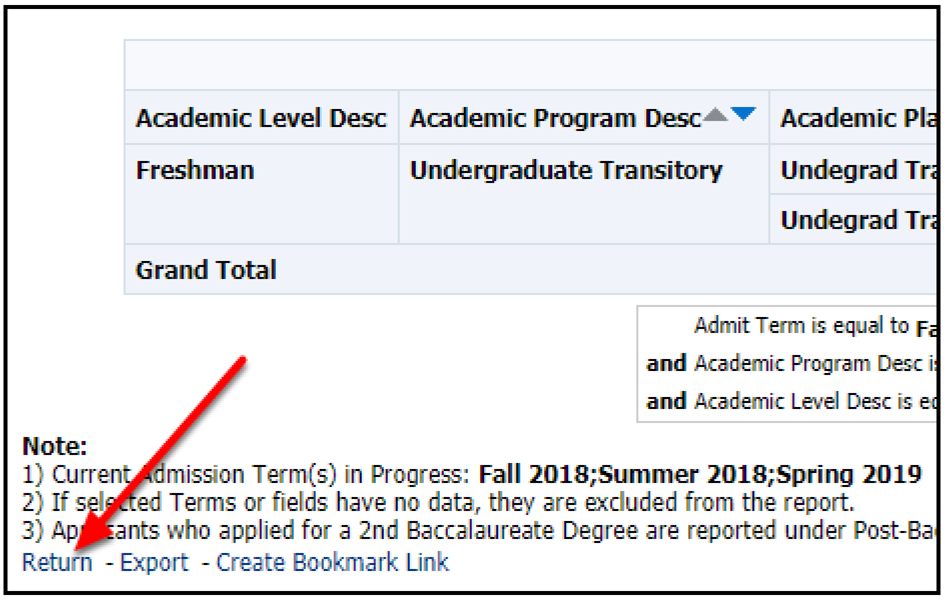


2. Choose a detail link from the pop-up that appears.

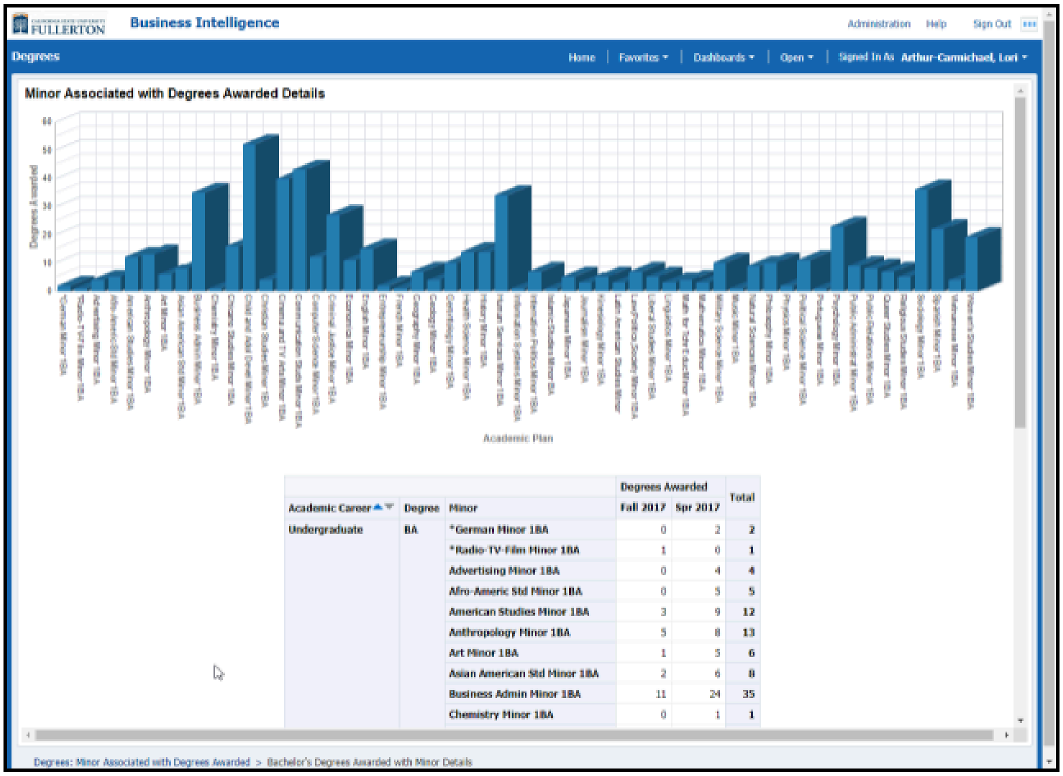


Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.

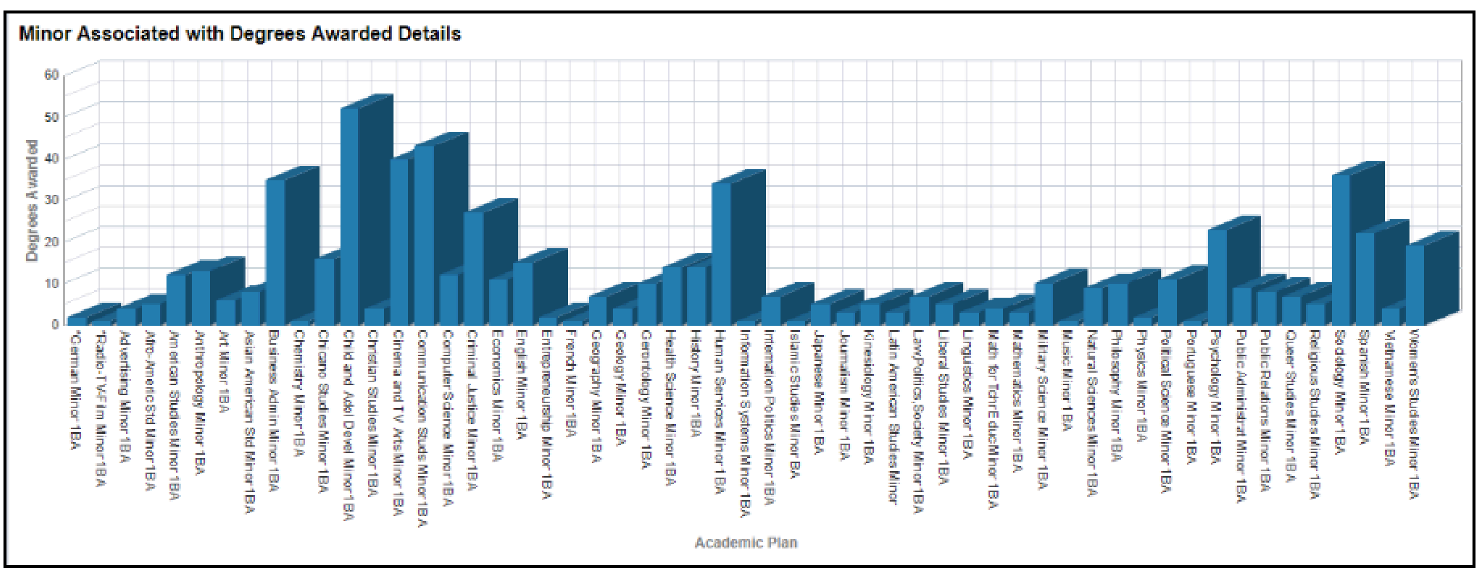
3. To return to the previous screen, click Return at the bottom left of the screen.



Degree Detail



Degree Detail Chart



The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

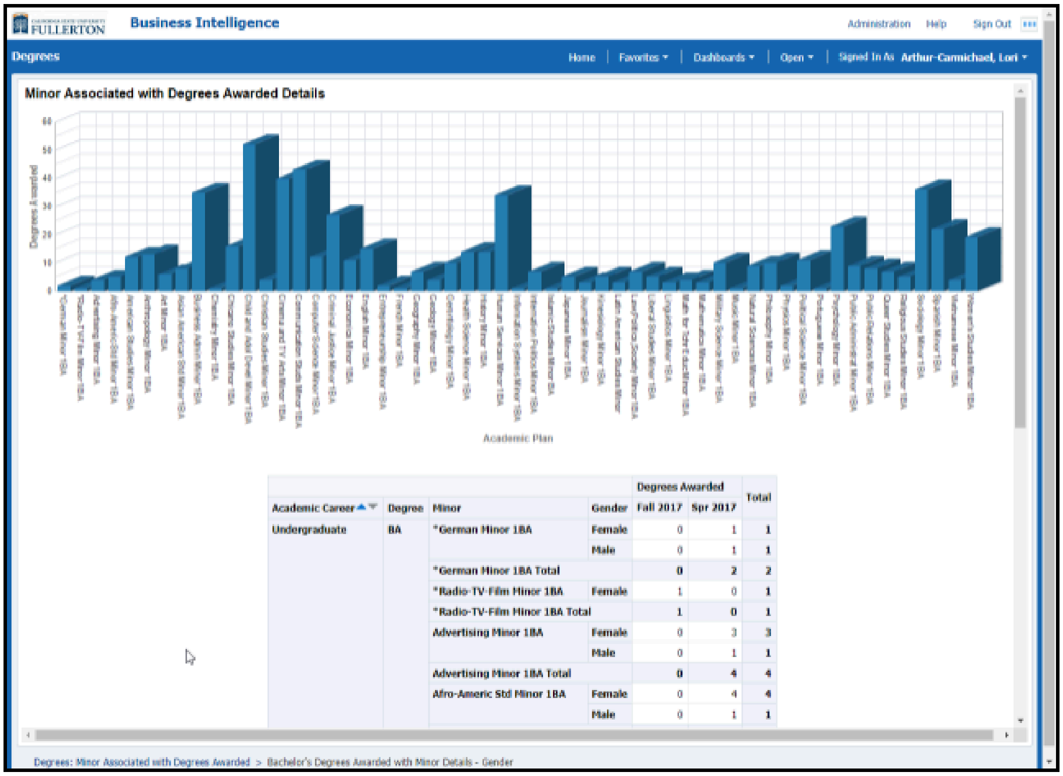
Degree Detail Table

			Degrees Awarded		Total
Academic Career	Degree	Minor	Fall 2017	Spr 2017	
Undergraduate	BA	*German Minor 1BA	0	2	2
		*Radio-TV-Film Minor 1BA	1	0	1
		Advertising Minor 1BA	0	4	4
		Afro-Americ Std Minor 1BA	0	5	5
		American Studies Minor 1BA	3	9	12
		Anthropology Minor 1BA	5	8	13

Available Columns

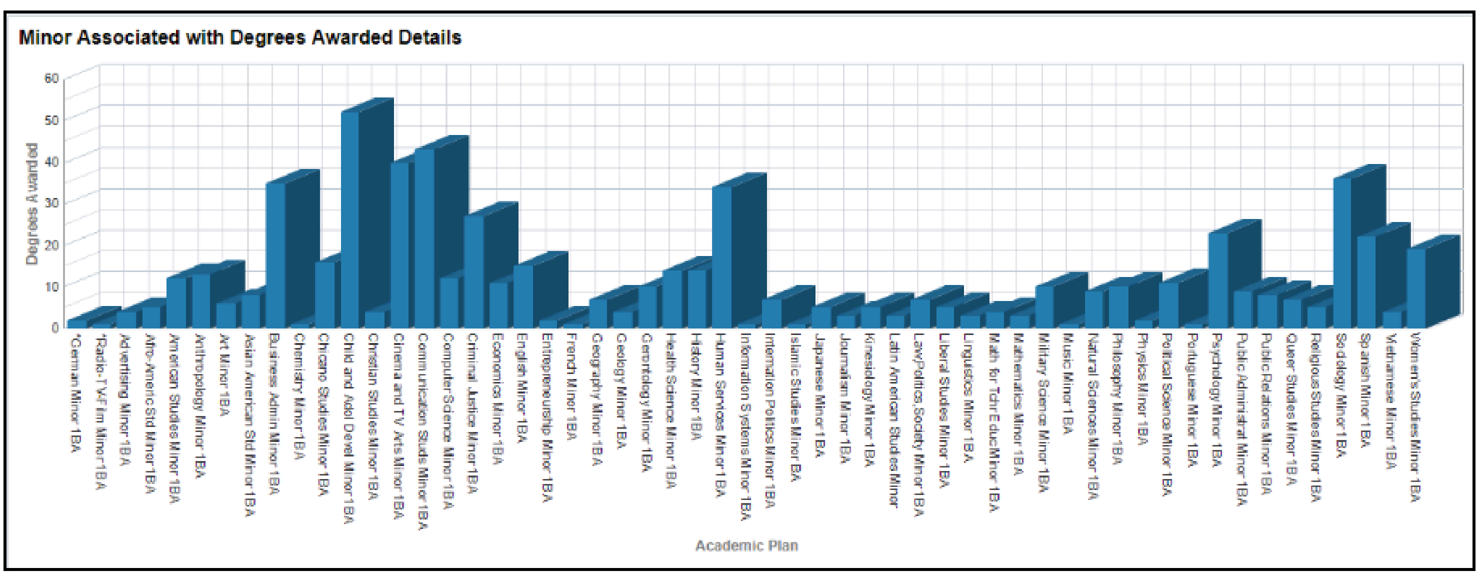
Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Minor	Indicates the name of the minor.
Degrees Awarded	The total number of degrees awarded that included a minor broken down by term.
Total	The total number of degrees awarded that included a minor for all terms selected.

Gender Detail



Academic Career	Degree	Minor	Gender	Degrees Awarded Fall 2017	Degrees Awarded Spr 2017	Total
Undergraduate	BA	*German Minor 1BA	Female	0	1	1
			Male	0	1	1
		*German Minor 1BA Total		0	2	2
		*Radio-TV-Film Minor 1BA	Female	1	0	1
		*Radio-TV-Film Minor 1BA Total		1	0	1
		Advertising Minor 1BA	Female	0	3	3
			Male	0	1	1
		Advertising Minor 1BA Total		0	4	4
		Afro-Americ Std Minor 1BA	Female	0	4	4
			Male	0	1	1

Gender Detail Chart



The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

Gender Detail Table

				Degrees Awarded		Total
Academic Career	Degree	Minor	Gender	Fall 2017	Spr 2017	
Undergraduate	BA	*German Minor 1BA	Female	0	1	1
			Male	0	1	1
		*German Minor 1BA Total		0	2	2
		*Radio-TV-Film Minor 1BA	Female	1	0	1
		*Radio-TV-Film Minor 1BA Total		1	0	1
		Advertising Minor 1BA	Female	0	3	3
			Male	0	1	1
		Advertising Minor 1BA Total		0	4	4

Available Columns

Column	Description
Academic Career	Indicates the type of degree program. Values include: • Undergraduate
Degree	Indicates the degree type. Values include: • BA • BFA • BS
Minor	Indicates the name of the minor.
Gender	Indicates the gender population. Values include: • Female • Male
Degrees Awarded	The total number of degrees awarded that included a minor broken down by

Column	Description
	term.
Total	The total number of degrees awarded that included a minor for all terms selected.

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.

Degree Progress

Degree Progress Analysis Report

This article covers how to run and interpret the Degree Progress Analysis report on the Degree Progress 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 Degree Progress Analysis Report shows a student's progress towards completing a degree.

- The Business Intelligence dashboard Degree Progress Analysis tool can be used to determine a broad number or 'population' that have fulfilled or unfulfilled a specific requirement based on the search criteria determined by the User.
- The units fulfilled and unfulfilled are an estimate based on search filters pulled from an audit batch process at the beginning and end of a semester and correlate to the Dashboard 'audit'.
- The Business Intelligence dashboard Degree Progress Analysis tool is not used for official Grad Check and is not directly connected to the official 'Titan Degree Audit'.
- Advisors are recommended in running a TDA in u.achieve for up to date requirement information if needed on reviewing a specific student.

Estimated Units Needed is the **approximate** number of units a student must take, to satisfy all degree requirements for the student's declared degree program. If the student takes a course or courses that can satisfy multiple requirements, then the student can potentially complete all degree requirements with fewer units than the Estimated Units Needed. The formula used for calculating the Estimated Units Needed works for majority

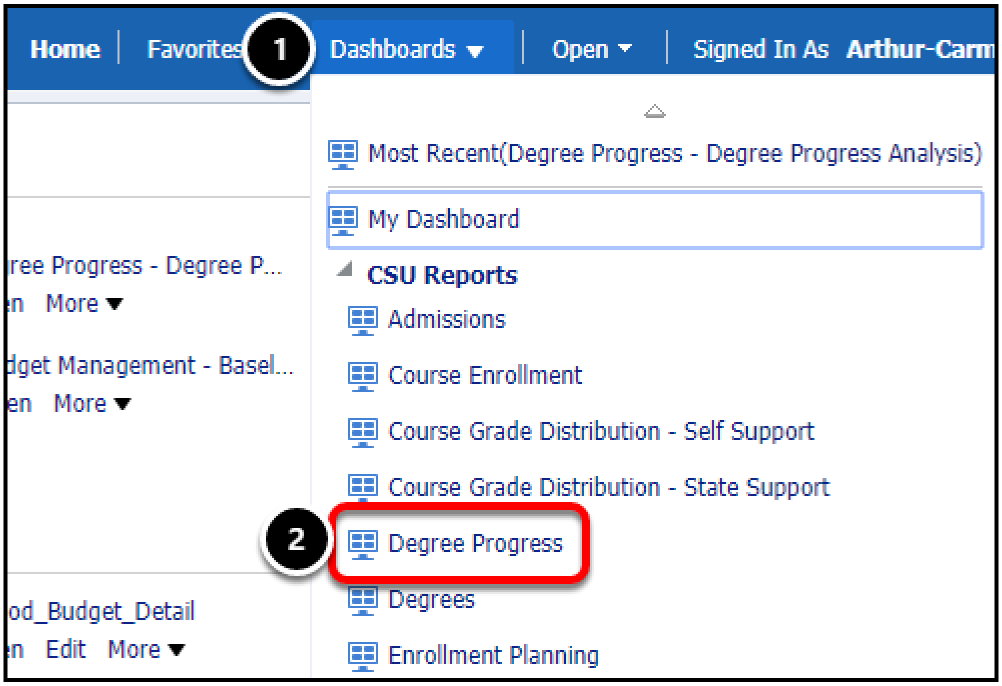
of the degree programs. However, there are unique/complex situations where the Estimated Units Needed calculation requires special handling or supplemental rules to be able to provide a sound estimate. The degree programs needing special handling have been identified. There may be 'special case' degree programs though that haven't been recognized yet, as the list of degree requirements/sub-requirements is enormous, which can be modified at any given point in time. If it is observed that the Estimated Units Needed is not accurate, please report the issue to IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Accessing the Report

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

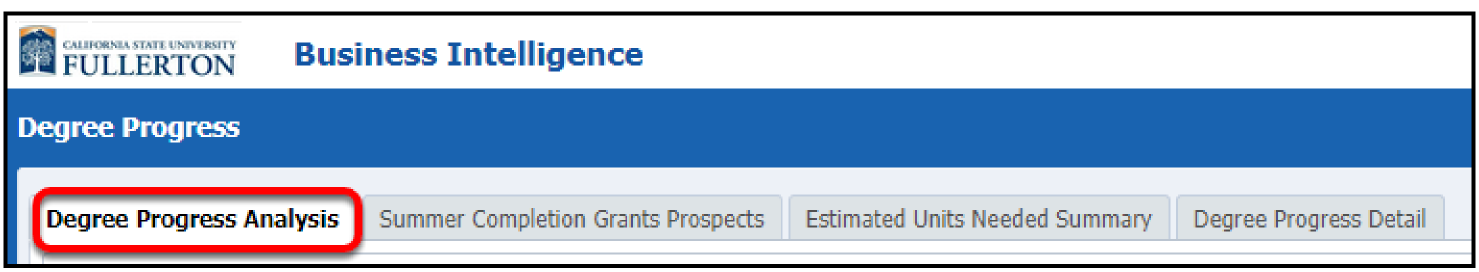
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Degree Progress.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Degree Progress**.

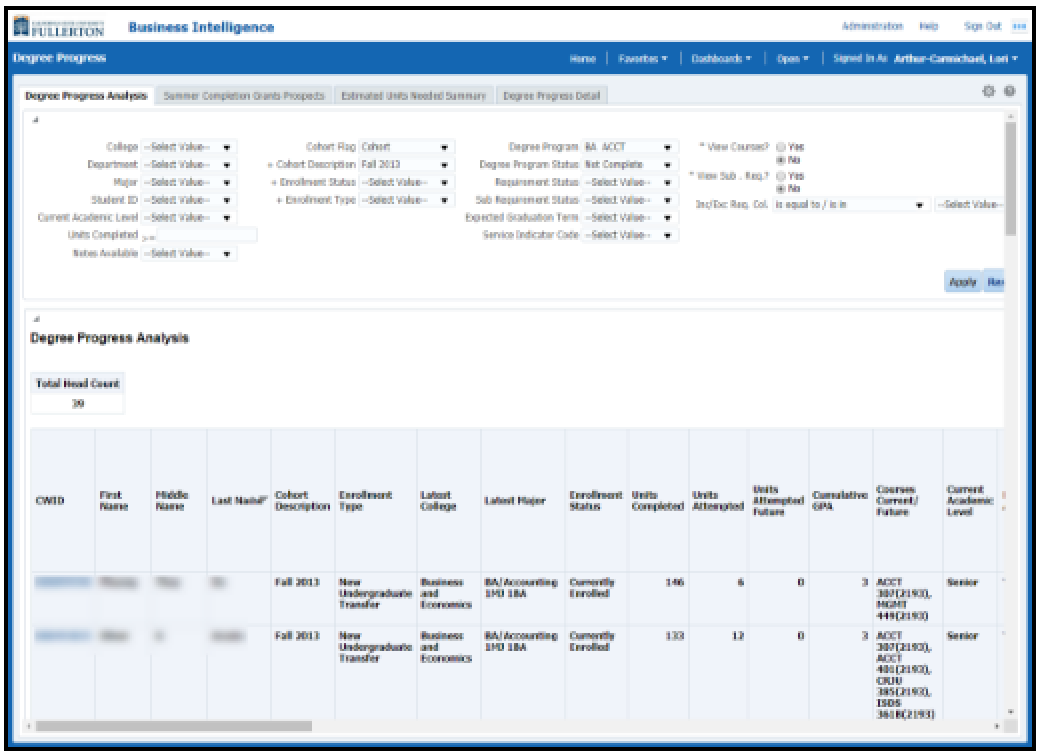
3. Click the Degree Progress Analysis tab on the Degree Progress dashboard.



Report Overview

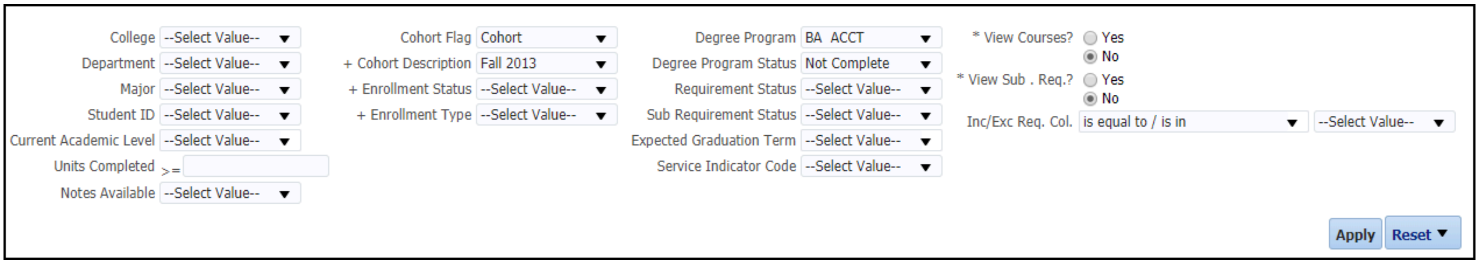
By default, the Degree Progress Analysis report will show students whose catalog year is 6 years ago for the majors that you have access to view and the remaining requirements to graduate.

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.



Filter Descriptions

Filter	Description
College	The Academic college on campus.
Department	The Office or area of Major student is enrolled in.
Major	The subject of study declared by student.
Student ID	Campus Wide Identification (CWID) number of the student.
Current Academic level	The student's class level (e.g., freshman, sophomore, etc.)
Units Completed	The total number of completed units.
Notes Available	Indicates whether Advisor Notes are available for the student.
Cohort Flag	Identifies whether to include Cohort or Non-Cohort students.
Cohort Description	Students grouped together on the basis of who matriculate in the same term under in the same admissions basis category, such as for full-time first-time freshmen or undergraduate transfers.
Enrollment Status	Active enrolled, graduated or non-graduated students.
Enrollment Type	Freshman or Transfer student(s).

Filter	Description
Degree Program	Academic Program in a specific discipline
Degree Program Status	Completion status of Degree Program.
Requirement Status	Completion status of Degree Program Requirements, e.g., GE Area A, B, C, etc.
Sub Requirement Status	Completion status of Degree Program Sub-Requirements , e.g. GE Area A.1, A.2, A.3, etc.
Expected Graduation Term	Student's anticipated graduation term/ year.
Service Indicator Code	An Admissions, Records, or Registration code on a file for the student.
View Courses	Display courses student has taken or currently taking.
View Sub. Req	Display degree program sub-requirements (e.g., GE Area A.1, A.2, A.3, etc)
INC/EXC Req Col.	Include or exclude specific Degree Program Requirements (e.g., GE Area A, B, C, etc.)

Reading the Table

When a column contains a hyperlink, you can click on the link for additional detail.

CWID	First Name	Middle Name	Last Name	Cohort Description	Enrollment Type	Latest College	Latest Major	Enrollment Status	Units Completed	Units Attempted	Units Attempted Future	Cumulative GPA
800000000	Harry	James	Potter	Fall 2013	New Undergraduate Transfer	Business and Economics	BA/Accounting 1MJ 1BA	Currently Enrolled	146	6	0	3

Available Columns

Column	Description
Cohort Description	Students grouped together on the basis of who matriculate in the same term under in the same admissions basis category, such as for full-time first-time freshmen or undergraduate transfers.
Enrollment Type	Freshman or Transfers status for the student.
Latest College	The academic college that the student's major is currently in.
Latest Major	The academic program and concentration the student is enrolled in.
Enrollment Status	Active enrolled, graduated or non-graduated status for the student.
Units Completed	The total number of completed units.
Units Attempted	The total number of enrolled units.
Units Attempted Future	The total number of planned or in-progress units.
Cumulative GPA	GPA of all units attempted

Courses Current/ Future	Current Academic Level	Notes Available	Audit Run Date	Expected Graduation Term	Degree Program	Degree Program Status Detail	Requirement Completed	Requirement Not Completed	Degree Program Status
ACCT 307(2193), MGMT 449(2193)	Senior	Y	1/18/2019	Spring 2019	BA ACCT	********AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**********	16	2	Not Complete

Available Columns

Column	Description
Courses Current/Future	List of courses that the student is currently enrolled in.
Current Academic Level	The student's class level (e.g., freshman, sophomore, etc.)
Notes Available	Indicates whether Advisor Notes are available for the student.
Audit Run Date	Run date of the audit used to extract degree progress data
Expected Graduation Term	Student's anticipated graduation term/ year.
Degree Program	Academic Program in a specific discipline
Degree Program Status Detail	Completion status of Degree Program (with detailed text description).
Requirement Completed	The total number of satisfied Degree Program Requirements
Requirement Not Completed	The total number of unsatisfied Degree Program Requirements.
Degree Program Status	Completion status of Degree Program

A. CORE COMPETENCIES (NEEDS C- OR BETTER) - 9 UNITS [GE-A]	B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (12 UNITS MINIMUM) [GE-B]	C. ARTS AND HUMANITIES (12 UNITS MINIMUM) [GE-C]	D. SOCIAL SCIENCES (12 UNITS MINIMUM) [GE-D]	D. SOCIAL SCIENCES (15 UNITS MINIMUM) [GE-D]	E. LIFELONG LEARNING AND SELF DEVELOPMENT (3 UNITS MINIMUM) [GE-E; LIFE]	GENERAL EDUCATION RESIDENCE UNITS	GENERAL EDUCATION UNITS	GENERAL EDUCATION UPPER DIVISION UNITS (300-400 LEVEL)	GENERAL EDUCATION UPPER DIVISION/RESIDENCE UNITS FROM WITHIN THE CSU (MINIMUM OF 9 UNITS)	Z. CULTURAL DIVERSITY REQUIREMENT (1 CLASS REQUIRED) [CULTURAL DIV]
Complete	Complete	Complete		Complete	Complete	Complete	Complete	Complete		Complete

[View detailed information on General Education requirement definitions.]

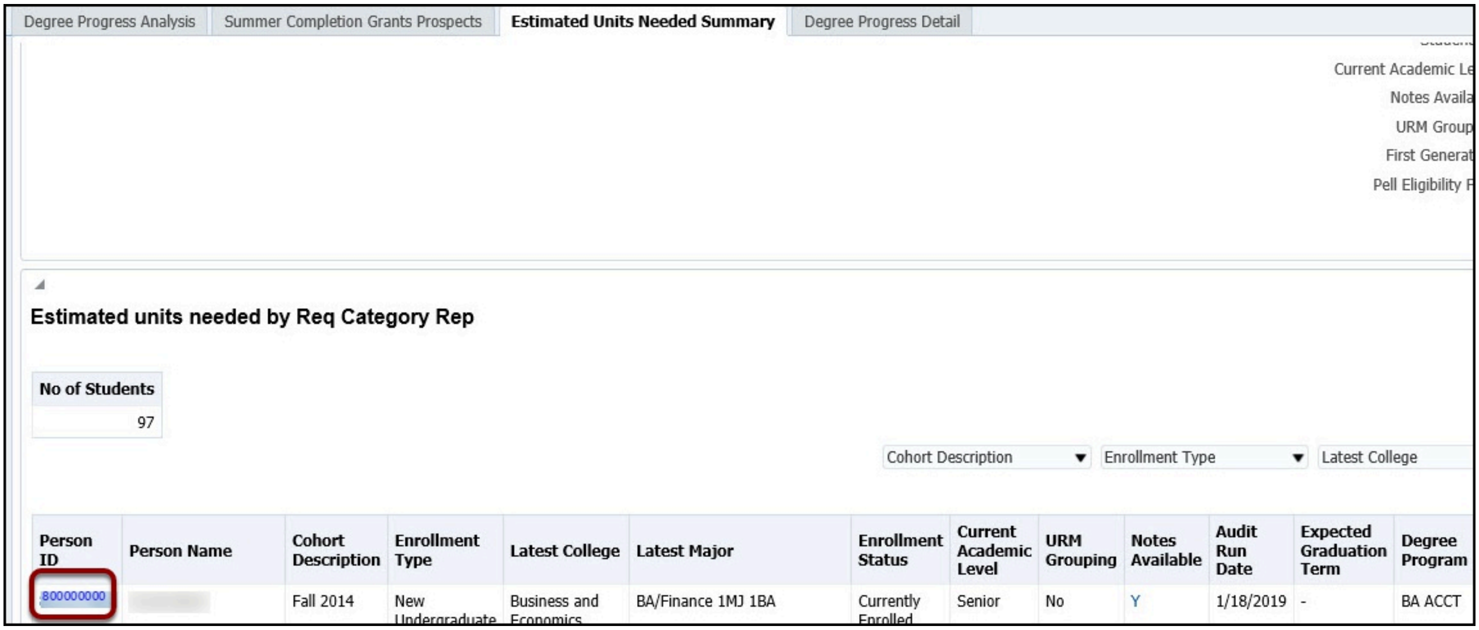
ACCOUNTING CONCENTRATION COURSES (21 UNITS) EACH COURSE MUST BE COMPLETED WITH AT LEAST A C GRADE.	BUSINESS ADMINISTRATION (BA) CORE COURSES A C GRADE IS REQUIRED IN EACH COURSE.	GRADE POINT AVERAGE CALCULATIONS	MINOR IN VIETNAMESE (12 UNITS) [FLVTMIN] %CT% **Intermediate competency in Vietnamese is required**	REQUIREMENTS FOR THE MINOR IN ANTHROPOLOGY %CT% [ANTHMIN] (21 UNITS)	COURSES NOT SPECIFICALLY APPLIED TO ABOVE REQUIREMENTS	UPPER-DIVISION BACCALAUREATE WRITING REQUIREMENT	ADDITIONAL UNIT REQUIREMENTS FOR THE MAJOR	CUMULATIVE GRADE POINT AVERAGE OF ALL ATTEMPTED UNITS (2.00 MINIMUM REQUIRED)	CUMULATIVE NUMBER OF UNITS APPLIED TOWARD THE DEGREE THIS DEGREE REQUIRES A MINIMUM OF 120 UNITS.	UNIT REQUIREMENTS
Not complete	Not complete	Complete IP			Complete	Complete	Complete IP	Complete IP	Complete IP	Complete IP

[View detailed Major Core and Concentration requirement definitions in the Course Catalog.]

Viewing Degree Dashboard Audit

The Business Intelligence Degree Dashboard Audit is not used for official Grad Check and is not directly connected to the official ‘Titan Degree Audit’. Advisors are recommended in running a TDA in u.achieve for up to date requirement information if needed on reviewing a specific student.

1. If you want to convert to an audit, click on the blue cwid in the left column.



2. Click on the DARS Detail Report pop-up in order to access the student's Titan Degree Audit.

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.

Estimated Units Needed Summary Report

This article covers how to run and interpret the Estimated Units Needed Summary report on the Degree Progress 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 Estimated Units Needed Summary shows an estimate of the units needed for students to complete their degree.

- The Business Intelligence dashboard Degree Progress Analysis tool can be used to determine a broad number or 'population' that have fulfilled or unfulfilled a specific requirement based on the search criteria determined by the User.
- The units fulfilled and unfulfilled are an estimate based on search filters pulled from an audit batch process at the beginning and end of a semester and correlate to the Dashboard 'audit'.
- The Business Intelligence dashboard Degree Progress Analysis tool is not used for official Grad Check and is not directly connected to the official 'Titan Degree Audit'.
- Advisors are recommended in running a TDA in u.achieve for up to date requirement information if needed on reviewing a specific student.

Estimated Units Needed is the **approximate** number of units a student must take, to satisfy all degree requirements for the student's declared degree program. If the student takes a course or courses that can satisfy multiple requirements, then the student can potentially complete all degree requirements with fewer units than the Estimated Units Needed. The formula used for calculating the Estimated Units Needed works for majority

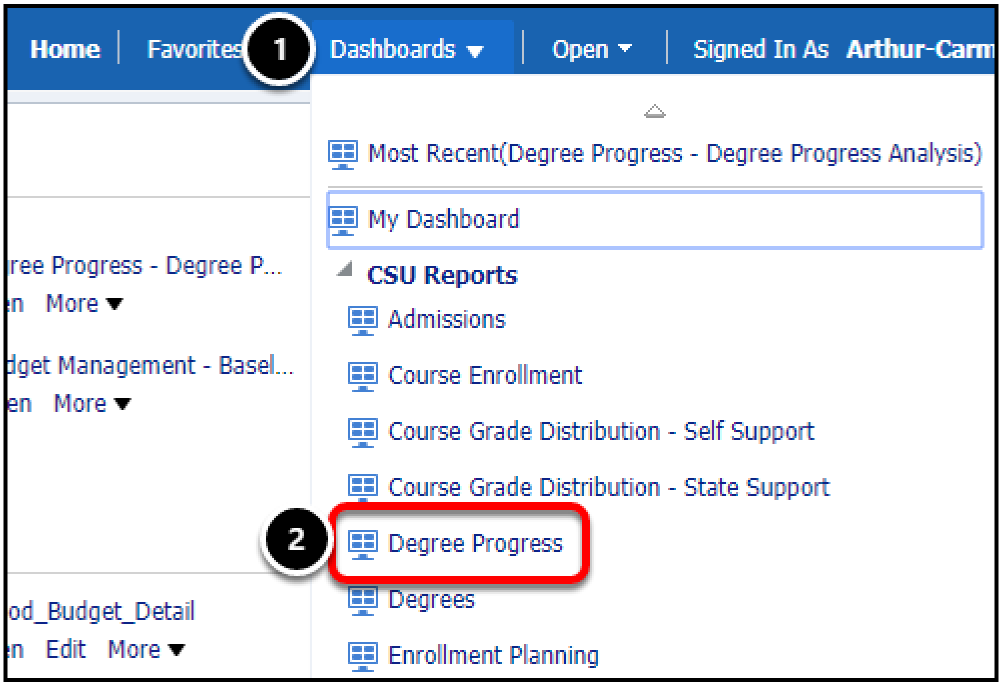
of the degree programs. However, there are unique/complex situations where the Estimated Units Needed calculation requires special handling or supplemental rules to be able to provide a sound estimate. The degree programs needing special handling have been identified. There may be 'special case' degree programs though that haven't been recognized yet, as the list of degree requirements/sub-requirements is enormous, which can be modified at any given point in time. If it is observed that the Estimated Units Needed is not accurate, please report the issue to IT Helpdesk helpdesk@fullerton.edu or 657-278-7777.

Accessing the Report

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

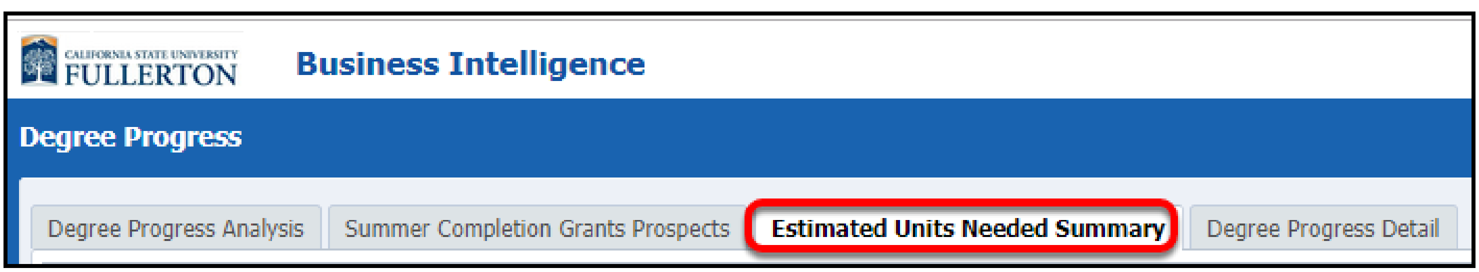
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Degree Progress.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Degree Progress**.

3. Click the Estimated Units Needed Summary tab on the Degree Progress dashboard.

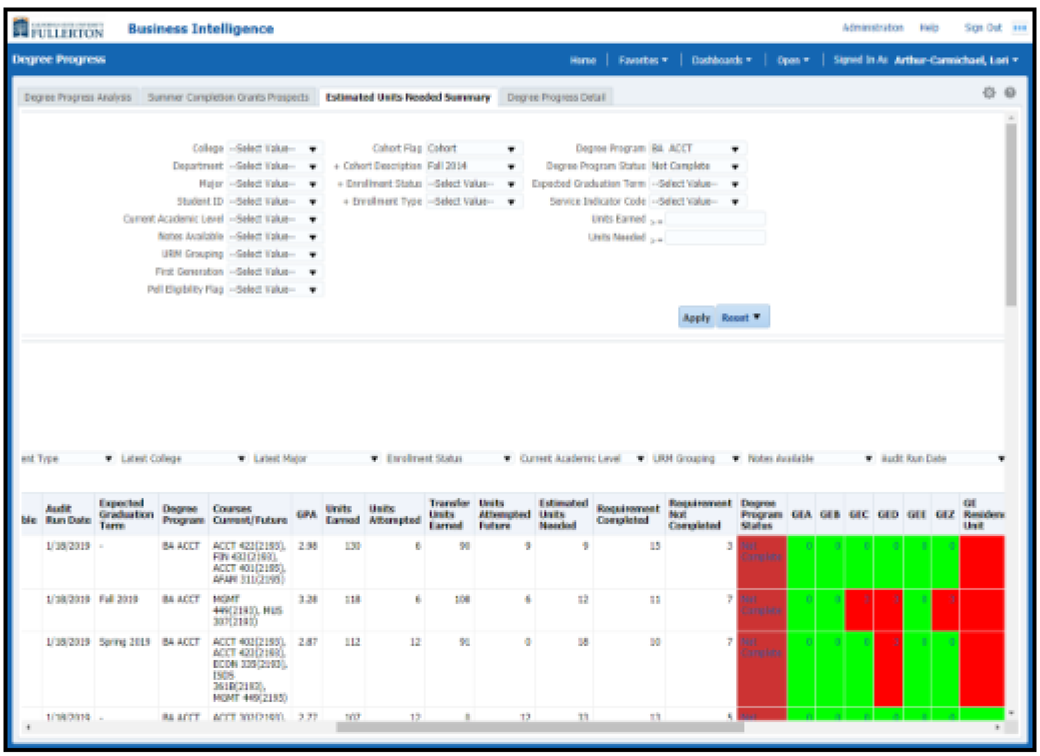


Report Overview

By default, the Estimated Units Needed Summary report will show students whose catalog year is 6 years ago for the majors that you have access to view and the remaining requirements to graduate.

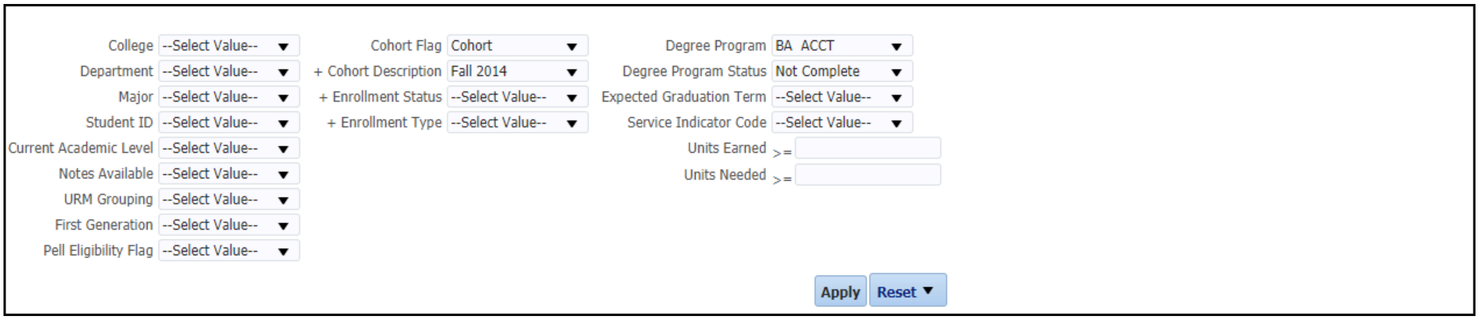
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

Above the table is a series of drop-down menus that allow you to change which columns appear and the order in which they appear.



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.



Filter Descriptions

Filter	**Description**
College	The Academic college on campus.
Department	The Office or area of Major student is enrolled in.
Major	The subject of study declared by student.
Student ID	Campus Wide Identification (CWID) number of the student.
Current Academic level	The student's class level (e.g., freshman, sophomore, etc.)
Notes Available	Indicates whether Advisor Notes are available for the student.
URM Grouping	Underrepresented/Minority
First Generation	The student is first generation to attend college.
Pell Eligibility Flag	An indicator that student can be eligible for a financial aid Pell grant.

Filter	Description
Cohort Flag	Identifies whether to include Cohort or Non-Cohort students.
Cohort Description	Students grouped together on the basis of who matriculate in the same term under in the same admissions basis category, such as for full-time first-time freshmen or undergraduate transfers.
Enrollment Status	Active enrolled, graduated or non-graduated students.
Enrollment Type	Freshman or Transfer student(s).
Degree Program	Academic Program in a specific discipline
Degree Program Status	Completion status of Degree Program.
Expected Graduation Term	Student's anticipated graduation term/ year.
Service Indicator Code	An Admissions, Records, or Registration code on a file for the student.
Units Earned	Number of completed units
Units Needed	Number of units that are still needed to complete the requirement/sub-requirement.

Reading the Table

When a column contains a hyperlink, you can click on the link for additional detail.

Person ID	Person Name	Cohort Description	Enrollment Type	Latest College	Latest Major	Enrollment Status	Current Academic Level	URM Grouping	Notes Available	Audit Run Date	Expected Graduation Term	Degree Program	Courses Current/Future	GPA
800000000	Potter, Harry J	Fall 2014	First-time Full-Time Freshman	Business and Economics	BA/Accounting 1MJ 1BA	Currently Enrolled	Senior	No	Y	1/22/2019	Summer 2019	BA ACCT	ACCT 307(2193), ACCT 401(2193), ACCT 402(2195)	2.34

Available Columns

Column	Description
Cohort Description	Students grouped together on the basis of who matriculate in the same term under in the same admissions basis category, such as for full-time first-time freshmen or undergraduate transfers.
Enrollment Type	Freshman or Transfers status for the student.
Latest College	The academic college that the student's major is currently in.
Latest Major	The academic program and concentration the student is enrolled in.
Enrollment Status	Active enrolled, graduated or non-graduated status for the student.
Current Academic Level	The student's class level (e.g., freshman, sophomore, etc.)
URM Grouping	Underrepresented/Minority
Notes Available	Indicates whether Advisor Notes are available for the student.
Audit Run Date	Run date of the audit used to extract degree progress data
Expected Graduation Term	Student's anticipated graduation term/year.
Degree Program	Academic Program in a specific discipline

Column	Description
Courses Current/Future	List of courses that the student is currently enrolled in.
GPA	GPA of all units attempted

Units Earned	Units Attempted	Transfer Units Earned	Units Attempted Future	Estimated Units Needed	Requirement Completed	Requirement Not Completed	Degree Program Status
124	6	12	0	9	16	2	Not Complete

Available Columns

Column	Description
Units Earned	The total number of completed units.
Units Attempted	The total number of enrolled units.
Transfer Units Earned	The total number of units completed from a transfer institution(s).
Units Attempted Future	The total number of planned or in-progress units
Estimated Units Needed	The total number of estimated units still needed to complete degree program
Requirement Completed	The total number of satisfied Degree Program Requirements
Requirement Not Completed	The total number of unsatisfied Degree Program Requirements.
Degree Program Status	Completion status of Degree Program
CERT	Certificate program
Grad Check Stat	Degree Checkout Status
Default	Ignore (internal code)

GEA	GEB	GEC	GED	GEE	GEZ	GE Residence Unit	GE UD Unit	GE Units	Major	Major Option	UD Writing	Additional Major Requirements	Minor	CERT	Cumulative Units	Upper-Division Units	Major GPA	Grad Check Stat	Default
0	0	0	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0

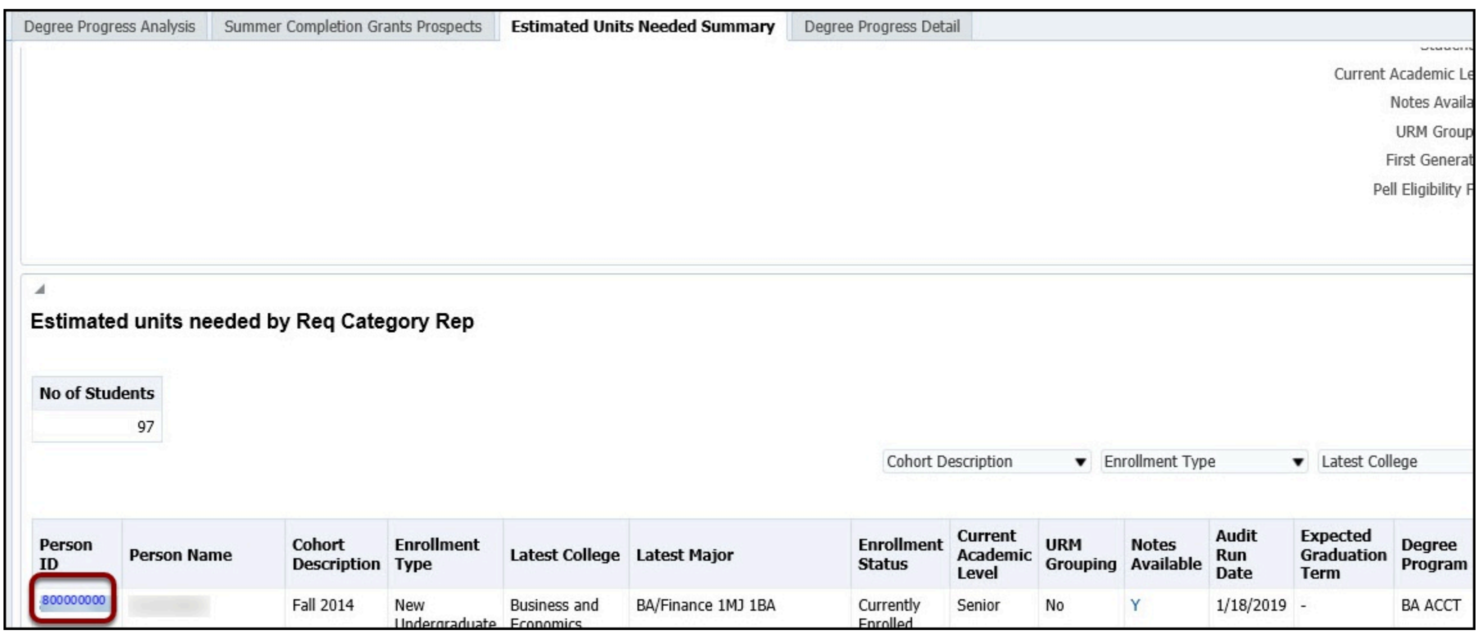
[View detailed information on General Education requirement definitions.]

