

Academic Affairs State Finance Workshop August 2017



TABLEAU FINANCE DASHBOARDS

Academic Research and Resources

Academic Affairs Tableau – Finance Workbook Workshop

Go to: <http://www.cpp.edu/~irpa/tableau.shtml>

CAL POLY POMONA



INSTITUTIONAL RESEARCH,
PLANNING AND ANALYTICS
(IRPA)

- Our Team
- ▼ Data Dashboards
 - Tableau**
- Current Initiatives

Tableau

Important Update

Bronco Interactive Dashboards (BID) have been moved to tableau. Please click the login link below to login and access.

Key dashboards include: Class Schedule; Enrollment (formally known as Institutional Data New); Finance and Registration (formally known as Student – Registration). In progress: Student Success

There will be no change to the data warehouse reports at this time.

Data Status – All data is current and available. The data is refreshed from the PeopleSoft production system on Monday – Friday from 2:00 am to 6:00 am.

Assistance – Tableau is available on-campus, or off-campus with a valid VPN (Virtual Private Network) connection. For information on setting up a VPN connection visit [ehelp](#).

[Click here to log-in to Tableau](#)

If you have any questions please contact us via e-mail at datawarehouse@cpp.edu



Cal Poly Pomona Online Services

Home » Cal Poly Pomona Online Services

Login to Tableau Dashboards

BroncoName

Password

[Forgot Password?](#) [Don't have an account?](#)

Login

Tips and Tricks



Pause Button – Click this before making selections for your query/report.

Resume Button – Click this after making selections for your query/report.

Revert Button – To clear all selections and start a new query/report.

Go to **“original view”** first, if you are in a saved report/view.

Refresh Button – To get new data based upon an existing query/report.

Undo – Reverse the action made.

Redo – Repeat the action made.

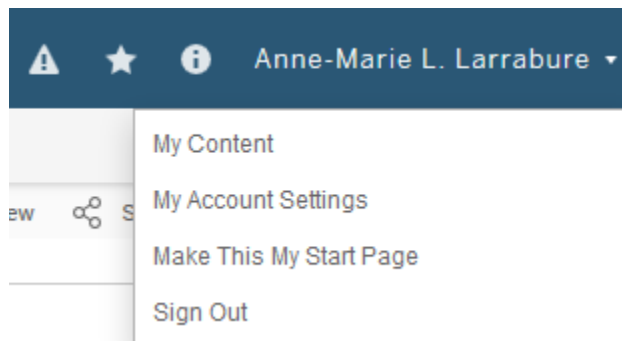


Viewing Options – Select saved reports/views, save defaults, & go back to original view.

Share – Share reports/views with colleagues.

Download – Download “Raw” Data, selected dashboard into Excel (not formatted), & a PDF.

Full Screen – View, just the dashboards in the full screen option.



Select “Make This My Start Page” once you have chosen a page that you will most likely reference the most.

Online Tutorials

Academic Research & Resources is working to create short Tableau tutorials. It is a work in progress, so be sure to check in periodically to see what has been added to our website.

<http://www.cpp.edu/~arar/faculty-staff-resources/DashboardTutorialVideos.shtml>

CAL POLY POMONA

ACADEMIC RESEARCH AND RESOURCES

- ▶ Just The Facts
- ▶ Campus Data
- ▼ Faculty & Staff Resources
 - Common Reports
 - Financial & Personnel Resources
 - Special Services
- ▶ Institutional Assessment
 - Our Mission
 - Our Team
 - Contact and Location
 - Custom Data Requests
 - Common Data Set
 - Institutional Data Dashboard
 - Related Links

Dashboard Tutorial Videos

Tableau Dashboards

Access via **Institutional Research, Planning and Analytics (IRPA)**

Tutorial Videos:

- [Class Schedule Download](#)
- [Class Schedule Legacy \(BID\) Format Download](#)

CSU Student Success Dashboards

Access via **CSU Dashboard**

Tutorial Videos:

- [High Impact Practices \(HIPs\) Information](#)

Select Workbooks – Choose Viewing Option

production Search Anne-Marie L. Larrabure

Projects 9 Workbooks 14 Views 55 Data Sources 6

0 selected

Sort by Views: All (Most-Least)