[View detailed Major Core and Concentration requirement definitions in the Course Catalog.]

Viewing Degree Dashboard Audit

The Business Intelligence Degree Dashboard Audit is not used for official Grad Check and is not directly connected to the official 'Titan Degree Audit'. Advisors are recommended in running a TDA in u.achieve for up to date requirement information if needed on reviewing a specific student.

1. If you want to convert to an audit, click on the blue cwid in the left column.



2. Click on the DARS Detail Report pop-up in order to access the student's Titan Degree Audit.

Need More Help?

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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.

Degree Progress Detail Report

This article covers how to run and interpret the Degree Progress Detail report on the Degree Progress 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 Degree Progress Detail Report allows you to search for a specific student and view their progress towards degree completion.

- The Business Intelligence dashboard Degree Progress Analysis tool can be used to determine a broad number or 'population' that have fulfilled or unfulfilled a specific requirement based on the search criteria determined by the User.
- The units fulfilled and unfulfilled are an estimate based on search filters pulled from an audit batch process at the beginning and end of a semester and correlate to the Dashboard 'audit'.
- The Business Intelligence dashboard Degree Progress Analysis tool is not used for official Grad Check and is not directly connected to the official 'Titan Degree Audit'.
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Estimated Units Needed is the **approximate** number of units a student must take, to satisfy all degree requirements for the student's declared degree program. If the student takes a course or courses that can satisfy multiple requirements, then the student can potentially complete all degree requirements with fewer units than the Estimated Units Needed. The formula used for calculating the Estimated Units Needed works for majority

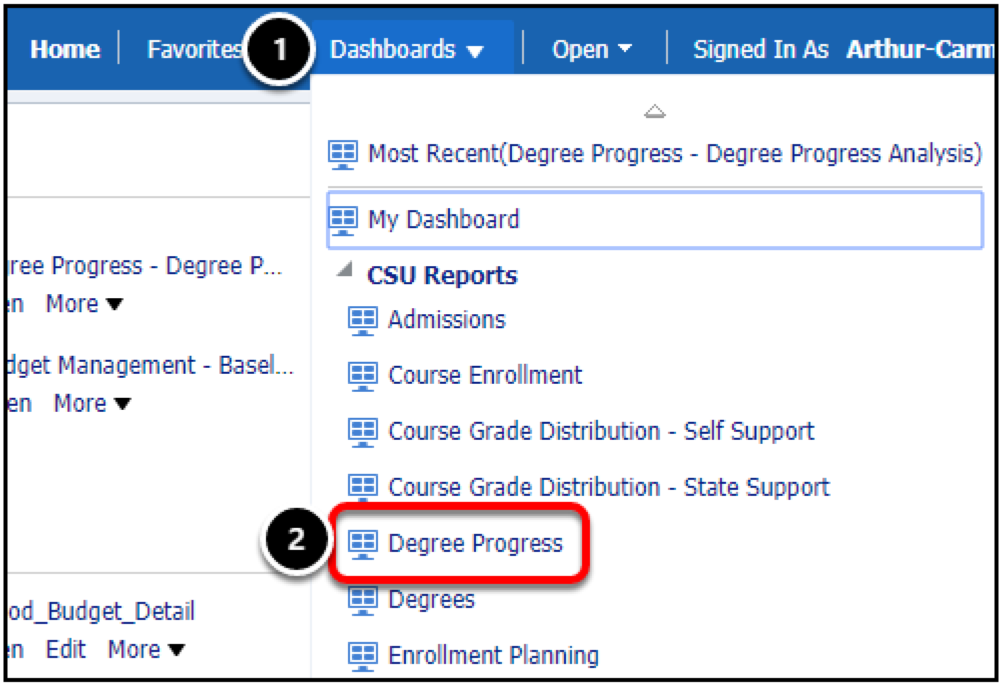
of the degree programs. However, there are unique/complex situations where the Estimated Units Needed calculation requires special handling or supplemental rules to be able to provide a sound estimate. The degree programs needing special handling have been identified. There may be 'special case' degree programs though that haven't been recognized yet, as the list of degree requirements/sub-requirements is enormous, which can be modified at any given point in time. If it is observed that the Estimated Units Needed is not accurate, please report the issue to IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Accessing the Report

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

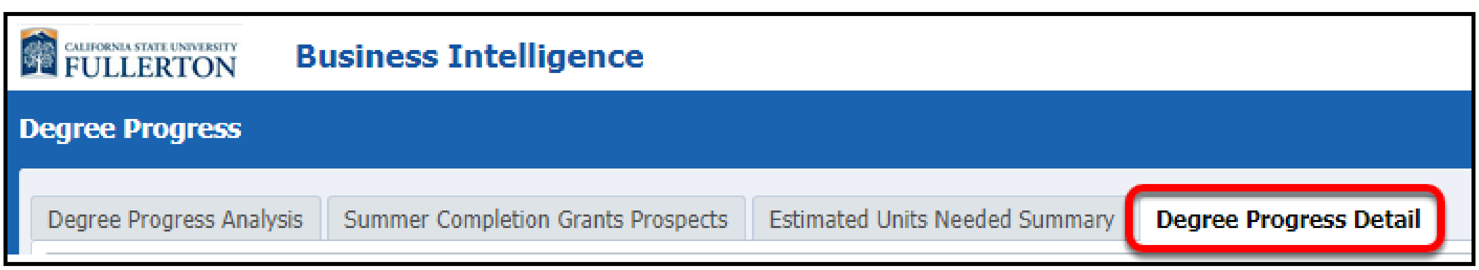
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Degree Progress.



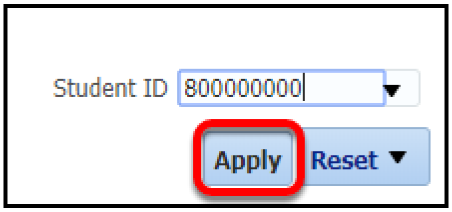
1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Degree Progress**.

3. Click the Degree Progress Detail tab on the Degree Progress dashboard.



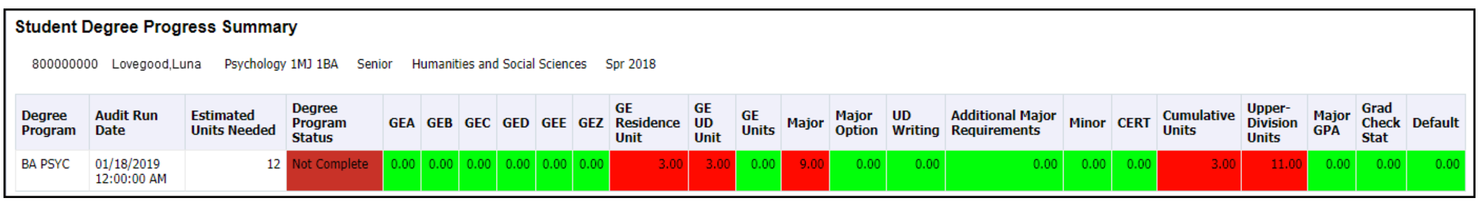
Report Filters

1. Type the Student ID/CWID of the student you want to view. Then click Apply.



Reading the Tables

Student Degree Progress Summary Table



Student Degree Progress Summary

800000000 Lovegood,Luna Psychology 1MJ 1BA Senior Humanities and Social Sciences Spr 2018

Degree Program	Audit Run Date	Estimated Units Needed	Degree Program Status	GEA	GEB	GEC	GED	GEE	GEZ	GE Residence Unit	GE UD Unit	GE Units	Major	Major Option	UD Writing	Additional Major Requirements	Minor	CERT	Cumulative Units	Upper-Division Units	Major GPA	Grad Check Stat	Default
BA PSYC	01/18/2019 12:00:00 AM	12	Not Complete	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	3.00	11.00	0.00	0.00	0.00

Available Columns

Column	Description
Degree Program	Academic Program in a specific discipline
Audit Run Date	Run date of the audit used to extract degree progress data
Estimated Units Needed	The total number of estimated units still needed to complete degree program
Degree Program Status	Completion status of Degree Program
CERT	Certificate program

Column	Description
Grad Check Stat	Degree Checkout Status
Default	Ignore (internal code)

Student Degree Progress Detail Table

Requirement Title	Status	GPA Needed	Units Completed(Req)	Units Required(Req) [Completed + Needed]	Units Needed to Complete(Req)	Sub Requirement STitle	Sub Requirement Status	Units Completed(SubReq)	Units Required(SubReq) [Completed + Needed]	Units Needed to Complete(SubReq)	TAKE==>line	Course Year Term Taken	Courses	Course Title	Course Grade Earned	Registered Credit
A. CORE COMPETENCIES (NEEDS C- OR BETTER) - 9 UNITS [GE-A]	Complete	0.00	9.50	9.50	0.00	A.1 ORAL COMMUNICATION (3 UNITS) [ORAL COMM]	Complete	3.00	3.00	0.00		20153	HCOM-102	PUBLIC SPEAKING	A	3.00
						A.2 WRITTEN COMMUNICATION (3 UNITS) [WRITTEN COMM]	Complete	3.00	3.00	0.00		20183	ENGL-101	AP-Beginning College Writing	CR	3.00
						A.3 CRITICAL THINKING (3 UNITS) [CRIT THINKING]	Complete	3.50	3.50	0.00		20167	A3 CSU CERT	ADV COMPOSITION	A	3.50

Available Columns

Column	Description
Requirement Title	Degree Program Requirement Title
Status	Completion status of a Degree Program Requirement
GPA Needed	Minimum GPA required, if applicable.
Units Completed (Req)	The total number of units completed for a specific degree program requirement.
Units Required (Req)	The total number of units required to complete a specific degree program requirement (completed + estimated units needed).
Units Needed to Complete(Req)	The remaining number of units the student needs to complete to satisfy a specific degree program requirement.
Sub Requirement Title	Degree Program Sub-Requirement Title
Sub Requirement Status	Completion status of a Degree Program Sub-requirement
Units Completed (SubReq)	The total number of units completed for

Column	Description
	a specific degree program sub-requirement.
Units Required (SubReq)	The total number of units required to complete a specific degree program sub-requirement (completed + estimated units needed).
Units Needed to Complete(SubReq)	The remaining number of units the student needs to complete to satisfy a specific degree program sub-requirement.
Take ==>line	List of courses that the student can take to fulfill the sub-requirement.
Course Year Term Taken	The term & year when class was taken by the student.
Courses	List of courses that the student has taken to satisfy the requirement/sub-requirement.
Course Title	Course title for each course taken
Course Grade Earned	Grade earned for each course taken
Registered Credit	Attempted/Enrolled units for each course taken

View detailed information on General Education requirement definitions.

View detailed Major Core and Concentration requirement definitions in the Course Catalog.

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.

Purchasing

Purchasing Dashboard Overview

This article contains an overview of the Purchasing dashboard including: available reports and report defaults.

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

Available Reports

The following reports are currently available for the Purchasing dashboard:

- **Requisitions**: The Requisition report allows you to view and search purchase requisition information from July 2010 to present.
- **Purchase Orders**: The Purchase Orders report allows you to view and search purchase order information from July 2010 to present.
- **Vouchers**: The Voucher report allows you to view and search voucher and payment information. This report includes all vouchers/payments, not just the ones related to purchase orders.
- **Req/PO/Voucher**: The Req/PO/Voucher report combines the requisition, purchase order, and voucher information into a single table and allows you to view and search requisition, purchase order, voucher, invoice, and payment information.
- **PO Balance**: The PO Balance report allows you to view all of the activity on your purchase orders in order to see the current remaining balance on your purchase orders.

Report Defaults

Each report on the Purchasing dashboard has default settings that are applied if you do not set up your own personal preferences for the page using Page Options (see the user guide on Saving Your Customizations & Filters for more on this).

- **Requisitions**: By default, this report will show you all purchase requisitions for the department(s) you have access to from July 2010 to present.

- **Purchase Orders**: By default, this report will show you all purchase orders for the department(s) you have access to from July 2010 to present.
- **Vouchers**: By default, this report will show you all vouchers for the department(s) you have access to from July 2010 to present.
- **Req/PO/Voucher**: By default, this report will show you all purchase requisitions, purchase orders, and vouchers that are tied to purchase orders for the department(s) you have access to from July 2010 to present.
- **PO Balance**: By default, this report will show you all purchase order activity for the current accounting period in the current fiscal year for the department(s) you have access to.

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.

For questions about purchase requisitions or purchase orders, contact Contracts & Procurement at procurement@fullerton.edu or 657-278-5230.

Requisitions Report

This article covers how to run and interpret the Requisitions report on the Purchasing dashboard.

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

What does this report show?

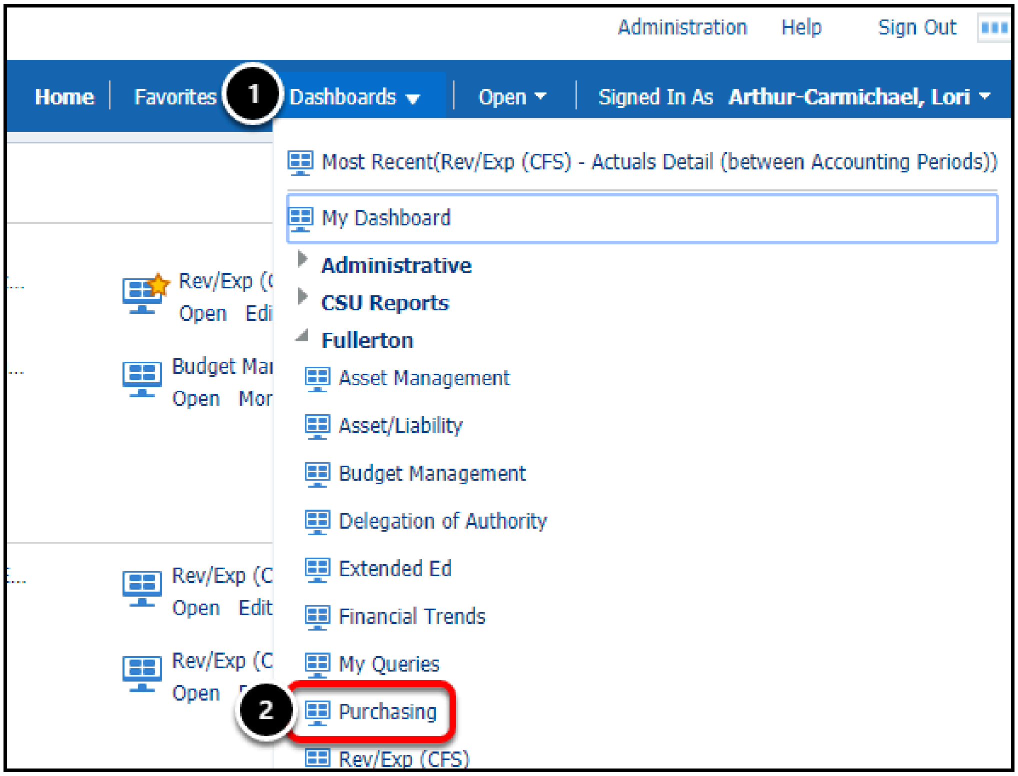
The Requisition report allows you to view and search purchase requisition information from July 2010 to present.

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 Purchasing.



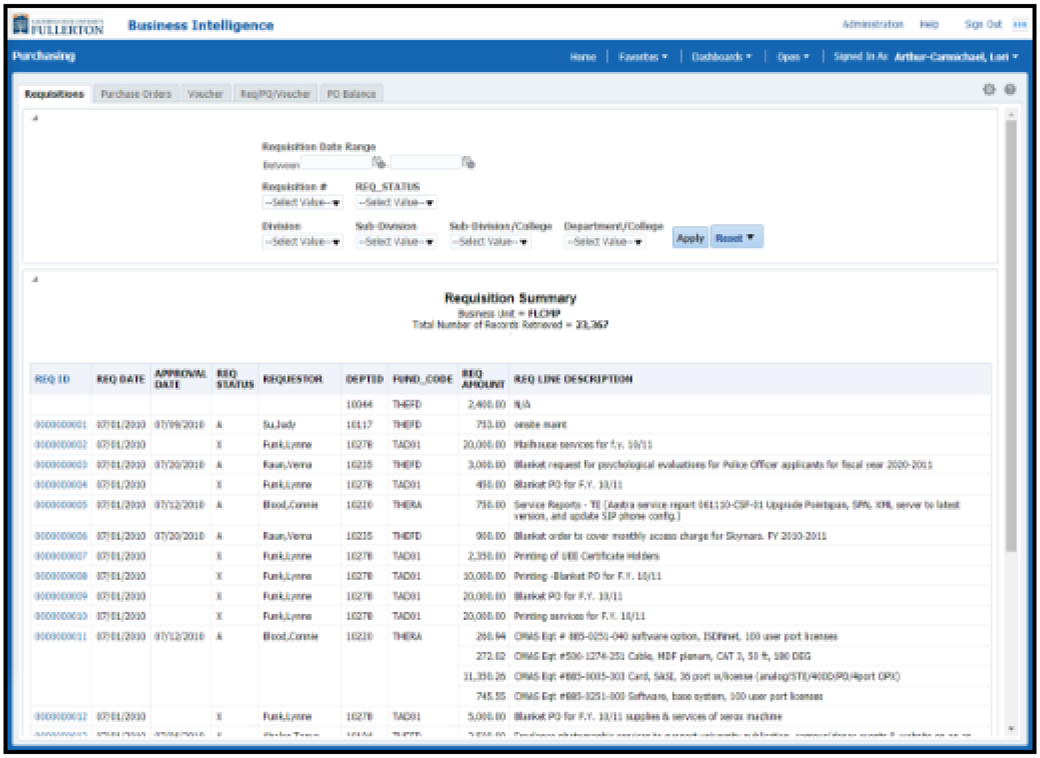
1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Purchasing**.

3. Click the Requisitions tab on the Purchasing dashboard.

Report Overview

The Requisitions report will show you all requisitions for your department(s) since July 2010 by default.

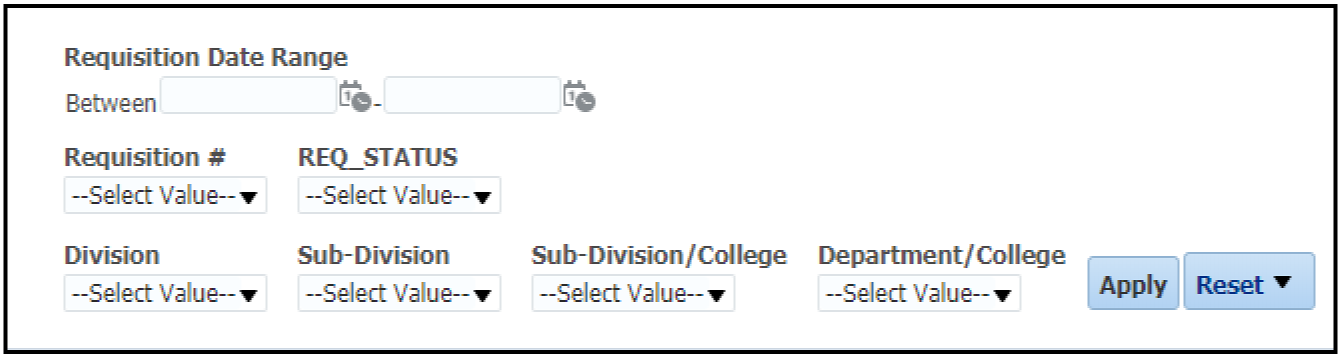
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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 values associated with them (e.g., if you leave Department blank, your report will show all requisitions for all of the departments that you have access to).



Filter Descriptions

Filter	Description
Requisition Date Range	The specific date or range of dates for which you wish to view purchase requisition information.
Requisition #	The ID number assigned to the purchase requisition.
REQ STATUS	The current status of the purchase requisition. Values include: • A (Approved) • C (Completed) • O (Open) • X (Cancelled)
Division	The specific campus division(s) for which you wish to view data.
Sub-Division	The specific campus sub-division(s) for which you wish to view data.
Sub-Division/College	The specific campus college(s) for which you wish to view data.
Department/College	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).

Report Parameters

Just under the report filters are the report parameters for the report results table.

Requisition Summary
Business Unit = **FLCMP**
Total Number of Records Retrieved = **169**
DEPT_FDESC is equal to **10008 - IT-Administration**

Business Unit will always be FLCMP (Fullerton Campus).

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

Any other filters that you have selected in the report filters will also appear in this section.

Report Results Table

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

REQ ID	REQ DATE	APPROVAL DATE	REQ STATUS	REQUESTOR	DEPTID	FUND_CODE	REQ AMOUNT	REQ LINE DESCRIPTION
0000000086	07/07/2010	07/09/2010	A	[redacted]	[redacted]	THEFD	5,000.00	Service Blanket Order, annual maintenance renewal. Term: 7-1-2010 thru 6-30-2011
0000000099	07/08/2010	07/09/2010	A	[redacted]	[redacted]	THEFD	4,650.00	Nero 10 Premium Gov Ed 1-year Maint. Part#E10GOV70045-7-P quote dated 6-21-2010 attached Term: 7-1-2010 thru 6-30-2011

Column Descriptions

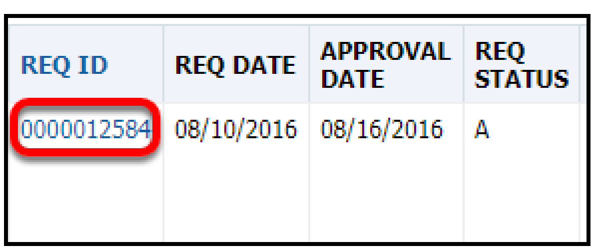
Column	Description
REQ ID	The ID number assigned to the requisition.
REQ DATE	Date the requisition was created in CFS by the Requester.
APPROVAL DATE	Date the requisition was approved in CFS by the Approver.
REQ STATUS	The current status of the purchase

Column	Description
	requisition. Values include: • A (Approved) • C (Completed) • O (Open) • X (Cancelled)
REQUESTOR	Name of the Requester who created the requisition in CFS.
DEPTID	The Department ID chartfield code to be billed for the line charges.
FUND_CODE	The Fund chartfield code to be billed for the line charges.
REQ AMOUNT	Total amount for each line of the requisition. For requisitions with multiple lines, there will be multiple rows.
REQ LINE DESCRIPTION	Line description entered by the Requester when creating the requisition. For requisitions with multiple lines, there will be multiple rows.

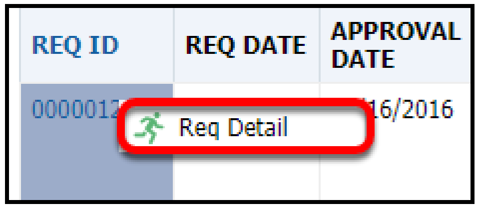
Requisition Detail

You can click on the REQ ID hyperlink to view more detail about the requisition.

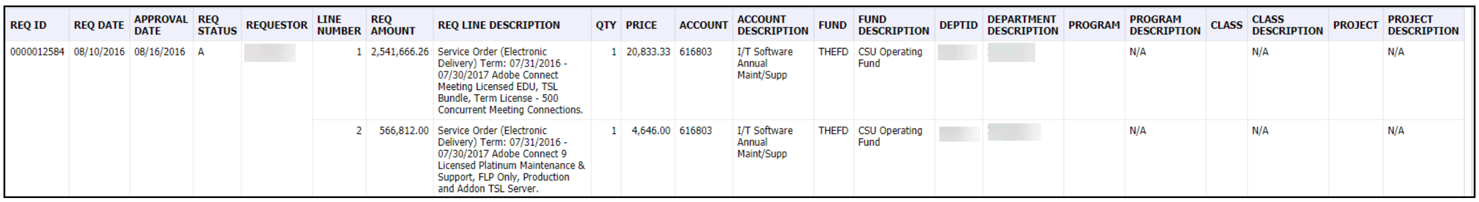
1. Click on the REQ ID to view additional details.



2. Click on the Req Detail pop-up that appears.



Req Detail Column Descriptions



REQ ID	REQ DATE	APPROVAL DATE	REQ STATUS	REQUESTOR	LINE NUMBER	REQ AMOUNT	REQ LINE DESCRIPTION	QTY	PRICE	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPARTMENT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	PROJECT DESCRIPTION
0000012584	08/10/2016	08/16/2016	A		1	2,541,666.26	Service Order (Electronic Delivery) Term: 07/31/2016 - 07/30/2017 Adobe Connect Meeting Licensed EDU, TSL Bundle, Term License - 500 Concurrent Meeting Connections.	1	20,833.33	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund				N/A		N/A		N/A
					2	566,812.00	Service Order (Electronic Delivery) Term: 07/31/2016 - 07/30/2017 Adobe Connect 9 Licensed Platinum Maintenance & Support, FLP Only, Production and Addon TSL Server.	1	4,646.00	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund				N/A		N/A		N/A

Column	Description
REQ ID	The ID number assigned to the purchase requisition.
REQ DATE	Date the requisition was created in CFS by the Requester.
APPROVAL DATE	Date the requisition was approved in CFS by the Approver.
REQ STATUS	The current status of the purchase requisition. Values include: • A (Approved) • C (Completed) • O (Open) • X (Cancelled)
REQUESTOR	Name of the Requester who created the requisition in CFS.
LINE NUMBER	The line number of the requisition. For requisitions with multiple lines, there will be multiple rows.

Column	Description
REQ AMOUNT	Total amount for each line of the requisition. For requisitions with multiple lines, there will be multiple rows.
REQ LINE DESCRIPTION	Line description entered by the Requester when creating the requisition. For requisitions with multiple lines, there will be multiple rows.
QTY	The quantity of the item ordered on the line. For requisitions with multiple lines, there will be multiple rows.
PRICE	The price of the item ordered on the line. For requisitions with multiple lines, there will be multiple rows.
ACCOUNT	The Account chartfield code to be billed for the line charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the line charges.
FUND	The Fund chartfield code to be billed for the line charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the line charges.
DEPTID	The Department ID chartfield code to be billed for the line charges.
DEPARTMENT DESCRIPTION	The name associated with the Department ID chartfield code to be billed for the line charges.
PROGRAM	The Program chartfield code to be billed for the line charges.
PROGRAM DESCRIPTION	The name associated with the Program

Column	Description
	chartfield code to be billed for the line charges.
CLASS	The Class chartfield code to be billed for the line charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the line charges.
PROJECT	The Project chartfield code to be billed for the line charges.
PROJECT DESCRIPTION	The name associated with the Project chartfield code to be billed for the line charges.

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.

For questions about purchase requisitions or purchase orders, contact Contracts & Procurement at procurement@fullerton.edu or 657-278-5230.

Purchase Orders Report

This article covers how to run and interpret the Purchase Orders report on the Purchasing dashboard.

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

What does this report show?

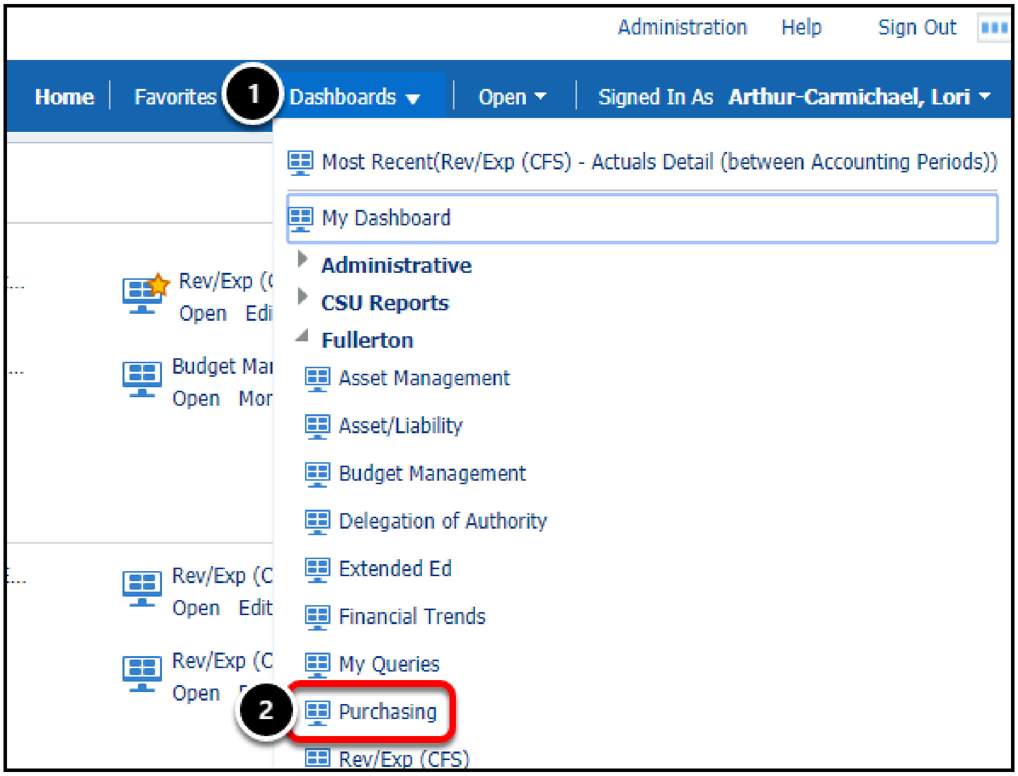
The Purchase Orders report allows you to view and search purchase order information from July 2010 to present.

Accessing the Report

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

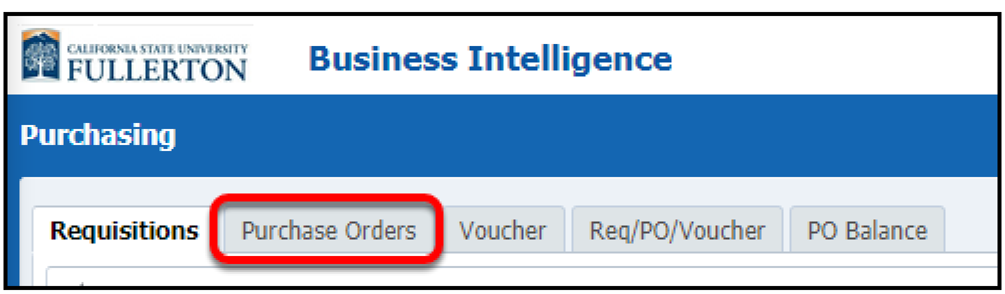
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Purchasing.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Purchasing**.

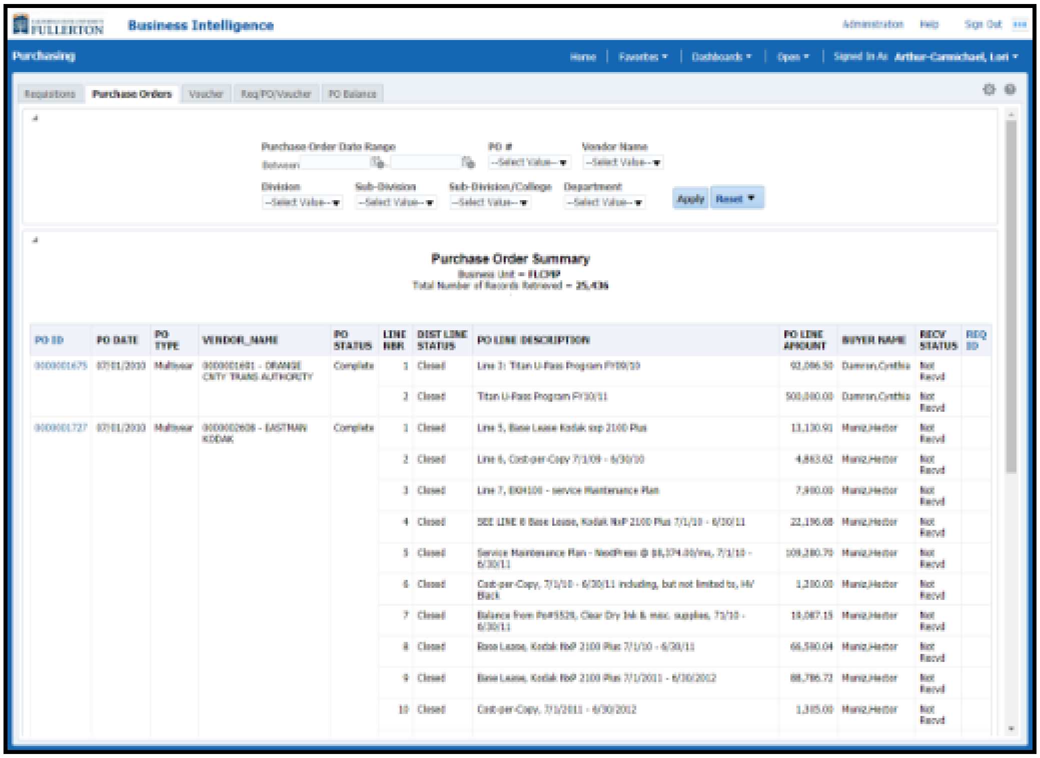
3. Click the Purchase Orders tab on the Purchasing dashboard.



Report Overview

The Purchase Orders report will show you all purchase orders for your department(s) since July 2010 by default.

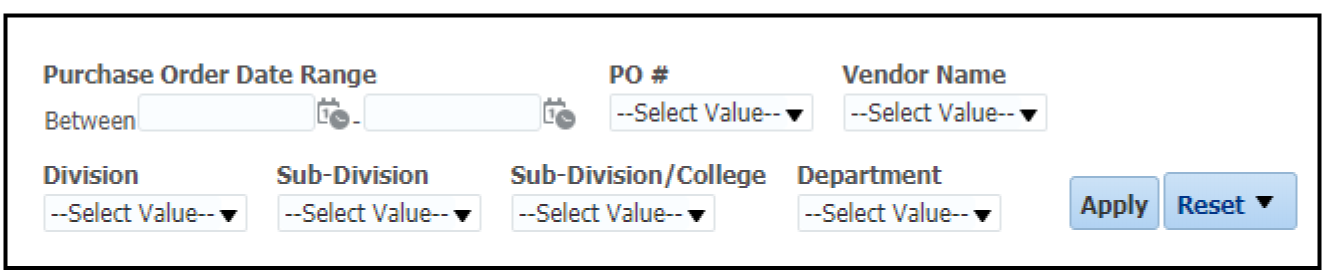
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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 values associated with them (e.g., if you leave Department blank, your report will show all purchase orders for all of the departments that you have access to).

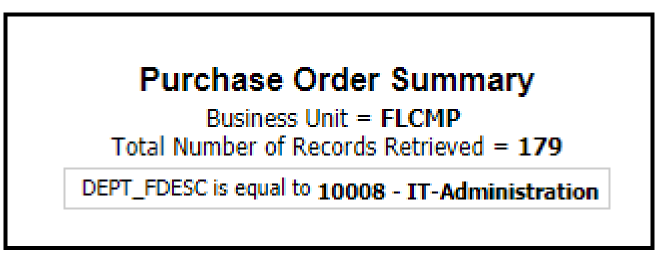


Filter Descriptions

Filter	Description
Purchase Order Date Range	The specific date or range of dates for which you wish to view purchase order information.
PO #	The ID number assigned to the purchase order.
Vendor Name	The name of the vendor/supplier.
Division	The specific campus division(s) for which you wish to view data.
Sub-Division	The specific campus sub-division(s) for which you wish to view data.
Sub-Division/College	The specific campus college(s) for which you wish to view data.
Department/College	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).

Report Parameters

Just under the report filters are the report parameters for the report results table.



Business Unit will always be FLCMP (Fullerton Campus).

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

Any other filters that you have selected in the report filters will also appear in this section.

Report Results Table

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

PO ID	PO DATE	PO TYPE	VENDOR_NAME	PO STATUS	LINE NBR	DIST LINE STATUS	PO LINE DESCRIPTION	PO LINE AMOUNT	BUYER NAME	RECV STATUS	REQ ID
0000018316	10/07/2016	Serv Order	0000013568 - DIGITAL ARCHITECTURE INC	Complete	1	Closed	Acalog ACMS Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	11,116.00	Pruitt,Michael	Not Recvd	0000012794
					2	Closed	Curriculog Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	11,116.00	Pruitt,Michael	Not Recvd	

Column Descriptions

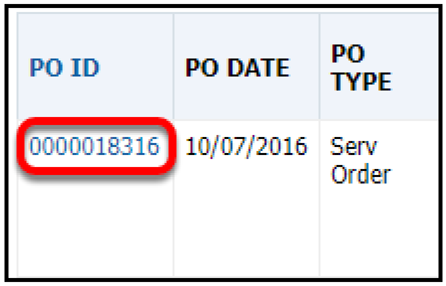
Column	Description
PO ID	The ID number assigned to the purchase order.
PO DATE	Date the purchase order was created in CFS by the Procurement Buyer.
PO TYPE	The type of purchase order. Values include: • Regular Order • Service Order • Commodity Blanket • Service Blanket • Multi-Year • Public Works • General • Standard Agreement • Teaching Agreement
VENDOR_NAME	A combination of the Vendor/Supplier ID number and the Vendor/Supplier Name for the purchase.
PO STATUS	The current status of the purchase order. Values include:

Column	Description
	• Approved (PO is approved but not sent to vendor) • Dispatched (PO has been sent to vendor) • Completed (Merchandise/Service received and Invoice is paid) • Pending Cancel (PO is in the process of being cancelled) • Cancelled (PO has been cancelled)
LINE NBR	The number of the line on the purchase order. For purchase orders with multiple lines, there will be multiple rows.
DIST LINE STATUS	The status of this line of the purchase order. Statuses include: • Open • Cancelled • Complete
PO LINE DESCRIPTION	Line description entered by the Procurement Buyer. For purchase orders with multiple lines, there will be multiple rows.
PO LINE AMOUNT	Total amount for each line of the purchase order. For purchase orders with multiple lines, there will be multiple rows.
BUYER NAME	The name of the Procurement Buyer who created the purchase order.
RECV STATUS	Indicates whether the merchandise/ service has been received or not.
REQ ID	Requisition ID of the requisition associated with the purchase order.

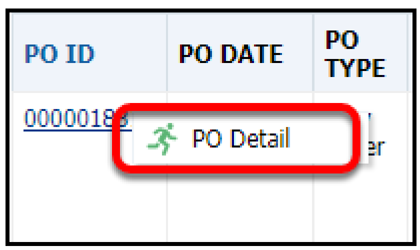
Purchase Order Detail

You can click on the PO ID hyperlink to view more detail about the purchase order.

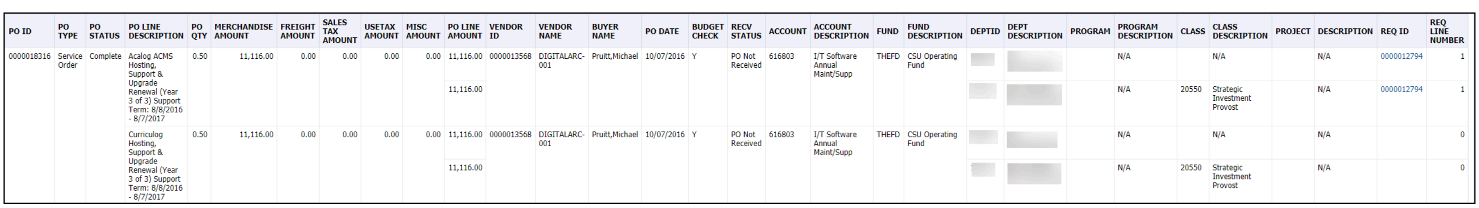
1. Click on the PO ID to view additional details.



2. Click on the PO Detail pop-up that appears.



PO Detail Column Descriptions



PO ID	PO TYPE	PO STATUS	PO LINE DESCRIPTION	PO QTY	MERCHANDISE AMOUNT	FREIGHT AMOUNT	SALES TAX AMOUNT	USETAX AMOUNT	MISC AMOUNT	PO LINE AMOUNT	VENDOR ID	VENDOR NAME	BUYER NAME	PO DATE	BUDGET CHECK	RECV STATUS	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	DESCRIPTION	REQ ID	REQ LINE NUMBER
0000018316	Service Order	Complete	Acalog ACMS Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	0.50	11,116.00	0.00	0.00	0.00	0.00	11,116.00	0000013568	DIGITALARC-001	Pruitt,Michael	10/07/2016	Y	PO Not Received	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A	0000012794	1
										11,116.00											[illegible]	[illegible]		N/A	20550	Strategic Investment Provost		N/A	0000012794	1
			Curriculog Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	0.50	11,116.00	0.00	0.00	0.00	0.00	11,116.00	0000013568	DIGITALARC-001	Pruitt,Michael	10/07/2016	Y	PO Not Received	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A		0
										11,116.00											[illegible]	[illegible]		N/A	20550	Strategic Investment Provost		N/A		0

Column	Description
PO ID	The ID number assigned to the purchase order.
PO TYPE	The type of purchase order. Values include:

Column	Description
	• Regular Order • Service Order • Commodity Blanket • Service Blanket • Multi-Year • Public Works • General • Standard Agreement • Teaching Agreement
PO STATUS	The current status of the purchase order. Values include: • Approved (PO is approved but not sent to vendor) • Dispatched (PO has been sent to vendor) • Completed (Merchandise/Service received and Invoice is paid) • Pending Cancel (PO is in the process of being cancelled) • Cancelled (PO has been cancelled)
PO LINE DESCRIPTION	Line description entered by the Procurement Buyer. For purchase orders with multiple lines, there will be multiple rows.
PO QTY	The quantity of the item ordered for each line of the purchase order. For purchase orders with multiple lines, there will be multiple rows.
MERCHANDISE AMOUNT	Total amount for each line of the purchase order before tax is applied. For purchase orders with multiple lines, there will be multiple rows.
FREIGHT AMOUNT	Total amount of shipping costs allocated to each line of the purchase order. For purchase orders with

Column	Description
	multiple lines, shipping costs may or may not be allocated to each line.
SALES TAX AMOUNT	Total amount of sales tax applied to each line of the purchase order. For purchase orders with multiple lines, there will be multiple rows.
USETAX AMOUNT	The amount of sales tax owed for the merchandise when the vendor does not collect sales tax. This tax is paid to the State of California instead of the vendor.
MISC AMOUNT	Total amount of additional costs, such as handling and env fees, allocated to each line of the purchase order. For purchase orders with multiple lines, additional costs may or may not be allocated to each line.
PO LINE AMOUNT	Total amount for each line of the purchase order with tax, shipping, and all other costs included. For purchase orders with multiple lines, there will be multiple rows.
VENDOR ID	The number associated in the CFS system with the vendor/supplier used for the purchase.
VENDOR NAME	The Vendor/Supplier Name for the purchase.
BUYER NAME	The name of the Procurement Buyer who created the purchase order.
PO DATE	Date the purchase order was created in CFS by the Procurement Buyer.
BUDGET CHECK	Indicates whether the purchase order funds have been encumbered (i.e., funds have been set aside for use and are deducted from available balance for

Column	Description
	the chartfields on the purchase order).
RECV STATUS	Indicates whether the merchandise/ service has been received or not.
ACCOUNT	The Account chartfield code to be billed for the line charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the line charges.
FUND	The Fund chartfield code to be billed for the line charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the line charges.
DEPTID	The Dept ID chartfield code to be billed for the line charges.
DEPT DESCRIPTION	The name associated with the Dept ID chartfield code to be billed for the line charges.
PROGRAM	The Program chartfield code to be billed for the line charges.
PROGRAM DESCRIPTION	The name associated with the Program chartfield code to be billed for the line charges.
CLASS	The Class chartfield code to be billed for the line charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the line charges.
PROJECT	The Project chartfield code to be billed for the line charges.
DESCRIPTION	The name associated with the Project

Column	Description
	chartfield code to be billed for the line charges.
REQ ID	Requisition ID of the requisition associated with the purchase order.
REQ LINE NUMBER	Line number on the requisition associated with this line number on the purchase order.

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.

For questions about purchase requisitions or purchase orders, contact Contracts & Procurement at procurement@fullerton.edu or 657-278-5230.

Voucher Report

This article covers how to run and interpret the Voucher report on the Purchasing dashboard.

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

What does this report show?

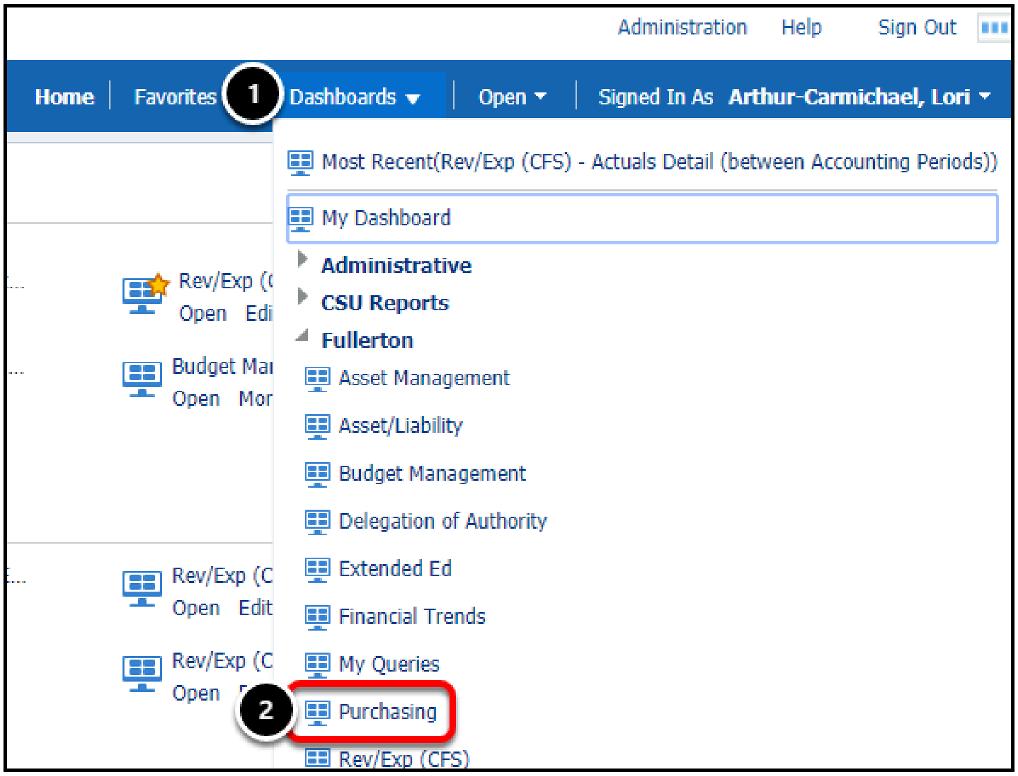
The Voucher report allows you to view and search voucher and payment information. This report includes all vouchers/payments, not just the ones related to purchase orders.

Accessing the Report

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

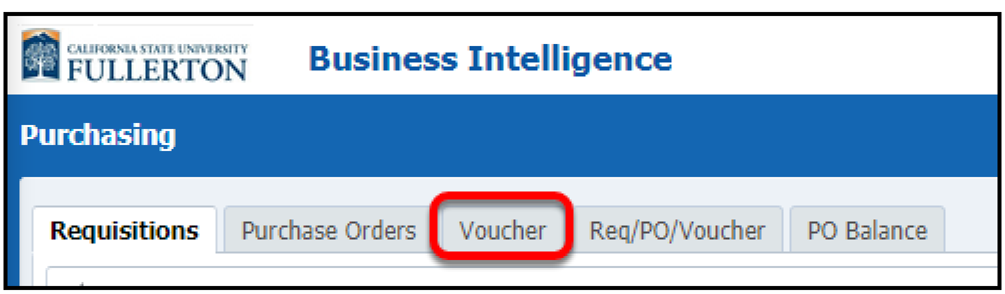
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Purchasing.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Purchasing**.

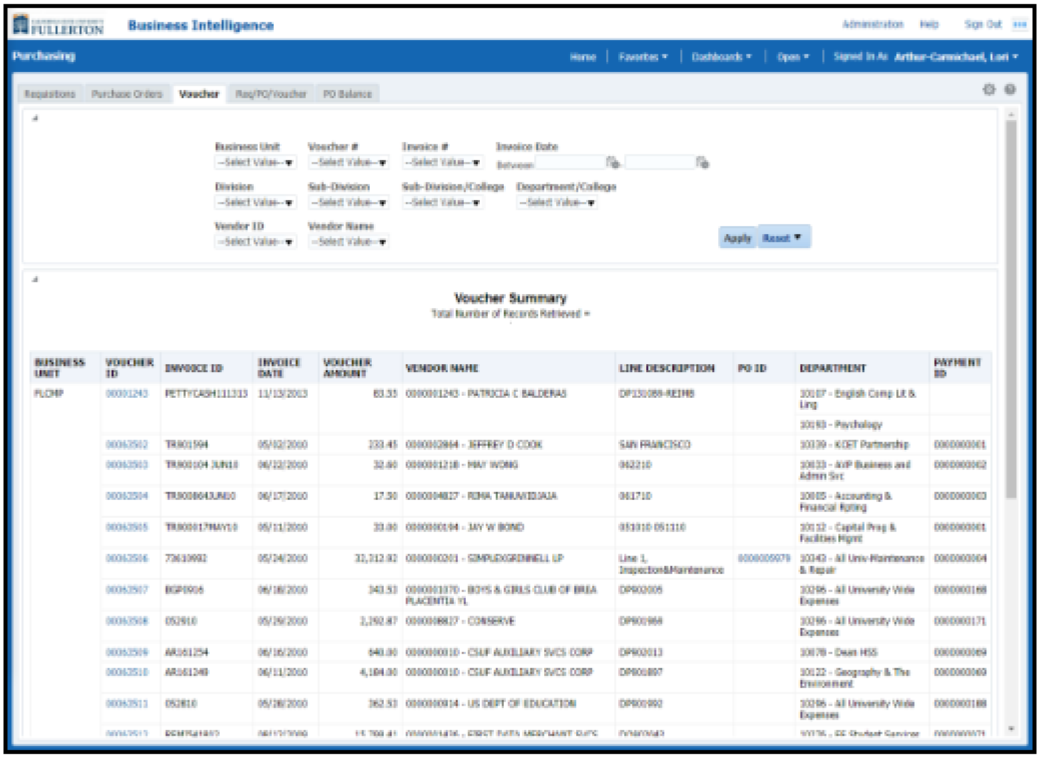
3. Click the Voucher tab on the Purchasing dashboard.



Report Overview

The Voucher report will show you all vouchers for your department(s) since July 2010 by default.

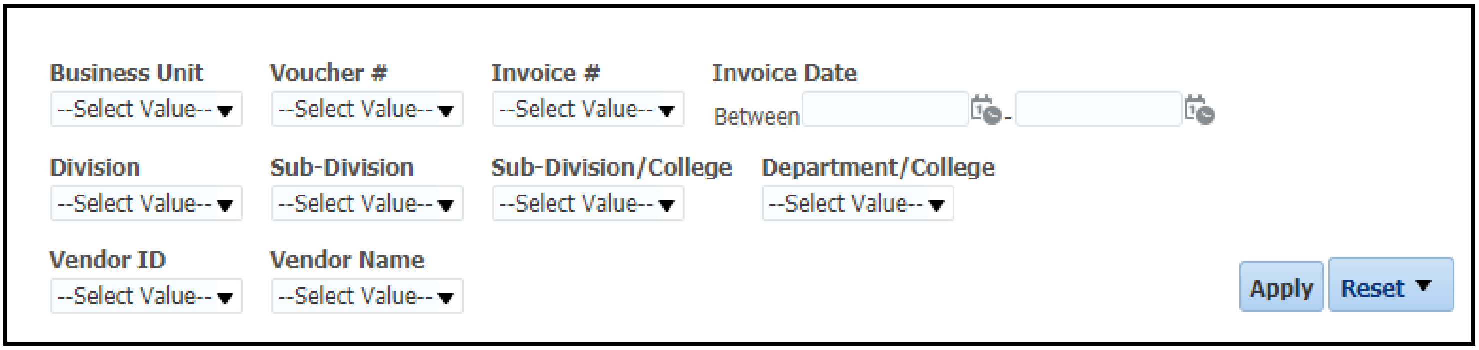
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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 values associated with them (e.g., if you leave Department blank, your report will show all vouchers for all of the departments that you have access to).



Filter Descriptions

Filter	Description
Business Unit	The Business Unit to which the transaction was posted. All purchase requisitions are under FLCMP.
Voucher #	The ID number assigned to the voucher.
Invoice #	The ID number assigned to the invoice.
Invoice Date	The specific date or range of dates for which you wish to view invoice information.
Division	The specific campus division(s) for which you wish to view data.
Sub-Division	The specific campus sub-division(s) for which you wish to view data.
Sub-Division/College	The specific campus college(s) for which you wish to view data.
Department/College	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).
Vendor ID	The number associated in the CFS system with vendors/suppliers.
Vendor Name	The name of vendors/suppliers in the

Filter	Description
	CFS system.

Report Parameters

Just under the report filters are the report parameters for the report results table.

Voucher Summary

Total Number of Records Retrieved =

INVOICE_DT is between **08/01/2016 12:00:00 AM** and **06/30/2017 12:00:00 AM**
and DEPT_FDESC is equal to **10008 - IT-Administration**

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

Any other filters that you have selected in the report filters will also appear in this section.

Report Results Table

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

BUSINESS UNIT	VOUCHER ID	INVOICE ID	INVOICE DATE	VOUCHER AMOUNT	VENDOR NAME	LINE DESCRIPTION	PO ID	DEPARTMENT	PAYMENT ID
FLCMP	00176926	CINV148407	11/18/2016	25,300.00	0000009627 - ADVISORY BOARD COMPANY	IT Forum Membership Renewal -	0000016506	[illegible]	0000290461
FLCMP	00175513	TR161231	11/18/2016	899.72	[illegible]	WASHINGTON DC		[illegible]	0000282433

Column Descriptions

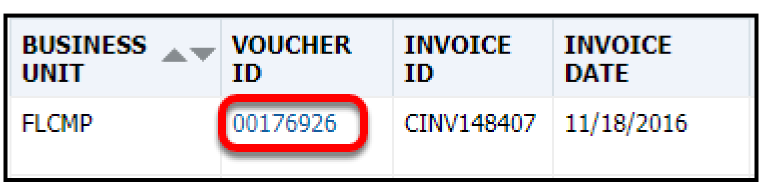
Column	Description
BUSINESS UNIT	The Business Unit to which the transaction was posted. All purchase requisitions are under FLCMP.
VOUCHER ID	The ID number assigned to the voucher.

Column	Description
INVOICE ID	The ID number assigned to the invoice.
INVOICE DATE	The date of the invoice.
VOUCHER AMOUNT	The total amount of the voucher.
VENDOR NAME	A combination of the Vendor/Supplier ID number and the Vendor/Supplier Name for the purchase. For vouchers not related to purchase orders, this may be the Customer ID/Customer Name.
LINE DESCRIPTION	The description of the transaction.
PO ID	The purchase order number associated with the transaction (if applicable).
DEPARTMENT	A combination of the Department ID and Department Name of the department to whom the transaction is billed.
PAYMENT ID	The ID number assigned to the payment.

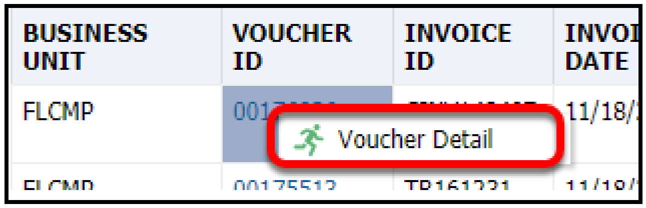
Voucher Detail

You can click on the VOUCHER ID hyperlink to view more detail about the requisition.

1. Click on the VOUCHER ID to view additional details.



2. Click on the Voucher Detail pop-up that appears.



Voucher Detail Column Descriptions

VOUCHER ID	INVOICE ID	INVOICE DATE	VOUCHER AMOUNT	VENDOR_NAME	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPARTMENT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	PROJECT DESCRIPTION
00176926	CINV148407	11/18/2016	25300.00	0000009627 - ADVISORY BOARD COMPANY	660801	Memberships & Subscrip (Other)	THEFD	CSU Operating Fund				N/A		N/A		N/A

Column	Description
VOUCHER ID	The ID number assigned to the voucher.
INVOICE ID	The ID number assigned to the invoice.
INVOICE DATE	The date of the invoice.
VOUCHER AMOUNT	The total amount of the voucher.
VENDOR_NAME	A combination of the Vendor/Supplier ID number and the Vendor/Supplier Name for the purchase. For vouchers not related to purchase orders, this may be the Customer ID/Customer Name.
ACCOUNT	The Account chartfield code to be billed for the charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the charges.
FUND	The Fund chartfield code to be billed for the charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the

Column	Description
	charges.
DEPTID	The Department ID chartfield code to be billed for the charges.
DEPARTMENT DESCRIPTION	The name associated with the Department ID chartfield code to be billed for the charges.
PROGRAM	The Program chartfield code to be billed for the charges.
PROGRAM DESCRIPTION	The name associated with the Program chartfield code to be billed for the charges.
CLASS	The Class chartfield code to be billed for the charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the charges.
PROJECT	The Project chartfield code to be billed for the charges.
PROJECT DESCRIPTION	The name associated with the Project chartfield code to be billed for the charges.

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.

For questions about purchase requisitions or purchase orders, contact Contracts & Procurement at procurement@fullerton.edu or 657-278-5230.

Req/PO/Voucher Report

This article covers how to run and interpret the Req/PO/Voucher report on the Purchasing dashboard.

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

What does this report show?

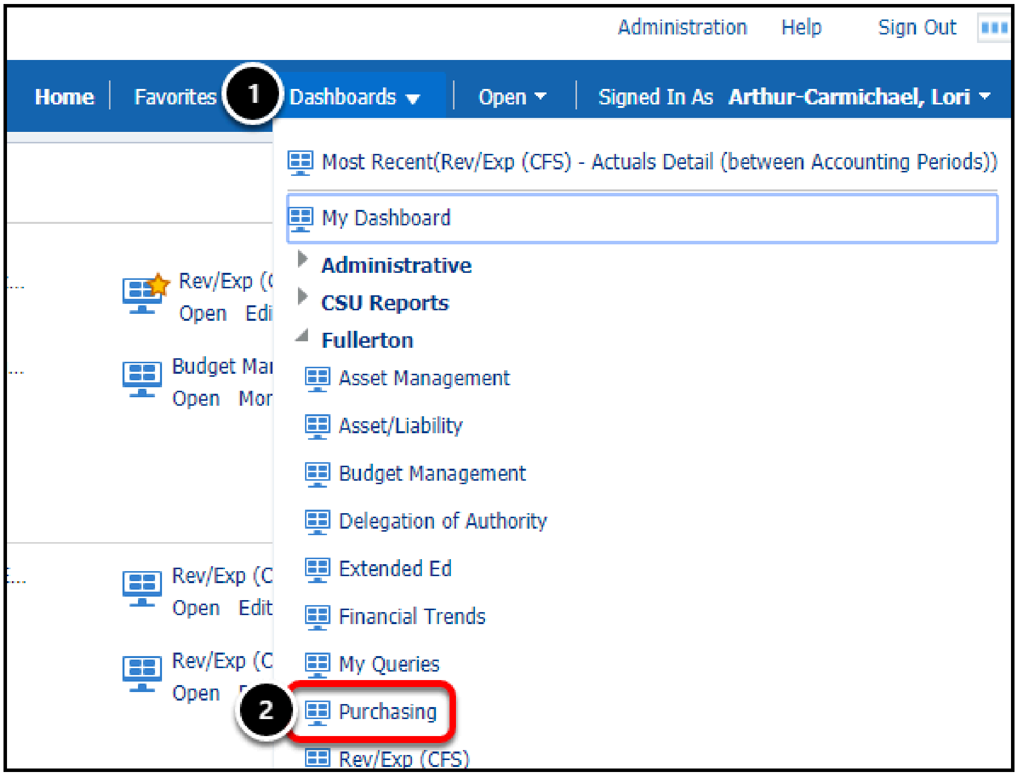
The Req/PO/Voucher report combines requisition, purchase order, and voucher information into a single table and allows you to view and search requisition, purchase order, voucher, invoice, and payment information.

Accessing the Report

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

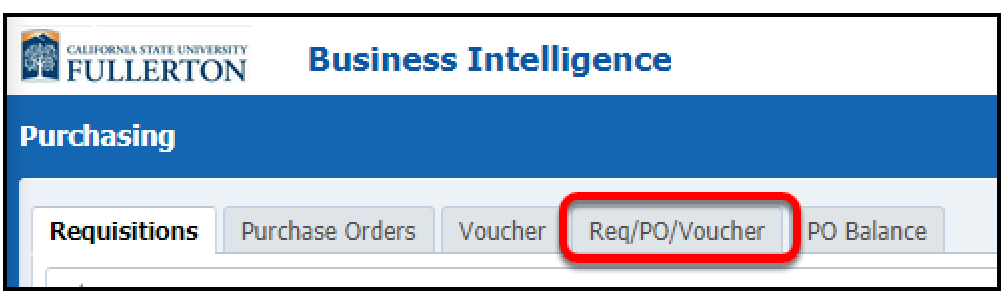
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Purchasing.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Purchasing**.

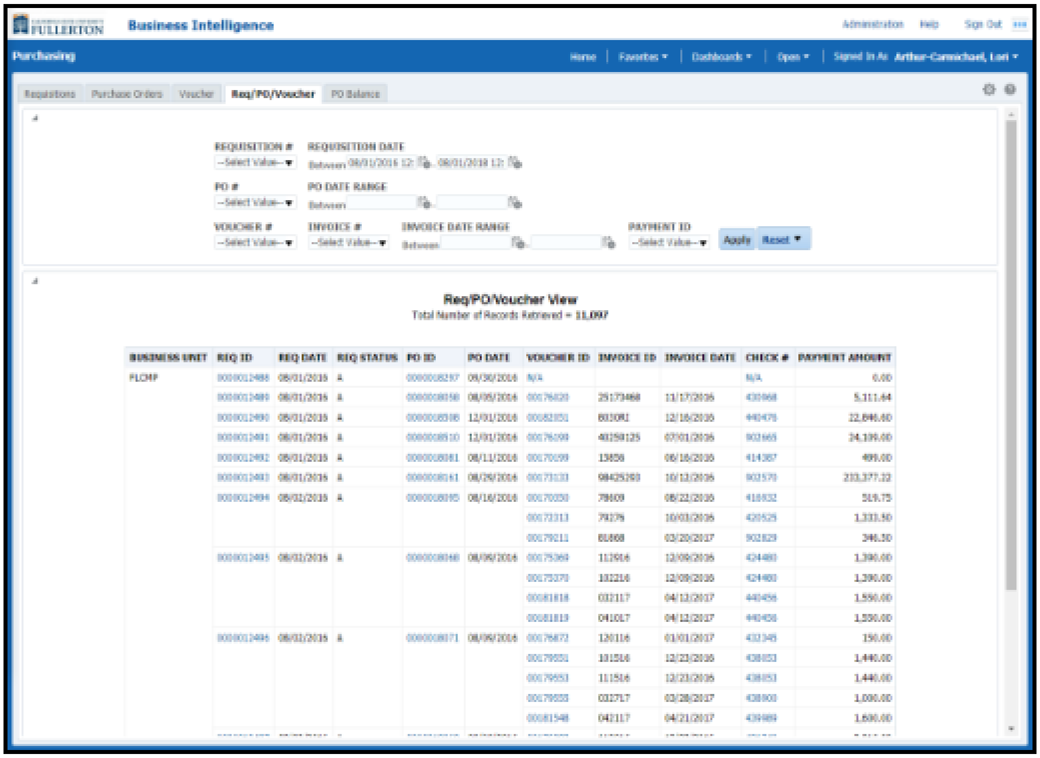
3. Click the Req/PO/Voucher tab on the Purchasing dashboard.



Report Overview

The Req/PO/Voucher report will show you all purchase requisitions, purchase orders, and vouchers that are tied to purchase orders for the department(s) you have access to from July 2010 to present

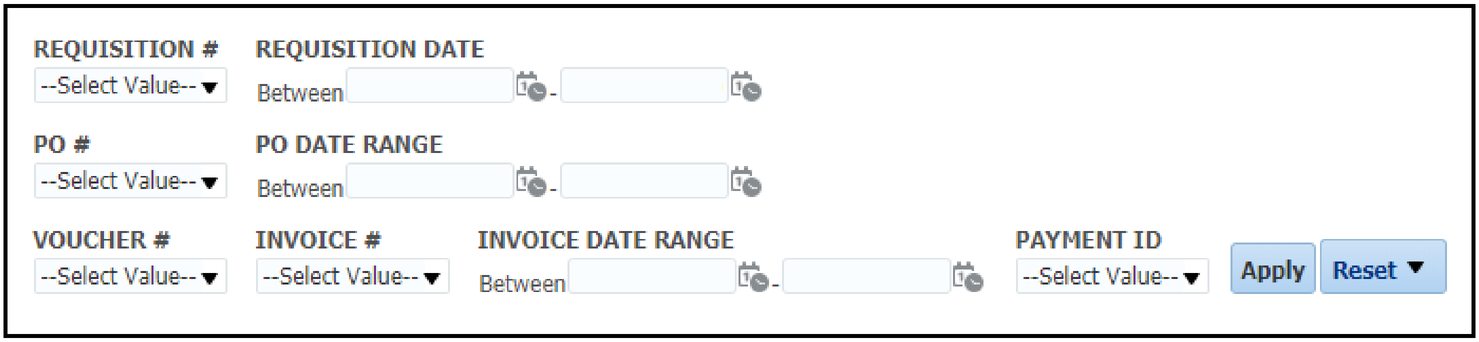
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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 values associated with them (e.g., if you leave Department blank, your report will show all requisitions for all of the departments that you have access to).



Filter Descriptions

Filter	Description
REQUISITION #	The ID number assigned to the purchase requisition.
REQUISITION DATE	The specific date or range of dates for which you wish to view purchase requisition information.
PO #	The ID number assigned to the purchase order.
PO DATE RANGE	The specific date or range of dates for which you wish to view purchase order information.
VOUCHER #	The ID number assigned to the voucher.
INVOICE #	The ID number assigned to the invoice.
INVOICE DATE RANGE	The specific date or range of dates for which you wish to view invoice information.
PAYMENT ID	The ID number assigned to the payment.

Report Parameters

Just under the report filters are the report parameters for the report results table.

Req/PO/Voucher View
Total Number of Records Retrieved = **11,097**

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

Report Results Table

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

BUSINESS UNIT	REQ ID	REQ DATE	REQ STATUS	PO ID	PO DATE	VOUCHER ID	INVOICE ID	INVOICE DATE	CHECK #	PAYMENT AMOUNT
FLCMP	0000012488	08/01/2016	A	0000018297	09/30/2016	N/A			N/A	0.00
	0000012489	08/01/2016	A	0000018058	08/05/2016	00176020	25173468	11/17/2016	430968	5,111.64
	0000012490	08/01/2016	A	0000018508	12/01/2016	00182051	8030RI	12/16/2016	440476	22,846.60
	0000012491	08/01/2016	A	0000018510	12/01/2016	00176199	40259125	07/01/2016	902665	24,109.00

Column Descriptions

Column	Description
BUSINESS UNIT	The Business Unit to which the transaction was posted. All purchase requisitions are under FLCMP.
REQ ID	The ID number assigned to the requisition.
REQ DATE	Date the purchase order was created in CFS by the Procurement Buyer.
REQ STATUS	The current status of the purchase requisition. Values include: • A (Approved) • C (Completed) • O (Open) • X (Cancelled)
PO ID	The ID number assigned to the

Column	Description
	purchase order.
PO DATE	Date the requisition was created in CFS by the Requester.
VOUCHER ID	The ID number assigned to the voucher.
INVOICE ID	The ID number assigned to the invoice.
INVOICE DATE	The date of the invoice.
CHECK #	The ID number assigned to the check for the payment.
PAYMENT AMOUNT	The total amount of the payment.

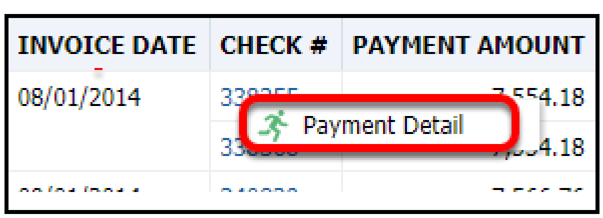
Additional Detail

You can click on hyperlinks in the Req ID, PO ID, Voucher ID, or Check # columns to view additional details about those items.

1. Click on a hyperlink to view additional details.

BUSINESS UNIT	REQ ID	REQ DATE	REQ STATUS	PO ID	PO DATE	VOUCHER ID	INVOICE ID	INVOICE DATE	CHECK #	PAYMENT AMOUNT
FLCMP	0000013847	05/24/2017	A	0000014430	07/02/2014	00137142	CSUFPPC0714	08/01/2014	338255	7,554.18
									338368	7,554.18
						00137410	CSUFPPC0814	09/01/2014	340829	7,566.76
						00138779	CSUFPPC0914	10/01/2014	343184	8,546.80
						00139844	CSUFPPC1014	11/03/2014	346152	9,267.79

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



Req Detail Column Descriptions

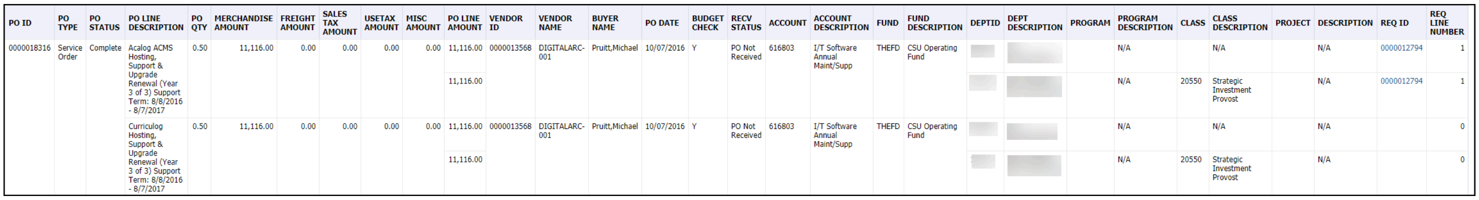
REQ ID	REQ DATE	APPROVAL DATE	REQ STATUS	REQUESTOR	LINE NUMBER	REQ AMOUNT	REQ LINE DESCRIPTION	QTY	PRICE	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPARTMENT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	PROJECT DESCRIPTION
0000012584	08/10/2016	08/16/2016	A	[illegible]	1	2,541,666.26	Service Order (Electronic Delivery) Term: 07/31/2016 - 07/30/2017 Adobe Connect Meeting Licensed EDU, TSL Bundle, Term License - 500 Concurrent Meeting Connections.	1	20,833.33	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A
					2	566,812.00	Service Order (Electronic Delivery) Term: 07/31/2016 - 07/30/2017 Adobe Connect 9 Licensed Platinum Maintenance & Support, FLP Only, Production and Addon TSL Server.	1	4,646.00	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A

Column	**Description**
REQ ID	The ID number assigned to the purchase requisition.
REQ DATE	Date the requisition was created in CFS by the Requester.
APPROVAL DATE	Date the requisition was approved in CFS by the Approver.
REQ STATUS	The current status of the purchase requisition. Values include: • A (Approved) • C (Completed) • O (Open) • X (Cancelled)
REQUESTOR	Name of the Requester who created the requisition in CFS.
LINE NUMBER	The line number of the requisition. For requisitions with multiple lines, there will be multiple rows.
REQ AMOUNT	Total amount for each line of the requisition. For requisitions with multiple lines, there will be multiple rows.
REQ LINE DESCRIPTION	Line description entered by the Requester when creating the requisition. For requisitions with multiple lines, there will be multiple

Column	Description
	rows.
QTY	The quantity of the item ordered on the line. For requisitions with multiple lines, there will be multiple rows.
PRICE	The price of the item ordered on the line. For requisitions with multiple lines, there will be multiple rows.
ACCOUNT	The Account chartfield code to be billed for the line charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the line charges.
FUND	The Fund chartfield code to be billed for the line charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the line charges.
DEPTID	The Department ID chartfield code to be billed for the line charges.
DEPARTMENT DESCRIPTION	The name associated with the Department ID chartfield code to be billed for the line charges.
PROGRAM	The Program chartfield code to be billed for the line charges.
PROGRAM DESCRIPTION	The name associated with the Program chartfield code to be billed for the line charges.
CLASS	The Class chartfield code to be billed for the line charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the line charges.

Column	Description
PROJECT	The Project chartfield code to be billed for the line charges.
PROJECT DESCRIPTION	The name associated with the Project chartfield code to be billed for the line charges.

PO Detail Column Descriptions



PO ID	PO TYPE	PO STATUS	PO LINE DESCRIPTION	PO QTY	MERCHANDISE AMOUNT	FREIGHT AMOUNT	SALES TAX AMOUNT	USETAX AMOUNT	MISC AMOUNT	PO LINE AMOUNT	VENDOR ID	VENDOR NAME	BUYER NAME	PO DATE	BUDGET CHECK	RECV STATUS	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	DESCRIPTION	REQ ID	REQ LINE NUMBER
0000018316	Service Order	Complete	Acalog ACMS Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	0.50	11,116.00	0.00	0.00	0.00	0.00	11,116.00	0000013568	DIGITALARC-001	Pruitt,Michael	10/07/2016	Y	PO Not Received	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A	0000012794	1
										11,116.00											[illegible]	[illegible]		N/A	20550	Strategic Investment Provost		N/A	0000012794	1
			Curriculog Hosting, Support & Upgrade Renewal (Year 3 of 3) Support Term: 8/8/2016 - 8/7/2017	0.50	11,116.00	0.00	0.00	0.00	0.00	11,116.00	0000013568	DIGITALARC-001	Pruitt,Michael	10/07/2016	Y	PO Not Received	616803	I/T Software Annual Maint/Supp	THEFD	CSU Operating Fund	[illegible]	[illegible]		N/A		N/A		N/A		0
										11,116.00											[illegible]	[illegible]		N/A	20550	Strategic Investment Provost		N/A		0

Column	Description
PO ID	The ID number assigned to the purchase order.
PO TYPE	The type of purchase order. Values include: • Regular Order • Service Order • Commodity Blanket • Service Blanket • Multi-Year • Public Works • General • Standard Agreement • Teaching Agreement
PO STATUS	The current status of the purchase order. Values include: • Approved (PO is approved but not sent to vendor) • Dispatched (PO has been sent to vendor)

Column	**Description**
	• Completed (Merchandise/Service received and Invoice is paid) • Pending Cancel (PO is in the process of being cancelled) • Cancelled (PO has been cancelled)
PO LINE DESCRIPTION	Line description entered by the Procurement Buyer. For purchase orders with multiple lines, there will be multiple rows.
PO QTY	The quantity of the item ordered for each line of the purchase order. For purchase orders with multiple lines, there will be multiple rows.
MERCHANDISE AMOUNT	Total amount for each line of the purchase order before tax is applied. For purchase orders with multiple lines, there will be multiple rows.
FREIGHT AMOUNT	Total amount of shipping costs allocated to each line of the purchase order. For purchase orders with multiple lines, shipping costs may or may not be allocated to each line.
SALES TAX AMOUNT	Total amount of sales tax applied to each line of the purchase order. For purchase orders with multiple lines, there will be multiple rows.
USETAX AMOUNT	The amount of sales tax owed for the merchandise when the vendor does not collect sales tax. This tax is paid to the State of California instead of the vendor.
MISC AMOUNT	Total amount of additional costs, such as handling and env fees, allocated to each line of the purchase order. For purchase orders with multiple lines, additional costs may or may not be

Column	Description
	allocated to each line.
PO LINE AMOUNT	Total amount for each line of the purchase order with tax, shipping, and all other costs included. For purchase orders with multiple lines, there will be multiple rows.
VENDOR ID	The number associated in the CFS system with the vendor/supplier used for the purchase.
VENDOR NAME	The Vendor/Supplier Name for the purchase.
BUYER NAME	The name of the Procurement Buyer who created the purchase order.
PO DATE	Date the purchase order was created in CFS by the Procurement Buyer.
BUDGET CHECK	Indicates whether the purchase order funds have been encumbered (i.e., funds have been set aside for use and are deducted from available balance for the chartfields on the purchase order).
RECV STATUS	Indicates whether the merchandise/ service has been received or not.
ACCOUNT	The Account chartfield code to be billed for the line charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the line charges.
FUND	The Fund chartfield code to be billed for the line charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the line charges.

Column	Description
DEPTID	The Dept ID chartfield code to be billed for the line charges.
DEPT DESCRIPTION	The name associated with the Dept ID chartfield code to be billed for the line charges.
PROGRAM	The Program chartfield code to be billed for the line charges.
PROGRAM DESCRIPTION	The name associated with the Program chartfield code to be billed for the line charges.
CLASS	The Class chartfield code to be billed for the line charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the line charges.
PROJECT	The Project chartfield code to be billed for the line charges.
DESCRIPTION	The name associated with the Project chartfield code to be billed for the line charges.
REQ ID	Requisition ID of the requisition associated with the purchase order.
REQ LINE NUMBER	Line number on the requisition associated with this line number on the purchase order.

Voucher Detail Column Descriptions

VOUCHER ID	INVOICE ID	INVOICE DATE	VOUCHER AMOUNT	VENDOR_NAME	ACCOUNT	ACCOUNT DESCRIPTION	FUND	FUND DESCRIPTION	DEPTID	DEPARTMENT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	PROJECT DESCRIPTION
00176926	CINV148407	11/18/2016	25300.00	0000009627 - ADVISORY BOARD COMPANY	660801	Memberships & Subscrip (Other)	THEFD	CSU Operating Fund				N/A		N/A		N/A

Column	Description
VOUCHER ID	The ID number assigned to the voucher.
INVOICE ID	The ID number assigned to the invoice.
INVOICE DATE	The date of the invoice.
VOUCHER AMOUNT	The total amount of the voucher.
VENDOR_NAME	A combination of the Vendor/Supplier ID number and the Vendor/Supplier Name for the purchase. For vouchers not related to purchase orders, this may be the Customer ID/Customer Name.
ACCOUNT	The Account chartfield code to be billed for the charges.
ACCOUNT DESCRIPTION	The name associated with the Account chartfield code to be billed for the charges.
FUND	The Fund chartfield code to be billed for the charges.
FUND DESCRIPTION	The name associated with the Fund chartfield code to be billed for the charges.
DEPTID	The Department ID chartfield code to be billed for the charges.
DEPARTMENT DESCRIPTION	The name associated with the Department ID chartfield code to be billed for the charges.
PROGRAM	The Program chartfield code to be billed for the charges.
PROGRAM DESCRIPTION	The name associated with the Program chartfield code to be billed for the charges.
CLASS	The Class chartfield code to be billed for

Column	Description
	the charges.
CLASS DESCRIPTION	The name associated with the Class chartfield code to be billed for the charges.
PROJECT	The Project chartfield code to be billed for the charges.
PROJECT DESCRIPTION	The name associated with the Project chartfield code to be billed for the charges.

Check # Detail Column Descriptions

BUSINESS UNIT	VOUCHER ID	VENDOR NAME	PAYMENT ID	CHECK #	ACCOUNTING DATE	PAYMENT AMOUNT
FLCMP	00186261	ARMS SOFTWARE LLC	0000309595	451547	8/24/2017 12:00:00 AM	25000.00

Column	Description
BUSINESS UNIT	The Business Unit to which the transaction was posted. All purchase requisitions are under FLCMP.
VOUCHER ID	The ID number assigned to the voucher.
VENDOR NAME	The Vendor/Supplier Name for the purchase.
PAYMENT ID	The ID number assigned to the payment.
CHECK #	The ID number assigned to the check for the payment.
ACCOUNTING DATE	The date when the transaction was posted.
PAYMENT AMOUNT	The amount of the payment.

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.

For questions about purchase requisitions or purchase orders, contact Contracts & Procurement at procurement@fullerton.edu or 657-278-5230.

PO Balance Report

This article covers how to run and interpret the PO Balance report on the Purchasing 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 PO Balance report allows you to view all of the activity on your purchase orders in order to see the current remaining balance on your purchase orders.

Want to know more about checking the balance of a purchase order?

View Checking the Balance on a Purchase Order

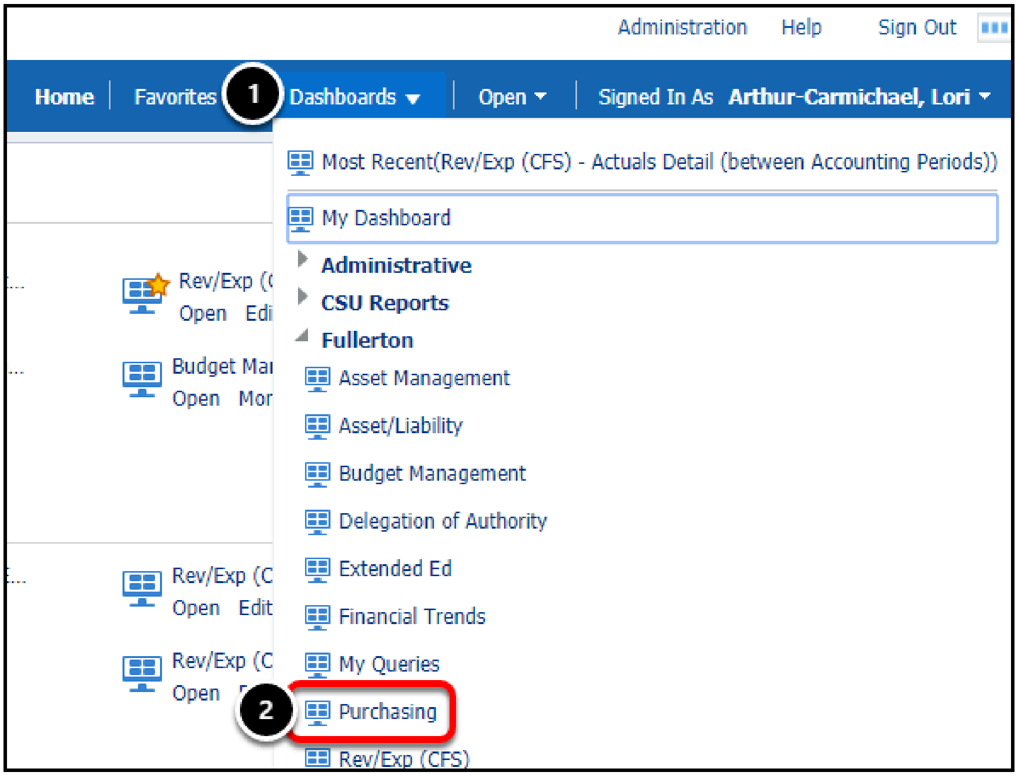
View Checking the Balance on a Multi-Year Purchase Order

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 Purchasing.



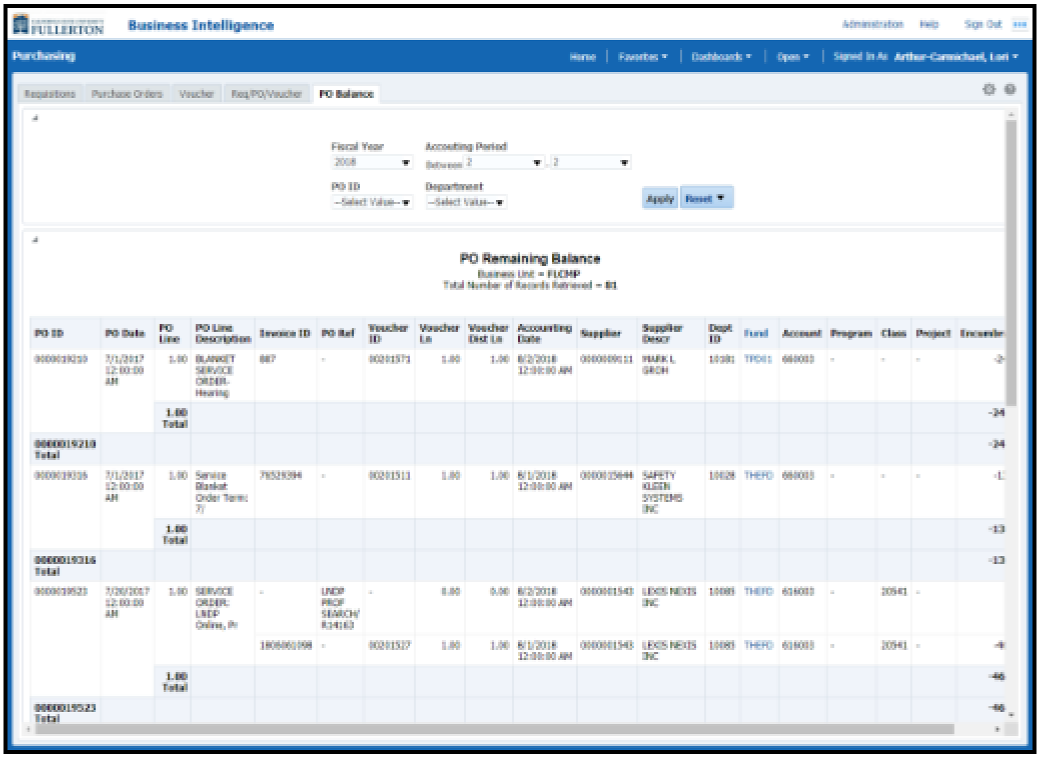
1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Purchasing**.

3. Click the PO Balance tab on the Purchasing dashboard.

Report Overview

By default, this report will show you all purchase order activity for the current accounting period in the current fiscal year for the department(s) you have access to.

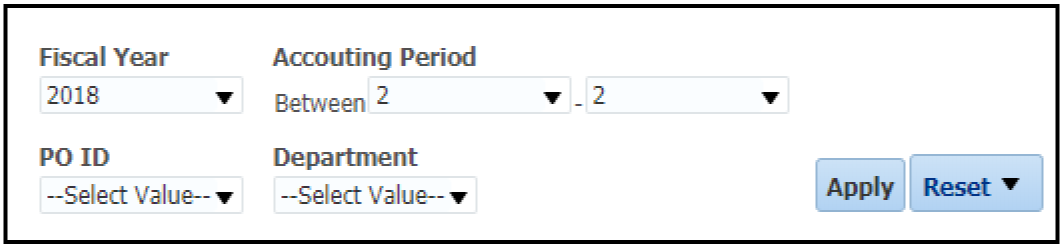
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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.

> To get an accurate balance for your purchase order, it is highly recommended that you set the filters to show Accounting Periods 1 through 12. This will show all activity for the purchase order for the selected fiscal year.

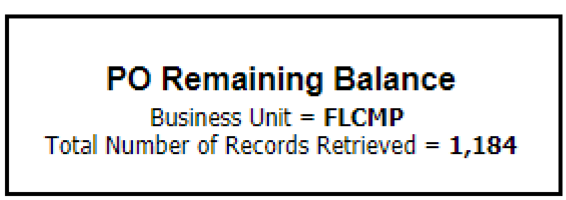


Filter Descriptions

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	The specific accounting period or range of accounting periods for which you wish to view data.
PO #	The ID number assigned to the purchase order.
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

Just under the report filters are the report parameters for the report results table.



Business Unit will always be FLCMP (Fullerton Campus).

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

Report Results Table

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

PO ID	PO Date	PO Line	PO Line Description	Invoice ID	PO Ref	Voucher ID	Voucher Ln	Voucher Dist Ln	Accounting Date	Supplier	Supplier Descr	Dept ID	Fund	Account	Program	Class	Project	Encumbrance
0000018109	8/18/2016 12:00:00 AM	1.00	Service Order (Electronic Deli	-	Online Src From Req 0000012584	-	0.00	0.00	5/4/2017 12:00:00 AM	0000012322	ENGAGE SYSTEMS LLC		THEFD	616803	-	-	-	20,833.33
				ES16042S	-	00170885	1.00	1.00	9/13/2016 12:00:00 AM	0000012322	ENGAGE SYSTEMS LLC		THEFD	616803	-	-	-	-20,833.33
		1.00 Total																**0.00**

Column Descriptions

Column	Description
PO ID	The ID number assigned to the purchase order.
PO Date	Date the purchase order was created in CFS by the Procurement Buyer.
PO Line	The number of the line on the purchase order. For purchase orders with multiple lines, there will be multiple rows.
PO Line Description	Line description entered by the Procurement Buyer. For purchase orders with multiple lines, there will be multiple rows.
Invoice ID	The ID number assigned to the invoice.
PO Ref	Additional reference information for the purchase order if entered.
Voucher ID	The ID number assigned to the voucher.
Voucher Ln	The line number on the voucher.
Voucher Dist Ln	The chartfield distribution line the voucher amount is charged against.

Column	Description
Accounting Date	The date on which the purchase order was budget checked and the initial encumbrance was created.
Supplier	The number associated in the CFS system with the vendor/supplier used for the purchase.
Supplier Descr	The Vendor/Supplier Name for the purchase.
Dept ID	The Department ID chartfield code to be billed for the line charges.
Fund	The Fund chartfield code to be billed for the line charges.
Account	The Account chartfield code to be billed for the line charges.
Program	The Program chartfield code to be billed for the line charges.
Class	The Class chartfield code to be billed for the line charges.
Project	The Project chartfield code to be billed for the line charges.
Encumbrance	Positive amounts represent funds set aside for a future expense and reduce the budget balance available. The negative amounts are the actual payments for those goods or services.

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For questions about purchase requisitions or purchase orders, contact Procurement at procurement@fullerton.edu or 657-278-5230.

Registration Snapshot

Registration Snapshot Dashboard Overview

This article contains an overview of the reports on the Registration Snapshot Dashboard.

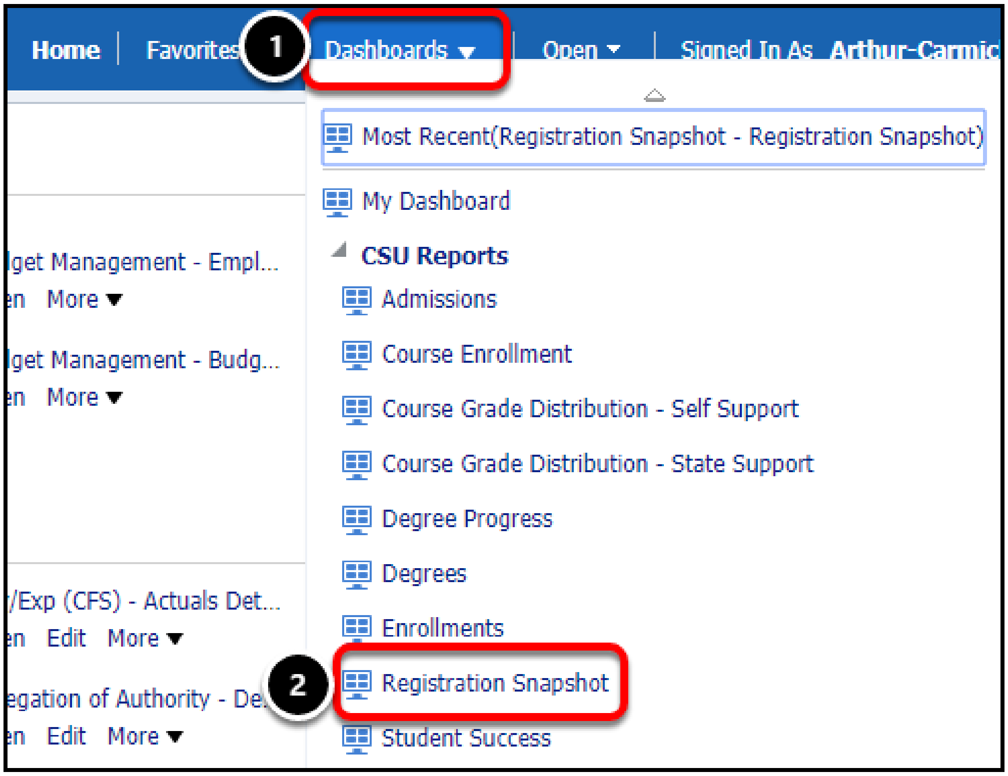
This user guide assumes basic knowledge of Data Warehouse. View the Data Warehouse Basics guides for more information.

Accessing the Dashboard

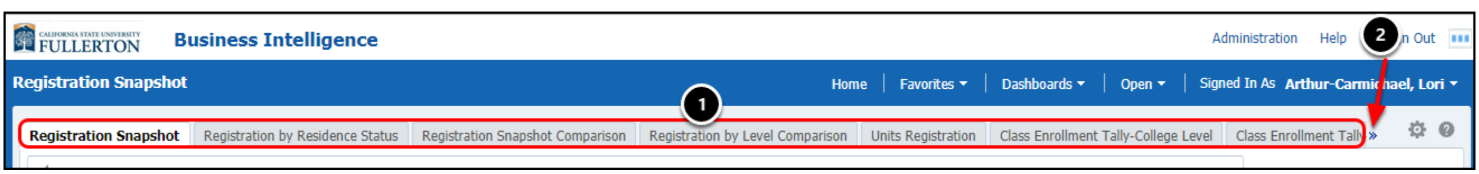
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Registration Snapshot.