General Filters

Project

Owner

Tag

Modified on or after

Modified on or before

☐ Only my favorites

☐ Only my recently viewed

☐ Has an alert

Finance
3,184 views ☆ 3

IAP AND MYPLANNER DASHBOARD
1,699 views ☆ 1

Class Schedule
1,244 views ☆ 0

Daily Cohort Dashboard
1,087 views ☆ 0

ADMISSIONS
775 views ☆ 0

Daily Registration Summary
505 views ☆ 0

Enrollment
478 views ☆ 0

Finance - Current Year
363 views ☆ 3

HR
219 views ☆ 1

COURSE CAPACITY MANAGEMENT
178 views ☆ 0






Cal Poly Pomona Graduating Senior Survey
66 views ☆ 0


ADMISSIONS - Summary
48 views ☆ 0


HR - Student Assistant Positions
24 views ☆ 0

Enrollment-Internal Report
9 views ☆ 0




Select "Finance" Workbook


 production  Search    Anne-Marie L. Larrabure ▾

Home >  FINANCE

 **FINANCE** ...
PROJECT • Workbooks: Finance Current Year, Finance (multiple years) Dashboards: Chartfield, Division, Custom View, Fund Balance, PO Listing, P... [Read More](#)

Workbooks 3 Views 18 Data Sources 0 Details

▼ 0 selected Sort by Views: All (Most-Least)   



General Filters

Owner

Tag

Modified on or after


Modified on or before

☐ Only my favorites


☐ Only my recently viewed

☐ Has an alert


Finance

3,168 views  3

Finance - Current Year

361 views  3

HR

219 views  1

Select "Custom View" Tab

Tableau production Search Anne-Marie L. Larrabure

Home > FINANCE > Finance

Finance

WORKBOOK • By Carol Demesa • 3,170 views • 3 • Extract: Aug 23, 2017, 6:04 AM

Views 9 Data Sources 5 Refresh Schedules 1 Subscriptions 0 Details

0 selected Sort by Sheet (First-Last)

Chartfield

492 views ☆ 5

Division

129 views ☆ 0

Multi Year

142 views ☆ 0

Custom View

1,194 views ☆ 5

Fund Balance

111 views ☆ 0

PO Listing

306 views ☆ 1

PO Detail

592 views ☆ 0

Department Tree

109 views ☆ 0

Transaction Search

95 views ☆ 0

Custom View Tab

+ a b l e a u		production	Search	Anne-Marie L. Larrabure	
Home > FINANCE > Finance > Custom View					
Undo Redo Revert Refresh Pause					
Original View Share Download Full Screen					
Chartfield Division Multi Year Custom View Fund Balance PO Listing PO Detail Department Tree Transaction Search					

Custom View

Fiscal Year	Quarter	Period Month	Fund	Division	AVP/Dean	Dept ID	Account Type	Account	Program	Class	Project
2016	(All)	(All)	(All)	ADMIN AFFAIRS	AVP FINANCE & A...	75000 - Budget S...	(All)	(All)	(All)	(All)	None

Column 1	Column 2	Column 3	Column 4	Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
Dept ID	Fund	Class	Account							

75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601201 - Management and Supervisory	204,444.00		204,444.00		197,659.91	197,659.91	6,784.09
			601300 - Support Staff Salaries	154,584.00		154,584.00		95,037.82	95,037.82	59,546.18
			606001 - Travel-In State					431.70	431.70	-431.70
			606002 - Travel-Out of State					1,499.61	1,499.61	-1,499.61
			613001 - Contractual Services				240.76	1,128.58	1,369.34	-1,369.34
			660003 - Supplies and Services		10,622.00	10,622.00		981.52	981.52	9,640.48
			660009 - Professional Development					755.00	755.00	-755.00
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
	UE001 - TF CAMPUS SERV-INTERNAL	00000 - No Class Value	606001 - Travel-In State					72.70	72.70	-72.70
			Total					72.70	72.70	-72.70
		C5020 - Cost Recovery	580094 - Cost Recovery fr Other CSU 948					-94,907.00	-94,907.00	94,907.00
			601201 - Management and Supervisory					13,801.85	13,801.85	-13,801.85
			601300 - Support Staff Salaries					50,925.00	50,925.00	-50,925.00
			603001 - OASDI					4,084.29	4,084.29	-4,084.29
			603003 - Dental Insurance					825.90	825.90	-825.90
			603005 - Retirement					13,611.21	13,611.21	-13,611.21
			603011 - Life Insurance					13.50	13.50	-13.50