3. Click on the report tab that you want to view.



1. Click on a report tab to view that report.
2. To view additional available reports, click on the double arrow button.

Available Reports

[Registration Snapshot](#)

[Registration by Residence Status](#)

[Registration Snapshot Comparison](#)

[Registration by Level Comparison](#)

[Units Registration](#)

[Class Enrollment Tally - College Level](#)

[Class Enrollment Tally – Department Level](#)

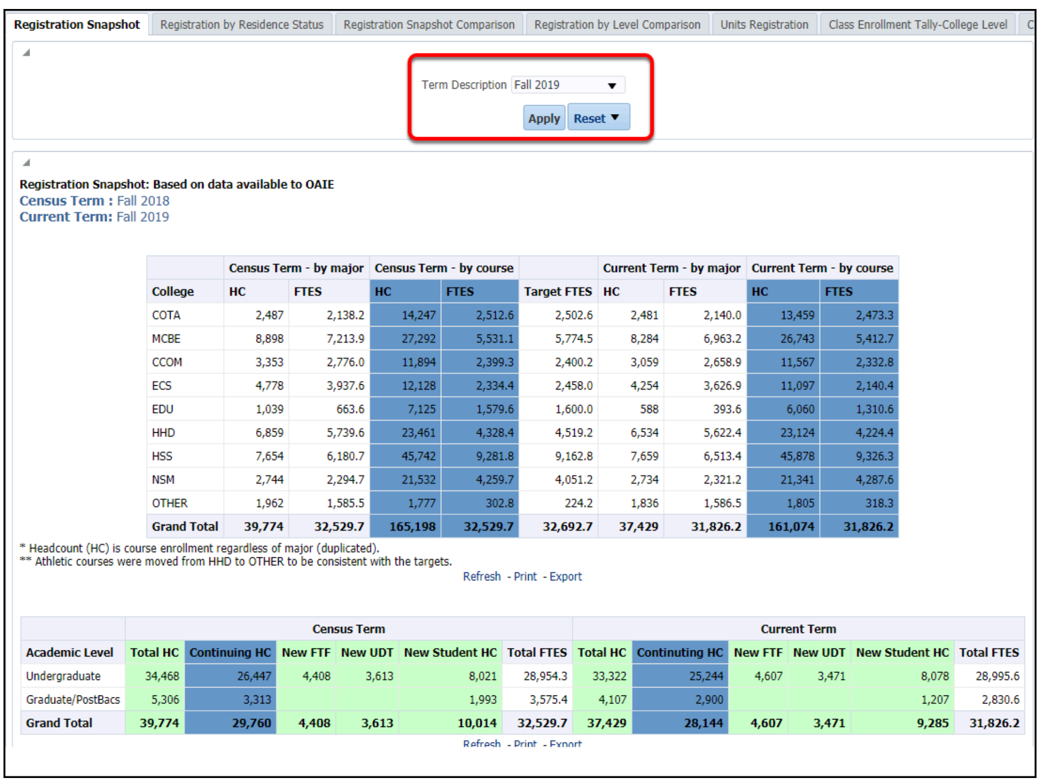
[Class Enrollment Tally – Class Level](#)

Registration Snapshot

The top table provides an overview of the latest college enrollment by Headcount (HC) and FTES. Enrollment is broken down by the college of the student major (by major) and by the college that offers the course (by course), for the current term and the same term in the prior year.

The bottom table provides enrollment broken down by undergraduate and graduate/post-baccalaureate student standing and by New and Continuing Students.

Select a term from the drop-down box and then click Apply to view enrollment in that term.



Registration Snapshot | Registration by Residence Status | Registration Snapshot Comparison | Registration by Level Comparison | Units Registration | Class Enrollment Tally-College Level | C

Term Description Fall 2019

Apply Reset

Registration Snapshot: Based on data available to OAIE
Census Term : Fall 2018
Current Term: Fall 2019

	Census Term - by major		Census Term - by course			Current Term - by major		Current Term - by course	
College	HC	FTES	HC	FTES	Target FTES	HC	FTES	HC	FTES
COTA	2,487	2,138.2	14,247	2,512.6	2,502.6	2,481	2,140.0	13,459	2,473.3
MCBE	8,898	7,213.9	27,292	5,531.1	5,774.5	8,284	6,963.2	26,743	5,412.7
CCOM	3,353	2,776.0	11,894	2,399.3	2,400.2	3,059	2,658.9	11,567	2,332.8
ECS	4,778	3,937.6	12,128	2,334.4	2,458.0	4,254	3,626.9	11,097	2,140.4
EDU	1,039	663.6	7,125	1,579.6	1,600.0	588	393.6	6,060	1,310.6
HHD	6,859	5,739.6	23,461	4,328.4	4,519.2	6,534	5,622.4	23,124	4,224.4
HSS	7,654	6,180.7	45,742	9,281.8	9,162.8	7,659	6,513.4	45,878	9,326.3
NSM	2,744	2,294.7	21,532	4,259.7	4,051.2	2,734	2,321.2	21,341	4,287.6
OTHER	1,962	1,585.5	1,777	302.8	224.2	1,836	1,586.5	1,805	318.3
Grand Total	**39,774**	**32,529.7**	**165,198**	**32,529.7**	**32,692.7**	**37,429**	**31,826.2**	**161,074**	**31,826.2**

* Headcount (HC) is course enrollment regardless of major (duplicated).
** Athletic courses were moved from HHD to OTHER to be consistent with the targets.

Refresh - Print - Export

	Census Term						Current Term					
Academic Level	Total HC	Continuing HC	New FTF	New UDT	New Student HC	Total FTES	Total HC	Continuing HC	New FTF	New UDT	New Student HC	Total FTES
Undergraduate	34,468	26,447	4,408	3,613	8,021	28,954.3	33,322	25,244	4,607	3,471	8,078	28,995.6
Graduate/PostBacs	5,306	3,313			1,993	3,575.4	4,107	2,900			1,207	2,830.6
Grand Total	**39,774**	**29,760**	**4,408**	**3,613**	**10,014**	**32,529.7**	**37,429**	**28,144**	**4,607**	**3,471**	**9,285**	**31,826.2**

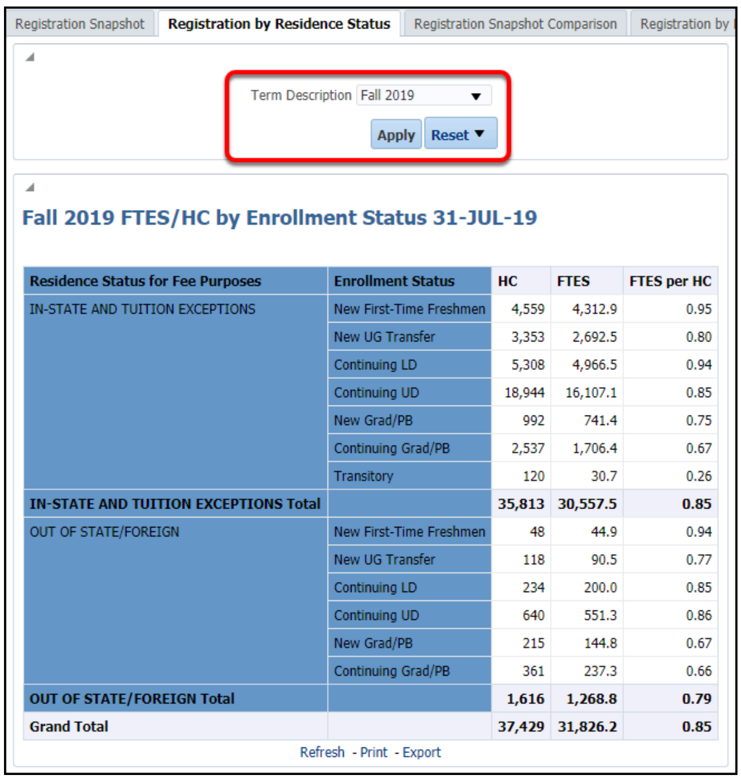
Refresh - Print - Export

Registration by Residence Status

Provides an overview of Headcount (HC), FTES, and FTES per HC. Enrollment for students with different Residence Status (for Fee Purposes) is broken down by the various Enrollment Status groups.

Data provided are based on the student major (not by course).

Select a term from the drop-down box and then click Apply to view enrollment in that term.

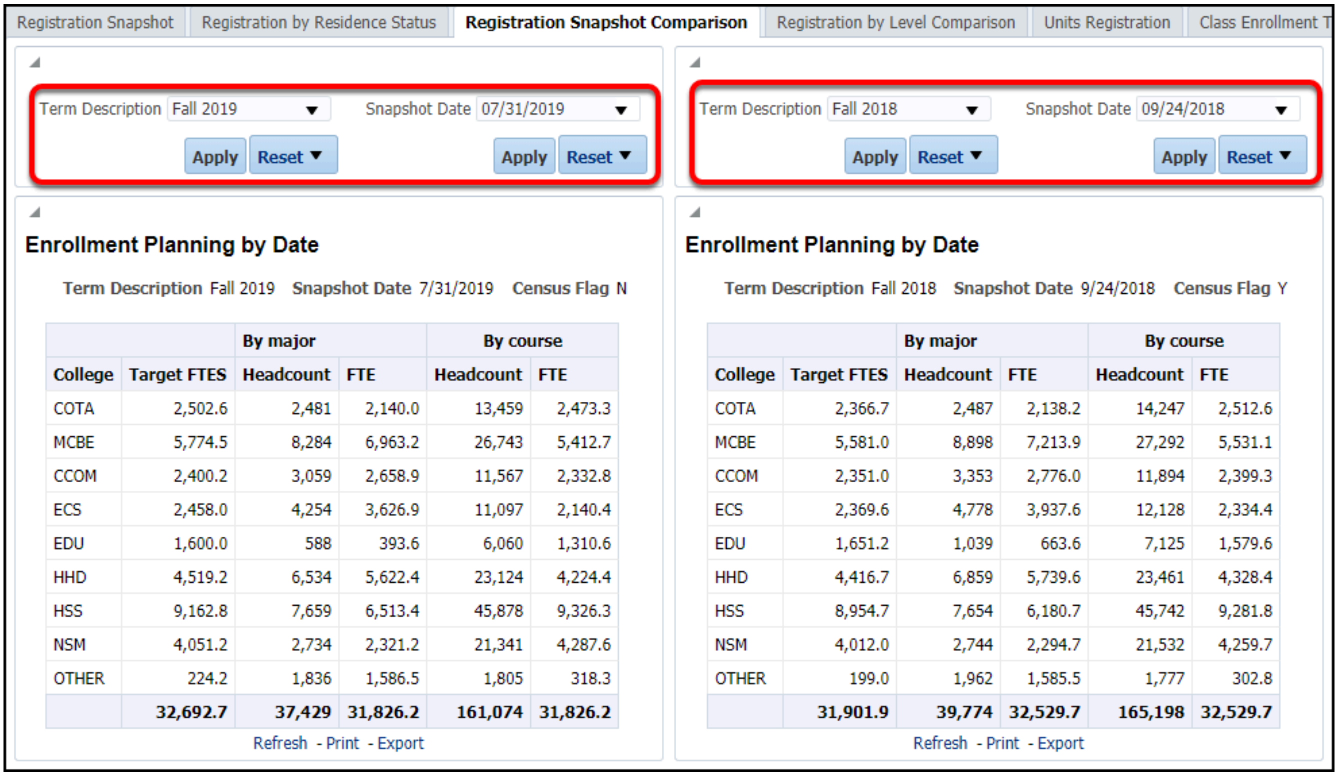


Residence Status for Fee Purposes	Enrollment Status	HC	FTES	FTES per HC
IN-STATE AND TUITION EXCEPTIONS	New First-Time Freshmen	4,559	4,312.9	0.95
	New UG Transfer	3,353	2,692.5	0.80
	Continuing LD	5,308	4,966.5	0.94
	Continuing UD	18,944	16,107.1	0.85
	New Grad/PB	992	741.4	0.75
	Continuing Grad/PB	2,537	1,706.4	0.67
	Transitory	120	30.7	0.26
IN-STATE AND TUITION EXCEPTIONS Total		**35,813**	**30,557.5**	**0.85**
OUT OF STATE/FOREIGN	New First-Time Freshmen	48	44.9	0.94
	New UG Transfer	118	90.5	0.77
	Continuing LD	234	200.0	0.85
	Continuing UD	640	551.3	0.86
	New Grad/PB	215	144.8	0.67
	Continuing Grad/PB	361	237.3	0.66
OUT OF STATE/FOREIGN Total		**1,616**	**1,268.8**	**0.79**
Grand Total		**37,429**	**31,826.2**	**0.85**

Registration Snapshot Comparison

Provides a side-by-side comparison of college enrollment by the college of the student's major and the college that offers the course, for the term and date selected. Data displayed includes Goal FTES (i.e. target), HC, and actual FTES. When the Census Flag displays "Y" the selected date has reached or passed the census date for the term; otherwise, Census Flag displays "N".

Select a term and date from each of the two drop-down boxes and then click Apply to compare enrollment between the two terms.



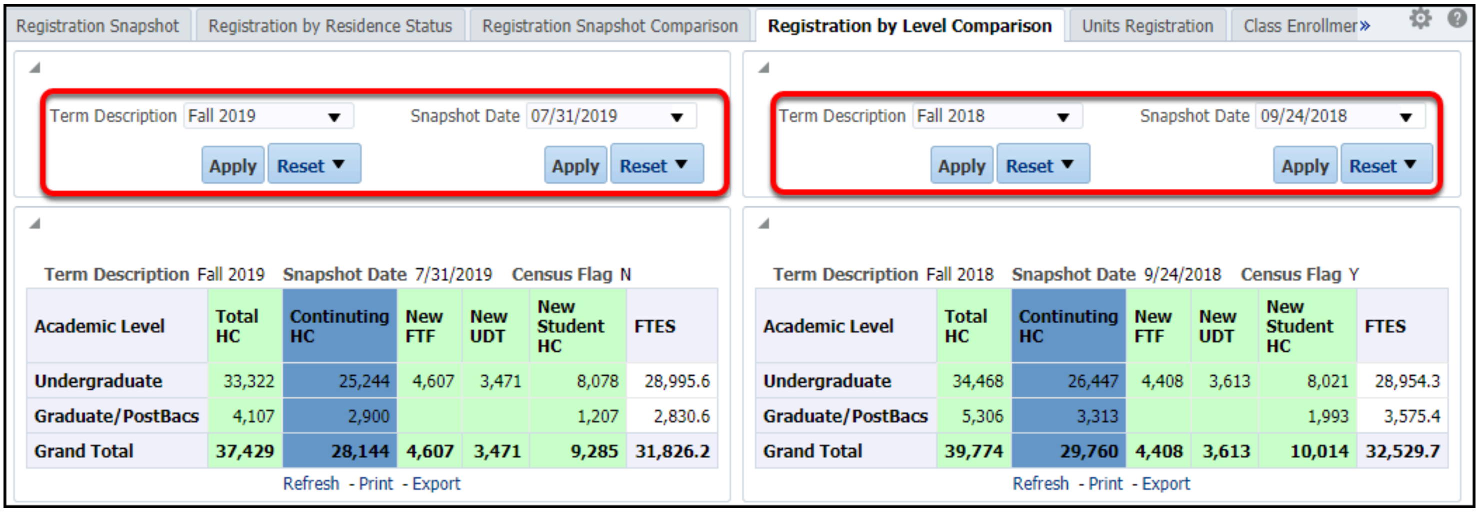
		By major		By course	
College	Target FTES	Headcount	FTE	Headcount	FTE
COTA	2,502.6	2,481	2,140.0	13,459	2,473.3
MCBE	5,774.5	8,284	6,963.2	26,743	5,412.7
CCOM	2,400.2	3,059	2,658.9	11,567	2,332.8
ECS	2,458.0	4,254	3,626.9	11,097	2,140.4
EDU	1,600.0	588	393.6	6,060	1,310.6
HHD	4,519.2	6,534	5,622.4	23,124	4,224.4
HSS	9,162.8	7,659	6,513.4	45,878	9,326.3
NSM	4,051.2	2,734	2,321.2	21,341	4,287.6
OTHER	224.2	1,836	1,586.5	1,805	318.3
	32,692.7	37,429	31,826.2	161,074	31,826.2

		By major		By course	
College	Target FTES	Headcount	FTE	Headcount	FTE
COTA	2,366.7	2,487	2,138.2	14,247	2,512.6
MCBE	5,581.0	8,898	7,213.9	27,292	5,531.1
CCOM	2,351.0	3,353	2,776.0	11,894	2,399.3
ECS	2,369.6	4,778	3,937.6	12,128	2,334.4
EDU	1,651.2	1,039	663.6	7,125	1,579.6
HHD	4,416.7	6,859	5,739.6	23,461	4,328.4
HSS	8,954.7	7,654	6,180.7	45,742	9,281.8
NSM	4,012.0	2,744	2,294.7	21,532	4,259.7
OTHER	199.0	1,962	1,585.5	1,777	302.8
	31,901.9	39,774	32,529.7	165,198	32,529.7

Registration by Level Comparison

Provides a side-by-side comparison of enrollment by undergraduate and graduate/post-baccalaureate student standing and by New and Continuing Students for the term and date selected. When the Census Flag displays “Y” the selected date has reached or passed the census date for the term; otherwise, Census Flag displays “N”.

Select a term and date from each of the two drop-down boxes and then click Apply to compare enrollment between the two terms.



Term Description Fall 2019 Snapshot Date 7/31/2019 Census Flag N

Academic Level	Total HC	Continuing HC	New FTF	New UDT	New Student HC	FTES
Undergraduate	33,322	25,244	4,607	3,471	8,078	28,995.6
Graduate/PostBacs	4,107	2,900			1,207	2,830.6
Grand Total	37,429	28,144	4,607	3,471	9,285	31,826.2

Term Description Fall 2018 Snapshot Date 9/24/2018 Census Flag Y

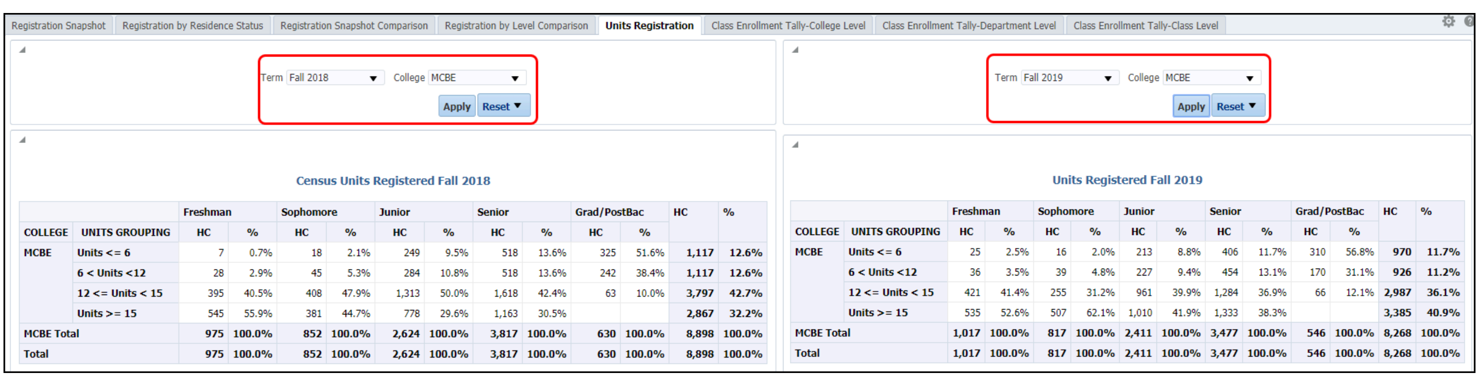
Academic Level	Total HC	Continuing HC	New FTF	New UDT	New Student HC	FTES
Undergraduate	34,468	26,447	4,408	3,613	8,021	28,954.3
Graduate/PostBacs	5,306	3,313			1,993	3,575.4
Grand Total	39,774	29,760	4,408	3,613	10,014	32,529.7

Units Registration

Provides a side-by-side comparison of the total freshman, sophomore, junior, senior, and graduate/post-baccalaureate HC (and percentage) enrolled by college, broken down by the various units groupings.

Data on the left half of the dashboard displays the census data for the term and college selected. Data on the right half of the dashboard displays the transactional, most up-to-date data for the term and college selected.

Select a census term and college on the left, and a term and college on the right, and then click Apply to compare the census data and the transactional data between the selected criteria.



Census Units Registered Fall 2018

		Freshman		Sophomore		Junior		Senior		Grad/PostBac		HC	%
COLLEGE	UNITS GROUPING	HC	%	HC	%	HC	%	HC	%	HC	%		
MCBE	Units <= 6	7	0.7%	18	2.1%	249	9.5%	518	13.6%	325	51.6%	1,117	12.6%
	6 < Units <12	28	2.9%	45	5.3%	284	10.8%	518	13.6%	242	38.4%	1,117	12.6%
	12 <= Units < 15	395	40.5%	408	47.9%	1,313	50.0%	1,618	42.4%	63	10.0%	3,797	42.7%
	Units >= 15	545	55.9%	381	44.7%	778	29.6%	1,163	30.5%			2,867	32.2%
MCBE Total		975	100.0%	852	100.0%	2,624	100.0%	3,817	100.0%	630	100.0%	8,898	100.0%
Total		975	100.0%	852	100.0%	2,624	100.0%	3,817	100.0%	630	100.0%	8,898	100.0%

Units Registered Fall 2019

		Freshman		Sophomore		Junior		Senior		Grad/PostBac		HC	%
COLLEGE	UNITS GROUPING	HC	%	HC	%	HC	%	HC	%	HC	%		
MCBE	Units <= 6	25	2.5%	16	2.0%	213	8.8%	406	11.7%	310	56.8%	970	11.7%
	6 < Units <12	36	3.5%	39	4.8%	227	9.4%	454	13.1%	170	31.1%	926	11.2%
	12 <= Units < 15	421	41.4%	255	31.2%	961	39.9%	1,284	36.9%	66	12.1%	2,987	36.1%
	Units >= 15	535	52.6%	507	62.1%	1,010	41.9%	1,333	38.3%			3,385	40.9%
MCBE Total		1,017	100.0%	817	100.0%	2,411	100.0%	3,477	100.0%	546	100.0%	8,268	100.0%
Total		1,017	100.0%	817	100.0%	2,411	100.0%	3,477	100.0%	546	100.0%	8,268	100.0%

For example, the screen shot above displays 545 MCBE freshmen enrolled in 15 units or more, as of fall 2018 Census.

Click on the blue double arrow at the bottom of the list to view additional colleges.

EDU Total									
HHD	**Units <= 6**	8	1.0%	5	0.6%	213	10.4%	313	12.9%
	6 < Units <12	19	2.5%	36	4.5%	199	9.7%	363	14.9%
	12 <= Units < 15	407	53.1%	429	53.8%	968	47.2%	1,061	43.7%
	Units >= 15	333	43.4%	328	41.1%	669	32.7%	693	28.5%
HHD Total		**767**	**100.0%**	**798**	**100.0%**	**2,049**	**100.0%**	**2,430**	**100.0%**

Rows 1 - 30

Class Enrollment Tally - College Level

Provides a side-by-side comparison of college class enrollment by census data and transactional data, for the term and college selected. Data displayed is aggregated at the college level and includes the class enrollment limit, HC enrolled, available seats, graduate HC, graduate FTES, undergraduate/post-baccalaureate HC, undergraduate/post-baccalaureate FTES, and total FTES (which is a sum of graduate FTES and undergraduate/post-baccalaureate FTES). The college hyperlinks allow the user to drill further to the class enrollment by department, which further hyperlinks to class enrollment at the course level.

Data on the left half of the dashboard displays the census data for the term and college selected. Data on the right half of the dashboard displays the transactional, most up-to-date data for the term and college selected.

Select a census term and college on the left, and a term and college on the right, and then click Apply to compare the census data and the transactional data for the selected criteria.

Registration Snapshot | Registration by Residence Status | Registration Snapshot Comparison | Registration by Level Comparison | Units Registration | Class Enrollment Tally-College Level | Cla»

Term Desc Fall 2018 College (All Column Values) Apply Reset

Census Class Tally Summary - College Level
Fall 2018

College	Limit	Enrolled	Available	Grad Count	Grad FTES	UG+PBAC Count	UG+PBAC FTES	Total FTES
COTA	19,246	14,247	4,999	403	78.2	13,844	2,434.5	2,512.6
MCBE	30,865	27,292	3,573	1,587	393.9	25,705	5,137.1	5,531.1
CCOM	13,421	11,894	1,527	626	147.0	11,268	2,252.3	2,399.3
ECS	12,997	12,128	869	2,049	512.3	10,079	1,822.1	2,334.4
EDU	10,003	7,125	2,878	2,607	666.3	4,518	913.3	1,579.6
HHD	27,526	23,461	4,065	2,465	599.1	20,996	3,729.3	4,328.4
HSS	50,112	45,742	4,370	1,519	381.2	44,223	8,900.7	9,281.8
NSM	25,154	21,532	3,622	674	146.3	20,858	4,113.4	4,259.7
OTHER	3,443	1,777	1,666	3	0.5	1,774	302.3	302.8
Grand Total	**192,767**	**165,198**	**27,569**	**11,933**	**2,924.7**	**153,265**	**29,605.1**	**32,529.7**

Term Desc Fall 2019 College (All Column Values) Apply Reset

Class Tally Summary - College Level
Fall 2019

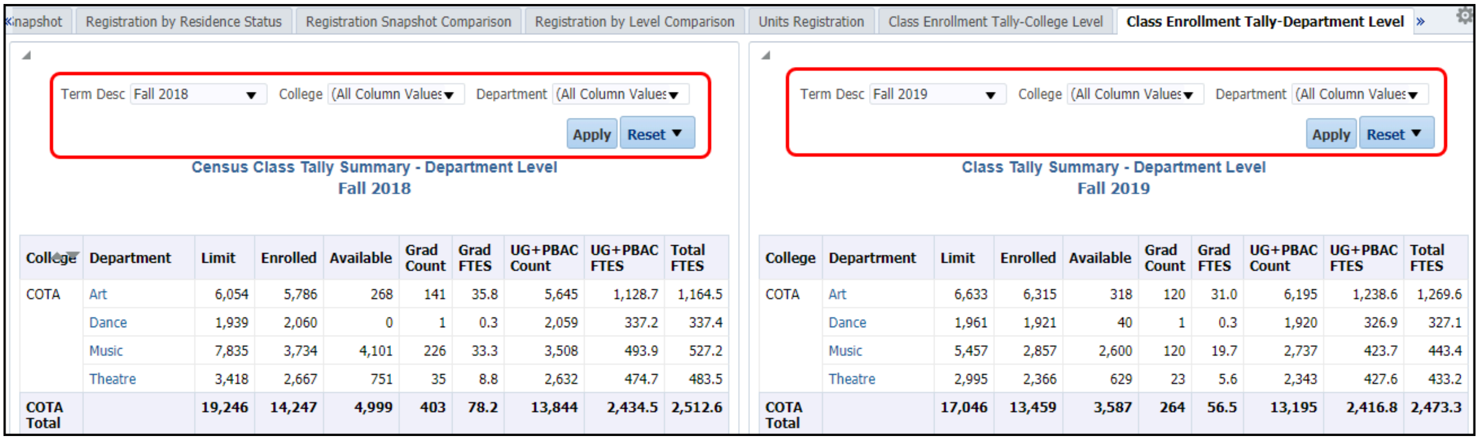
College	Limit	Enrolled	Available	Grad Count	Grad FTES	UG+PBAC Count	UG+PBAC FTES	Total FTES
COTA	17,046	13,459	3,587	264	56.5	13,195	2,416.8	2,473.3
MCBE	30,837	26,743	4,094	1,350	337.7	25,393	5,075.0	5,412.7
CCOM	13,106	11,567	1,539	560	132.2	11,007	2,200.6	2,332.8
ECS	12,727	11,097	1,630	1,589	396.4	9,508	1,743.9	2,140.4
EDU	9,377	6,060	3,317	1,571	399.3	4,489	911.3	1,310.6
HHD	26,837	23,124	3,713	1,937	474.8	21,187	3,749.7	4,224.4
HSS	50,328	45,878	4,450	1,388	346.2	44,490	8,980.1	9,326.3
NSM	24,343	21,341	3,002	386	86.2	20,955	4,201.3	4,287.6
OTHER	3,509	1,805	1,704	1	0.3	1,804	318.0	318.2
Grand Total	**188,110**	**161,074**	**27,036**	**9,046**	**2,229.5**	**152,028**	**29,596.7**	**31,826.2**

Class Enrollment Tally – Department Level

Provides a side-by-side comparison of department level class enrollment by census data and transactional data, for the term, college, and department selected. Data displayed is aggregated by college and department and includes the class enrollment limit, HC enrolled, available seats, graduate HC, graduate FTES, undergraduate/post-baccalaureate HC, undergraduate/post-baccalaureate FTES, and total FTES (which is a sum of graduate FTES and undergraduate/post-baccalaureate FTES). The department hyperlinks allow the user to drill further and displays enrollment disaggregated by class.

Data on the left half of the dashboard displays the census data for the term, college, and department selected. Data on the right half of the dashboard displays the transactional, most up-to-date data for the term, college, and department selected.

Select a census term, college, and department on the left, and a term, college, and department on the right, and then click Apply to compare the census data and the transactional data for the selected criteria.



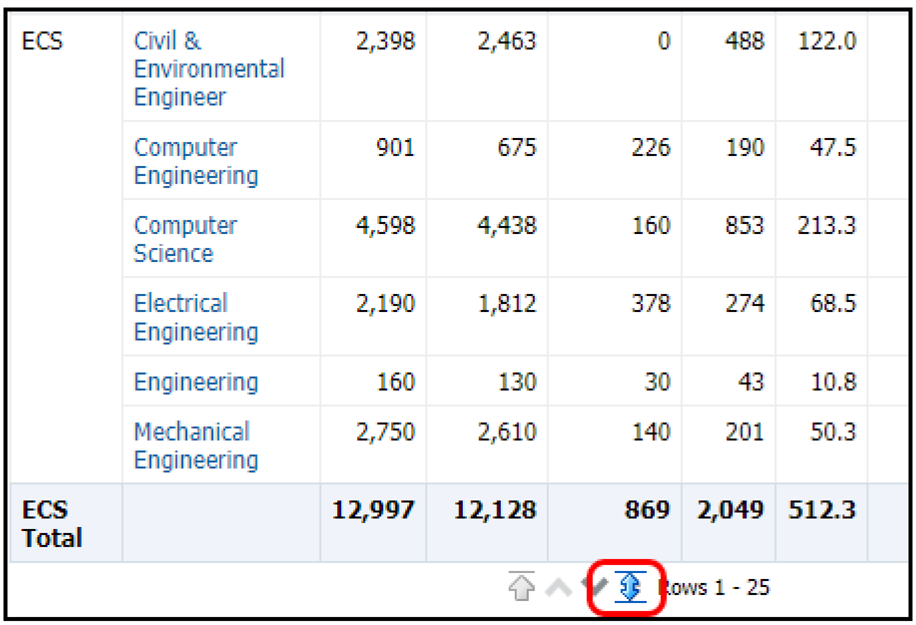
Census Class Tally Summary - Department Level
Fall 2018

College	Department	Limit	Enrolled	Available	Grad Count	Grad FTES	UG+PBAC Count	UG+PBAC FTES	Total FTES
COTA	Art	6,054	5,786	268	141	35.8	5,645	1,128.7	1,164.5
	Dance	1,939	2,060	0	1	0.3	2,059	337.2	337.4
	Music	7,835	3,734	4,101	226	33.3	3,508	493.9	527.2
	Theatre	3,418	2,667	751	35	8.8	2,632	474.7	483.5
COTA Total		**19,246**	**14,247**	**4,999**	**403**	**78.2**	**13,844**	**2,434.5**	**2,512.6**

Class Tally Summary - Department Level
Fall 2019

College	Department	Limit	Enrolled	Available	Grad Count	Grad FTES	UG+PBAC Count	UG+PBAC FTES	Total FTES
COTA	Art	6,633	6,315	318	120	31.0	6,195	1,238.6	1,269.6
	Dance	1,961	1,921	40	1	0.3	1,920	326.9	327.1
	Music	5,457	2,857	2,600	120	19.7	2,737	423.7	443.4
	Theatre	2,995	2,366	629	23	5.6	2,343	427.6	433.2
COTA Total		**17,046**	**13,459**	**3,587**	**264**	**56.5**	**13,195**	**2,416.8**	**2,473.3**

Click on the blue double arrow at the bottom of the list to view additional colleges.



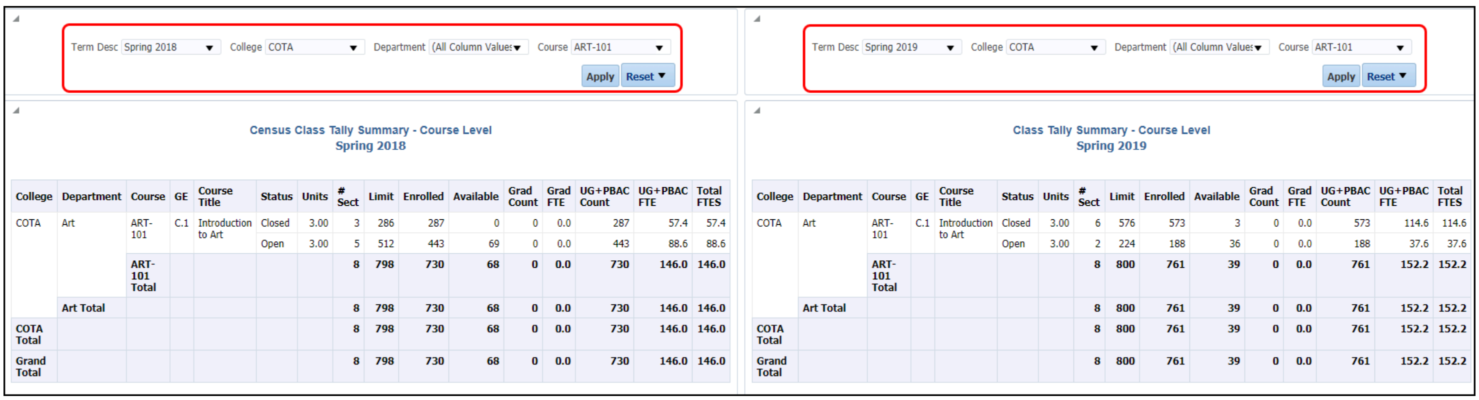
ECS	Civil & Environmental Engineer	2,398	2,463	0	488	122.0
	Computer Engineering	901	675	226	190	47.5
	Computer Science	4,598	4,438	160	853	213.3
	Electrical Engineering	2,190	1,812	378	274	68.5
	Engineering	160	130	30	43	10.8
	Mechanical Engineering	2,750	2,610	140	201	50.3
ECS Total		**12,997**	**12,128**	**869**	**2,049**	**512.3**

Class Enrollment Tally – Course Level

Provides a side-by-side comparison of class enrollment by census data and transactional data, for the term, college, department, and course selected. Data displayed is aggregated by college, department, and course level and includes the course, GE, course title, course status, units, total number of sections, class enrollment limit, HC enrolled, available seats, graduate HC, graduate FTES, undergraduate/post-baccalaureate HC, undergraduate/post-baccalaureate FTES, and total FTES (which is a sum of graduate FTES and undergraduate/post-baccalaureate FTES).

Data on the left half of the dashboard displays the census data for the term, college, department, and course selected. Data on the right half of the dashboard displays the transactional, most up-to-date data for the term, college, department, and course selected.

Select a census term, college, department, and course on the left, a term, college, department, and course on the right, and then click Apply to compare the census data and the transactional data for the selected criteria.



Census Class Tally Summary - Course Level
Spring 2018

College	Department	Course	GE	Course Title	Status	Units	# Sect	Limit	Enrolled	Available	Grad Count	Grad FTE	UG+PBAC Count	UG+PBAC FTE	Total FTES
COTA	Art	ART-101	C.1	Introduction to Art	Closed	3.00	3	286	287	0	0	0.0	287	57.4	57.4
					Open	3.00	5	512	443	69	0	0.0	443	88.6	88.6
		ART-101 Total					**8**	**798**	**730**	**68**	**0**	**0.0**	**730**	**146.0**	**146.0**
	Art Total						**8**	**798**	**730**	**68**	**0**	**0.0**	**730**	**146.0**	**146.0**
COTA Total							**8**	**798**	**730**	**68**	**0**	**0.0**	**730**	**146.0**	**146.0**
Grand Total							**8**	**798**	**730**	**68**	**0**	**0.0**	**730**	**146.0**	**146.0**

Class Tally Summary - Course Level
Spring 2019

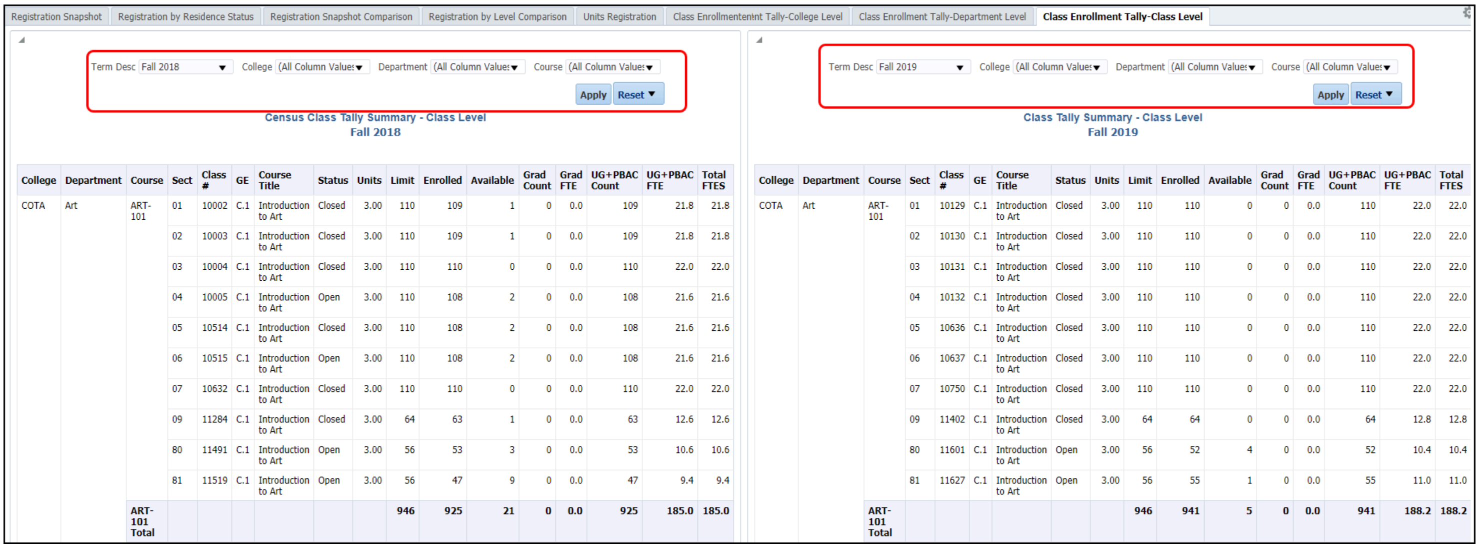
College	Department	Course	GE	Course Title	Status	Units	# Sect	Limit	Enrolled	Available	Grad Count	Grad FTE	UG+PBAC Count	UG+PBAC FTE	Total FTES
COTA	Art	ART-101	C.1	Introduction to Art	Closed	3.00	6	576	573	3	0	0.0	573	114.6	114.6
					Open	3.00	2	224	188	36	0	0.0	188	37.6	37.6
		ART-101 Total					**8**	**800**	**761**	**39**	**0**	**0.0**	**761**	**152.2**	**152.2**
	Art Total						**8**	**800**	**761**	**39**	**0**	**0.0**	**761**	**152.2**	**152.2**
COTA Total							**8**	**800**	**761**	**39**	**0**	**0.0**	**761**	**152.2**	**152.2**
Grand Total							**8**	**800**	**761**	**39**	**0**	**0.0**	**761**	**152.2**	**152.2**

Class Enrollment Tally – Class Level

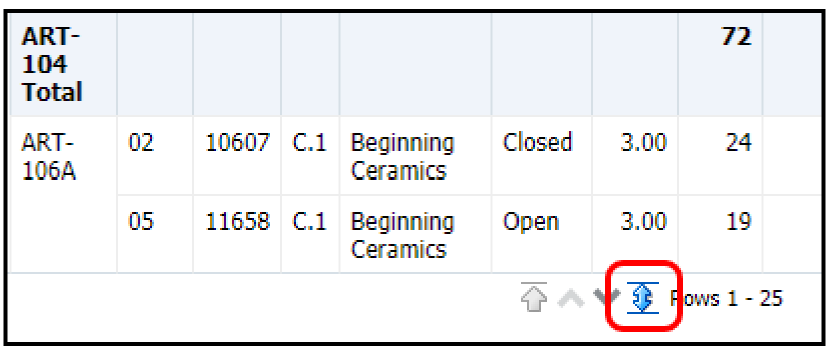
Provides a side-by-side comparison of class enrollment by census data and transactional data, for the term, college, department, and course selected. Data displayed is aggregated by college, department, and course level and includes the course, section number, class number, GE, course title, course status, units, class enrollment limit, HC enrolled, available seats, graduate HC, graduate FTES, undergraduate/post-baccalaureate HC, undergraduate/post-baccalaureate FTES, and total FTES (which is a sum of graduate FTES and undergraduate/post-baccalaureate FTES).

Data on the left half of the dashboard displays the census data for the term, college, department, and course selected. Data on the right half of the dashboard displays the transactional, most up-to-date data for the term, college, department, and course selected.

Select a census term, college, department, and course on the left, a term, college, department, and course on the right, and then click Apply to compare the census data and the transactional data for the selected criteria.



Click on the blue double arrow at the bottom of the list to view additional classes.



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.

Revenue/Expense

Revenue/Expense Dashboard Overview

This article contains an overview of the Revenue/Expense dashboard including: available reports and report defaults.

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

Available Reports

The following reports are currently available for the Revenue/Expense Report dashboard:

- **Revenue/Expense Summary**: 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.

- **All University Benefits Pool**: The All University Benefits Pool report is a summary of your university-funded benefits; 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.

- **Budget Detail**: The Budget Detail is a detail report of all of your budget transactions such as initial baseline budget load, benefits load, budget transfers, carry forward, etc. It includes: Scenario, Journal ID, Journal Line Description, Document Line Description, Journal Line Reference, Journal Date, Baseline Budget, and Revised Budget.

- **Actuals Detail (Between Accounting Periods)**: The Actuals Detail (Between Accounting Periods) report gives you the actual revenue and expenditure transactions for a single month or a specific range of months. It includes: Document Source, Document ID, Document Date, Journal ID, Journal Date, Line Number, Line Description, Invoice ID, Vendor/Customer ID, Vendor/Customer Description, Reference, Reference 1, Reference 2, Fiscal Year, Period, and Actuals.

- **Encumbrance Detail**: The Encumbrance Detail report shows all year-to-date encumbrances (purchase orders) and the vouchers (payments) associated with the encumbrances. The totals show the total funds that are still encumbered and have not yet become actual expenditures. It includes: Document Source, PO ID, PO Line Number, PO Line Description, Voucher ID, Document Date, Beginning Encumbrance, Current Encumbrance, and Ending Encumbrance.

- **Pre-Encumbrance Detail:** The Pre-Encumbrance Detail report shows all year-to-date pre-encumbrances (approved purchase requisitions) and the encumbrances (purchase orders) associated with the pre-encumbrances. The totals show you the total funds that are still pre-encumbered and have not yet become encumbrances. It includes: Document Source, Requisition ID, Requisition Date, Requisition Line Number, Requisition Line Description, PO ID, Vendor, Vendor Description, Beginning Pre-Encumbrance, Current Period Pre-Encumbrance, and Ending Pre-Encumbrance.

Report Defaults

Each report on the Revenue/Expense Report has default settings that are applied if you do not set up your own personal preferences for the page using Page Options (see the user guide on Saving Your Customizations & Filters for more on this).

- **Revenue/Expense Summary report**: By default the report will show you the current month under “Current Period Actuals” and year-to-date data through the current month under “Current Year Actuals.” You will see information for all chartfields to which you have access.

- **All University Benefits Pool:** By default the report will show you the current month under “Current Period Actuals” and year-to-date data through the current month under “Current Year Actuals.” You will see information for all chartfields to which you have access.

- **Budget Detail**: By default the report will show you all of your budget-related transactions for the current year through the current month for all of the chartfields to which you have access.

- **Actuals Detail (Between Accounting Periods)**: By default the report will show you the current month's actuals for all of the chartfields to which you have access.

- **Encumbrance Detail**: By default the report will show you all of your encumbrances for the current fiscal year through the current month. You will see information for all chartfields to which you have access.

- **Pre-Encumbrance Detail:** By default the report will show you all of your pre-encumbrances for the current fiscal year through the current month. You will see information for all chartfields to which you have access.

Need More Help?

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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.

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?

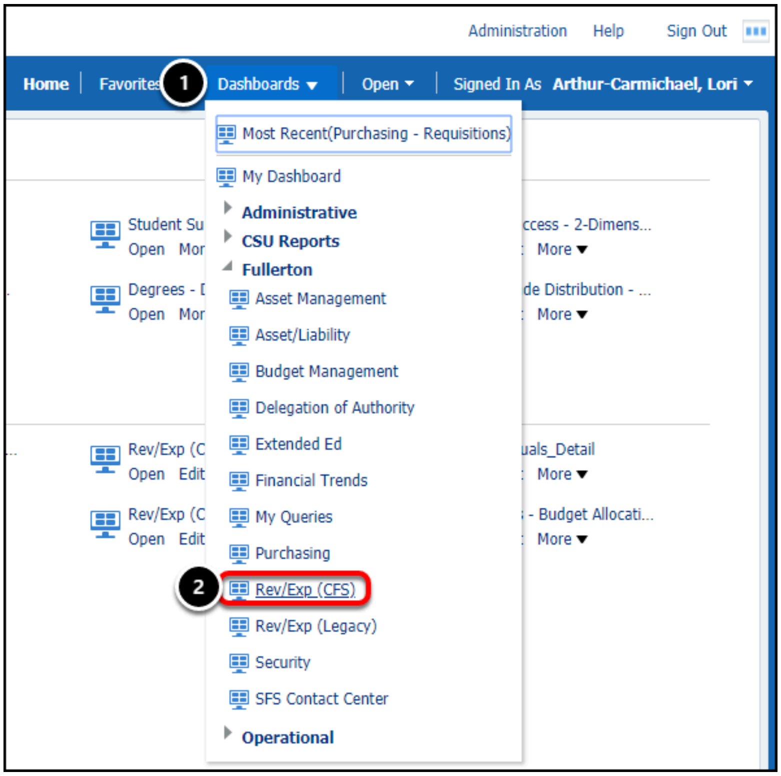
The Revenue/Expense Summary report is a high-level summary of your finances; it includes: Baseline Budget, Revised Budget, Current Period Actuals, Current Year Actuals, Encumbrance, Pre-encumbrance, and Budget Balance Available. Users can also view detailed information by clicking on hyperlinks within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

Accessing the Report

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

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

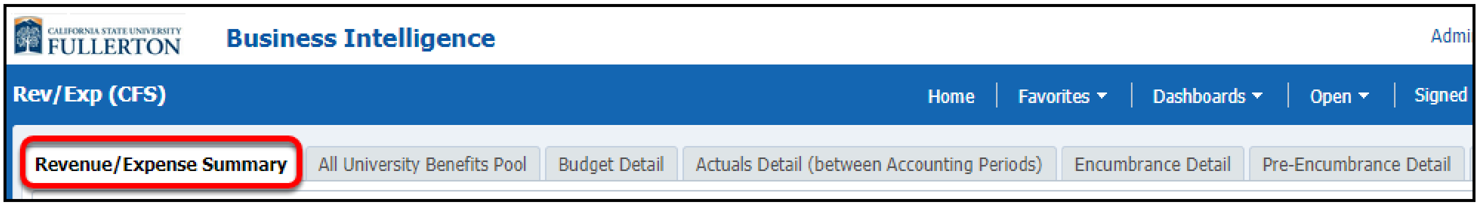
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

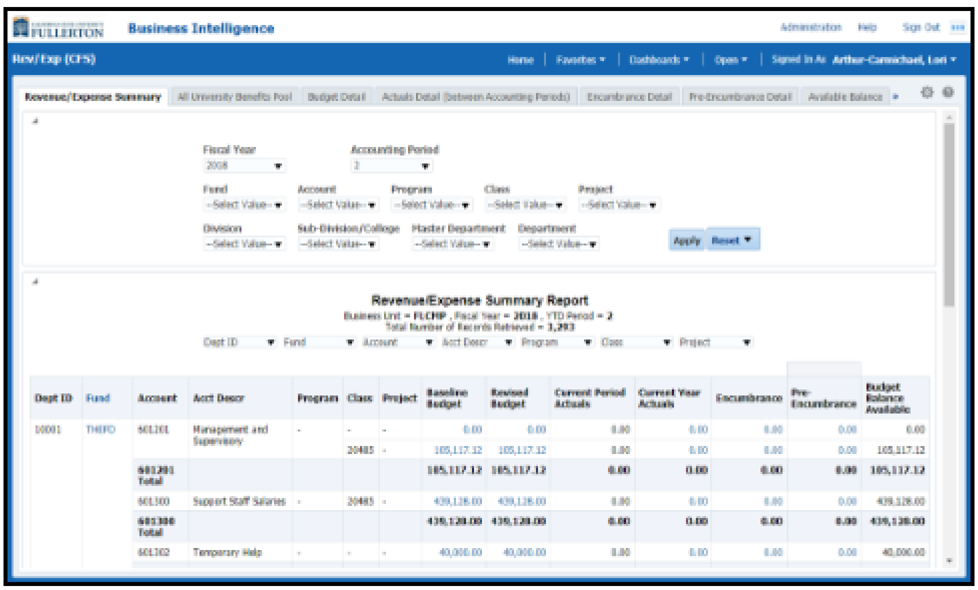
3. Click the Revenue/Expense Summary tab on the Rev/Exp (CFS) dashboard.



Report Overview

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

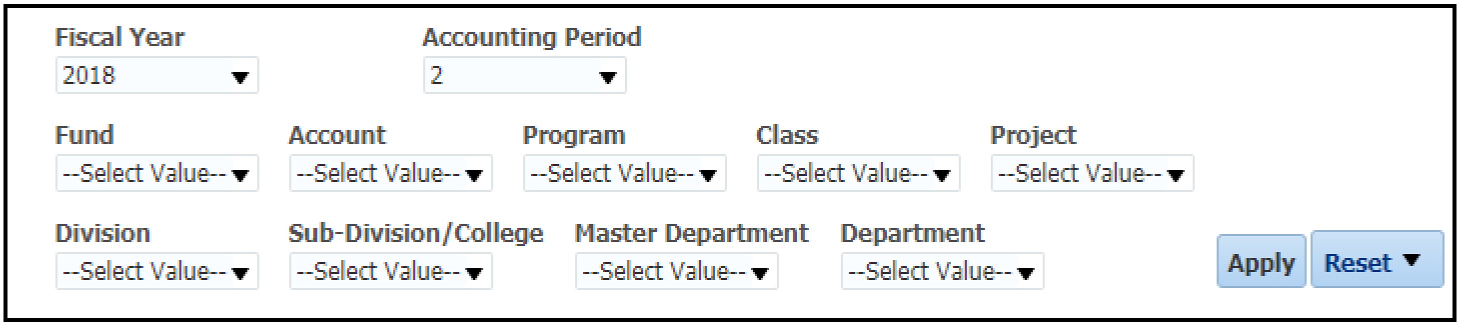
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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).



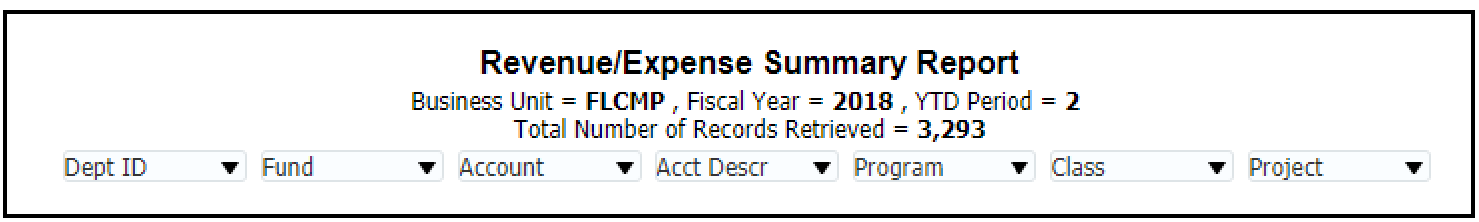
Filter Descriptions

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.

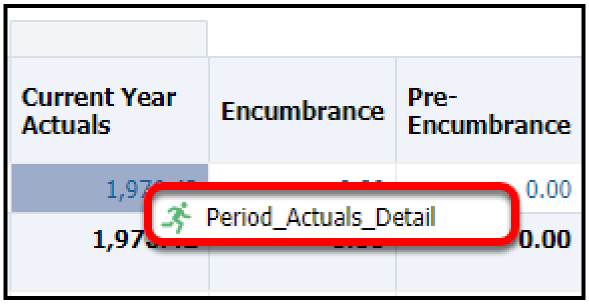
Additional Detail

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
	THEFD	604001	Telephone Usage	-	-	-	CSU	CHBK130604	7/31/2017 12:00:00 AM	TEL1108758	7/31/2017 12:00:00 AM	281	-	-	-	-		-	-	2017	1	8.11
												283	-	-	-	-		-	-	2017	1	8.07
												435	-	-	-	-		-	-	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.

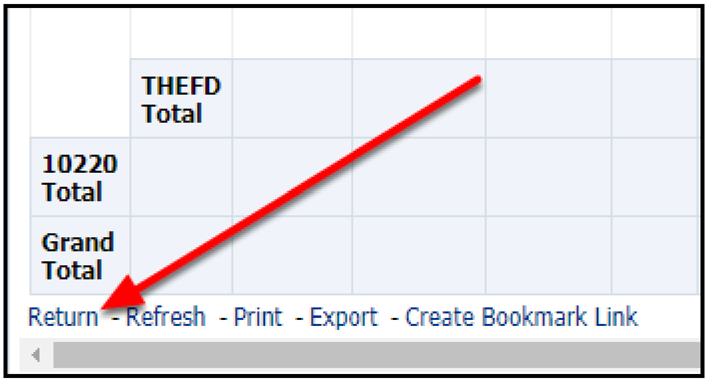
Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Req ID	Req Date	Req Ln	Req Ln Descr	PO ID	Supplier	Supplier Descr	Beginning Pre-Encumbrance	Current Period Pre-Encumbrance	Ending Pre-Encumbrance
	SSFGF	616803	I/T Software Annual Maint/Supp	8105	-	-	REQ	0000013758	05/15/2017	1	Subscription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

Column Descriptions

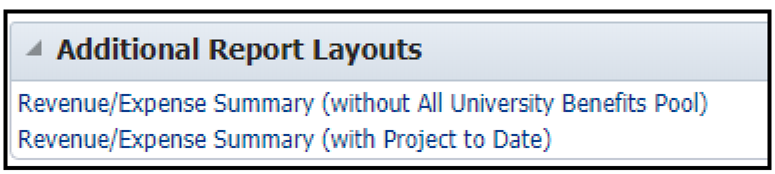
Column	Description
Doc Src	The type of transaction. Values include: • ENC = Encumbrance Activity from a PO • REQ = Pre Encumbrance from a Requisition
Req ID	The identification number associated with the requisition.
Req Date	The date of the requisition.
Req Ln	The line number on the requisition.
Req 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.

All University Benefits Pool

This article covers how to run and interpret the All University Benefits Pool 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?

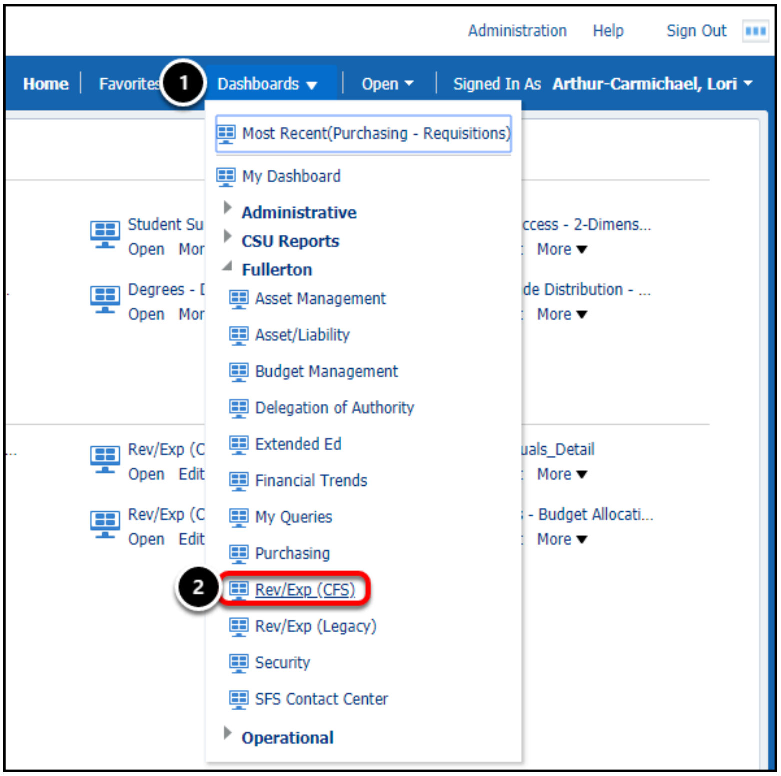
The All University Benefits Pool report is a summary of your university-funded benefits; it includes: Baseline Budget, Revised Budget, Current Period Actuals, Current Year Actuals, Encumbrance, Pre-encumbrance, and Budget Balance Available. Users can also view detailed information by clicking on hyperlinks 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).

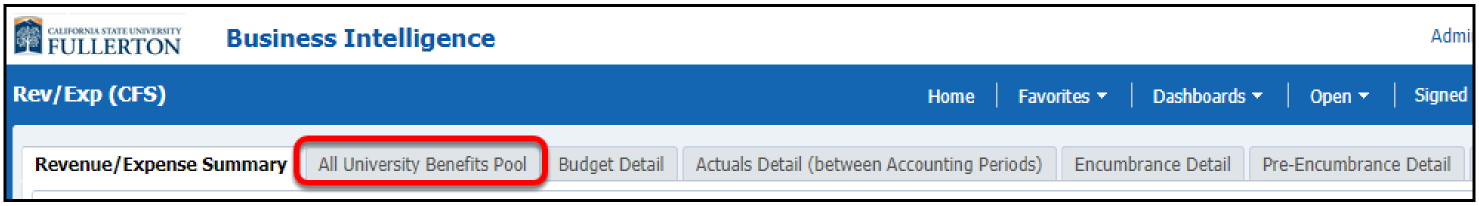
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

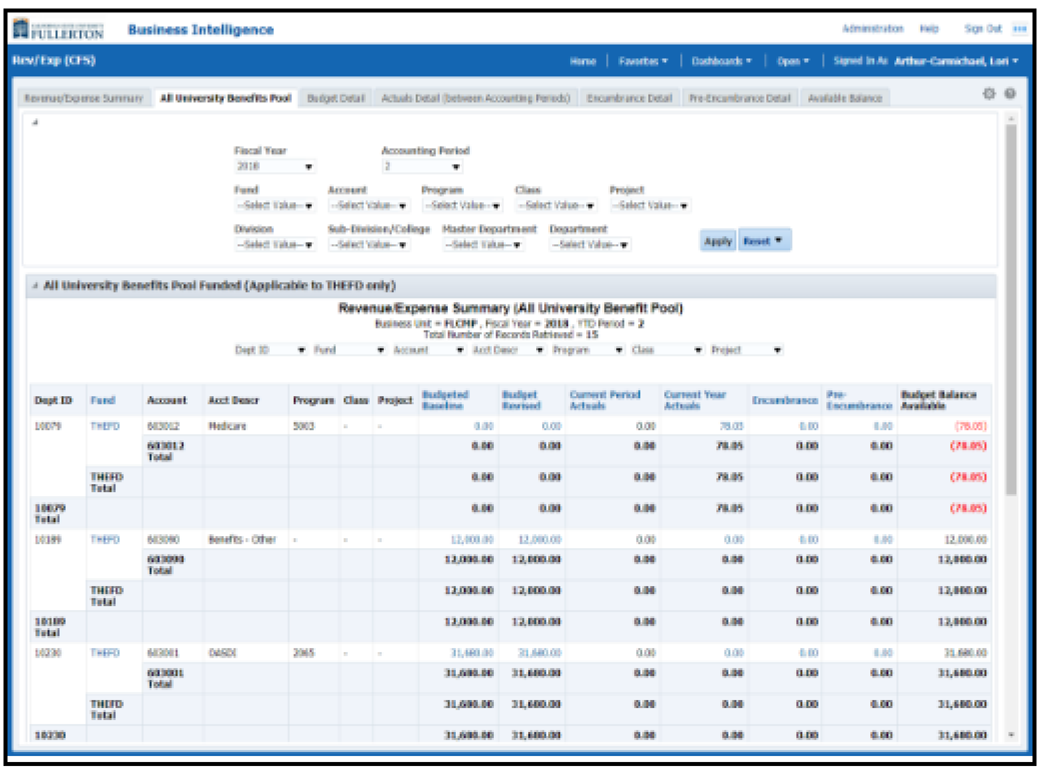
3. Click the All University Benefits Pool tab on the Rev/Exp (CFS) dashboard.



Report Overview

The All University Benefits Pool report is a year-to-date report by fiscal year.

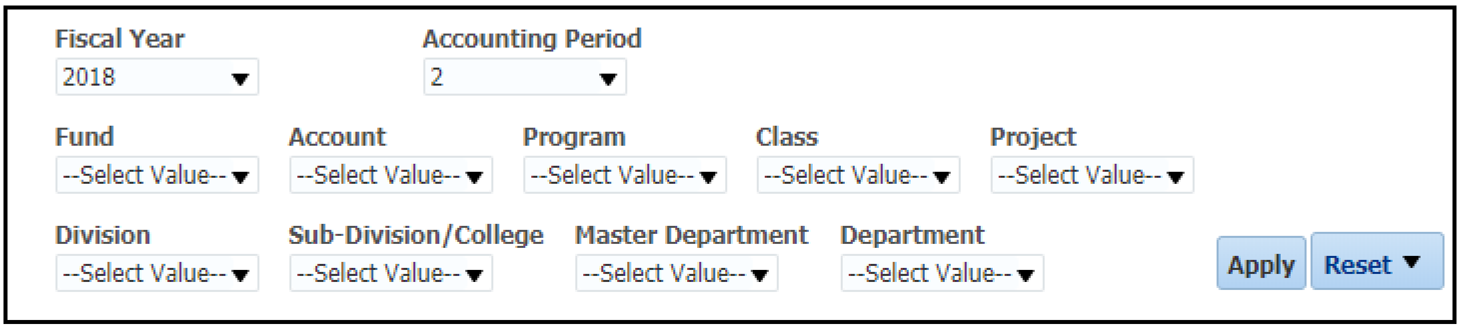
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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).



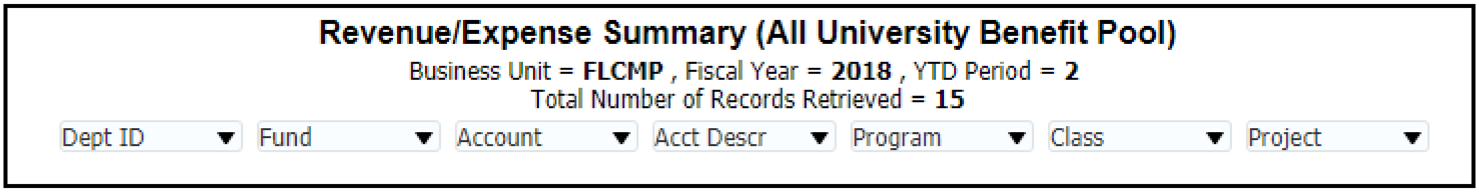
Filter Descriptions

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

Filter	Description
	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 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

Column	Description
	appear.
Fund	The Fund code associated with the transaction.
Fund Descr	The name associated with the Fund 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.

Column	Description
Project Fdescr	Both the Project code and the name associated with the Project code appear.
Level 2 Fdescr	This is equivalent to the Division 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	Budgeted Baseline	Budget Revised	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
	THEFD	603001	OASDI	-	20485	-	0.00	6,543.57	2,535.01	6,543.57	0.00	0.00	0.00
		603001 Total					**0.00**	**6,543.57**	**2,535.01**	**6,543.57**	**0.00**	**0.00**	**0.00**
		603003	Dental Insurance	-	20485	-	0.00	1,037.98	427.92	1,037.98	0.00	0.00	0.00

Column Descriptions

Column	Description
Budgeted Baseline	The total amount of the baseline budget for the selected Fiscal Year as of the selected Accounting Period.
Budget Revised	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

Column	Description
	Period in the report filters for the selected Fiscal Year.
Current Year Actuals	The total amount of all year-to-date 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.

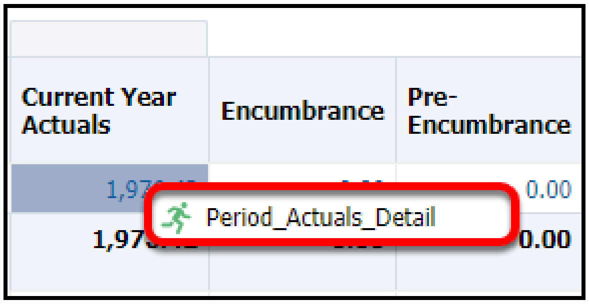
Additional Detail

You can click on hyperlinks in the Budgeted Baseline, Budget Revised, 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.

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

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



Budgeted Baseline and Budget Revised

These columns appear when you click on the Budgeted Baseline summary total or the Budget Revised 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
	THEFD	604001	Telephone Usage	-	-	-	CSU	CHBK130604	7/31/2017 12:00:00 AM	TEL1108758	7/31/2017 12:00:00 AM	281	-	-	-	-		-	-	2017	1	8.11
												283	-	-	-	-		-	-	2017	1	8.07
												435	-	-	-	-		-	-	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

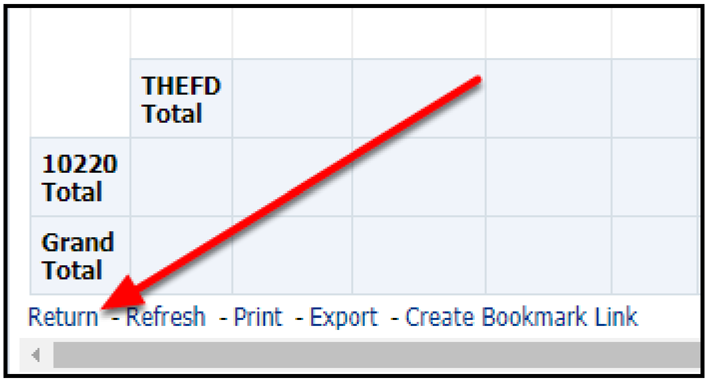
Typically there will be no data in the Encumbrance column as there are no purchase orders associated with university-funded benefits.

Pre-Encumbrance

Typically there will be no data in the Pre-Encumbrance column as there are no purchase requisitions associated with university-funded benefits.

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.



Need More Help?

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

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Budget Detail Report

This article covers how to run and interpret the Budget Detail 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?

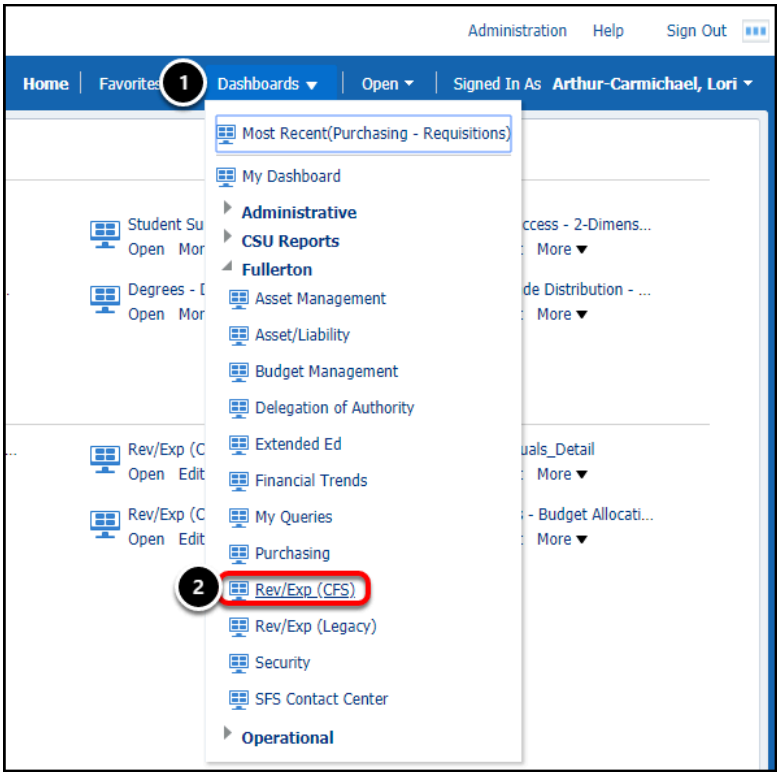
The Budget Detail is a detail report of all of your budget transactions such as initial baseline budget load, benefits load, budget transfers, carry forward, etc. It includes: Scenario, Journal ID, Journal Line Description, Document Line Description, Journal Line Reference, Journal Date, Baseline Budget, and Revised Budget.

Accessing the Report

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

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

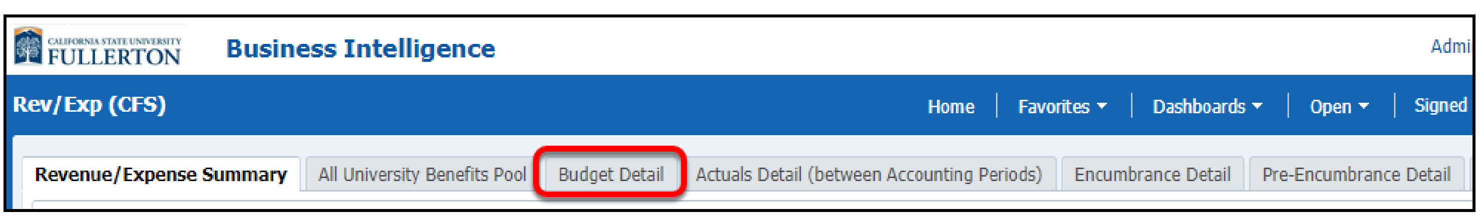
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

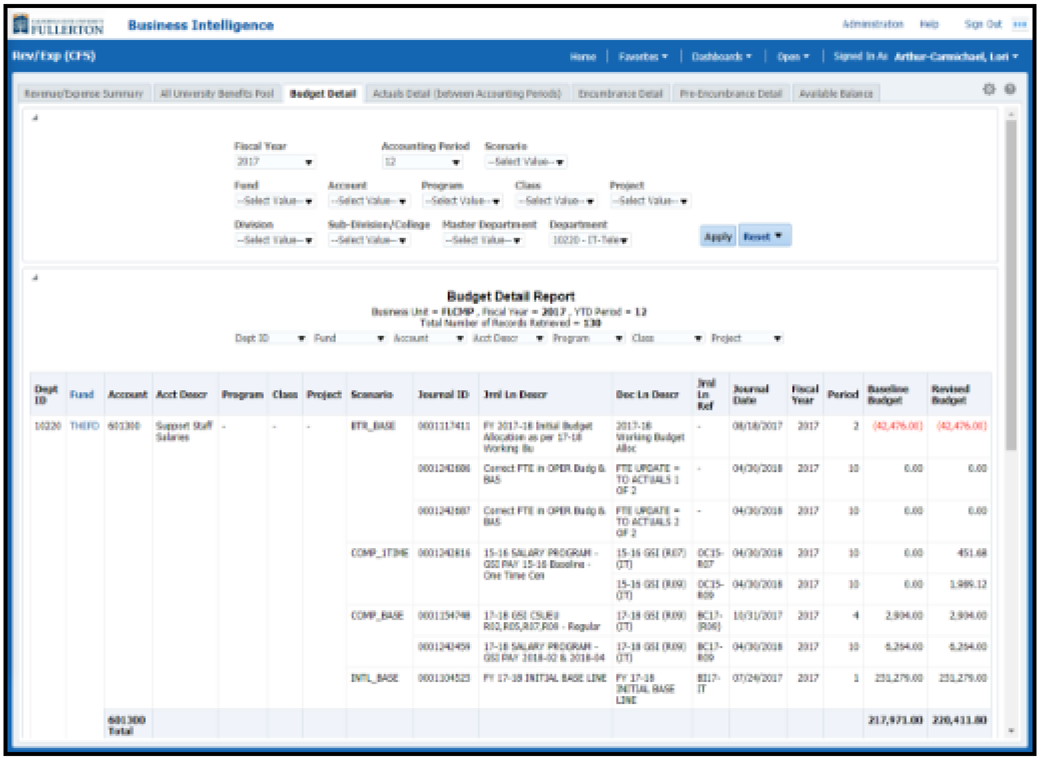
3. Click the Budget Detail tab on the Rev/Exp (CFS) dashboard.



Report Overview

The Budget Detail report is a year-to-date report by fiscal year.

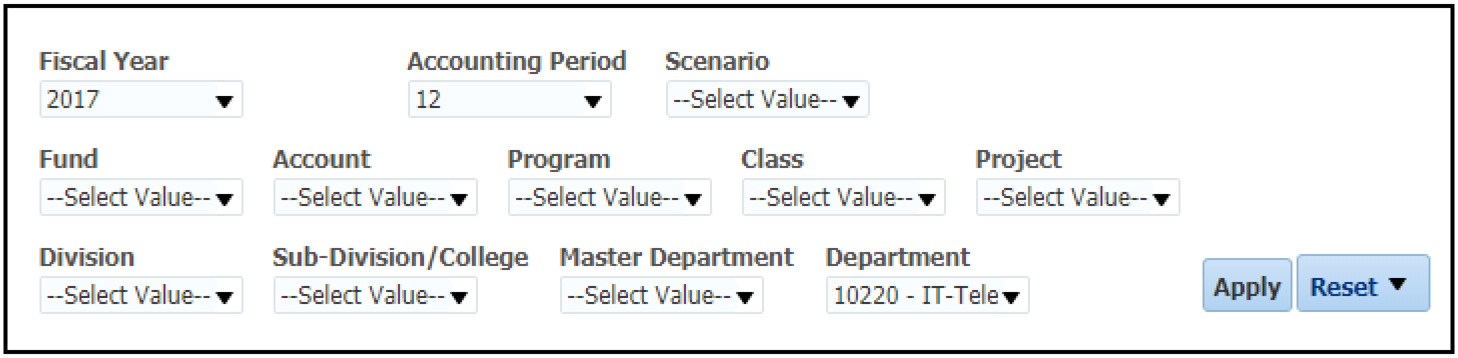
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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).
Scenario	The type of budget transaction.
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 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).

Filter	Description
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 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.

Column	Description
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 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	Scenario	Journal ID	Jrnl Ln Descr	Doc Ln Descr	Jrnl Ln Ref	Journal Date	Fiscal Year	Period	Baseline Budget	Revised Budget
	THEFD	601300	Support Staff Salaries	-	-	-	INTL_BASE	0001104525	FY 17-18 INITIAL BASE LINE	FY 17-18 INITIAL BASE LINE		07/24/2017	2017	1	251,279.00	251,279.00
		601300 Total													**251,279.00**	**251,279.00**
		601302	Temporary Help	-	-	-	INTL_BASE	0001104525	FY 17-18 INITIAL BASE LINE	FY 17-18 INITIAL BASE LINE		07/24/2017	2017	1	37,087.60	37,087.60
		601302 Total													**37,087.60**	**37,087.60**

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.
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

Column	Description
	applied to the revised budget.

Need More Help?

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Actuals Detail (Between Accounting Periods) Report

This article covers how to run and interpret the Actuals Detail (Between Accounting Periods) 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?

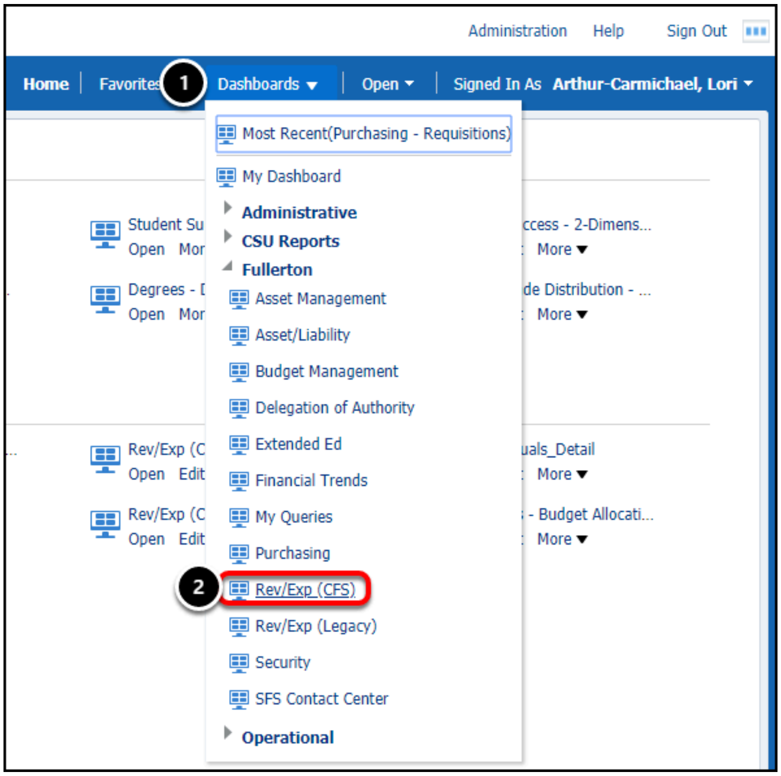
The Actuals Detail (Between Accounting Periods) report gives you the actual revenue and expenditure transactions for a single month or a specific range of months. It includes: Document Source, Document ID, Document Date, Journal ID, Journal Date, Line Number, Line Description, Invoice ID, Vendor/Customer ID, Vendor/Customer Description, Reference, Reference 1, Reference 2, Fiscal Year, Period, and Actuals.

Accessing the Report

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

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

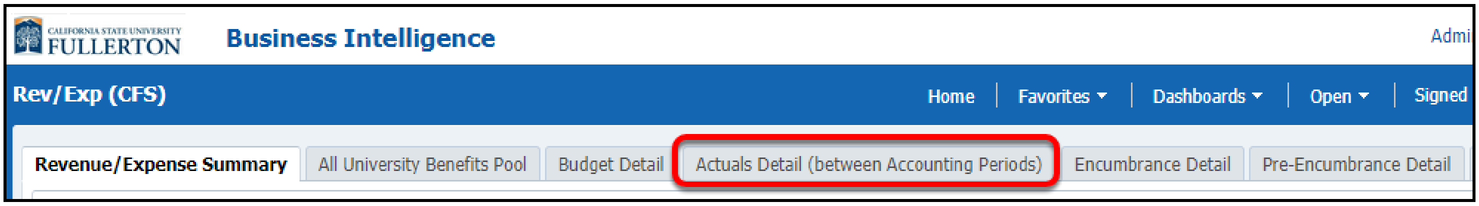
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

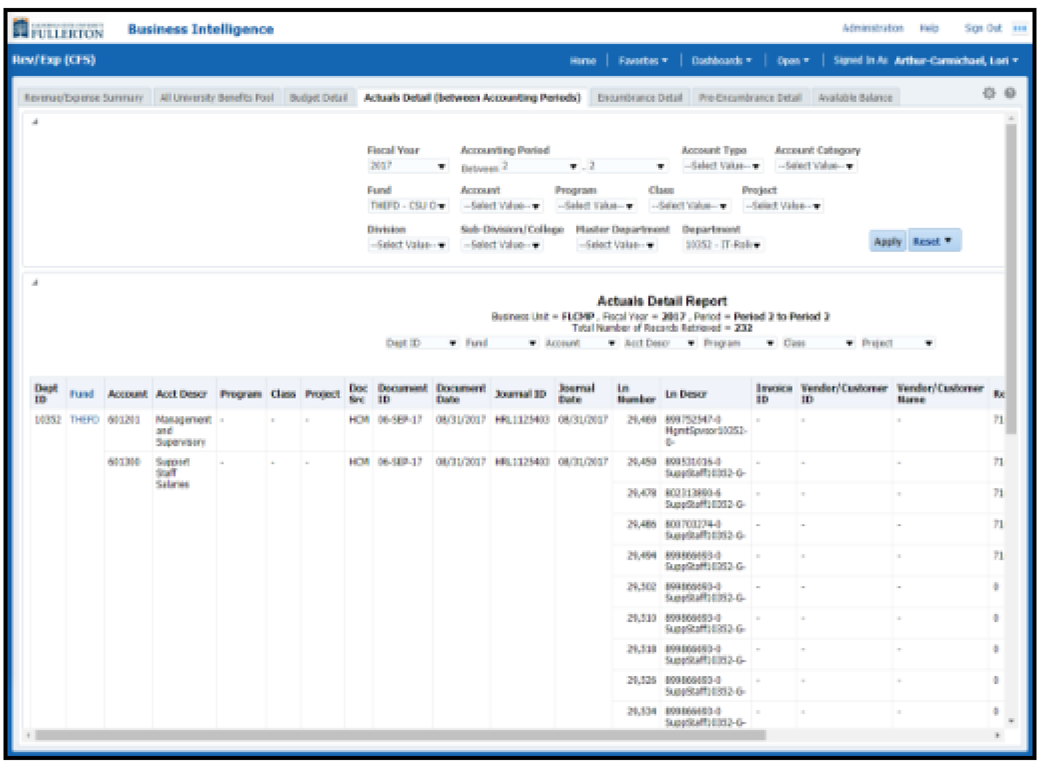
3. Click the Actuals Detail (Between Accounting Periods) tab on the Rev/Exp (CFS) dashboard.



Report Overview

The Actuals Detail (between Accounting Periods) report can be run for a specific accounting period or range of accounting periods for a selected Fiscal Year.

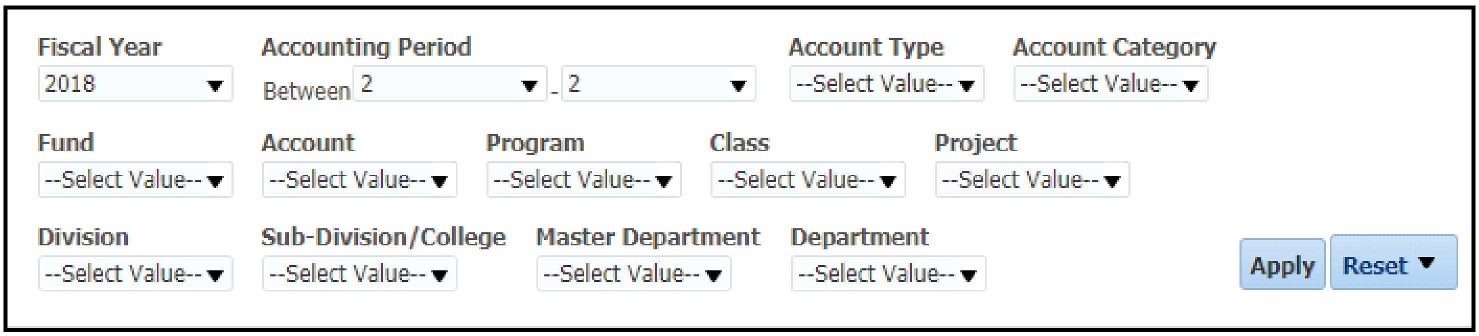
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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	The specific accounting period or range of accounting periods for which you wish to view data.
Account Type	The type of transactions you wish to view: All, Revenue, or Expenditures.
Account Category	The category or categories of transactions that you wish to view.

Filter	Description
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 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.

Period will match the selected Accounting Period(s) 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 transactions for the selected Accounting Period or range of Accounting Periods for the selected Fiscal Year.

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

Column	Description
	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 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

Column	Description
	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 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	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
	THEFD	604001	Telephone Usage	-	-	-	CSU	CHBK130604	7/31/2017 12:00:00 AM	TEL1108758	7/31/2017 12:00:00 AM	281	-	-	-	-		-	-	2017	1	8.11
												283	-	-	-	-		-	-	2017	1	8.07
												435	-	-	-	-		-	-	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

Column	Description
	• 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: • 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.

Column	Description
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.
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.

Need More Help?

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Encumbrance Detail Report

This article covers how to run and interpret the Encumbrance Detail 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?

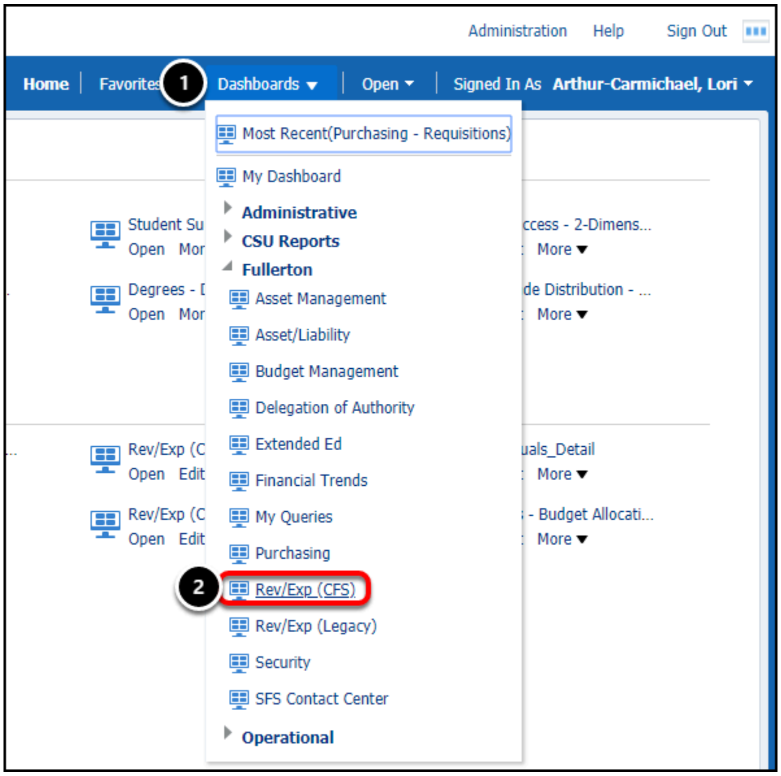
The Encumbrance Detail report shows all year-to-date encumbrances (purchase orders) and the vouchers (payments) associated with the encumbrances. The totals show the total funds that are still encumbered and have not yet become actual expenditures. It includes: Document Source, PO ID, PO Line Number, PO Line Description, Voucher ID, Document Date, Beginning Encumbrance, Current Encumbrance, and Ending Encumbrance.

Accessing the Report

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

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

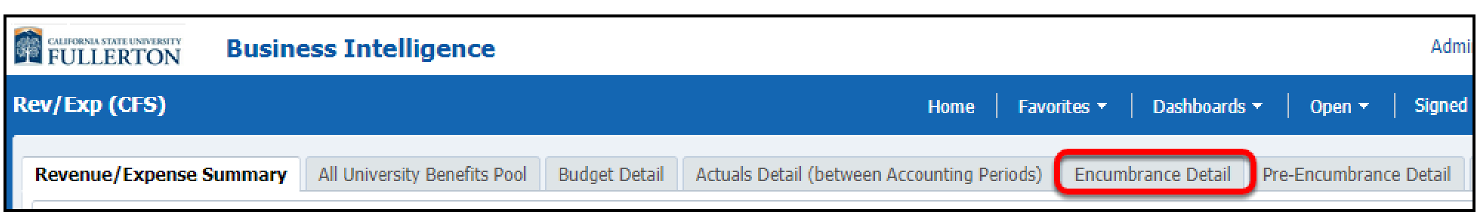
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

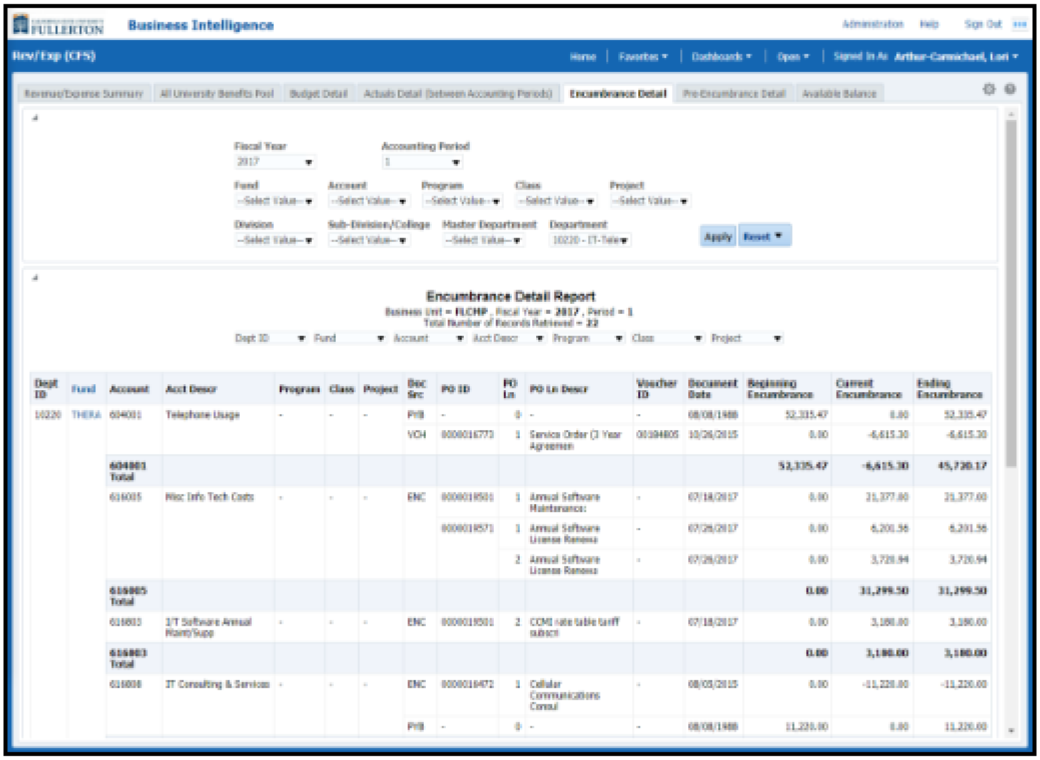
3. Click the Encumbrance Detail tab on the Rev/Exp (CFS) dashboard.



Report Overview

The Encumbrance Detail report is a year-to-date report by fiscal year.

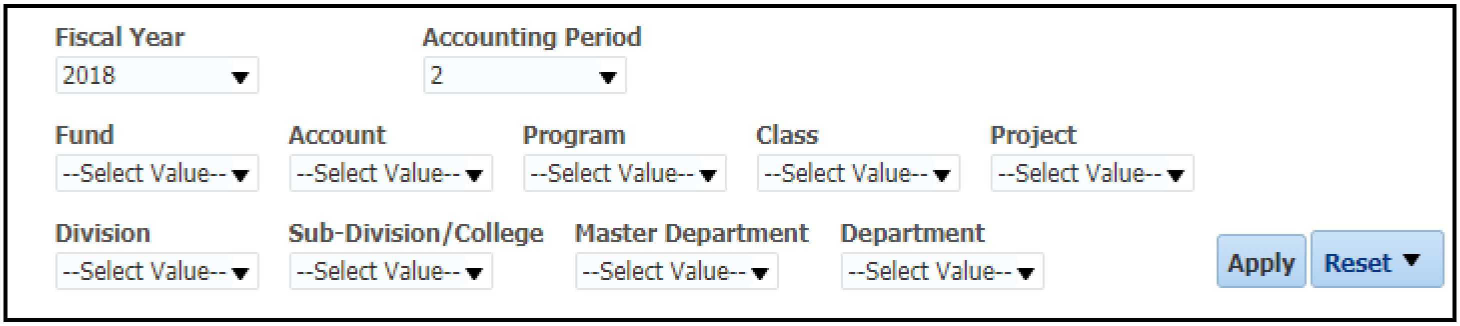
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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).



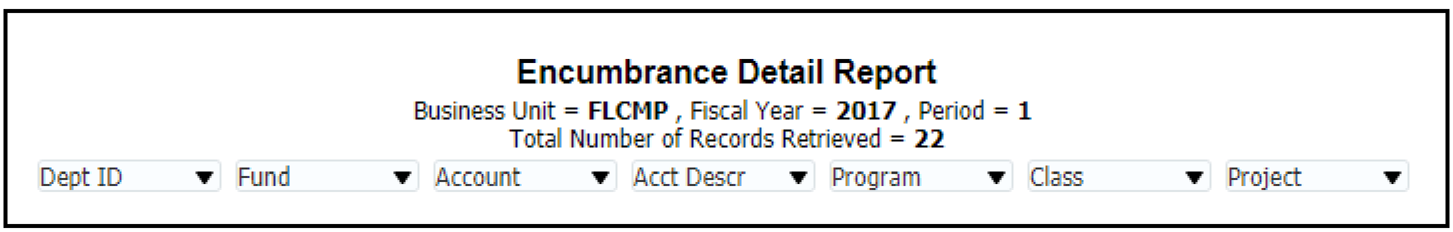
Filter Descriptions

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 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

Filter	Description
	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 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

Column	Description
	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 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	Doc Src	PO ID	PO Ln	PO Ln Descr	Voucher ID	Document Date	Beginning Encumbrance	Current Encumbrance	Ending Encumbrance
[illegible]	THEFD	616803	I/T Software Annual Maint/Supp	-	-	-	ENC	0000019606	1	Microsoft - Visio Pro Part# D8	-	07/28/2017	0.00	8,861.58	8,861.58
									2	Microsoft - Project Pro Part#	-	07/28/2017	0.00	9,997.68	9,997.68

Column Descriptions

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

Need More Help?

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Pre-Encumbrance Detail Report

This article covers how to run and interpret the Pre-Encumbrance Detail 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?