Details

Click above to filter detail below

Budget					
Account	B Document Date	B Journal ID	B Line Description	Original	Budget Total
601201 - Management and Su...	12/13/2016	0000989029	COMP ALLOCATION	4,008.00	4,008.00
601300 - Support Staff Salaries	12/13/2016	0000989029	COMP ALLOCATION	1,956.00	1,956.00
601201 - Management and Su...	11/30/2016	0000987031	PERM BUDGET	200,436.00	200,436.00
601300 - Support Staff Salaries	11/30/2016	0000987031	PERM BUDGET	152,628.00	152,628.00
660003 - Supplies and Servic...	11/30/2016	0000987031	CFWD 15/16		10,622.00
660003 - Supplies and Servic...	11/22/2016	0000979012	CFWD 15/16		240,317.00
Grand Total				359,028.00	609,967.00

Encumbrance					
Account	E Document Date	E Vendor	E Vendor ID	E Po Id	Encumbrance
613001 - Contractual Services	7/21/2016	KYOCERA DOCUMENT SOL...	0000001770	0000051142	241.32
613001 - Contractual Services	10/22/2015	KYOCERA DOCUMENT SOL...	0000001770	0000059889	-0.56
Grand Total					240.76

PMT/AMT							
Account	Accounting Date	Voucher ID	Journal ID	Invoice ID	Po Id	Description	Pmt/Rev
601201 - Management and Su...	6/30/2017		HR01091393			Salaries and Benefits	18,539.00
601300 - Support Staff Salaries	6/30/2017		HR01091393			Salaries and Benefits	16,121.00
603001 - OASDI	6/30/2017		HR01091393			Salaries and Benefits	366.49
603003 - Dental Insurance	6/30/2017		HR01091393			Salaries and Benefits	93.23
603005 - Retirement	6/30/2017		HR01091393			Salaries and Benefits	1,542.47
603011 - Life Insurance	6/30/2017		HR01091393			Salaries and Benefits	1.50
603012 - Medicare	6/30/2017		HR01091393			Salaries and Benefits	85.71
603013 - Vision Care	6/30/2017		HR01091393			Salaries and Benefits	7.87
603015 - Flex Cash	6/30/2017		HR01091393			Salaries and Benefits	128.00
660009 - Professional Develo...	6/14/2017	0001080324				CPO	2,375.00
601201 - Management and Su...	5/31/2017		HR01073418			Salaries and Benefits	18,539.00

Custom View Dashboard

+ a b l e a u

production

Search

Home

FINANCE

Finance

Custom View

Undo

Redo

Revert

Refresh

Pause

Original View

Share

Download

Full Screen

ChartfieldDivisionMulti YearCustom ViewFund BalancePO ListingPO DetailDepartment TreeTransaction Search

Fiscal Year

Quarter

Period Month

Fund

Division

AVP/Dean

Dept ID

Account Type

Account

Program

Class

Project

2016

(All)

(All)

(All)

ADMIN AFFAIRS

AVP FINANCE & A...

75000 - Budget S...

(All)

(All)

(All)

(All)

None

Column 1

Column 2

Column 3

Column 4

Dept ID

Fund

Class

Account

Original

Adjustment

Budget Total

Encumbrance

Pmt/Rev

Actual Total

Available Balance

75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601201 - Management and Supervisory	204,444.00		204,444.00		197,659.91	197,659.91	6,784.09
			601300 - Support Staff Salaries	154,584.00		154,584.00		95,037.82	95,037.82	59,546.18
			606001 - Travel-In State					431.70	431.70	-431.70
			606002 - Travel-Out of State					1,499.61	1,499.61	-1,499.61
			613001 - Contractual Services				240.76	1,128.58	1,369.34	-1,369.34
			660003 - Supplies and Services		10,622.00	10,622.00		981.52	981.52	9,640.48
			660009 - Professional Development					755.00	755.00	-755.00
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
UE001 - TF CAMPUS SERV-INTERNAL	00000 - No Class Value	C5020 - Cost Recovery	606001 - Travel-In State					72.70	72.70	-72.70
			Total					72.70	72.70	-72.70
			580094 - Cost Recovery fr Other CSU 948					-94,907.00	-94,907.00	94,907.00
			601201 - Management and Supervisory					13,801.85	13,801.85	-13,801.85
			601300 - Support Staff Salaries					50,925.00	50,925.00	-50,925.00
			603001 - OASDI					4,084.29	4,084.29	-4,084.29
			603003 - Dental Insurance					825.90	825.90	-825.90
			603005 - Retirement					13,611.21	13,611.21	-13,611.21
			603011 - Life Insurance					13.50	13.50	-13.50