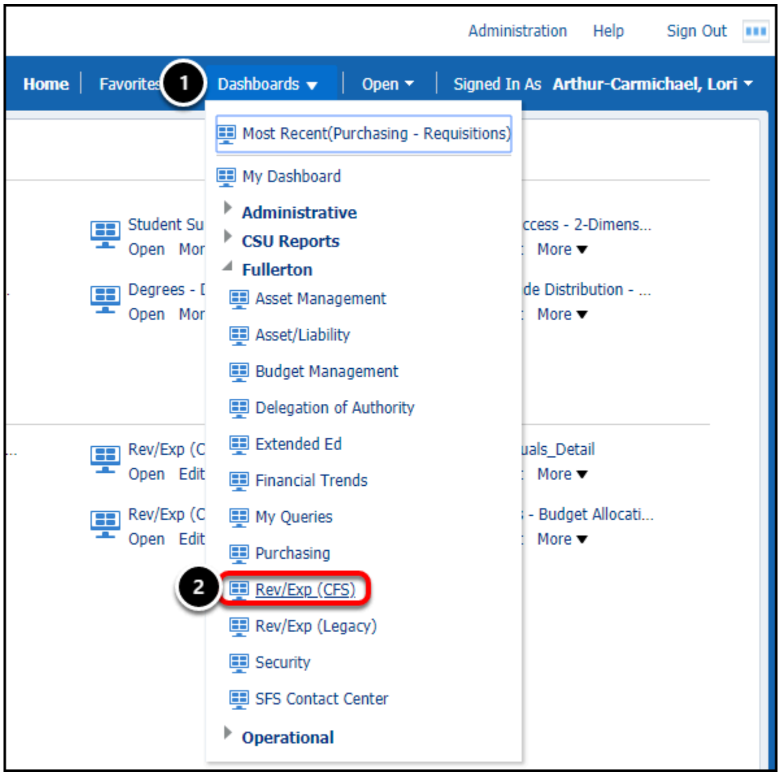
The Pre-Encumbrance Detail report shows all year-to-date pre-encumbrances (approved purchase requisitions) and the encumbrances (purchase orders) associated with the pre-encumbrances. The totals show you the total funds that are still pre-encumbered and have not yet become encumbrances. It includes: Document Source, Requisition ID, Requisition Date, Requisition Line Number, Requisition Line Description, PO ID, Vendor, Vendor Description, Beginning Pre-Encumbrance, Current Period Pre-Encumbrance, and Ending Pre-Encumbrance.

Accessing the Report

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

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

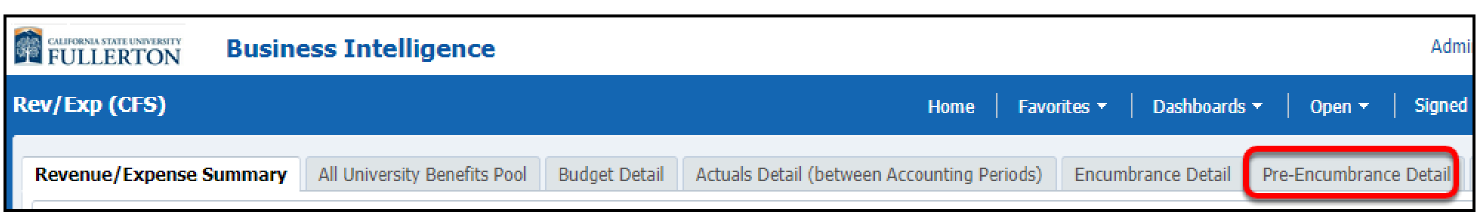
2. Click on Dashboards and select Rev/Exp (CFS).



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)**.

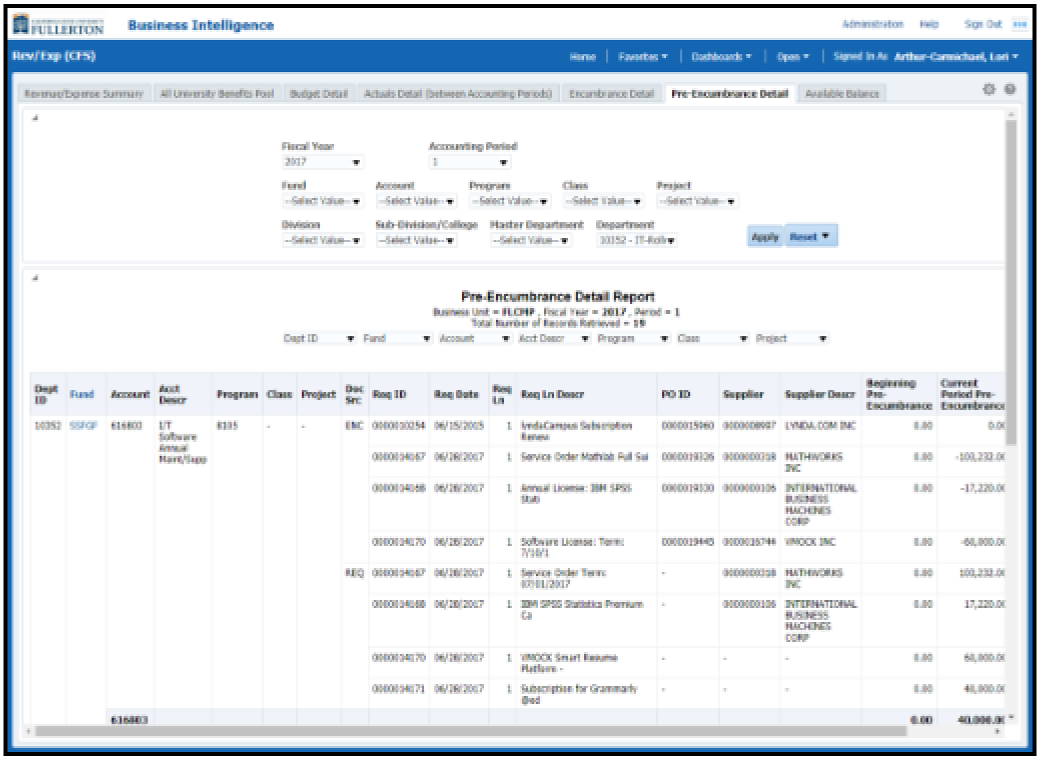
3. Click the Pre-Encumbrance tab on the Rev/Exp (CFS) dashboard.



Report Overview

The Pre-Encumbrance Detail report is a year-to-date report by fiscal year.

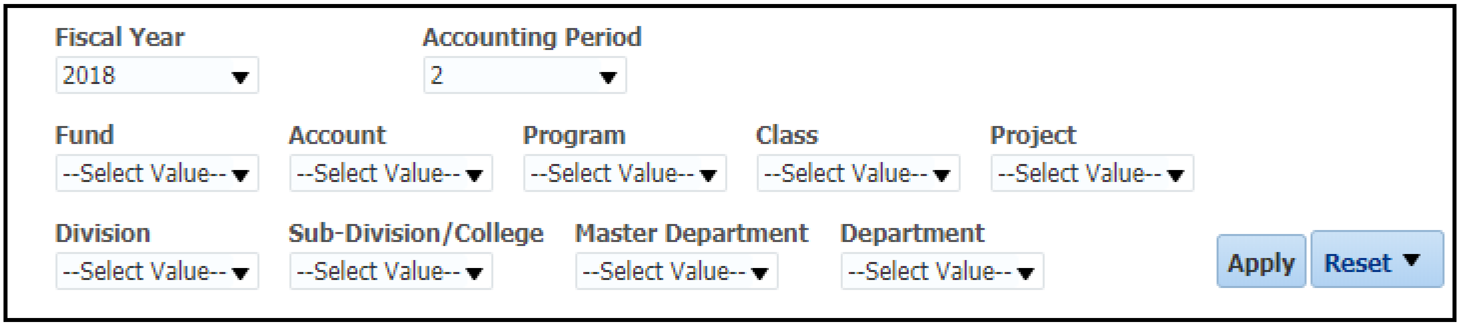
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



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).



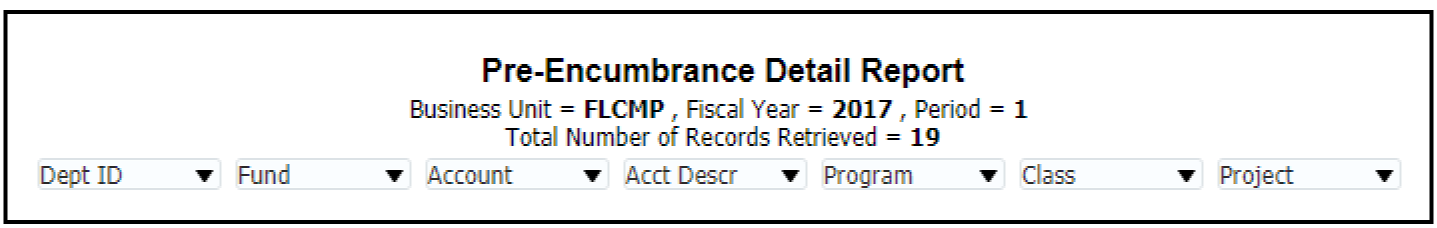
Filter Descriptions

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 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

Filter	Description
	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 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

Column	Description
	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 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	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
	THEFD	616002	I/T Hardware	-	-	-	ENC	0000014319	07/20/2017	1	Microsoft Surface Hub - Touch	0000019526	0000012977	SHI INTL CORP	0.00	-58,144.91	-58,144.91
							REQ	0000014319	07/20/2017	1	Microsoft Surface Hub(Qty 2) -	-	0000012977	SHI INTL CORP	0.00	58,144.91	58,144.91

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-

Column	Description
	encumbered at the end of the Accounting Period set in the report filters.

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.

Student Success

Student Success Dashboard Overview

This article contains an overview of the Student Success dashboard including: important information about the reports, available reports, and report defaults.

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

Important Information About These Reports

The Student Success reports allow users to view graduation rates for cohorts of first-time full-time freshmen and new undergraduate transfers. Additionally users can view these graduation rates for a specific college, ethnicity, parent education level, underrepresented status, EOP participation, or prior institution type. Detail for each cohort (degree count, enrolled count, and not graduated & not enrolled count) is also available.

If you have any questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at (657)278-4205 or visit the Institutional Research & Analytical Studies website.

Available Reports

The following reports are currently available for the Student Success dashboard:

- **Cohort Comparison**: The Cohort Comparison report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts.

- **Cohort Comparison - College**: The Cohort Comparison - College report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by academic college. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all academic colleges or for a specific college.

- **Cohort Comparison - Ethnicity**: The Cohort Comparison - Ethnicity report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by student ethnicity. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all ethnicities or a specific ethnicity.

- **Cohort Comparison - Parent Education**: The Cohort Comparison - Parent Education report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by level of parent education. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all levels of parent education or for a specific level of parent education.

- **First-Time Freshman Cohorts - Detail**: The First-Time Freshman Cohorts - Detail report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as college, size, degree count, % graduated, enrolled count (current term), % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can specify for which cohorts they wish to see this information and to view numbers by college (latest), college (entry), gender, ethnicity, underrepresented status, prior institution type, parent education level, EOP participation, or Freshman Programs participation.

- **New Transfer Cohorts - Detail**: The New Transfer Cohorts - Detail report shows charts and tables with a comparison of new undergraduate transfer student cohorts from fall 2004 present on values such as college, size, degree count, % graduated, enrolled count (current term), % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can specify for which cohorts they wish to see this information and to view numbers by college (latest), gender, ethnicity, underrepresented status, prior institution type, parent education level, college (entry), cohort summary, EOP Participation, or full-time/part-time status for their first term.

- **2-Dimensional Detail**: The 2-Dimensional Detail report shows charts and tables with a comparison of cohorts from fall 2004 present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify two dimensions on which to view the data from among the following: cohort summary, gender, ethnicity, underrepresented status, prior institution type, parent education, college (latest), college (entry), EOP participation, and Freshman Programs participation.

- **Student Search**: The Student Search report allows users to enter the Campus-Wide ID (CWID) of one or more students to view detail information on those students including name, cohort, initial enrollment type, last enrolled term, degree term (if graduated), email, phone number, cell phone number, major at entry, major (latest), gender, ethnicity, underrepresented status, parent education level, units earned, units attempted (current term), units attempted (future term) group qual, cumulative GPA, degree candidate term, degree checkout consideration term & status, academic standing, EOP participation, freshman programs participation, degree audit program, degree audit run date and degree audit status.

Report Defaults

- **Cohort Comparison**: By default, the Cohort Comparison report will show data for first-time full-time freshman from Fall 2004 - present.
- **Cohort Comparison - College**: By default, the Cohort Comparison - College report will show data for first-time full-time freshman from Fall 2004 - present.
- **Cohort Comparison - Ethnicity**: By default, the Cohort Comparison - Ethnicity report will show data for first-time full-time freshman from Fall 2004 - present.

- **Cohort Comparison - Parent Education**: By default, the Cohort Comparison - Parent Education report will show data for first-time full-time freshman from Fall 2004 - present.
- **First-Time Freshman Cohorts - Detail**: By default, the First-Time Freshman Cohorts - Detail report will show data for first-time full-time freshman from Fall 2006 - Fall 2011 organized by the the academic college that the student's major is currently in.
- **New Transfer Cohorts - Detail**: By default, the New Transfer Cohorts - Detail report will show data for new transfer students from Fall 2006 - Fall 2011 organized by the the academic college that the student's major is currently in.
- **2-Dimensional Detail**: By default, the 2-Dimensional Detail report will show data for fall cohorts of first-time freshmen from fall 2006 - fall 2011 by ethnicity and gender.
- **Student Search**: By default, there will be no results shown. You will have to select a student or students to see any results.

Need More Help?

For questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at (657)278-4205.

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Cohort Comparison Report

This article covers how to run and interpret the Cohort Comparison report on the Student Success dashboard.

What does this report show?

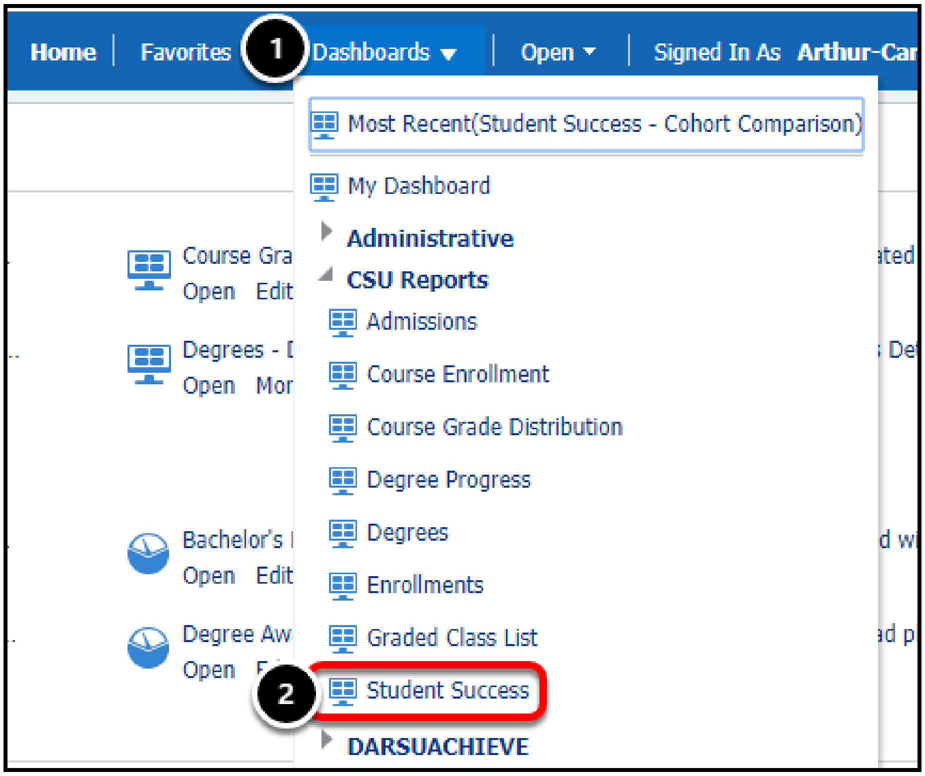
The Cohort Comparison report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts.

Accessing the Report

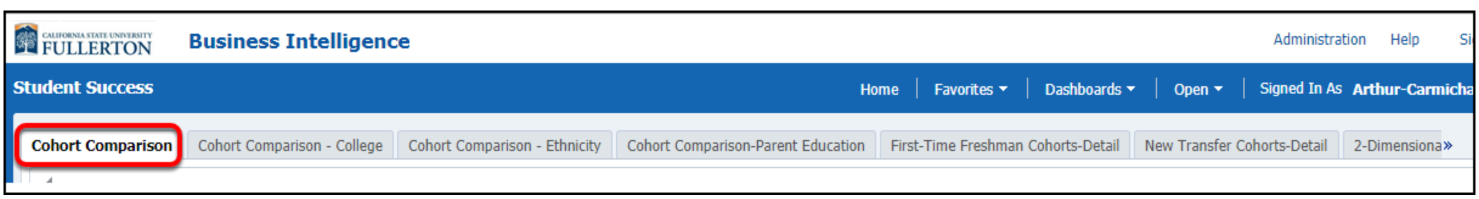
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the Cohort Comparison tab on the Student Success dashboard.

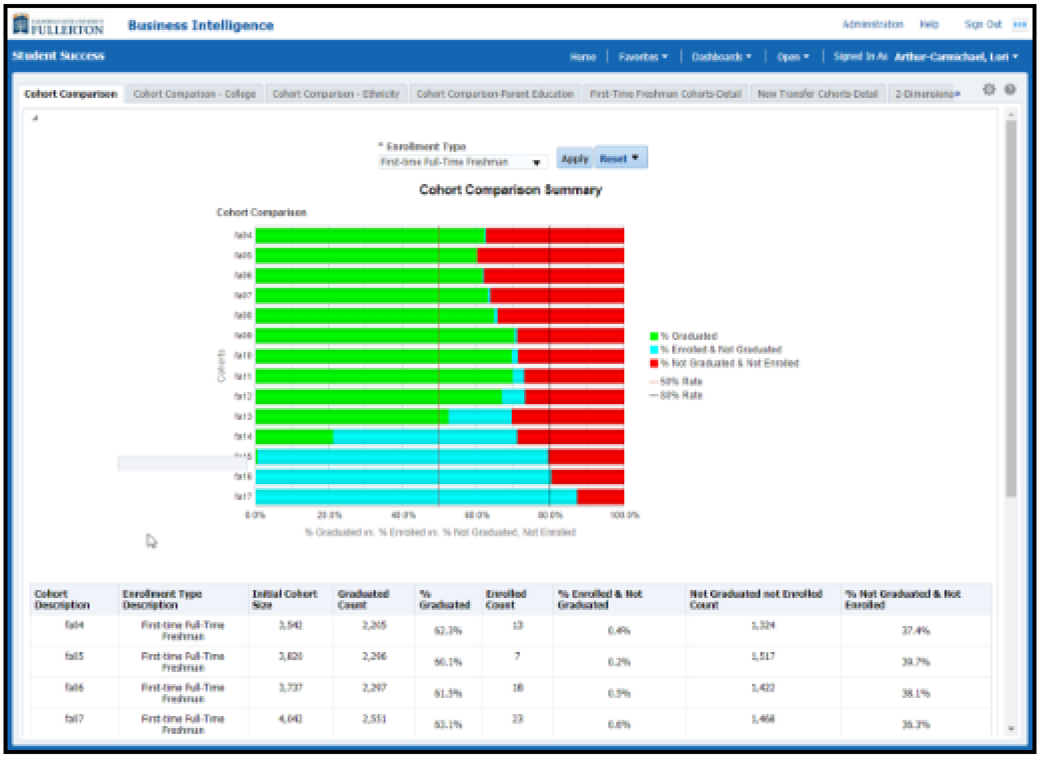


Report Overview

By default, the Cohort Comparison report will show data for first-time full-time freshman from Fall 2004 - present.

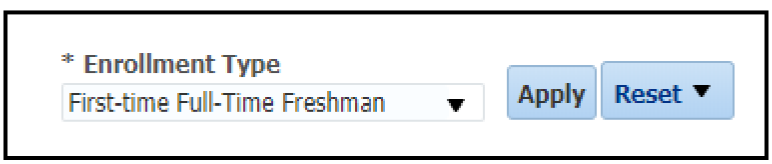
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

The counts on this report are current as of today.



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.



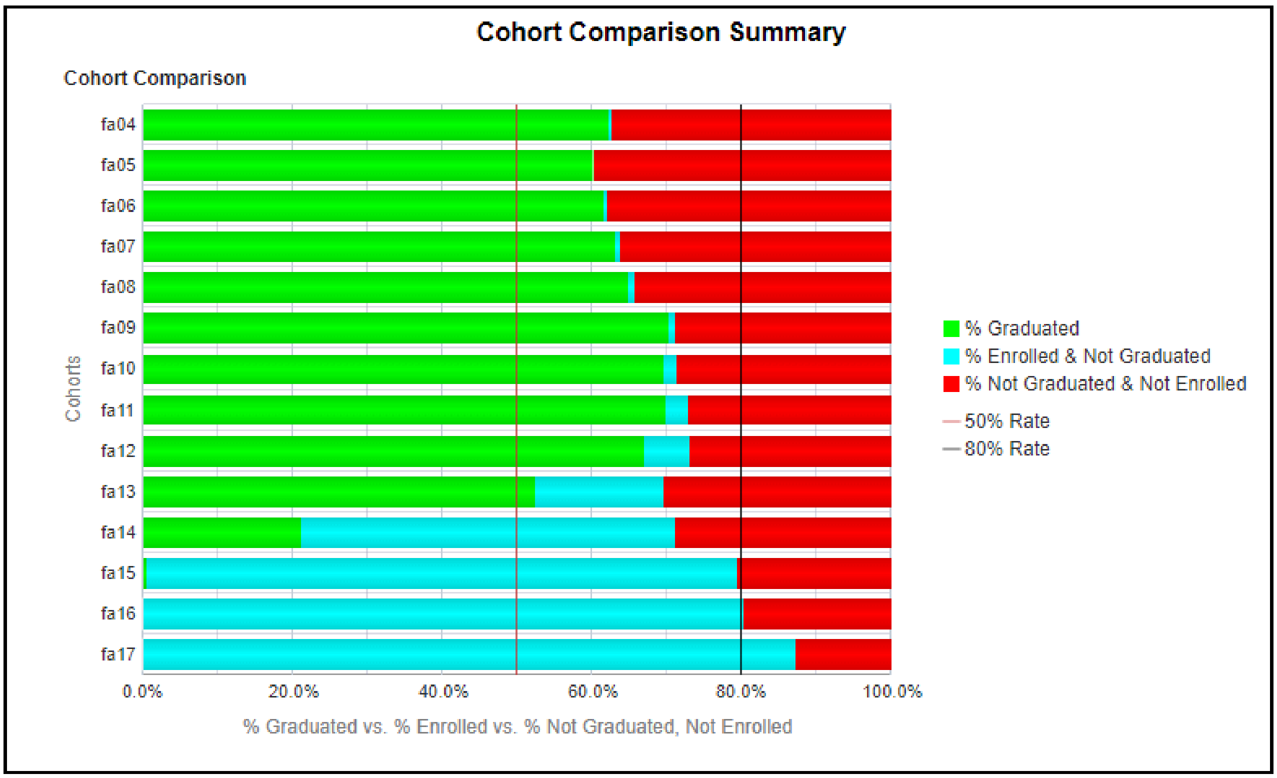
Filter Descriptions

Filter	Description
Enrollment Type	The type of student for which you wish to view data. Values include:

Filter	Description
	• First-Time Full-Time Freshman • New Undergraduate Transfer

Reading the Chart

You can hover over the bars in charts to see the specific count associated with each bar.



The Cohort Comparison chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Table

Cohort Description	Enrollment Type Description	Initial Cohort Size	Graduated Count	% Graduated	Enrolled Count	% Enrolled & Not Graduated	Not Graduated not Enrolled Count	% Not Graduated & Not Enrolled
fa04	First-time Full-Time Freshman	3,542	2,205	62.3%	13	0.4%	1,324	37.4%
fa05	First-time Full-Time Freshman	3,820	2,296	60.1%	7	0.2%	1,517	39.7%
fa06	First-time Full-Time Freshman	3,737	2,297	61.5%	18	0.5%	1,422	38.1%

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Enrollment Type Description	The type of students in the cohort: either first-time full-time freshman or new undergraduate transfer.
Initial Cohort Size	The number of students initially in the cohort.
Graduated Count	The number of students in the cohort who have graduated.
% Graduated	The percentage of students in the cohort who have graduated.
Enrolled Count	The number of students in the cohort who are enrolled in the current term.
% Enrolled & Not Graduated	The percentage of students in the cohort who are enrolled in the current term and have not graduated.
Not Graduated Not Enrolled Count	The number of students in the cohort who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort who have not graduated and are

Column	Description
	not enrolled in the current term.

Need More Help?

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Cohort Comparison - College Report

This article covers how to run and interpret the Cohort Comparison - College report on the Student Success dashboard.

What does this report show?

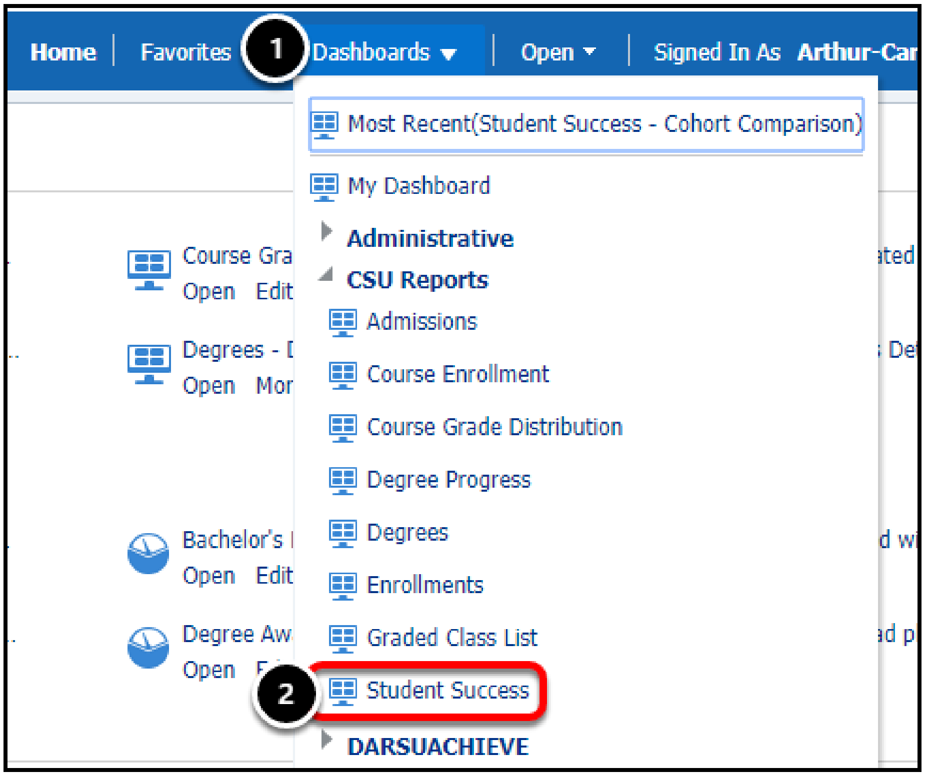
The Cohort Comparison - College report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by academic college. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all academic colleges or for a specific college.

Accessing the Report

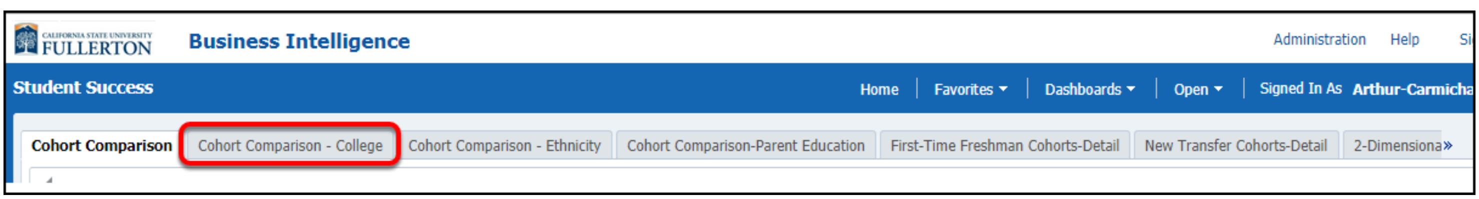
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the Cohort Comparison - College tab on the Student Success dashboard.

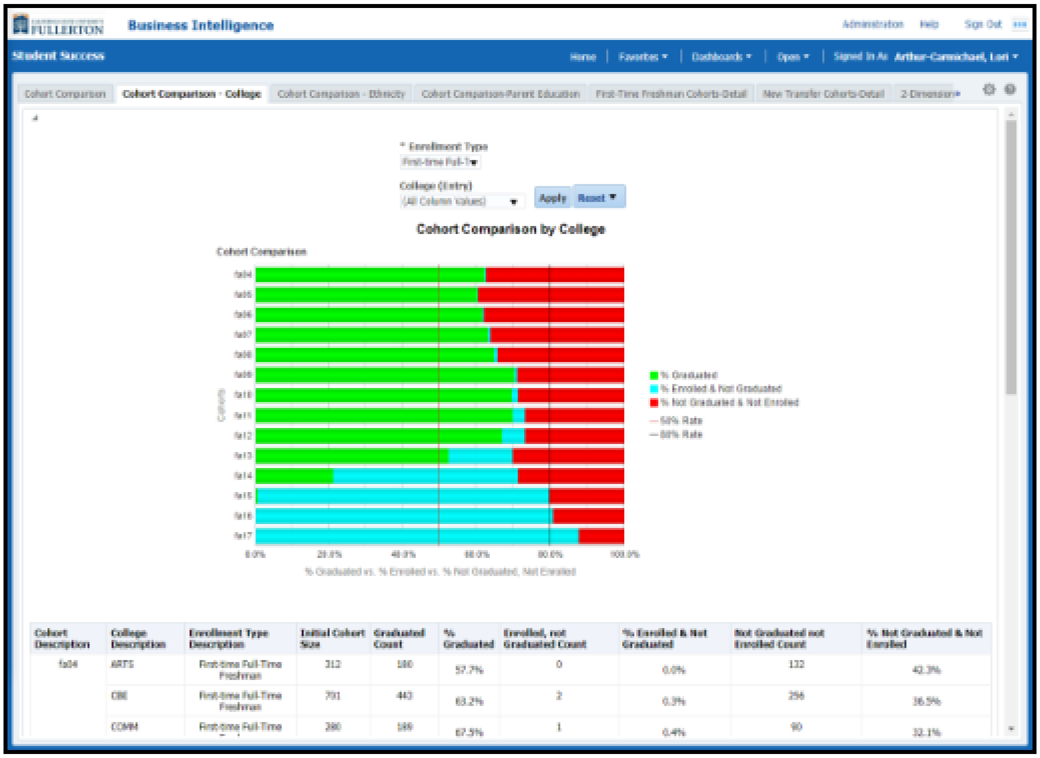


Report Overview

By default, the Cohort Comparison - College report will show data for first-time full-time freshman from Fall 2004 - present.

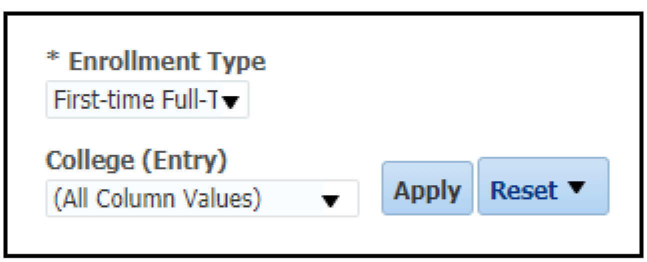
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

The counts on this report are current as of today.



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.



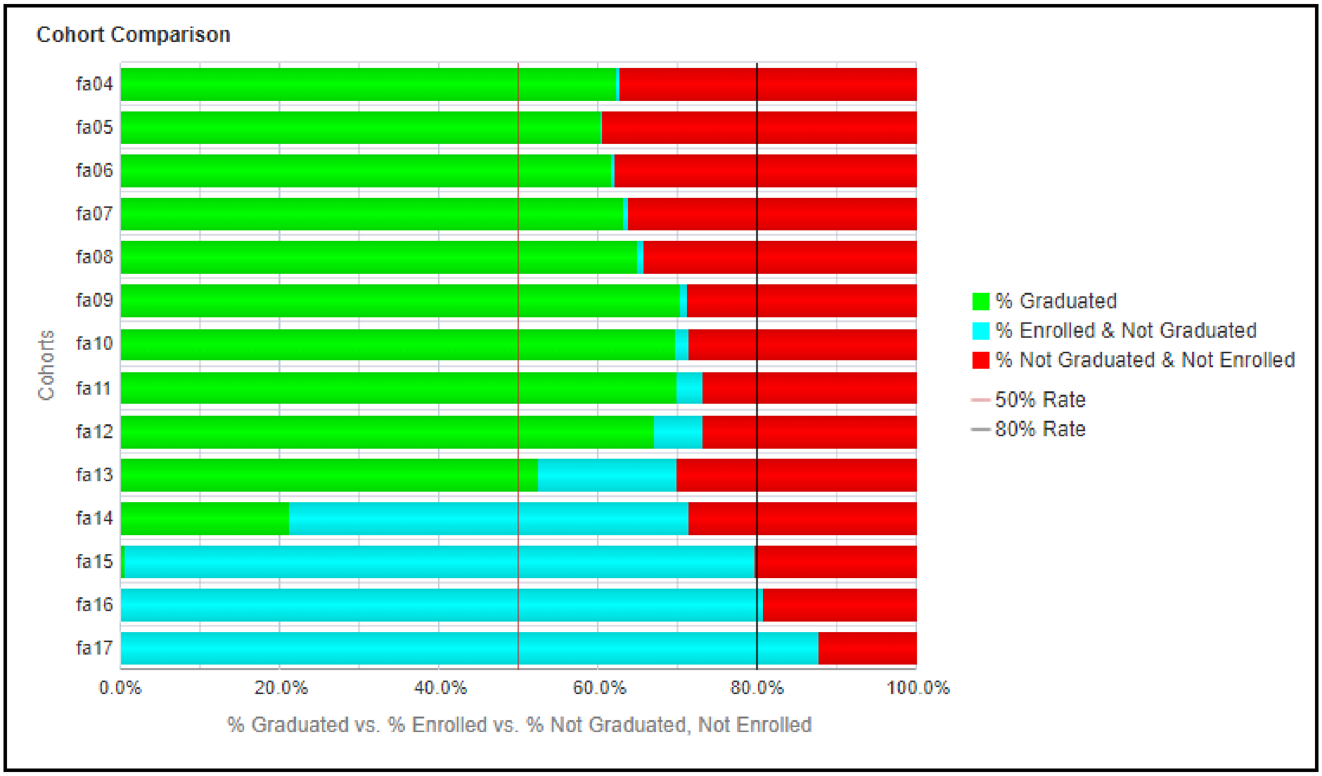
Filter Descriptions

Filter	Description
Enrollment Type	The type of student for which you wish to view data. Values include: • First-Time Full-Time Freshman • New Undergraduate Transfer
College (Entry)	The academic college(s) for which you wish to view data. This is the college that the student was admitted into.

Reading the Chart

You can hover over the bars in charts to see the specific count associated with each bar.

This chart will show you the exact same data as the Cohort Comparison chart unless you select a specific college from the drop-down menu.



The Cohort Comparison College chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the college(s) you selected in the filters at the top of the page.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Table

Cohort Description	College Description	Enrollment Type Description	Initial Cohort Size	Graduated Count	% Graduated	Enrolled, not Graduated Count	% Enrolled & Not Graduated	Not Graduated not Enrolled Count	% Not Graduated & Not Enrolled
fa04	HHD	First-time Full-Time Freshman	235	159	67.7%	0	0.0%	76	32.3%
fa04 Total			**235**	**159**	**67.7%**	**0**	**0.0%**	**76**	**32.3%**
fa05	HHD	First-time Full-Time Freshman	237	148	62.4%	0	0.0%	89	37.6%
fa05 Total			**237**	**148**	**62.4%**	**0**	**0.0%**	**89**	**37.6%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
College Description	The code for the academic college that the student's major is in. • ARTS = College of the Arts • CBE = College of Business & Economics • COMM = College of Communications • ECS = College of Engineering & Computer Science • EDUC = College of Education • H&SS = College of Humanities & Social Sciences • HHD = College of Health & Human Development • NSM = College of Natural Science & Math • OTHER = Undeclared or unknown
Enrollment Type Description	The type of students in the cohort: either first-time full-time freshman or new undergraduate transfer.
Initial Cohort Size	The number of students initially in the cohort for the specified college.
Graduated Count	The number of students in the cohort for the specified college who have graduated.
% Graduated	The percentage of students in the cohort for the specified college who have graduated.
Enrolled, Not Graduated Count	The number of students in the cohort for the specified college who are

Column	Description
	enrolled in the current term.
% Enrolled & Not Graduated	The percentage of students in the cohort for the specified college who are enrolled in the current term and have not graduated.
Not Graduated Not Enrolled Count	The number of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.

Need More Help?

For questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at 657-278-4205.

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

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Cohort Comparison - Ethnicity Report

This article covers how to run and interpret the Cohort Comparison - Ethnicity report on the Student Success dashboard.

What does this report show?

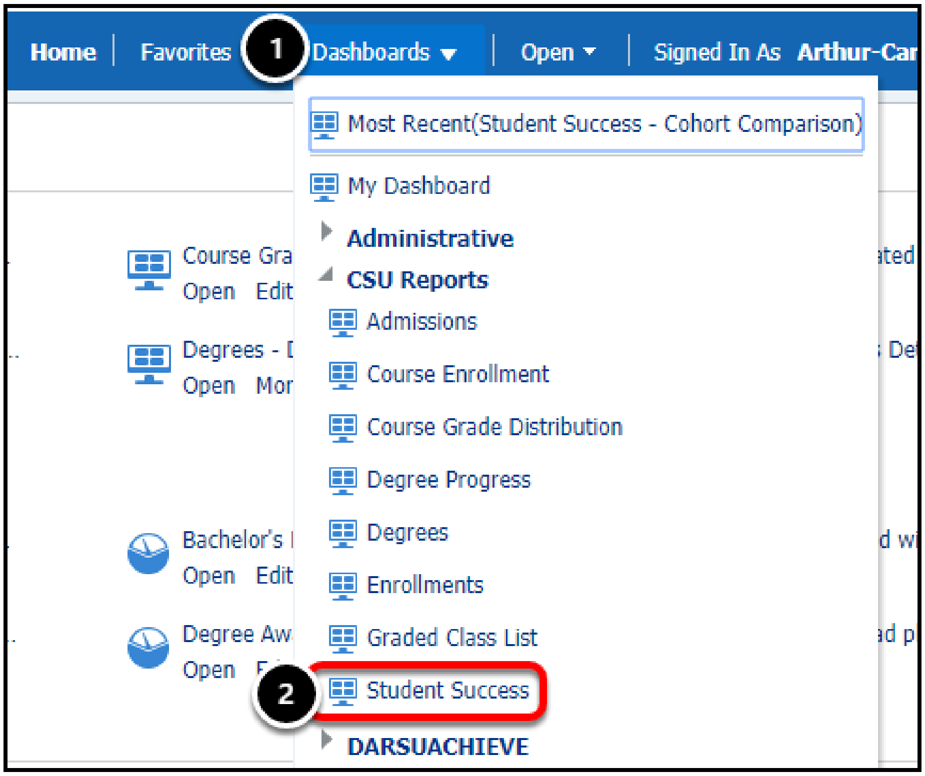
The Cohort Comparison - Ethnicity report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by student ethnicity. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all ethnicities or a specific ethnicity.

Accessing the Report

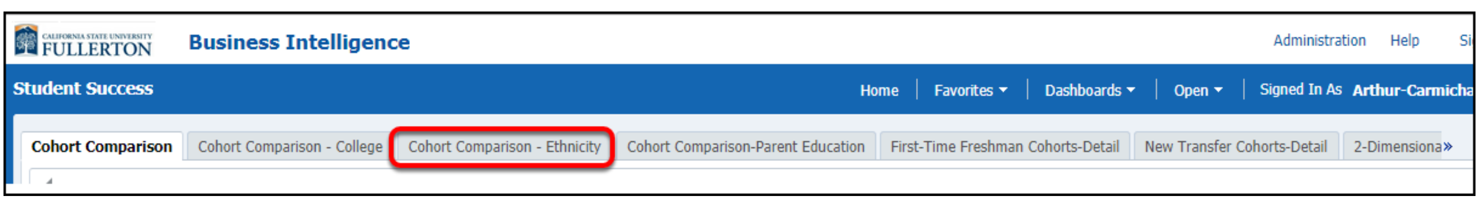
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the Cohort Comparison - Ethnicity tab on the Student Success dashboard.

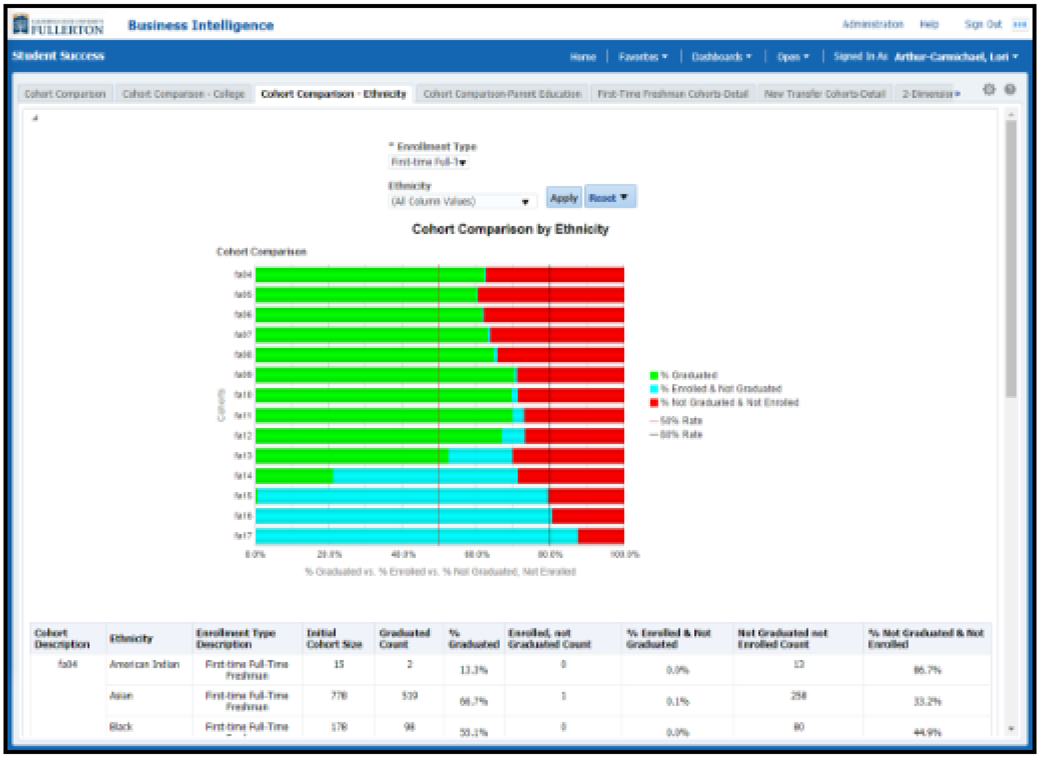


Report Overview

By default, the Cohort Comparison - Ethnicity report will show data for first-time full-time freshman from Fall 2004 - present.

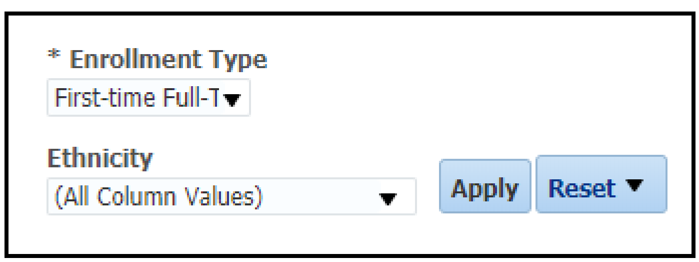
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

The counts on this report are current as of today.



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.



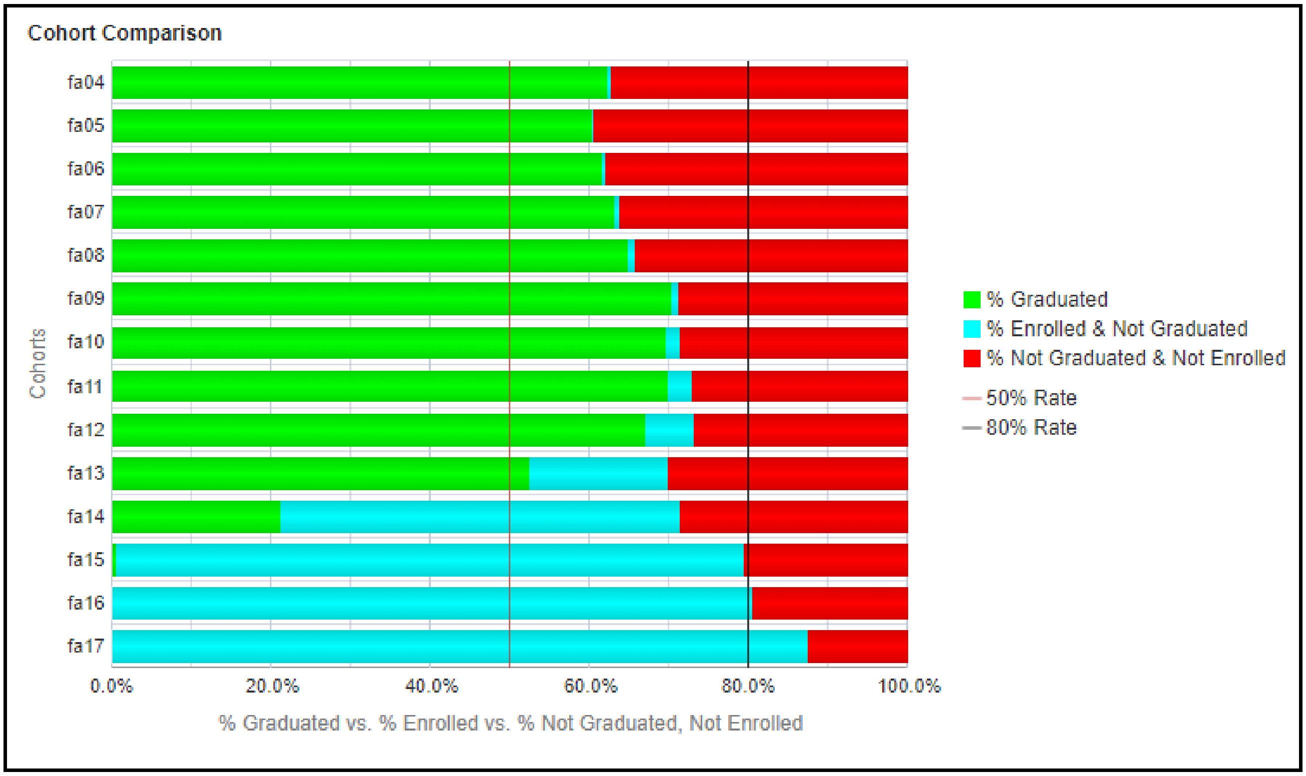
Filter Descriptions

Filter	Description
Enrollment Type	The type of student for which you wish to view data. Values include: • First-Time Full-Time Freshman • New Undergraduate Transfer
Ethnicity	The reported ethnic group of the students for which you wish to view data.

Reading the Chart

You can hover over the bars in charts to see the specific count associated with each bar.

This chart will show you the exact same data as the Cohort Comparison chart unless you select a specific ethnicity from the drop-down menu.



The Cohort Comparison - Ethnicity chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the ethnicity or ethnicities you selected in the filters at the top of the page.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Table

Cohort Description	Ethnicity	Enrollment Type Description	Initial Cohort Size	Graduated Count	% Graduated	Enrolled, not Graduated Count	% Enrolled & Not Graduated	Not Graduated not Enrolled Count	% Not Graduated & Not Enrolled
fa04	American Indian	First-time Full-Time Freshman	15	2	13.3%	0	0.0%	13	86.7%
	Asian	First-time Full-Time Freshman	778	519	66.7%	1	0.1%	258	33.2%
	Black	First-time Full-Time Freshman	178	98	55.1%	0	0.0%	80	44.9%
	Hispanic	First-time Full-Time Freshman	1,105	630	57.0%	7	0.6%	468	42.4%
	Non-Resident Alien (Intl)	First-time Full-Time Freshman	93	56	60.2%	0	0.0%	37	39.8%
	Race/Ethnicity Unknown	First-time Full-Time Freshman	256	164	64.1%	2	0.8%	90	35.2%
	White	First-time Full-Time Freshman	1,117	736	65.9%	3	0.3%	378	33.8%
fa04 Total			**3,542**	**2,205**	**62.3%**	**13**	**0.4%**	**1,324**	**37.4%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Ethnicity	The reported ethnic group of the students in the cohort.
Enrollment Type Description	The type of students in the cohort: either first-time full-time freshman or new undergraduate transfer.
Initial Cohort Size	The number of students initially in the cohort for the specified ethnicity.
Graduated Count	The number of students in the cohort for the specified ethnicity who have graduated.
% Graduated	The percentage of students in the cohort for the specified ethnicity who have graduated.
Enrolled, Not Graduated Count	The number of students in the cohort for the specified ethnicity who are

Column	Description
	enrolled in the current term.
% Enrolled & Not Graduated	The percentage of students in the cohort for the specified ethnicity who are enrolled in the current term and have not graduated.
Not Graduated Not Enrolled Count	The number of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.

Need More Help?

For questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at 657-278-4205.

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.

Cohort Comparison - Parent Education Report

This article covers how to run and interpret the Cohort Comparison - Parent Education report on the Student Success dashboard.

What does this report show?

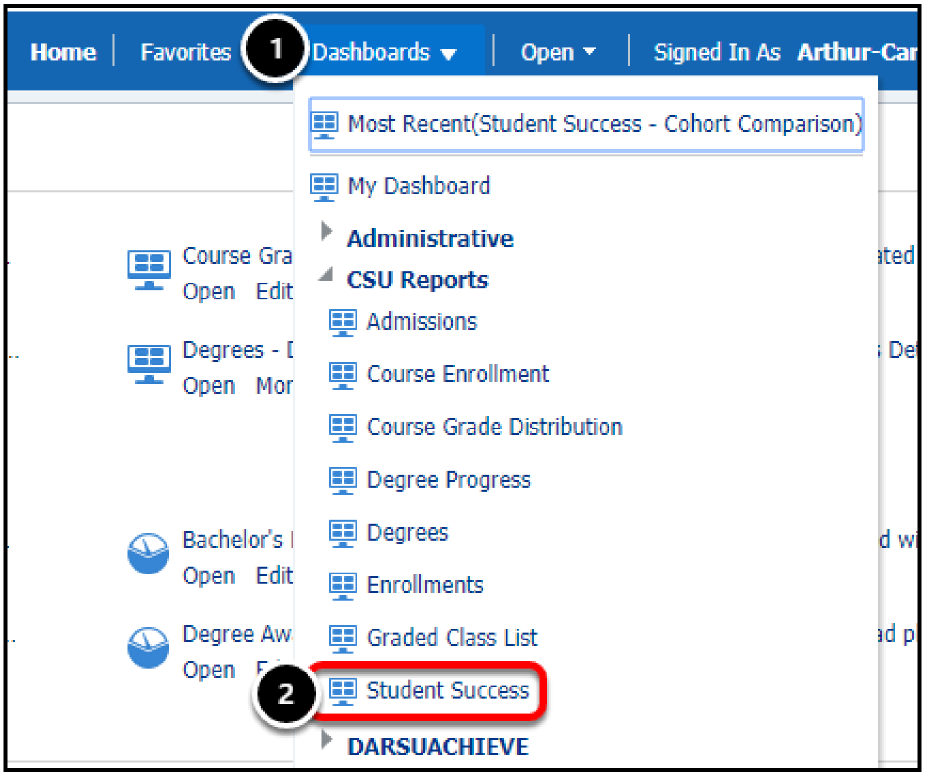
The Cohort Comparison - Parent Education report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. These values are broken down by level of parent education. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify that they want to see this information for all levels of parent education or for a specific level of parent education.

Accessing the Report

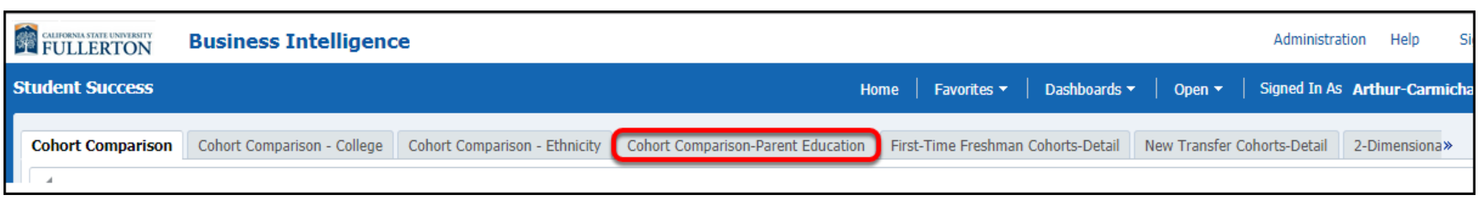
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the Cohort Comparison - Parent Education tab on the Student Success dashboard.

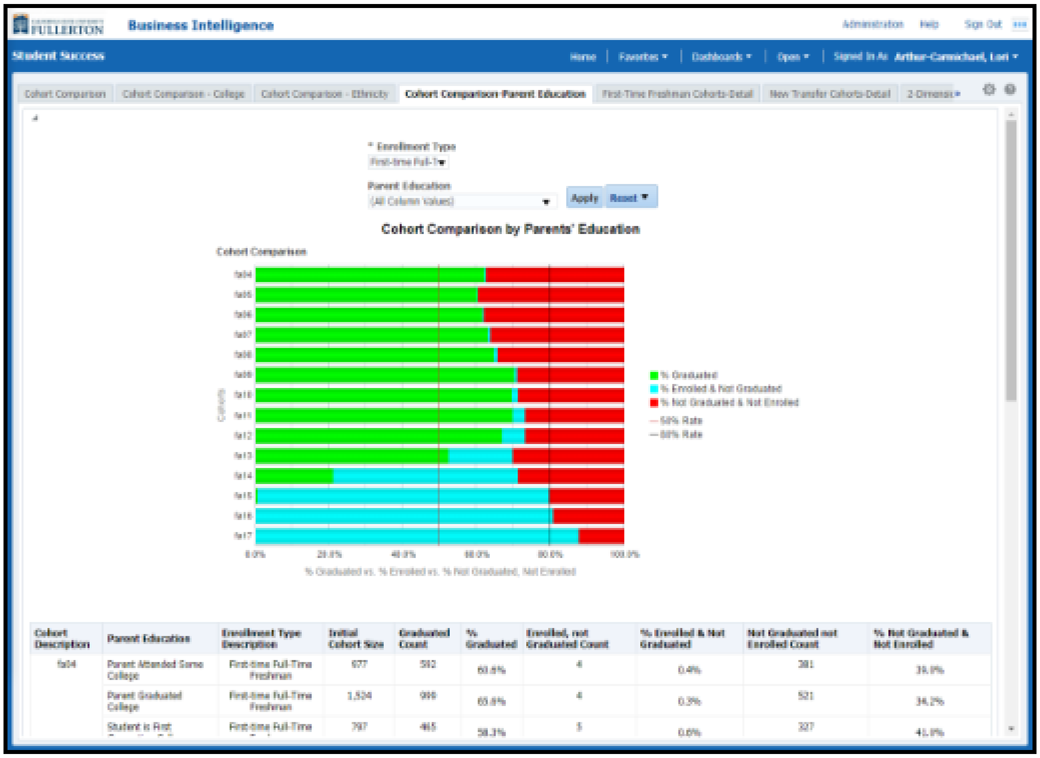


Report Overview

By default, the Cohort Comparison - Parent Education report will show data for first-time full-time freshman from Fall 2004 - present.

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.

The counts on this report are current as of today.



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.

Filter Descriptions

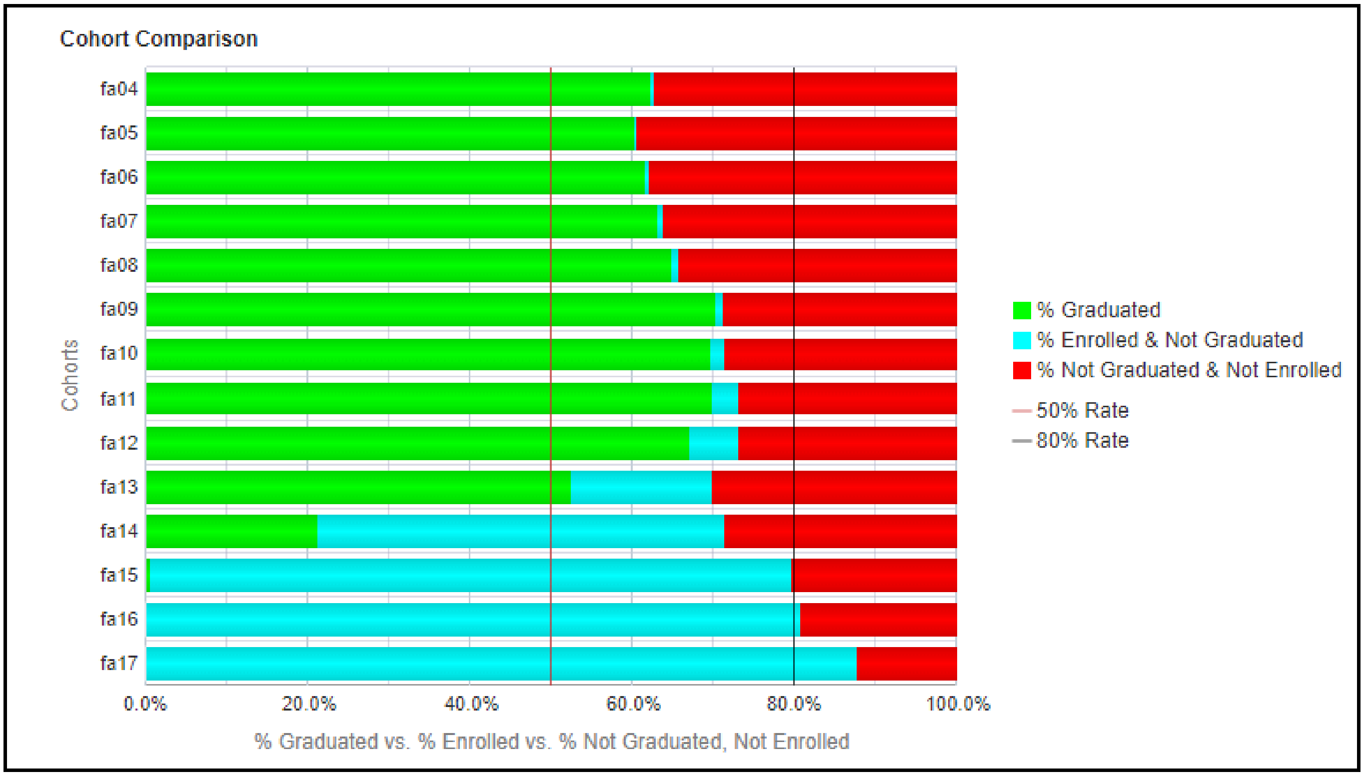
Filter	Description
Enrollment Type	The type of student for which you wish

Filter	Description
	to view data. Values include: • First-Time Full-Time Freshman • New Undergraduate Transfer
Parent Education	The highest level of education completed by the students' parents for which you wish to view data.

Reading the Chart

You can hover over the bars in charts to see the specific count associated with each bar.

This chart will show you the exact same data as the Cohort Comparison chart unless you select a specific level of parent education from the drop-down menu.



The Cohort Comparison - Parent Education chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the level(s) of parent education you selected in the filters at the top of the page.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Table

Cohort Description	Parent Education	Enrollment Type Description	Initial Cohort Size	Graduated Count	% Graduated	Enrolled, not Graduated Count	% Enrolled & Not Graduated	Not Graduated not Enrolled Count	% Not Graduated & Not Enrolled
fa04	Parent Attended Some College	First-time Full-Time Freshman	977	592	60.6%	4	0.4%	381	39.0%
	Parent Graduated College	First-time Full-Time Freshman	1,524	999	65.6%	4	0.3%	521	34.2%
	Student is First Generation College	First-time Full-Time Freshman	797	465	58.3%	5	0.6%	327	41.0%
	Unknown	First-time Full-Time Freshman	244	149	61.1%	0	0.0%	95	38.9%
fa04 Total			**3,542**	**2,205**	**62.3%**	**13**	**0.4%**	**1,324**	**37.4%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Parent Education	The highest level of education completed by the students' parents.
Enrollment Type Description	The type of students in the cohort: either first-time full-time freshman or new undergraduate transfer.
Initial Cohort Size	The number of students initially in the cohort for the specified level of parent education.
Graduated Count	The number of students in the cohort for the specified level of parent education who have graduated.
% Graduated	The percentage of students in the cohort for the specified level of parent education who have graduated.
Enrolled, Not Graduated Count	The number of students in the cohort for the specified level of parent education who are enrolled in the current term.
% Enrolled & Not Graduated	The percentage of students in the cohort for the specified level of parent education who are enrolled in the current term and have not graduated.
Not Graduated Not Enrolled Count	The number of students in the cohort for the specified level of parent education who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified level of parent

Column	Description
	education who have not graduated and are not enrolled in the current term.

Need More Help?

For questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at 657-278-4205.

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

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First-Time Freshman Cohorts - Detail Report

This article covers how to run and interpret the First-Time Freshman Cohorts - Detail report on the Student Success dashboard.

What does this report show?

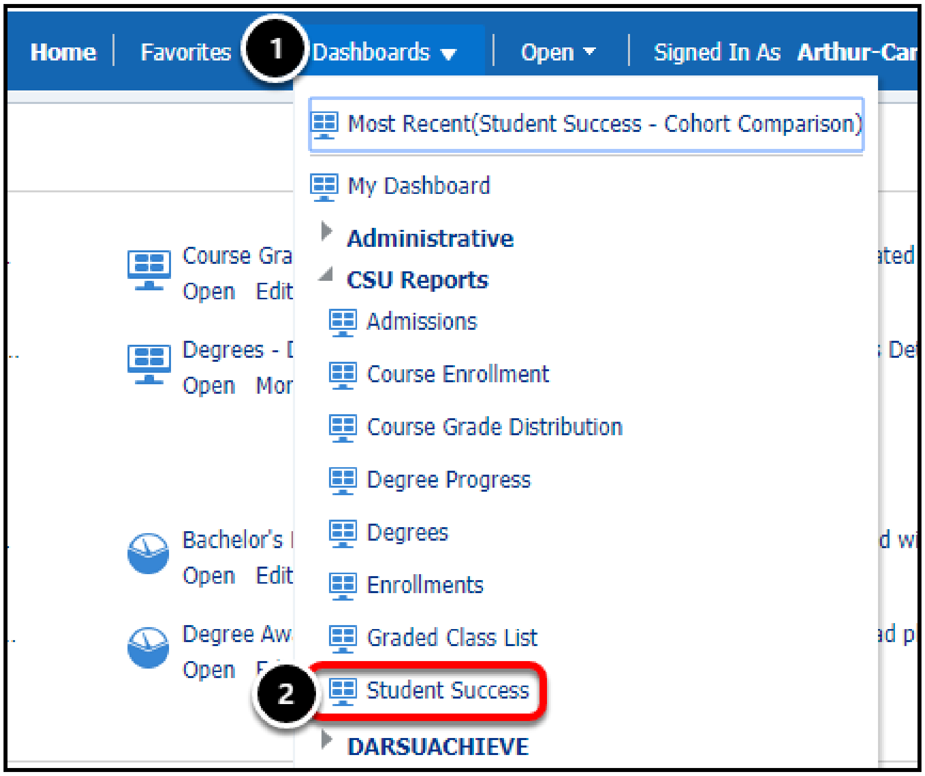
The First-Time Freshman Cohorts - Detail report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as college, size, degree count, % graduated, enrolled count (current term), % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can specify for which cohorts they wish to see this information and to view numbers by college (latest), college (entry), gender, ethnicity, underrepresented status, prior institution type, parent education level, EOP participation, or Freshman Programs participation.

Accessing the Report

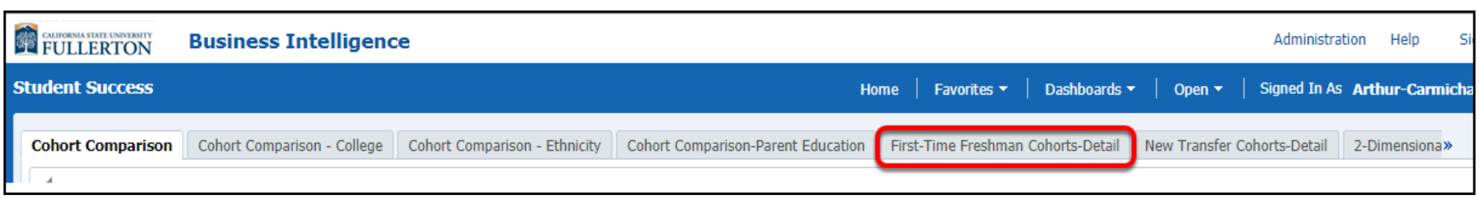
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the First-Time Freshman Cohorts - Detail tab on the Student Success dashboard.



Report Overview

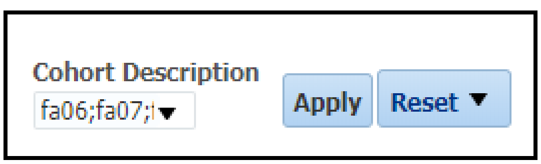
By default, the First-Time Freshman Cohorts - Detail report will show data for first-time full-time freshman from Fall 2006 - Fall 2011 organized by the the academic college that the student's major is currently in.

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.

The counts on this report are current as of today.

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.

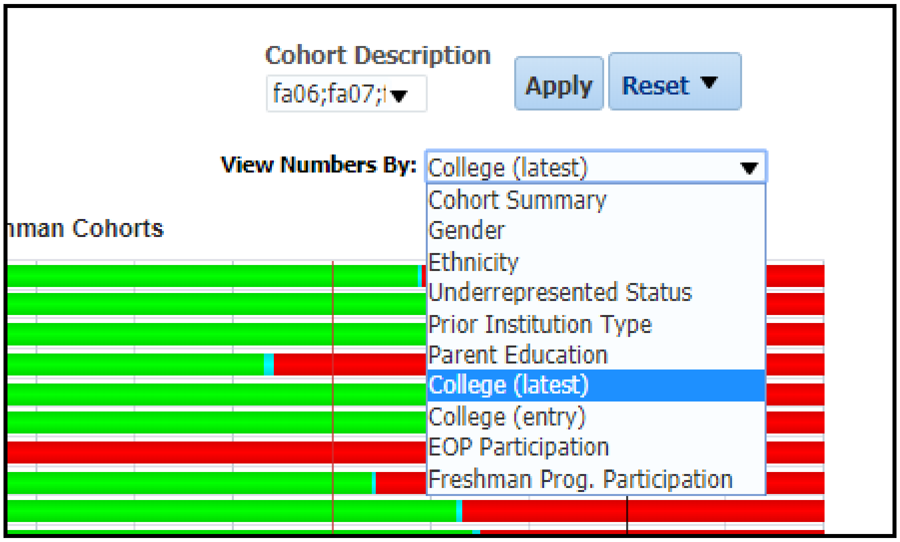


Filter Descriptions

Filter	Description
Cohort Description	The catalog year for the cohort(s) for which you wish to view data. i.e., fa04 = students whose catalog year is fall 2004.

Report Parameters

Use the drop-down menu under the report filters to change the data you see in the results charts and tables.



Available Parameters

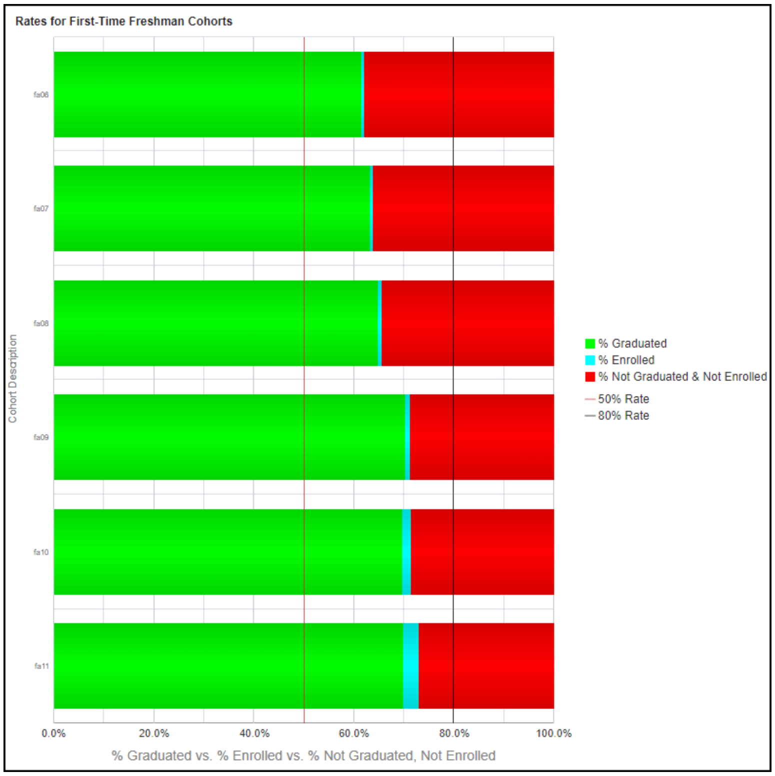
Name	Description
Cohort Summary	Organizes the data by all cohorts for the academic term(s) selected. This view is the same as running the Cohort Comparison report for First-Time Full-Time Freshman cohorts.
Gender	Organizes the data by the gender population.
Ethnicity	Organizes the data by the reported ethnic group of the students in the cohort.
Underrepresented Status	Organizes the data by the underrepresented status of the students.
Prior Institution Type	Organizes the data by the type of

Name	Description
	institution that the student attended prior to attending CSUF.
Parent Education	Organizes the data by the highest level of education completed by the students' parents.
College (Latest)	Organizes the data by the the academic college that the student's major is currently in.
College (Entry)	Organizes the data by the the academic college that the student's major upon entering CSUF is in.
EOP Participation	Organizes the data by the Educational Opportunity Program (EOP) Participation status of the students.
Freshman Prog. Participation	Organizes the data by the Freshman Programs Participation status of the students.

Reading the Charts

You can hover over the bars in charts to see the specific count associated with each bar.

Cohort Summary Chart

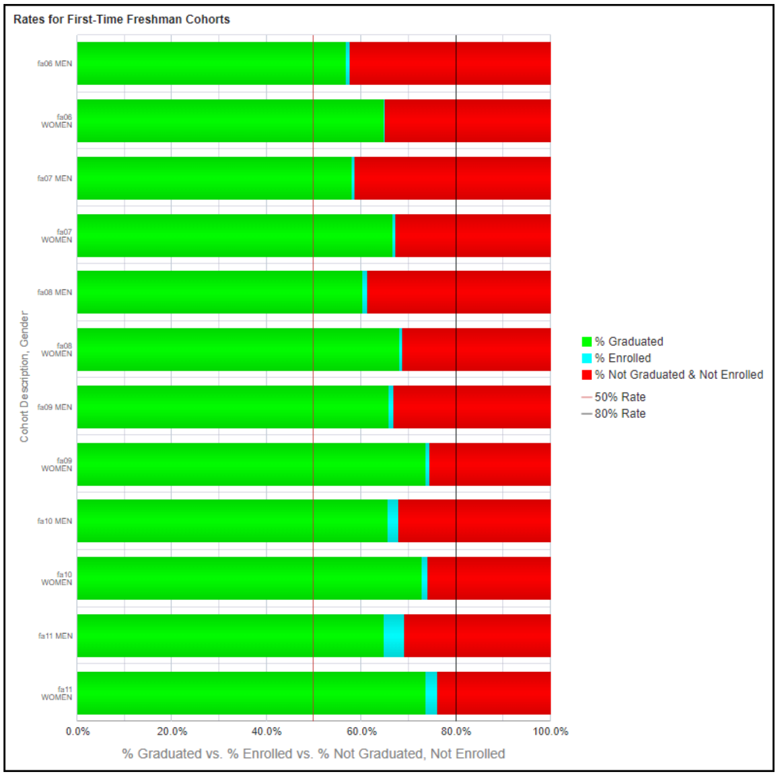


The First-Time Freshman Cohorts Summary chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Gender Chart

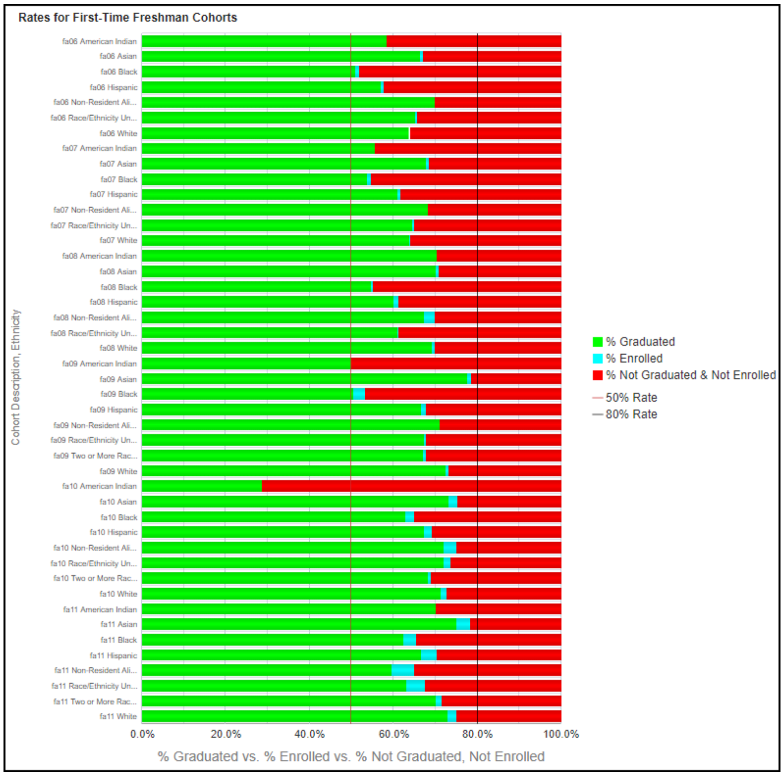


The First-Time Freshman Cohorts by Gender chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for each gender.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Ethnicity Chart

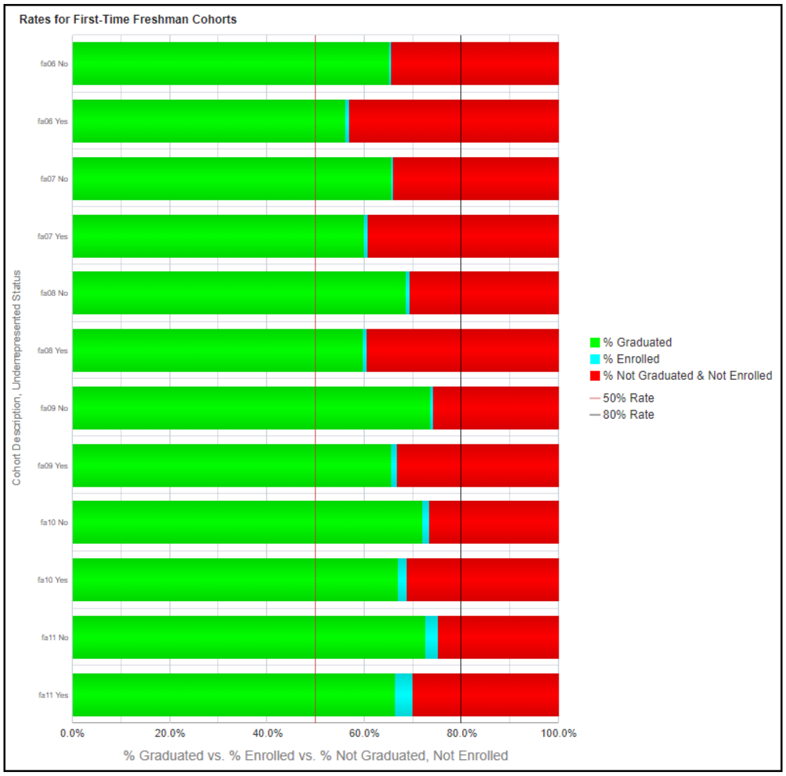


The First-Time Freshman Cohorts by Ethnicity chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for each ethnicity.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Underrepresented Status Chart

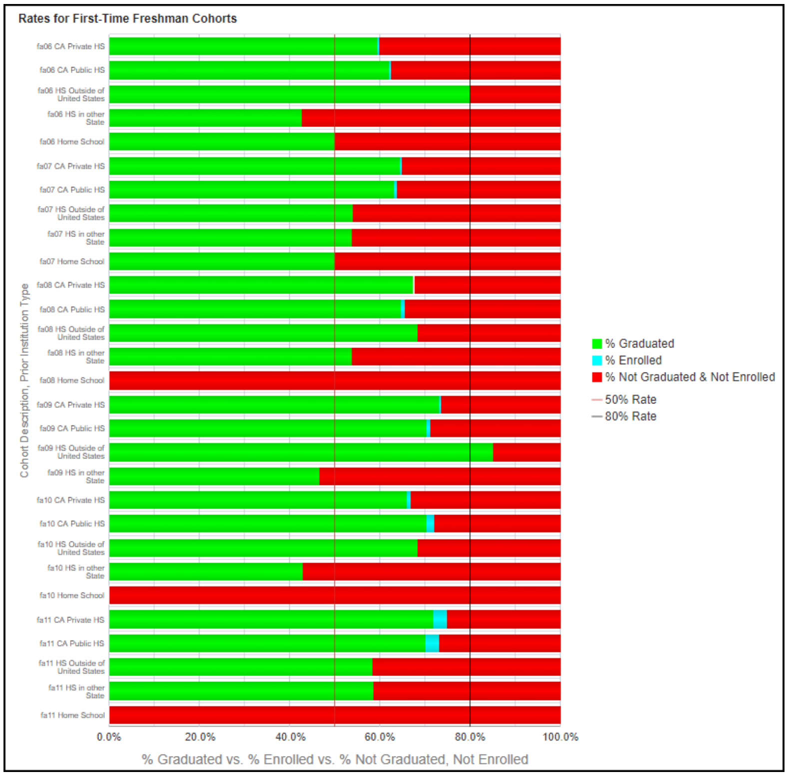


The First-Time Freshman Cohorts by Underrepresented Status chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left based on underrepresented status (either yes or no).

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Prior Institution Type Chart

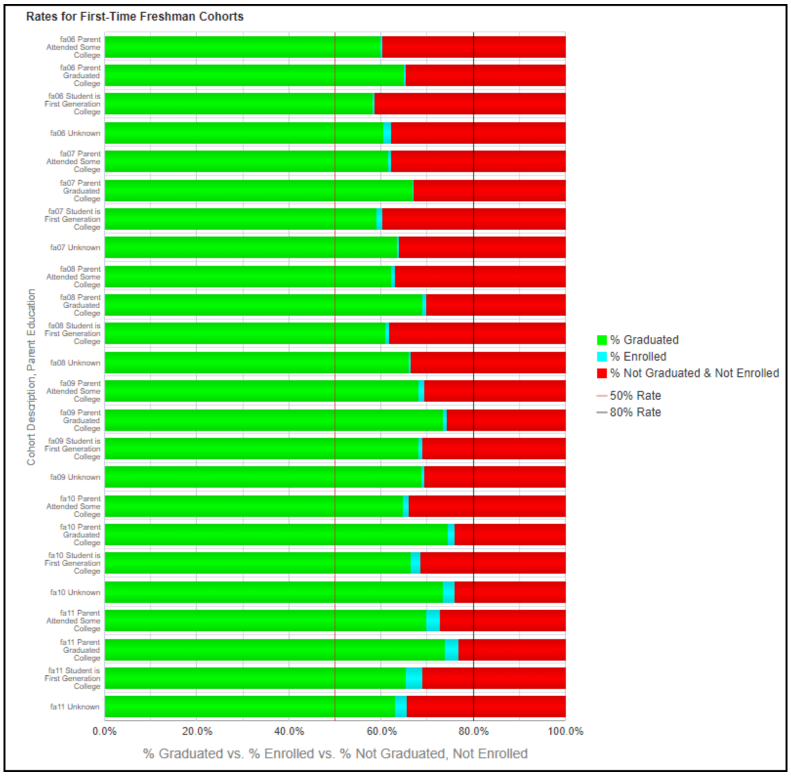


The First-Time Freshman Cohorts by Prior Institution Type chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the type of institution that the student came from prior to attending CSUF.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Parent Education Chart

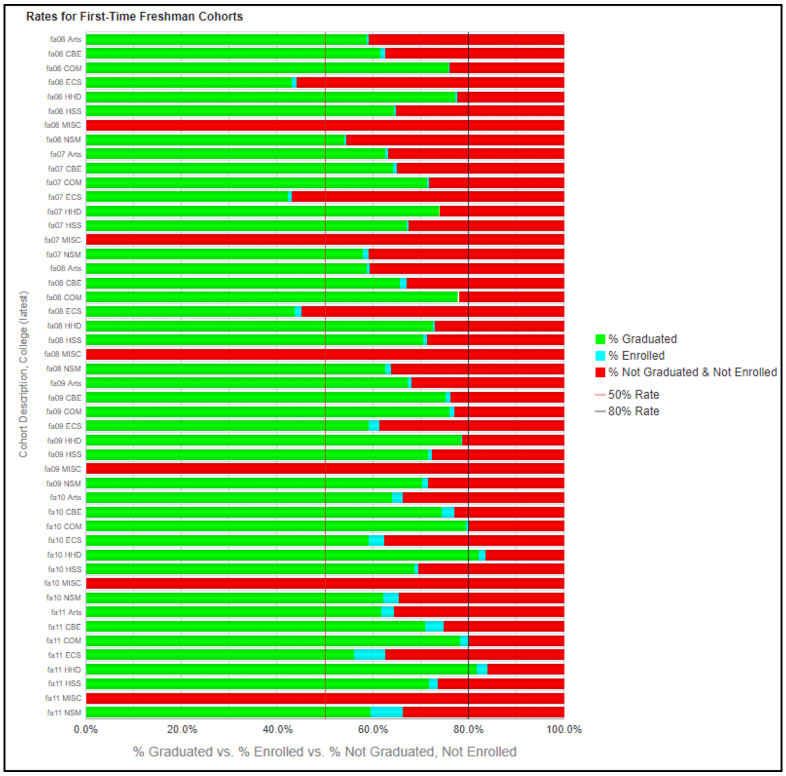


The First-Time Freshman Cohorts by Parent Education chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the level of parent education.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

College (Latest) Chart

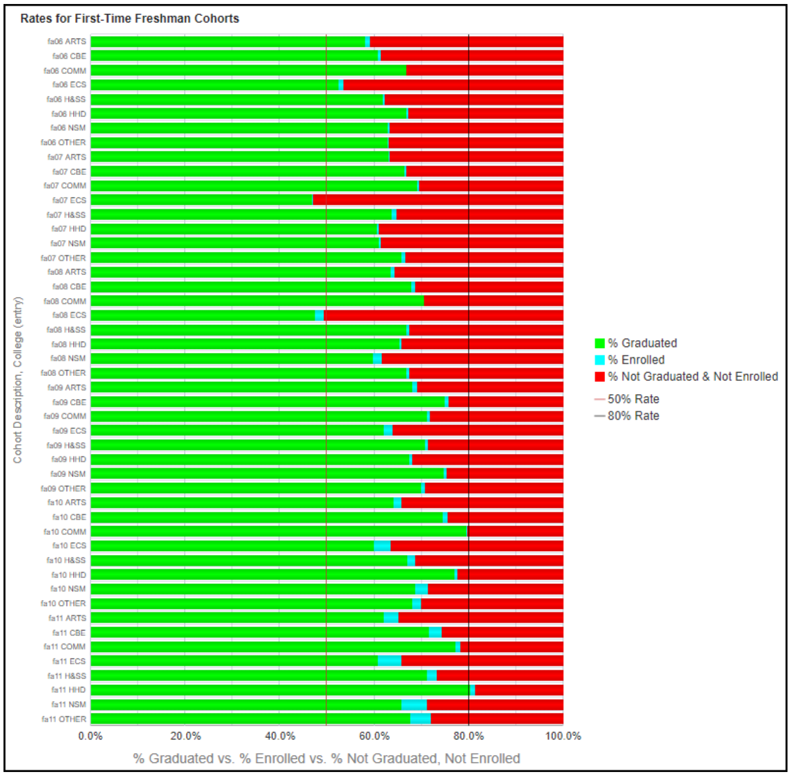


The First-Time Freshman Cohorts by College (Latest) chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the college that the student’s current major is in.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

College (Entry) Chart

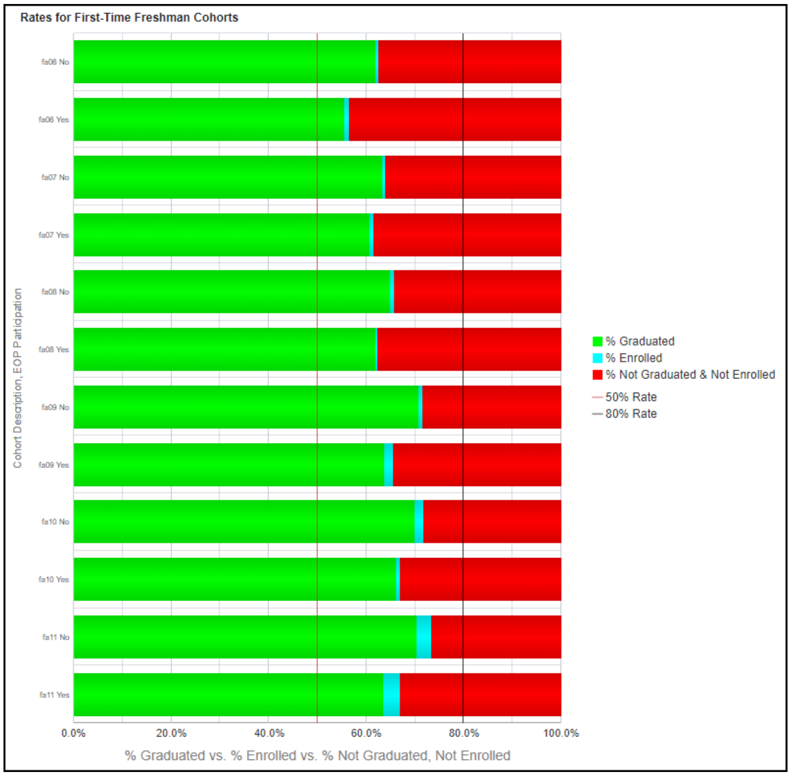


The First-Time Freshman Cohorts by College (Entry) chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the college that the student’s initial major was in.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

EOP Participation Chart

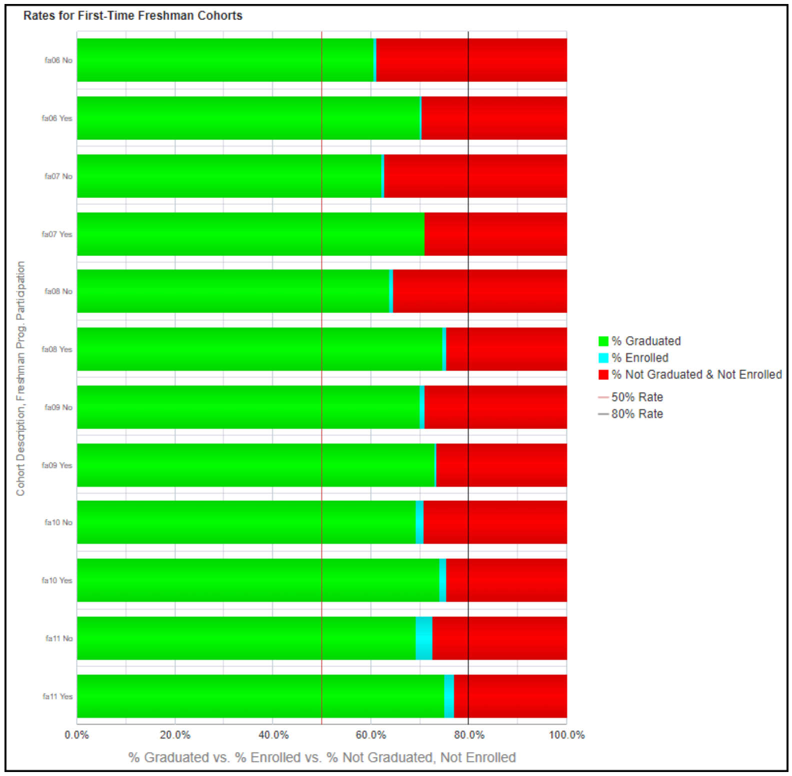


The First-Time Freshman Cohorts by EOP Participation chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the EOP Participation status.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Freshman Prog. Participation Chart



The First-Time Freshman Cohorts by Freshman Programs Participation chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the Freshman Programs Participation status.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Tables

In each table, you can click on a count to view information on the specific students who are a part of that count if you have access to student detail information.

Cohort Summary Table

Cohort Description	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	3,737	2,297	61.5%	18	0.5%	1,422	38.1%
fa06 Total	**3,737**	**2,297**	**61.5%**	**18**	**0.5%**	**1,422**	**38.1%**
fa07	4,042	2,551	63.1%	23	0.6%	1,468	36.3%

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Size	The number of students in the cohort.
Degree Count	The number of students in the cohort who have been awarded a degree.
% Graduated	The percentage of students in the cohort who have graduated.
Enrolled Count	The number of students in the cohort who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort who have not graduated and are not enrolled in the current term.

Gender Table

Cohort Description	Gender	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	MEN	1,475	836	56.7%	13	0.9%	626	42.4%
	WOMEN	2,262	1,461	64.6%	6	0.3%	795	35.1%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Gender	Indicates the gender of the students. Values include: • Female • Male
Size	The number of students in the cohort for the specified gender.
Degree Count	The number of students in the cohort for the specified gender who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified gender who have graduated.
Enrolled Count	The number of students in the cohort for the specified gender who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified gender who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified gender who have not graduated and are not enrolled in the

Column	Description
	current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified gender who have not graduated and are not enrolled in the current term.

Ethnicity Table

Cohort Description	Ethnicity	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	American Indian	24	14	58.3%	0	0.0%	10	41.7%
	Asian	846	561	66.3%	5	0.6%	280	33.1%
	Black	218	111	50.9%	2	0.9%	105	48.2%
	Hispanic	1,256	714	56.8%	9	0.7%	533	42.4%
	Non-Resident Alien (Intl)	99	69	69.7%	0	0.0%	30	30.3%
	Race/Ethnicity Unknown	249	162	65.1%	1	0.4%	86	34.5%
	White	1,045	666	63.7%	2	0.2%	377	36.1%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Ethnicity	The reported ethnic group of the students in the cohort.
Size	The number of students in the cohort for the specified ethnicity.
Degree Count	The number of students in the cohort for the specified ethnicity who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified ethnicity who have graduated.
Enrolled Count	The number of students in the cohort

Column	Description
	for the specified ethnicity who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified ethnicity who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.

Underrepresented Status Table

Cohort Description	Underrepresented Status	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	No	2,239	1,458	65.1%	8	0.4%	773	34.5%
	Yes	1,498	839	56.0%	11	0.7%	648	43.3%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Underrepresented Status	The underrepresented status of the students: • Yes indicates the students are members of an underrepresented group • No indicates that the students are not members of an underrepresented group

Column	Description
Size	The number of students in the cohort for the specified underrepresented status.
Degree Count	The number of students in the cohort for the specified underrepresented status who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified underrepresented status who have graduated.
Enrolled Count	The number of students in the cohort for the specified underrepresented status who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified underrepresented status who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified underrepresented status who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified underrepresented status who have not graduated and are not enrolled in the current term.

Prior Institution Type Table

Cohort Description	Prior Institution Type	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	CA Private HS	395	234	59.2%	2	0.5%	159	40.3%
	CA Public HS	3,262	2,021	62.0%	17	0.5%	1,224	37.5%
	HS Outside of United States	20	16	80.0%	0	0.0%	4	20.0%
	HS in other State	54	23	42.6%	0	0.0%	31	57.4%
	Home School	6	3	50.0%	0	0.0%	3	50.0%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Prior Institution Type	The type of institution that the student attended prior to attending CSUF.
Size	The number of students in the cohort for the specified prior institution type.
Degree Count	The number of students in the cohort for the specified prior institution type who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified prior institution type who have graduated.
Enrolled Count	The number of students in the cohort for the specified prior institution type who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified prior institution type who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified prior institution type

Column	Description
	who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified prior institution type who have not graduated and are not enrolled in the current term.

Parent Education Table

Cohort Description	Parent Education	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	Parent Attended Some College	1,089	650	59.7%	6	0.6%	433	39.8%
	Parent Graduated College	1,526	990	64.9%	6	0.4%	530	34.7%
	Student is First Generation College	872	506	58.0%	3	0.3%	363	41.6%
	Unknown	250	151	60.4%	4	1.6%	95	38.0%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Parent Education	The highest level of education completed by the students' parents.
Size	The number of students in the cohort for the specified level of parent education.
Degree Count	The number of students in the cohort for the specified level of parent education who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified level of parent education who have graduated.

Column	Description
Enrolled Count	The number of students in the cohort for the specified level of parent education who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified level of parent education who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified level of parent education who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified level of parent education who have not graduated and are not enrolled in the current term.

College (Latest) Table

You can click on a College to view a breakdown by major.

Cohort Description	College (latest)	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	Arts	276	162	58.7%	1	0.4%	113	40.9%
	CBE	865	532	61.5%	8	0.9%	325	37.6%
	COM	481	364	75.7%	1	0.2%	116	24.1%
	ECS	191	82	42.9%	2	1.0%	107	56.0%
	HHD	628	485	77.2%	2	0.3%	141	22.5%
	HSS	851	548	64.4%	3	0.4%	300	35.3%
	MISC	215	0	0.0%	0	0.0%	215	100.0%
	NSM	230	124	53.9%	1	0.4%	105	45.7%
fa06 Total		**3,737**	**2,297**	**61.5%**	**18**	**0.5%**	**1,422**	**38.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
College (Latest)	The code for the academic college that the student's major is currently in. • ARTS = College of the Arts • CBE = College of Business & Economics • COM = College of Communications • ECS = College of Engineering & Computer Science • HSS = College of Humanities & Social Sciences • HHD = College of Health & Human Development • MISC = Undeclared or unknown • NSM = College of Natural Science & Math
Size	The number of students in the cohort for the specified academic college.
Degree Count	The number of students in the cohort for the specified college who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified college who have graduated.
Enrolled Count	The number of students in the cohort for the specified college who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified college who are enrolled in the current term.

Column	Description
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.

College (Entry) Table

You can click on a College to view a breakdown by major.