Saving Views/Reports & Defaults

Name the View/Report. If you would like this View/Report to be your default, please select the box.

Tableau interface showing a Custom View configuration for Academic Research and Resources (AR&R).

Custom View Configuration:

- Fiscal Year:** 2017
- Quarter:** Q1
- Period Month:** (All)
- Fund:** (All)
- Division:** ACADEMIC AFFAIRS
- AVP/Dean:** VP ACAD AFFS O...
- Dept ID:** 21700 - Academic...

Column Selection:

- Column 1:** Fiscal Year
- Column 2:** Fund
- Column 3:** Class
- Column 4:** Account

Custom View Data Table:

Class	Account	Actual Total	Available Balance
00000 - No Class Value	601300 - Support Staff Salaries	35,415.63	-35,415.63
	604886 - Other Comm - Wireless	300.00	-300.00
	606001 - Travel-In State	0.00	0.00
	619001 - Other Equipment	1,103.88	-1,103.88
	660001 - Postage and Freight	1.82	-1.82
	660003 - Supplies and Services	967.67	239.75
	660090 - Expenses-Other	6,791.12	0.00
	Total	8,446.47	36,373.40
C3344 - Student Success RFP	601300 - Support Staff Salaries	1,588.32	1,588.32
	606002 - Travel-Out of State	0.00	0.00
	660009 - Professional Development	0.00	0.00
	660805 - Membership & Subscriptions	0.00	0.00
	Total	1,588.32	1,588.32
Total		8,446.47	37,961.72
Grand Total		8,446.47	46,408.19

Custom View Panel:

- AR&R** (selected)
- ☒ Make it my default
- My Views:** AR&R (default)
- Other Views:** Original View

Printing the Dashboard

Click to deselect/select your choices to print a PDF of your report/query.
Please note that your selections are highlighted in light blue.

Custom View

Fiscal Year: 2016, Quarter: (All), Period Month: (All), Fund: (All), Division: ADMIN AFFAIRS, AVP/Dean: AVP FINANCE & A..., Dept ID: 75000 - Budget S..., Account Type: (All), Account: (All), Program: (All), Class: (All), Project: None

Column 1: Dept ID, Column 2: Fund, Column 3: Class, Column 4: Account

Download PDF

Layout: Portrait (selected), Landscape

Paper Size: Letter

Scaling: At most 1 page wide

Content: This Dashboard (selected), Sheets in Dashboard, Sheets in Workbook

Sheets to Download: CV_Budet_D..., CV_Encumbr..., CV_PMT_De..., Custom Vie...

Buttons: Cancel, Download

Custom View page

				Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601201 - Management and Supervisory	204,444.00		204,444.00		197,659.91	197,659.91	6,784.09
			601300 - Support Staff Salaries	154,584.00		154,584.00		95,037.82	95,037.82	59,546.18
			606001 - Travel-In State					431.70	431.70	-431.70
			606002 - Travel-Out of State					1,499.61	1,499.61	-1,499.61
			613001 - Contractual Services				240.76	1,128.58	1,369.34	-1,369.34
			660003 - Supplies and Services		10,622.00	10,622.00		981.52	981.52	9,640.48
			660009 - Professional Development					755.00	755.00	-755.00
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10

Downloading Data via the Crosstab Option

To download the Custom View dashboard as seen into Excel

Tableau interface showing the Custom View dashboard. The dashboard displays financial data for the Fiscal Year 2016, Quarter (All), Period Month (All), Fund (All), Division (ADMIN AFFAIRS), AVP/Dean (AVP FINANCE & A...), Dept ID (75000 - Budget S...), Account Type (All), Account (All), Program (All), and Class (All).

The Custom View dashboard shows a table with columns: Fiscal Year, Quarter, Period Month, Fund, Division, AVP/Dean, Dept ID, Account Type, Account, Program, Class, and Available Balance. The data is filtered by Fiscal Year 2016, Quarter (All), Period Month (All), Fund (All), Division (ADMIN AFFAIRS), AVP/Dean (AVP FINANCE & A...), Dept ID (75000 - Budget S...), Account Type (All), Account (All), Program (All), and Class (All).

The table displays data for the Department of Finance, including various budget services and internal services. The data is organized by Department ID, Fund, Class, and Account. The table includes a Total row for each Department ID and a Total row for each Fund.

The table shows the following data:

Dept ID	Fund	Class	Account	Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601201 - Management and Supervisory	204,444.00		204,444.00		197,659.91	197,659.91	6,784.09
			601300 - Support Staff Salaries	154,584.00		154,584.00		95,037.82	95,037.82	59,546.18
			606001 - Travel-In State					431.70	431.70	-431.70
			606002 - Travel-Out of State					1,499.61	1,499.61	-1,499.61
			613001 - Contractual Services				240.76	1,128.58	1,369.34	-1,369.34
			660003 - Supplies and Services		10,622.00	10,622.00		981.52	981.52	9,640.48
			660009 - Professional Development					755.00	755.00	-755.00
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
	Total			359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
UE001 - TF CAMPUS SERV-INTERNAL	00000 - No Class Value		606001 - Travel-In State					72.70	72.70	-72.70
			Total					72.70	72.70	-72.70
	C5020 - Cost Recovery		580094 - Cost Recovery fr Other CSU 948					-94,907.00	-94,907.00	94,907.00
			601201 - Management and Supervisory					13,801.85	13,801.85	-13,801.85
			601300 - Support Staff Salaries					50,925.00	50,925.00	-50,925.00
			603001 - OASDI					4,084.29	4,084.29	-4,084.29
			603003 - Dental Insurance					825.90	825.90	-825.90
			603005 - Retirement					13,611.21	13,611.21	-13,611.21
			603011 - Life Insurance					13.50	13.50	-13.50

Excel Download

	A	B	C	D	E	F	G	H	I	J	K
1					Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
2	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601201 - Management and Supervisory	204,444.00		204,444.00		197,659.91	197,659.91	6,784.09
3	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	601300 - Support Staff Salaries	154,584.00		154,584.00		95,037.82	95,037.82	59,546.18
4	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	606001 - Travel-In State					431.7	431.7	-431.7
5	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	606002 - Travel-Out of State					1,499.61	1,499.61	-1,499.61
6	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	613001 - Contractual Services				240.76	1,128.58	1,369.34	-1,369.34
7	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	660003 - Supplies and Services		10,622.00	10,622.00		981.52	981.52	9,640.48
8	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	660009 - Professional Development					755	755	-755
9	75000 - Budget Services	POM01 - OPERATING FUND	00000 - No Class Value	Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
10	75000 - Budget Services	POM01 - OPERATING FUND	Total	Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
11	75000 - Budget Services	UE001 - TF CAMPUS SERV-INTERNAL	00000 - No Class Value	606001 - Travel-In State					72.7	72.7	-72.7
12	75000 - Budget Services	UE001 - TF CAMPUS SERV-INTERNAL	00000 - No Class Value	Total					72.7	72.7	-72.7
13	75000 - Budget Services	UE001 - TF CAMPUS SERV-INTERNAL	C5020 - Cost Recovery	580094 - Cost Recovery fr Other CSU 948					-94,907.00	-94,907.00	94,907.00
14	75000 - Budget Services	UE001 - TF CAMPUS SERV-INTERNAL	C5020 - Cost Recovery	601201 - Management and Supervisory					13,801.85	13,801.85	-13,801.85

Downloading Data via the Crosstab Option

To download the Custom View dashboard as seen into Excel

Tableau interface showing a custom view of financial data. The dashboard is titled "PMT/AMT" and displays a list of transactions with columns: Account, Accounting Date, Voucher ID, Journal ID, Invoice ID, Po ID, Description, Vendor Category, and Pmt/Rev.