Cohort Description	College (entry)	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	ARTS	322	187	58.1%	3	0.9%	132	41.0%
	CBE	789	479	60.7%	5	0.6%	305	38.7%
	COMM	282	188	66.7%	0	0.0%	94	33.3%
	ECS	305	160	52.5%	3	1.0%	142	46.6%
	H&SS	665	410	61.7%	3	0.5%	252	37.9%
	HHD	271	181	66.8%	1	0.4%	89	32.8%
	NSM	312	196	62.8%	1	0.3%	115	36.9%
	OTHER	791	496	62.7%	2	0.3%	293	37.0%
fa06 Total		**3,737**	**2,297**	**61.5%**	**18**	**0.5%**	**1,422**	**38.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
College (Entry)	The code for the academic college that the student's major upon entering CSUF is in. • ARTS = College of the Arts

Column	Description
	• CBE = College of Business & Economics • COM = College of Communications • ECS = College of Engineering & Computer Science • HSS = College of Humanities & Social Sciences • HHD = College of Health & Human Development • MISC = Undeclared or unknown • NSM = College of Natural Science & Math • OTHER = Undeclared or unknown
Size	The number of students in the cohort for the specified academic college.
Degree Count	The number of students in the cohort for the specified college who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified college who have graduated.
Enrolled Count	The number of students in the cohort for the specified college who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified college who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.

EOP Participation Table

Cohort Description	EOP Participation	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	No	3,466	2,147	61.9%	16	0.5%	1,303	37.6%
	Yes	271	150	55.4%	3	1.1%	118	43.5%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
EOP Participation	The EOP Participation status of the students. • Yes indicates the students participated in the EOP program • No indicates that the students did not participate in the EOP program
Size	The number of students in the cohort for the specified EOP Participation status.
Degree Count	The number of students in the cohort for the specified EOP Participation status who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified EOP Participation status who have graduated.
Enrolled Count	The number of students in the cohort for the specified EOP Participation status who are enrolled in the current term.
% Enrolled	The percentage of students in the

Column	Description
	cohort for the specified EOP Participation status who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified EOP Participation status who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified EOP Participation status who have not graduated and are not enrolled in the current term.

Freshman Prog. Participation Table

Cohort Description	Freshman Prog. Participation	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa06	No	3,326	2,010	60.4%	17	0.5%	1,299	39.1%
	Yes	411	287	69.8%	2	0.5%	122	29.7%
fa06 Total		**3,737**	**2,297**	**61.5%**	**19**	**0.5%**	**1,421**	**38.0%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Freshman Prog. Participation	The Freshman Programs Participation status of the students. • Yes indicates the students participated in Freshman Programs • No indicates that the students did not participate in Freshman Programs
Size	The number of students in the cohort for the specified Freshman Programs

Column	Description
	Participation status.
Degree Count	The number of students in the cohort for the specified Freshman Programs Participation status who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified Freshman Programs Participation status who have graduated.
Enrolled Count	The number of students in the cohort for the specified Freshman Programs Participation status who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified Freshman Programs Participation status who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified Freshman Programs Participation status who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified Freshman Programs Participation status who have not graduated and are not enrolled in the current term.

Need More Help?

For questions about the data that you are viewing on these reports, please contact Institutional Research & Analytical Studies at 657-278-4205.

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.

New Transfer Cohorts - Detail Report

This article covers how to run and interpret the New Transfer Cohorts - Detail report on the Student Success dashboard.

What does this report show?

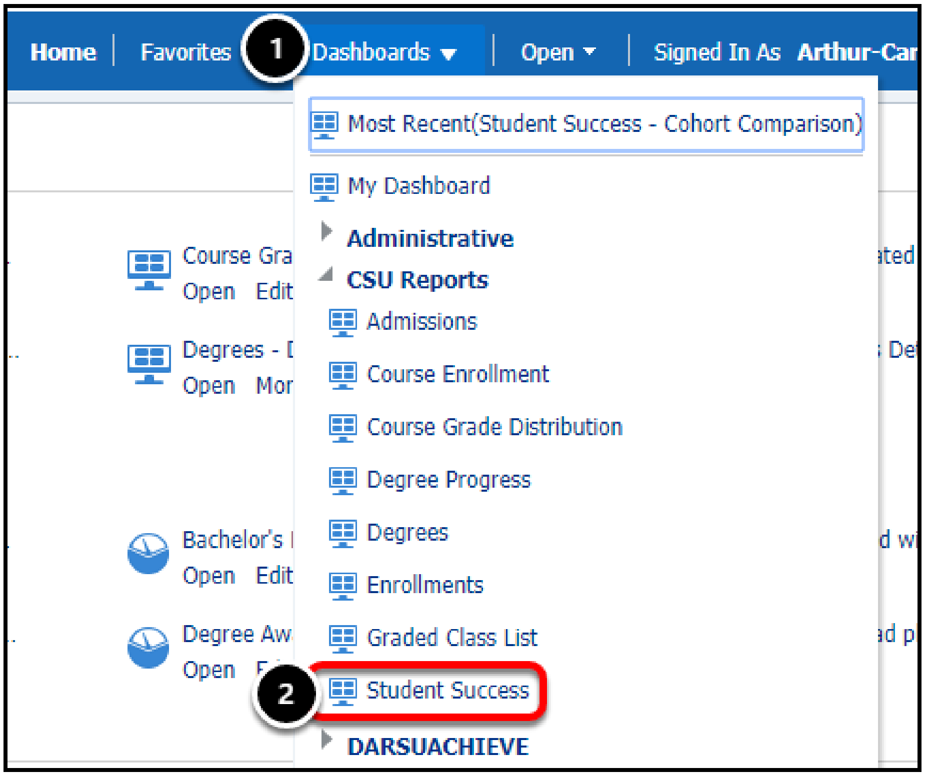
The New Transfer Cohorts - Detail report shows charts and tables with a comparison of new undergraduate transfer student cohorts from fall 2004 - present on values such as college, size, degree count, % graduated, enrolled count (current term), % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can specify for which cohorts they wish to see this information and to view numbers by college (latest), gender, ethnicity, underrepresented status, prior institution type, parent education level, college (entry), cohort summary, EOP Participation, or full-time/part-time status for their first term.

Accessing the Report

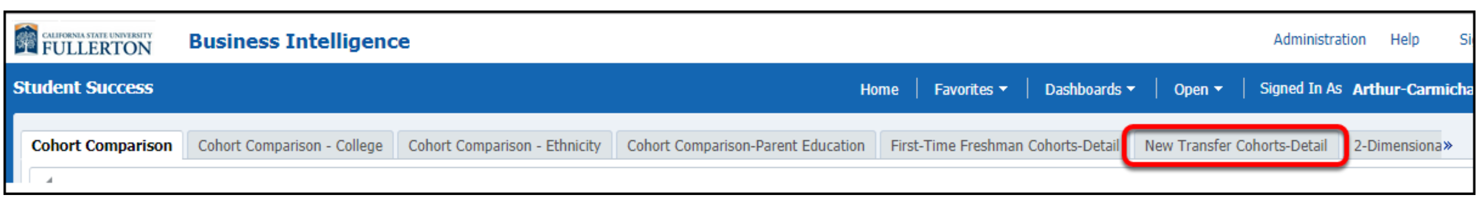
1. Log in to the CSUF Data Warehouse (OBIEE).

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

2. Click on Dashboards and select Student Success.



3. Click the New Transfer Cohorts - Detail tab on the Student Success dashboard.

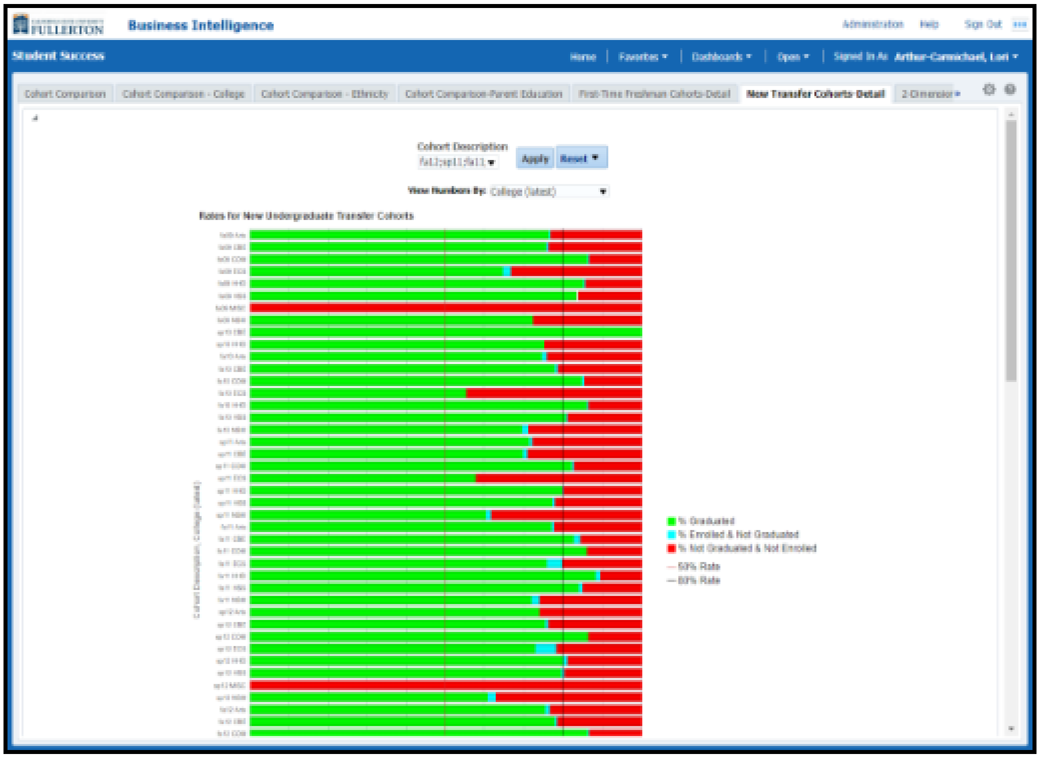


Report Overview

By default, the New Transfer Cohorts - Detail report will show data for new transfer students from Fall 2006 - Fall 2011 organized by the the academic college that the student's major is currently in.

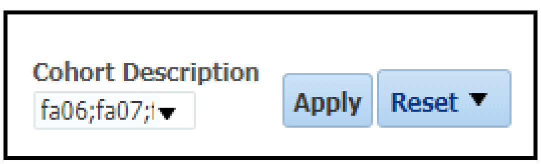
When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.

The counts on this report are current as of today.



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.

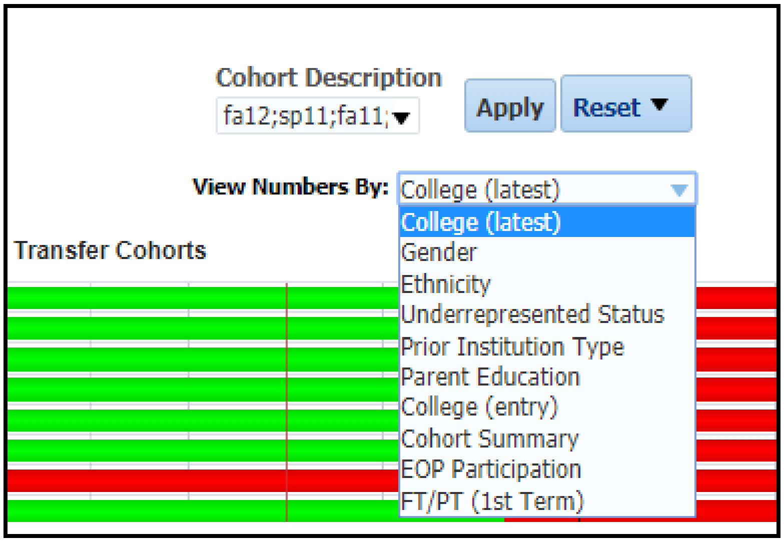


Filter Descriptions

Filter	Description
Cohort Description	The catalog year for the cohort(s) for which you wish to view data. i.e., fa04 = students whose catalog year is fall 2004.

Report Parameters

Use the drop-down menu under the report filters to change the data you see in the results charts and tables.



Available Parameters

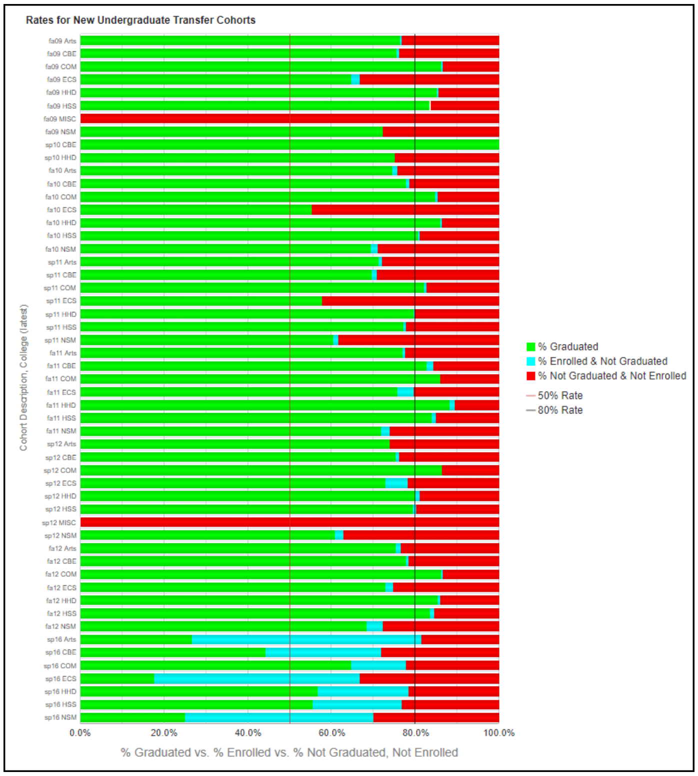
Name	Description
College (Latest)	Organizes the data by the the academic college that the student's major is currently in.
Gender	Organizes the data by the gender population.
Ethnicity	Organizes the data by the reported ethnic group of the students in the cohort.
Underrepresented Status	Organizes the data by the underrepresented status of the students.
Prior Institution Type	Organizes the data by the type of institution that the student attended prior to attending CSUF.

Name	Description
Parent Education	Organizes the data by the highest level of education completed by the students' parents.
College (Entry)	Organizes the data by the the academic college that the student's major upon entering CSUF is in.
Cohort Summary	Organizes the data by all cohorts for the academic term(s) selected. This view is the same as running the Cohort Comparison report for First-Time Full-Time Freshman cohorts.
EOP Participation	Organizes the data by the Educational Opportunity Program (EOP) Participation status of the students.
FT/PT (1st Term)	Organizes the data by the enrollment type of the student for their first term at CSUF: either full-time or part-time.

Reading the Charts

You can hover over the bars in charts to see the specific count associated with each bar.

College (Latest) Chart



The New Undergraduate Transfer Cohorts by College (Latest) chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the college that the student's current major is in.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Gender Chart

The New Undergraduate Transfer Cohorts by Gender chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for each gender.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

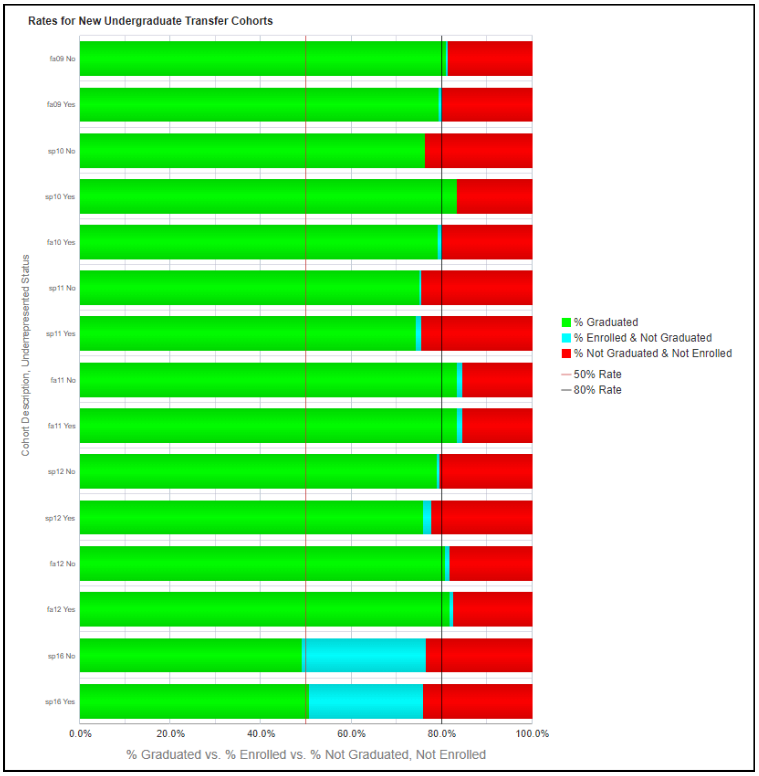
Ethnicity Chart

The New Undergraduate Transfer Cohorts by Ethnicity chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for each ethnicity.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Underrepresented Status Chart

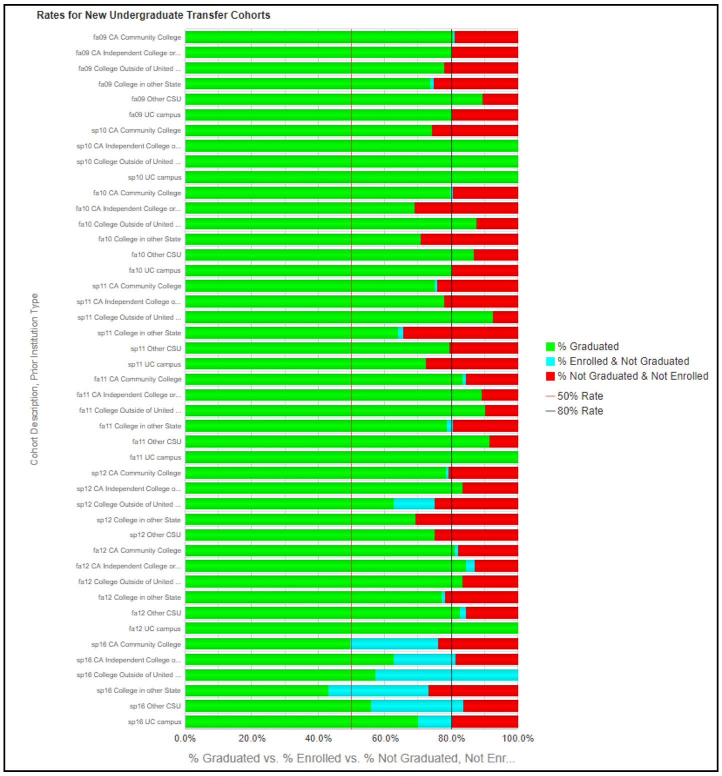


The New Undergraduate Transfer Cohorts by Underrepresented Status chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left based on underrepresented status (either yes or no).

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Prior Institution Type Chart

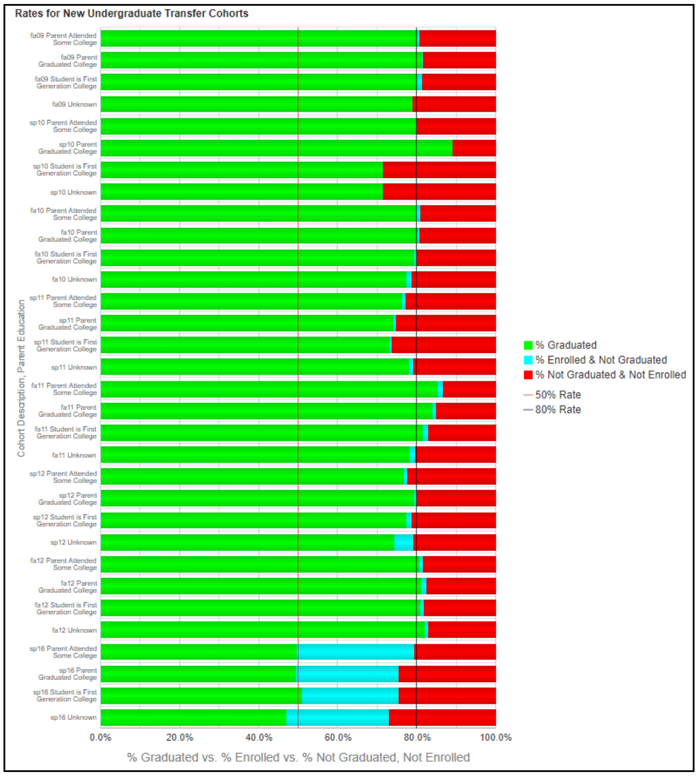


The New Undergraduate Transfer Cohorts by Prior Institution Type chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the type of institution that the student came from prior to attending CSUF.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Parent Education Chart

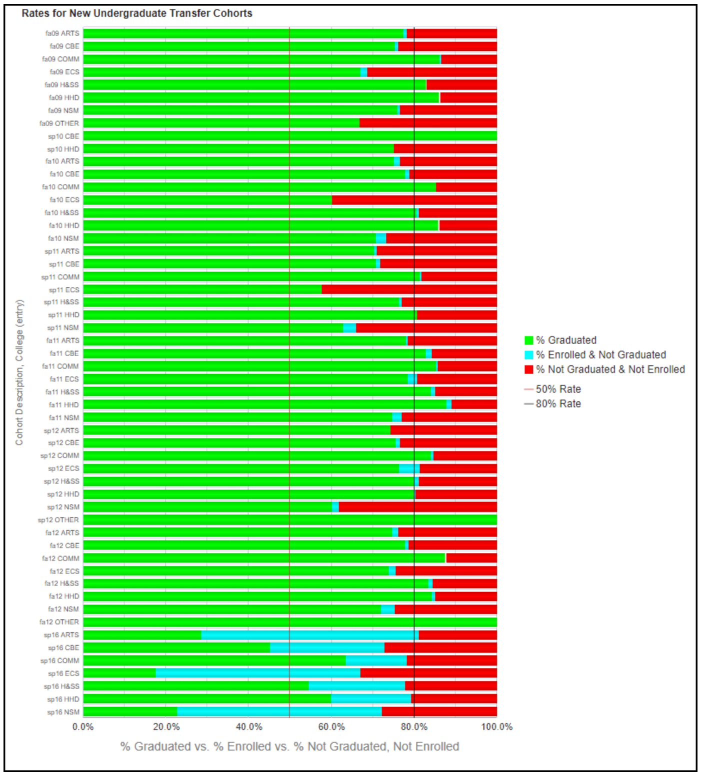


The New Undergraduate Transfer Cohorts by Parent Education chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the level of parent education.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

College (Entry) Chart

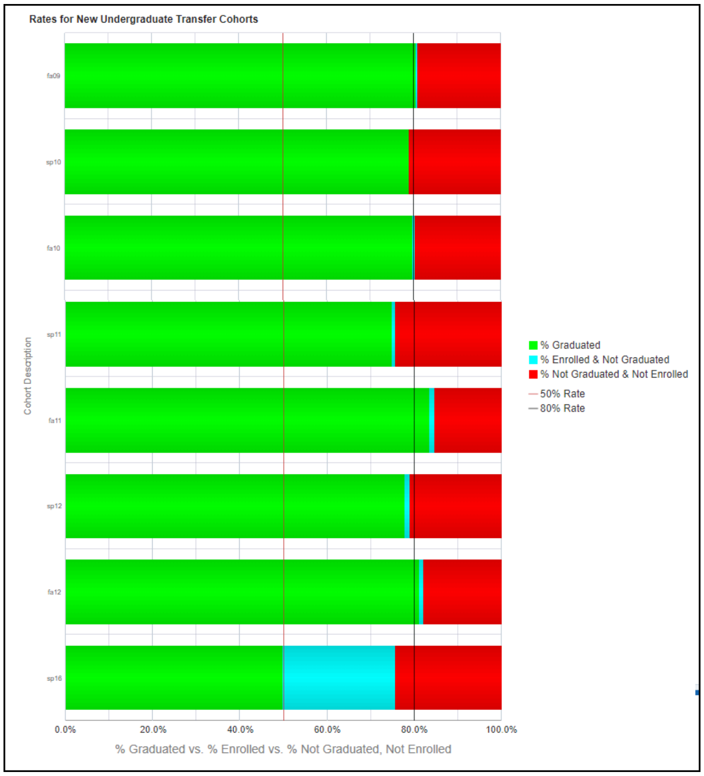


The New Undergraduate Transfer Cohorts by College (Entry) chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the college that the student's initial major was in.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Cohort Summary Chart



The New Undergraduate Transfer Cohorts Summary chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

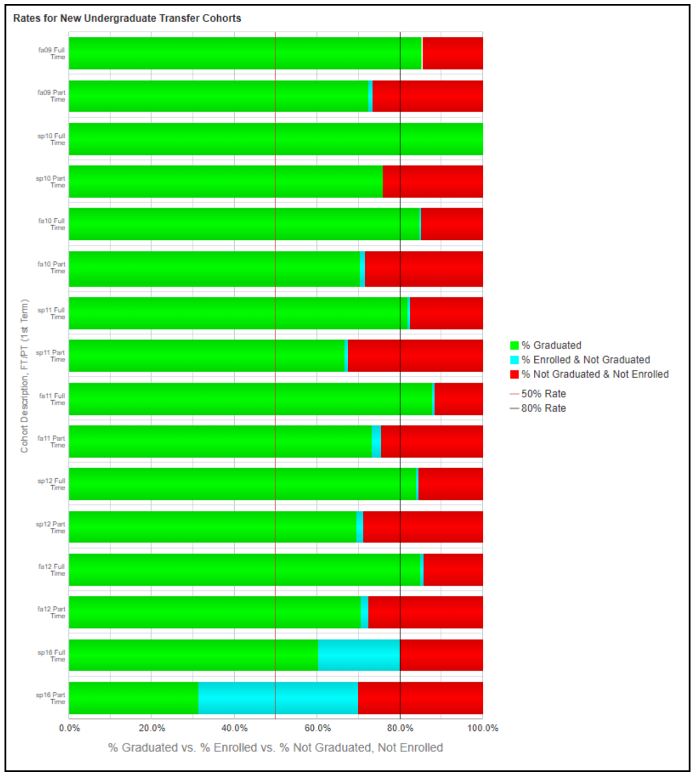
EOP Participation Chart

The New Undergraduate Transfer Cohorts by EOP Participation chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the EOP Participation status.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

FT/PT (1st Term) Chart



The New Undergraduate Transfer Cohorts by FT/PT (1st Term) chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the enrollment type (either full-time or part-time) for the first term.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Tables

In each table, you can click on a count to view information on the specific students who are a part of that count if you have access to student detail information.

College (Latest) Table

You can click on a College to view a breakdown by major.

Cohort Description	College (latest)	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	Arts	223	170	76.2%	1	0.4%	52	23.3%
	CBE	1,107	835	75.4%	8	0.7%	264	23.8%
	COM	555	478	86.1%	2	0.4%	75	13.5%
	ECS	96	62	64.6%	2	2.1%	32	33.3%
	HHD	653	555	85.0%	3	0.5%	95	14.5%
	HSS	1,027	857	83.4%	2	0.2%	168	16.4%
	MISC	2	0	0.0%	0	0.0%	2	100.0%
	NSM	137	99	72.3%	0	0.0%	38	27.7%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
College (Latest)	The code for the academic college that the student's major is currently in. • ARTS = College of the Arts • CBE = College of Business & Economics • COM = College of Communications • ECS = College of Engineering & Computer Science • HSS = College of Humanities & Social Sciences • HHD = College of Health & Human Development • MISC = Undeclared or unknown • NSM = College of Natural Science & Math

Column	Description
Size	The number of students in the cohort for the specified academic college.
Degree Count	The number of students in the cohort for the specified college who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified college who have graduated.
Enrolled Count	The number of students in the cohort for the specified college who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified college who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.

Gender Table

Cohort Description	Gender	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	MEN	1,609	1,251	77.8%	7	0.4%	351	21.8%
	WOMEN	2,191	1,805	82.4%	11	0.5%	375	17.1%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Gender	Indicates the gender of the students. Values include: • Female • Male
Size	The number of students in the cohort for the specified gender.
Degree Count	The number of students in the cohort for the specified gender who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified gender who have graduated.
Enrolled Count	The number of students in the cohort for the specified gender who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified gender who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified gender who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified gender who have not graduated and are not enrolled in the current term.

Ethnicity Table

Cohort Description	Ethnicity	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	American Indian	18	14	77.8%	1	5.6%	3	16.7%
	Asian	751	592	78.8%	4	0.5%	155	20.6%
	Black	65	48	73.8%	0	0.0%	17	26.2%
	Hispanic	1,057	841	79.6%	9	0.9%	207	19.6%
	Non-Resident Alien (Intl)	207	173	83.6%	2	1.0%	32	15.5%
	Race/Ethnicity Unknown	369	295	79.9%	1	0.3%	73	19.8%
	Two or More Races	99	83	83.8%	0	0.0%	16	16.2%
	White	1,234	1,010	81.8%	1	0.1%	223	18.1%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Ethnicity	The reported ethnic group of the students in the cohort.
Size	The number of students in the cohort for the specified ethnicity.
Degree Count	The number of students in the cohort for the specified ethnicity who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified ethnicity who have graduated.
Enrolled Count	The number of students in the cohort for the specified ethnicity who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified ethnicity who are enrolled in the current term.

Column	Description
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified ethnicity who have not graduated and are not enrolled in the current term.

Underrepresented Status Table

Cohort Description	Underrepresented Status	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	No	2,660	2,153	80.9%	8	0.3%	499	18.8%
	Yes	1,140	903	79.2%	10	0.9%	227	19.9%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Underrepresented Status	The underrepresented status of the students: • Yes indicates the students are members of an underrepresented group • No indicates that the students are not members of an underrepresented group
Size	The number of students in the cohort for the specified underrepresented status.
Degree Count	The number of students in the cohort

Column	Description
	for the specified underrepresented status who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified underrepresented status who have graduated.
Enrolled Count	The number of students in the cohort for the specified underrepresented status who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified underrepresented status who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified underrepresented status who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified underrepresented status who have not graduated and are not enrolled in the current term.

Prior Institution Type Table

Cohort Description	Prior Institution Type	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	CA Community College	3,494	2,808	80.4%	17	0.5%	669	19.1%
	CA Independent College or University	45	36	80.0%	0	0.0%	9	20.0%
	College Outside of United States	18	14	77.8%	0	0.0%	4	22.2%
	College in other State	110	81	73.6%	1	0.9%	28	25.5%
	Other CSU	113	101	89.4%	0	0.0%	12	10.6%
	UC campus	20	16	80.0%	0	0.0%	4	20.0%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Prior Institution Type	The type of institution that the student attended prior to attending CSUF.
Size	The number of students in the cohort for the specified prior institution type.
Degree Count	The number of students in the cohort for the specified prior institution type who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified prior institution type who have graduated.
Enrolled Count	The number of students in the cohort for the specified prior institution type who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified prior institution type who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified prior institution type who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified prior institution type who have not graduated and are not enrolled in the current term.

Parent Education Table

Cohort Description	Parent Education	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	Parent Attended Some College	1,078	864	80.1%	4	0.4%	210	19.5%
	Parent Graduated College	1,413	1,147	81.2%	5	0.4%	261	18.5%
	Student is First Generation College	905	726	80.2%	9	1.0%	170	18.8%
	Unknown	404	319	79.0%	0	0.0%	85	21.0%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Parent Education	The highest level of education completed by the students' parents.
Size	The number of students in the cohort for the specified level of parent education.
Degree Count	The number of students in the cohort for the specified level of parent education who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified level of parent education who have graduated.
Enrolled Count	The number of students in the cohort for the specified level of parent education who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified level of parent education who are enrolled in the current term.

Column	Description
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified level of parent education who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified level of parent education who have not graduated and are not enrolled in the current term.

College (Entry) Table

You can click on a College to view a breakdown by major.

Cohort Description	College (entry)	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	ARTS	239	185	77.4%	2	0.8%	52	21.8%
	CBE	1,143	861	75.3%	9	0.8%	273	23.9%
	COMM	532	458	86.1%	2	0.4%	72	13.5%
	ECS	115	77	67.0%	2	1.7%	36	31.3%
	H&SS	1,039	862	83.0%	1	0.1%	176	16.9%
	HHD	572	492	86.0%	1	0.2%	79	13.8%
	NSM	157	119	75.8%	1	0.6%	37	23.6%
	OTHER	3	2	66.7%	0	0.0%	1	33.3%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
College (Entry)	The code for the academic college that the student's major upon entering CSUF is in. • ARTS = College of the Arts

Column	Description
	• CBE = College of Business & Economics • COM = College of Communications • ECS = College of Engineering & Computer Science • HSS = College of Humanities & Social Sciences • HHD = College of Health & Human Development • MISC = Undeclared or unknown • NSM = College of Natural Science & Math • OTHER = Undeclared or unknown
Size	The number of students in the cohort for the specified academic college.
Degree Count	The number of students in the cohort for the specified college who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified college who have graduated.
Enrolled Count	The number of students in the cohort for the specified college who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified college who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified college who have not graduated and are not enrolled in the current term.

Cohort Summary Table

Cohort Description	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	3,800	3,056	80.4%	17	0.4%	727	19.1%
fa09 Total	**3,800**	**3,056**	**80.4%**	**17**	**0.4%**	**727**	**19.1%**
sp10	33	26	78.8%	0	0.0%	7	21.2%
sp10 Total	**33**	**26**	**78.8%**	**0**	**0.0%**	**7**	**21.2%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Size	The number of students in the cohort.
Degree Count	The number of students in the cohort who have been awarded a degree.
% Graduated	The percentage of students in the cohort who have graduated.
Enrolled Count	The number of students in the cohort who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort who have not graduated and are not enrolled in the current term.

EOP Participation Table

Cohort Description	EOP Participation	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	No	3,655	2,941	80.5%	18	0.5%	696	19.0%
	Yes	145	115	79.3%	0	0.0%	30	20.7%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
EOP Participation	The EOP Participation status of the students. • Yes indicates the students participated in the EOP program • No indicates that the students did not participate in the EOP program
Size	The number of students in the cohort for the specified EOP Participation status.
Degree Count	The number of students in the cohort for the specified EOP Participation status who have been awarded a degree.
% Graduated	The percentage of students in the cohort for the specified EOP Participation status who have graduated.
Enrolled Count	The number of students in the cohort for the specified EOP Participation status who are enrolled in the current term.
% Enrolled	The percentage of students in the

Column	Description
	cohort for the specified EOP Participation status who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified EOP Participation status who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified EOP Participation status who have not graduated and are not enrolled in the current term.

FT/PT (1st Term) Table

Cohort Description	FT/PT (1st Term)	Size	Degree Count (as of today)	% Graduated	Enrolled Count (current term)	% Enrolled & Not Graduated	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
fa09	Full Time	2,389	2,037	85.3%	4	0.2%	348	14.6%
	Part Time	1,411	1,019	72.2%	14	1.0%	378	26.8%
fa09 Total		**3,800**	**3,056**	**80.4%**	**18**	**0.5%**	**726**	**19.1%**

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
FT/PT (1st Term)	The enrollment type of the student for their first term at CSUF: either full-time or part-time.
Size	The number of students in the cohort for the specified enrollment type.
Degree Count	The number of students in the cohort for the specified enrollment type who have been awarded a degree as of

Column	Description
	today.
% Graduated	The percentage of students in the cohort for the specified enrollment type who have graduated.
Enrolled Count	The number of students in the cohort for the specified enrollment type who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified enrollment type who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified enrollment type who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified enrollment type who have not graduated and are not enrolled in the current term.

Need More Help?

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

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2-Dimensional Detail Report

This article covers how to run and interpret the 2-Dimensional Detail report on the Student Success dashboard.

What does this report show?

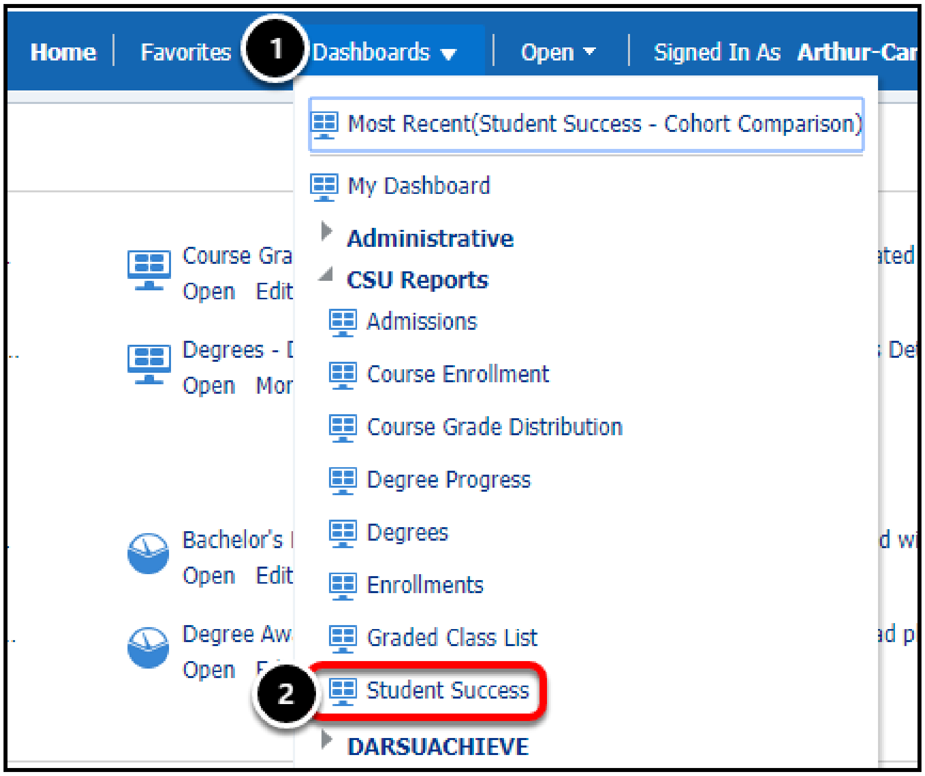
The 2-Dimensional Detail report shows charts and tables with a comparison of cohorts from fall 2004 - present on values such as initial cohort size, degree count, % graduated, enrolled count, % enrolled & not graduated, not graduated & not enrolled count, and % not graduated & not enrolled. Users can choose to see this information for first-time full-time freshman cohorts or for new undergraduate transfer cohorts. Users can also specify two dimensions on which to view the data from among the following: cohort summary, gender, ethnicity, underrepresented status, prior institution type, parent education, college (latest), college (entry), EOP participation, and Freshman Programs participation.

Accessing the Report

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

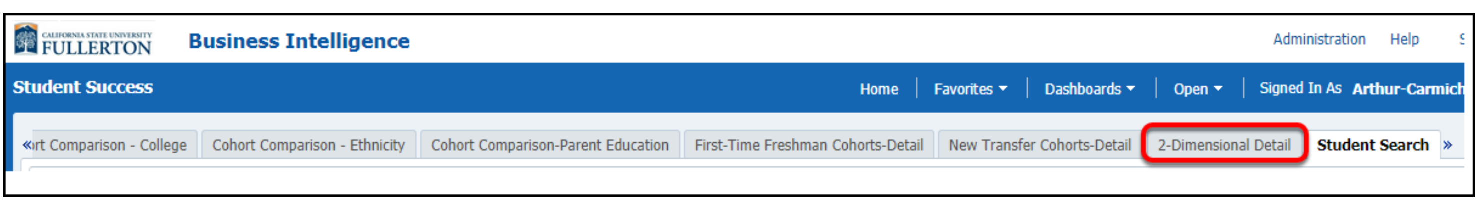
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Student Success.



3. Click the 2-Dimensional Detail tab on the Student Success dashboard.

> You may need to click on the double arrow at the end of the row of tabs in order to select this report.



Report Overview

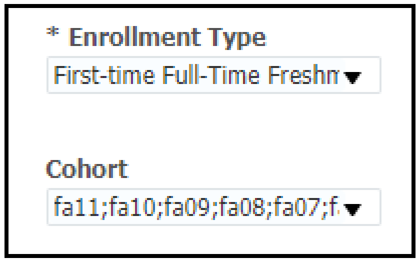
By default, the 2-Dimensional Detail report will show data for fall cohorts of first-time freshmen from fall 2006 - fall 2011 by ethnicity and gender.

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.

The counts on this report are current as of today.

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.

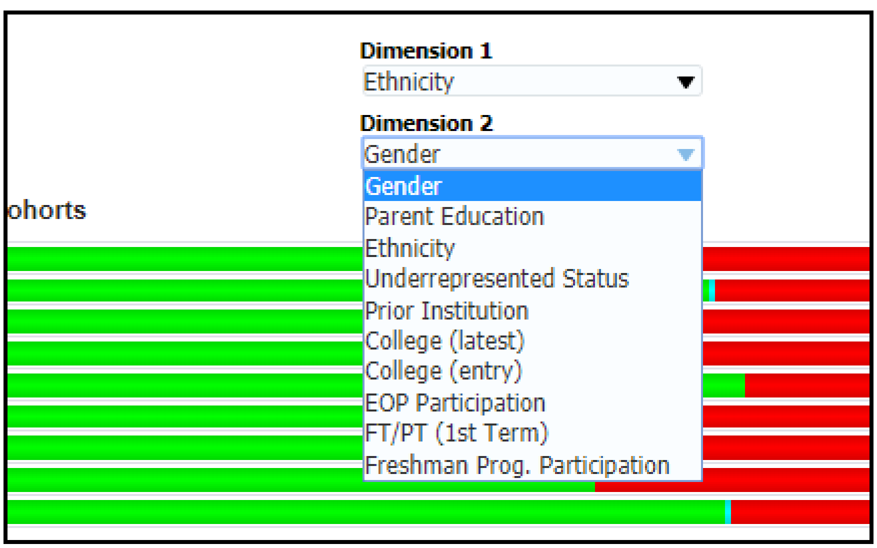


Filter Descriptions

Filter	Description
Enrollment Type	The type of student for which you wish to view data. Values include: • First-Time Full-Time Freshman • New Undergraduate Transfer
Cohort	The catalog year for the cohort(s) for which you wish to view data. i.e., fa04 = students whose catalog year is fall 2004.

Report Parameters

Use the drop-down menus under the report filters to change the data you see in the results charts and tables.



Available Parameters

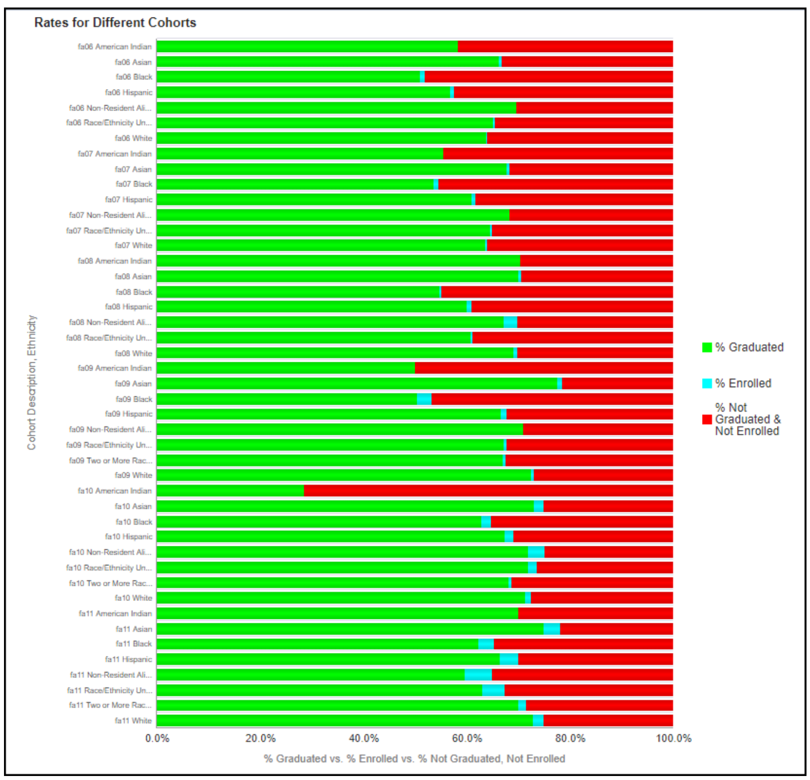
Name	Description
Cohort Summary	Organizes the data by all cohorts for the academic term(s) selected.
Gender	Organizes the data by the gender population.
Ethnicity	Organizes the data by the reported ethnic group of the students in the cohort.
Underrepresented Status	Organizes the data by the underrepresented status of the students.
Prior Institution Type	Organizes the data by the type of institution that the student attended prior to attending CSUF.
Parent Education	Organizes the data by the highest level of education completed by the students' parents.
College (Latest)	Organizes the data by the the academic college that the student's major is currently in.
College (Entry)	Organizes the data by the the academic college that the student's major upon entering CSUF is in.
EOP Participation	Organizes the data by the Educational Opportunity Program (EOP) Participation status of the students.
Freshman Prog. Participation	Organizes the data by the Freshman Programs Participation status of the students.
FT/PT (1st Term)	Organizes the data by the enrollment type of the student for their first term at

Name	Description
	CSUF: either full-time or part-time.

Reading the Chart

The default setting for the charts (and the table below) is by Ethnicity and Gender. The sample below is an example of one pairing of dimensions; the data on your report will vary depending on which dimensions you select.

> You can hover over the bars in charts to see the specific count associated with each bar.



The 2-Dimensional chart shows the percentage graduated versus percentage enrolled versus percentage not graduated & not enrolled for each cohort listed on the y-axis on the left for the two dimensions that you selected.

The legend on the right indicates what each color represents on the chart: green for percentage graduated in that cohort, blue for percentage enrolled & not graduated in that cohort, and red for percentage not graduated & not enrolled in that cohort.

The chart also provides markers at the 80% and 50%.

Reading the Tables

The default setting for the tables (and chart above) is by Ethnicity and Gender. The sample below is an example of one pairing of dimensions; the data on your report will vary depending on which dimensions you select.

In each table, you can click on a count to view information on the specific students who are a part of that count if you have access to student detail information.

Cohort Description	Ethnicity	Gender	Size	Degree Count	% Graduated	Enrolled Count	% Enrolled	Not Graduated & Not Enrolled Count	% Not Graduated & Not Enrolled
	American Indian	MEN	9	5	55.6%	0	0.0%	4	44.4%
		WOMEN	15	9	60.0%	0	0.0%	6	40.0%
	American Indian Total		24	14	58.3%	0	0.0%	10	41.7%
	Asian	MEN	370	235	63.5%	4	1.1%	131	35.4%
		WOMEN	476	326	68.5%	0	0.0%	150	31.5%
	Asian Total		846	561	66.3%	4	0.5%	281	33.2%
	Black	MEN	73	30	41.1%	1	1.4%	42	57.5%
		WOMEN	145	81	55.9%	1	0.7%	63	43.4%
	Black Total		218	111	50.9%	2	0.9%	105	48.2%

Available Columns

Column	Description
Cohort Description	The catalog year for the cohort. i.e., fa04 = students whose catalog year is fall 2004.
Dimension 1	The first dimension you selected above; in this example the identified ethnicity for the student.
Dimension 2	The second dimension you selected above; in this example the identified gender for the student.
Size	The number of students in the cohort for the specified dimensions.

Column	Description
Degree Count	The number of students in the cohort for the specified dimensions who have been awarded a degree as of today.
% Graduated	The percentage of students in the cohort for the specified dimensions who have graduated.
Enrolled Count	The number of students in the cohort for the specified dimensions who are enrolled in the current term.
% Enrolled	The percentage of students in the cohort for the specified dimensions who are enrolled in the current term.
Not Graduated & Not Enrolled Count	The number of students in the cohort for the specified dimensions who have not graduated and are not enrolled in the current term.
% Not Graduated & Not Enrolled	The percentage of students in the cohort for the specified dimensions who have not graduated and are not enrolled in the current term.

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