Account	Accounting Date	Voucher ID	Journal ID	Invoice ID	Po ID	Description	Vendor Category	Pmt/Rev
601201 - Management and Su..	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	18,539.00
601300 - Support Staff Salaries	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	16,121.00
603001 - OASDI	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	366.49
603003 - Dental Insurance	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	93.23
603005 - Retirement	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	1,542.47
603011 - Life Insurance	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	1.50
603012 - Medicare	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	85.71
603013 - Vision Care	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	7.87
603015 - Flex Cash	6/30/2017		HR01091393			Salaries and Benefits	HR Expenditures	128.00
660009 - Professional Develo..	6/14/2017	0001080324				CPO	16-7319 CSU BUSS CONF R..	2,375.00
601201 - Management and Su..	5/31/2017		HR01073418			Salaries and Benefits	HR Expenditures	18,539.00

Account	Accounting Date	Voucher ID	Journal ID	Invoice ID	Po ID	Description	Vendor Category	Pmt/Rev
660003 - Supplies and Services	7/1/2016	900999				ACCRUAL02	CR CARD 06/20/2016 CHOI	-201.01
613001 - Contractual Services	7/13/2016	292482	VCH0915150	55B1300480		7/1/15-6/30/16 OVERAGE CHA	KYOCERA DOCUMENT SOLUTION	164.34
613001 - Contractual Services	7/13/2016	292501	VCH0915150	55B1298801		4/1/16-6/30/16 CONTRACT PE	KYOCERA DOCUMENT SOLUTION	241.11
660003 - Supplies and Services	7/14/2016	916848				CB	CR CARD 06/20/2016 CHOI	201.01
601201 - Management and Supervisory	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	17,679.00
601300 - Support Staff Salaries	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	8,102.00
603001 - OASDI	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	177.14
603003 - Dental Insurance	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	43.98
603005 - Retirement	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	748.65
603011 - Life Insurance	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	0.75
603012 - Medicare	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	41.43
603013 - Vision Care	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	3.94
603015 - Flex Cash	7/31/2016		HR00924499			Salaries and Benefits	HR Expenditures	64
660003 - Supplies and Services	8/15/2016	931798				CB	CR CARD 06/23/2016 CHOI	32.69

Downloading Data via the Data Option (aka Data Dump)

To download the Custom View dashboard as seen into Excel

production Search

Home > FINANCE > Finance > Custom View

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Original View Share Download Full Screen

Chartfield Division Multi Year Custom View Fund Balance PO Listing PO Detail Department Tree Transaction Search

Custom View

Fiscal Year: 2016 Quarter: (All) Period Month: (All) Fund: (All) Division: ADMIN AFFAIRS AVP/Dean: AVP FINANCE & A... Dept ID: 75000 - Budget S... Account Type: (All) Account: (All) Program: (All) Class: (All)

Column 1: Dept ID Column 2: Fund Column 3: Division Column 4: Account

Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance				
75000 - Budget Services	POM01 - OPERATING FUND	ADMIN AFFAIRS	601201 - Management and Supervisory	204,444.00	204,444.00	197,659.91	197,659.91	6,784.09		
			601300 - Support Staff Salaries	154,584.00	154,584.00	95,037.82	95,037.82	59,546.18		
			606001 - Travel-In State			431.70	431.70	-431.70		
			606002 - Travel-Out of State			1,499.61	1,499.61	-1,499.61		
			613001 - Contractual Services		240.76	1,128.58	1,369.34	-1,369.34		
			660003 - Supplies and Services		10,622.00	10,622.00	981.52	981.52	9,640.48	
			660009 - Professional Development			755.00	755.00	-755.00		
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
			Total	359,028.00	10,622.00	369,650.00	240.76	297,494.14	297,734.90	71,915.10
	UE001 - TF CAMPUS SERV-INTERNAL	ADMIN AFFAIRS	580094 - Cost Recovery fr Other CSU 948			-94,907.00	-94,907.00	94,907.00		
			601201 - Management and Supervisory			13,801.85	13,801.85	-13,801.85		
			601300 - Support Staff Salaries			50,925.00	50,925.00	-50,925.00		
			603001 - OASDI			4,084.29	4,084.29	-4,084.29		
			603003 - Dental Insurance			825.90	825.90	-825.90		
			603005 - Retirement			13,611.21	13,611.21	-13,611.21		
			603011 - Life Insurance			13.50	13.50	-13.50		
			603012 - Medicare			955.19	955.19	-955.19		
			603013 - Vision Care			70.86	70.86	-70.86		

Summary Full data

Showing first 200 rows.

[Download all rows as a text file](#)

☒ Show all columns

AVP/Dean	Account Type	Account	Accounting Date (copy)	Accounting Date	Adjustment	Appl Journal ID	B Document Date (copy)	B Document Date	B Journal ID	B Line Description	Begin Date	Budget Total	Budget Reporting Flag	payment filter	Actual Total
AVP FINANCE & ADMIN	Expenditure	660003 - Supplies and Services	7/1/2016 12:00:00 AM	7/1/2016 12:00:00 AM	Null		Null	Null	Null	Null	7/1/2016 12:00:00 AM	Null	Y	False	-201.01
AVP FINANCE & ADMIN	Expenditure	613001 - Contractual Services	7/13/2016 12:00:00 AM	7/13/2016 12:00:00 AM	Null	ACCRUAL	Null	Null	Null	Null	7/1/2016 12:00:00 AM	Null	Y	False	241.11

PO Listing Tab

Review multiple purchase orders based upon criteria selected.

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 production

[Home](#) > [FINANCE](#) > [Finance](#) > [PO Listing](#)

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Chartfield Division Multi Year Custom View Fund Balance PO Listing PO Detail Department Tree Transaction Search

PO Listing

PO Date
 6/28/2015

8/22/2017

PO ID
 (All)

PO Status
 Dispatched

Vendor
 KYOCERA DOCUM...

Vendor ID
 0000001770

Account
 613001 - Contractu...

Fund
 (All)

Division
 ADMIN AFFAIRS

AVP/Dean
 AVP FINANCE & ADMIN

VP/Director
 BUDGET SERVICES

Dept ID
 75000 - Budget Services

Class
 00000 - No Class Value

Project
 None

PO ID	PO Status	PO Date	Buyer	Vendor	Vendor ID	Line Num	Line Description	Distrib Line Num	Chartfield	PO Qty	Line total	Balance Amount
0000061142	Dispatched	7/21/2016	Duane Johnson	KYOCERA DOCUMENT SOLUTIONS AMERICA INC	0000001770	1	MAINTENANCE AGREEMENT FOR FS-C2626 COPIER, SERIAL #M2502713, BUDGET SERVICES, MARK LOPEZ OR MONICA CHOI	1	613001-POM01-75000-0602-00000	1	964.45	0.41
0000063119	Dispatched	7/27/2017	Duane Johnson	KYOCERA DOCUMENT SOLUTIONS AMERICA INC	0000001770	1	MAINTENANCE AGREEMENT FOR FS-C2626MFP, SERIAL #NMM2502713, PERIOD ENDING 06/30/2018 BUDGET SERVICES, KELLY EDUARTE	1	613001-UE001-75000-0602-00000	1	1,075.24	952.80

PO Listing Tab

Printing a PDF of the report/query.

The screenshot shows the Tableau interface for the 'PO Listing' tab. A 'Download PDF' dialog box is open, allowing users to configure the PDF export. The dialog includes options for Layout (Portrait or Landscape), Paper Size (Letter), and Scaling (Automatic). Under the 'Content' section, users can choose to download 'This Dashboard', 'Sheets in Dashboard', or 'Sheets in Workbook'. The 'PO Listing info' sheet is highlighted under 'Sheets to Download:'. The background shows the PO Listing dashboard with filters for PO Date, PO ID, PO Status, Division, AVP/Dean, and VP/Director. A table of PO data is visible, including PO ID, PO Status, PO Date, Buyer, Vendor, and Vendor ID.

PO Listing info

PO ID	PO Status	PO Date	Buyer	Vendor	Vendor ID	Line Num	Line Description	Distrib Line Num	Chartfield	PO Qty	Line total	Balance Amount
00053316-4	Dispatched	7/18/2016	Lorraine Rodriguez	XEROX DIRECT	0000002725	1	60 MONTH FMV LEASE AGREEMENT FOR XEROX WORKCENTRE W7545P PRINTER/COPIER WITH OPTIONS DETAILED PER ATTACHED QUOTE. PERIOD OF LEASE: 11/15/12-11/14/17. DEPARTMENT ...	1	619001-POM01-20000-0601-00000	1	2,647.53	3.09
						2	COST PER COPY MAINTENANCE AGREEMENT - INCLUDES ALL SERVICE PARTS AND CONSUMABLE SUPPLIES INCLUDED FOR ALL PRINTS - PRICE IS FIXED FOR TERM. BW \$0.0051 PER COPY AND COLOR \$...	2	660003-POM01-20000-0601-00000	1	2,160.00	68.95

PO Detail Tab

Review the details pertaining to a specific purchase order:
Payments Posted, Available Balance, etc.

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Undo Redo Revert Refresh Pause

Chartfield Division Multi Year Custom View Fund Balance PO Listing PO Detail Department Tree Transaction Search

PO ID	PO Status	PO Date	Buyer	Vendor	PO ID
0000061142	Dispatched	July 21, 2016	Duane Johnson	KYOCERA DOCUMENT SOLUTIONS AMERI..	0000061142

PO Detail

PO Date	Line Num	Line Description	Distrib Line Num	Chartfield	Amt Only Flag	PO Qty	Merchandise Amt	Saletx Amt	Usetax Amt	Freight Amt	Misc Amt	Line total	Balance Amount
7/21/2016	1	MAINTENANCE AGREEMENT FOR FS-C2626 COPIER, SERIAL #M2502713, BUDGET SERVICES, MARK LOPEZ ..	1	613001-POM01-75000-0602-00000	Y	1.00	964.45	0.00	0.00	0.00	0.00	964.45	0.41
Grand Total						1.00	964.45	0.00	0.00	0.00	0.00	964.45	0.41

PO Payment Detail

PO ID	Line Num	Distrib Line Num	Chartfield	Voucher ID	Invoice ID	Check Number	Payment Date	Merch	Sales Tax	Use Tax	Freight	Misc	Subtotal
0000061142	1	1	613001-POM01-75000-0602-00000	00298038	55B1337582	413448	10/27/2016	241.11	0.00	0.00	0.00	0.00	241.11
				00302446	55B1375385	423307	1/26/2017	241.11	0.00	0.00	0.00	0.00	241.11
				00307146	55B1413708	435058	4/27/2017	240.91	0.00	0.00	0.00	0.00	240.91
				00312988	55B1451669	440494	7/25/2017	240.91	0.00	0.00	0.00	0.00	240.91
Grand Total								964.04	0.00	0.00	0.00	0.00	964.04

Receiver Detail

Transaction Search Tab

Isolate and look up the details of a specific transaction.

This tab would be used when submitting the Accounting Revenue Expense Journal Entry.

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[Home](#) > [FINANCE](#) > [Finance](#) > [Transaction Search](#)

Undo Redo Revert Refresh Pause

Chartfield Division Multi Year Custom View Fund Balance PO Listing PO Detail Department Tree Transaction Search

Fiscal Year
2017

Account
613001 - Contractual S...

Fund
POM01 - OPERATING F...

Dept ID
75000 - Budget Services

Program
0602 - Fiscal Operations

Class
00000 - No Class Value

Project
None

Voucher ID
00312988

Journal ID
VCH1103450

Invoice ID
55B1451669

Po Id
0000061142

Pmt/Rev
240.91

240.91

Filters

Fiscal Year	Account	Fund	Dept ID	Program	Class	Project
2017	101100 - Cash-Short Term Inv..	POM01 - OPERATING FUND	No Department	None	None	None
	103001 - Accounts Receivabl..	POM01 - OPERATING FUND	No Department	None	None	None
	103002 - Accounts Receivabl..	POM01 - OPERATING FUND	No Department	None	None	None
	103004 - Accounts Receivabl..	POM01 - OPERATING FUND	No Department	None	None	None

Payment/Revenue

Account	Accounting Date	Voucher ID	Journal ID	Invoice ID	Po Id	Description	Vendor Category	Pmt/Rev
613001 - Contractual Services	7/20/2017	00312988	VCH1103450	55B1451669	0000061142	MAINTENANCE AGREEMEN..	KYOCERA DOCUMENT SOL..	240.91
Grand Total								240.91